Your Step by Step Guide - How to Submit Your Paper Proposal for APPEA 2018

CSIRO Publishing is the publishing partner for the APPEA Journal.

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Information you will require before you can complete your submission online:

- The title of your proposed paper
- A 250-word proposal (short abstract)
- The details of the contributing authors (Name, Position, Company/Institution, Email)
- The type of presentation you wish to be considered for at APPEA 2017 (Oral or Poster)
- The type of paper you wish to submit if successful (Peer-reviewed or Extended Abstract)
- Photo of presenter (high res jpeg or tif)
- Biography of presenter (max. 250 words)

Step A

Click onto the Scholar One site - https://mc.manuscriptcentral.com/appea
This link will take you to the home page with a log in section.
If you are already registered with Scholar One – Go to Step B
If you are new user with Scholar One – Go to Step C

Step B

Enter your User ID and Password and press LOG IN.
This will take you to the home page of the APPEA Journal.
Click on the ‘Author’ Tab at the top left of the page and then click on ‘Start New Submission’
Click the button ‘Begin Submission’
Go to Step D

Step C

Click on ‘Create an Account’.
Complete your details.
Once completed, you will find yourself back at the home page.
Click on the ‘Author’ Tab at the top left of the page and then click on ‘Start New Submission’
Click the button ‘Begin Submission’
Go to Step D
Step D  Follow the process through each stage, completing the relevant pages.

Step 1: Type, Title and Paper Proposal
- Select ‘Paper Proposal’. You will be asked later on in the application which type of paper you are looking to submit
- Paper Proposal - please type or paste in your paper proposal. You are not able to attach a document. Please limit your proposal to 250 words
- Your paper will be assessed by the Technical Program Committee and if successful, placed into a stream with other papers in the same field. Please select your stream ‘Geoscience’, ‘Engineering’ or ‘Business’

Step 2: Authors and Institutions
- Please indicate if you are an author of the paper or submitting on behalf of the author(s)
- Please add the authors who will contribute to this paper by searching their email address. If any of the authors have submitted to ScholarOne before their details will be prepopulated.
- If an author is new to ScholarOne, please use the link ‘create a new co-author’.
- The system will accept multiple authors. Please ensure you place them in order of their anticipated order on the paper
- The ‘Actions’ button is used to assign the corresponding author (the author to whom questions should be addressed about the paper after publication, if successful)
- Please indicate who will present in the concurrent session or poster area at APPEA 2018, should the submission be successful.

Step 3: Details & Comments
- Please answer the questions as instructed in regards to the content and presentation of your Paper Proposal.
- Preferred presentation style
  ~ Oral presentations are required to present for 15 minutes and are scheduled as a concurrent session at the APPEA 2018 Conference.
  ~ Poster presentations will attend the Meet the Authors session in the Exhibition Hall.
- Preferred publication style
  ~ Peer-reviewed paper - A Peer Reviewed Paper (PRP) is a standard academic paper with no limit on number of words or figures. It is “one way blind” peer reviewed by 2 reviewers
  ~ Extended abstract - An Extended Abstract (EA) is a 1500 (maximum) word paper with a maximum of 3 figures. These are reviewed by one reviewer but not in an academic way.
- If you chose ‘Business’ stream in Step 1, you have the option to identify an additional three sub streams. These sub streams assist all parties in streaming your paper successfully for the Journal and the Conference Program.

Step 4: File Upload
- Please upload a short biography (max. 250 words in a word document) and a high resolution photo (jpeg of tif) for the presenter(s).

Step 5: Review and Submit
For Additional Assistance
View the Author Video Tutorial: http://mchelp.manuscriptcentral.com/gethelpnow/training/author/

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