

## **Paper Submission Procedure**

Authors of an accepted oral or poster presentation have the option to submit a full scientific paper for publication. This document details the practical steps to submit a paper. ① Other important author information can be found at <a href="https://www.enc2023.eu/author-information/">https://www.enc2023.eu/author-information/</a>.

The MDPI Sciforum platform is used for paper submissions and reviews. Two steps are required. The first step can be completed at any time. The second step is the actual submission of the paper.

## <u>Step 1</u>

Before your paper is ready, please complete the following steps in preparation of paper submission:

- Click Log In on the main page of <u>https://sciforum.net/</u>.
  - If you already have an MDPI or Sciforum account, use your existing account to log in.
  - Otherwise, create a new account by clicking **Register now**.
- While logged in, go to: https://sciforum.net/user/submission/create/930
- The next page will be the New Submission page. Select All ENC 2023 Sessions and click Continue to add title/abstract.
- On the next page, we ask you to enter the following:
  - **Title**: The title of your paper.
  - Abstract: Please enter your <u>Paper Number</u> in this field.
    If unknown, enter 0 in this field. It is *not* needed to enter the text of your abstract.
  - The other fields on the page are self-explanatory.
  - Click Continue to add authors.
- On the next page, you will already be listed as the corresponding author.
  - If "This person does not have any affiliations defined" is shown, add your affiliation by clicking the small pencil icon ℤ.
  - It is not needed to enter the other authors (if any).
  - Click Preview submission.
- On the next page, you will see a summary. Click **Send to editors**.
- <u>Within one working day</u>, you will receive an email confirmation with subject line "Sciforum.net abstract approved". The approval is merely a formality because we have already approved your abstract in March. We have to manually approve it again to create a record for your ENC 2023 contribution in Sciforum. We apologise for the inconvenience.

## Step 2

When you are ready to submit your paper, perform the following steps:

- Open your submissions overview: https://sciforum.net/dashboard/author/submissions
  - Log in using the same account as used above.
  - *Remark:* You can also use the direct link in the auto-generated emails which you will have received from Sciforum.
- You will see your submission in the list, with an **Upload** button in the **Actions** column. Click the **Upload** button.
- The next page will be the **Submit Submission Files** page. At the bottom of the page, you can now upload your **Original files (word / zip)**.
  - For manuscripts in Word format, upload your <u>.docx</u> or <u>.doc</u> file.
  - **(i)** For manuscripts in LaTeX format, upload a <u>.zip</u> file containing your original LaTeX file(s) <u>and a PDF version of your manuscript</u>.
- Click **Submit** to transfer your file (.docx, .doc or .zip).
- The process is now complete, as confirmed by the text **Manuscript pending approval** in the **Status** column of the list.

You will be kept informed of the further review process by emails which are sent by Sciforum. You can also check the status of you submission at all times in the **Status** column of the list.

Other important author information, this document and any updates can be found at: <u>https://www.enc2023.eu/author-information/</u>. Before submitting your paper, please double-check that it complies with all the requirements listed on the author information page.

Thank you for your contributions to ENC 2023!