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Your Step-by-Step Guide - How to Submit Your Paper Proposal for APPEA 2022

CSIRO Publishing is the publishing partner for the APPEA Journal.

CSIRO Publishing uses the online portal, ScholarOne hosted by Clarivate, to manage Author and Journal Management.

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 2022 (Oral or Poster)
- The type of paper you wish to publish if successful (Peer-reviewed or Extended Abstract)
- Photo of presenter (high res jpeg or tif, at least 300 dpi)
- Biography of presenter (max. 250 words)

Step A

Click onto the ScholarOne site <https://mc.manuscriptcentral.com/appea>

This link will take you to the home page with a log in section.

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Step B

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Click on the 'Author' Tab at the top left of the page and then click on 'Start New Submission'

Click the button 'Begin Submission'

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Step C

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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 publish
- Paper Proposal - please type or paste in your paper proposal (Short Abstract). You are not able to attach a document. Please limit your proposal to 250 words
- Choose which stream ('Business,' 'Engineering', or 'Geoscience') you believe your paper should be assessed within.
- If you choose 'Business' stream, you will be asked to choose an additional three sub streams. These sub streams assist in assessing your paper.

Step 2: File Upload

- Please upload a short biography (max. 250 words in a word document) and a high resolution photo (jpeg or tif) (300dpi) for the person who will be the presenter at the APPEA Conference.

Step 3: 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
- To edit the details of an author, please select 'Edit' under the 'Actions' menu for the relevant author. Each author's institution should be selected from the drop-down list. If the institution is not listed, please type the name of the institution in full and proceed as normal (disregard the Ringgold alert)
- If an author is new to ScholarOne, please use the link 'create a new co-author'
- Please ensure you place authors in order of their anticipated order on the published paper
- The 'Actions' button is used to assign the corresponding author (the author to whom questions should be addressed about the paper)
- Please indicate who will attend the APPEA 2022 Conference and present in the concurrent Technical and Business session or poster area at APPEA 2022, should the submission be successful. If you would like to have more than one presenter, please contact *Belinda Tilling (0414 419 492 / speakers@appea.com.au)*.

Step 4: 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 15-18 minutes and are scheduled as a concurrent session at the APPEA 2022 Conference.
 - ~ Poster presentations will be displayed throughout the Conference and the presenter will attend the Meet the Authors session in the Exhibition Hall.

- Preferred publication style
 - ~ Peer-reviewed paper - A Peer Reviewed Paper (PRP) is an academic paper with no limit on number of words (usually ~ 5,000 words) or figures. It is “single blind” peer reviewed by two reviewers
 - ~ Extended abstract - An Extended Abstract (EA) is a 1,500 (maximum) word paper with a maximum of three figures. These are reviewed by one reviewer but not in an academic way.

Step 5: Review and Submit

For Additional Assistance

View the Author Video Tutorial: <http://mchelp.manuscriptcentral.com/gethelpnow/training/author/>

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