



## HOW TO SUBMIT YOUR PAPER PROPOSAL

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

### What you will need to submit

You will require the information below to successfully complete your submission online:

- The title of your proposed paper
- A 250-word proposal (Short Abstract)
- The details of the contributing authors
- The type of presentation you wish to be considered for at APPEA 2023 (e.g. oral or poster)
- The type of paper you wish to publish if successful (e.g. Peer-reviewed paper or Extended abstract)
- Photo of presenter
- Biography of presenter

### Step-by-Step

**Step A** Read the [Call for Papers](#) (found on APPEA 2023 website).

**Step B** Go to the [Call for Papers page on the APPEA 2023 Conference & Exhibition website](#) and click onto the 'Submit Paper' button. This link will take you to the *ScholarOne Manuscripts* home page with a log in section.

**Please note *ScholarOne Manuscripts* recommends the use of the following browsers: Chrome, Safari, Internet Explorer 9, Internet Explorer 10, Internet Explorer 11, Firefox.**

*If you experience any difficulties, we recommend trying an alternative browser.*

If you are a [new user](#) with *ScholarOne* – Go to Step C

If you are [already registered](#) with *ScholarOne* – 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 E

**Step D** 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 E

**Step E** Follow the process through each stage, completing the relevant pages  
*Step 1: Type, Title and Paper Proposal*

- Select 'Paper Proposal'. Within the submission process you will be asked 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. Proposal must be a maximum of 250 words.
- Choose which stream you believe your paper should be assessed within.



### Step 2: File Upload

- Please upload the following for the nominated speaker at the APPEA 2023 Conference and Exhibition
  - o a short biography (<150 words)
  - o a high-resolution headshot/ photo

### Step 3: Authors and Institutions

- Please indicate if you are an author of the paper or submitting on behalf of the authorship.
- 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 search their email address, then 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 communicated with regarding the paper). We strongly recommend this person is the speaker.
- Please indicate who will attend and present this submission in the Technical and Business program at the APPEA 2023 Conference and Exhibition, should the submission be successful.
- If you would like to have more than one speaker, please provide the details of same to Sarah Hall, APPEA Events Manager at [speakers@appea.com.au](mailto:speakers@appea.com.au).

### Step 4: Details & Comments

- Please answer the questions as instructed in regard to the content and presentation of your Paper Proposal.
- Select your preferred presentation style
- Select your preferred publication style

### Step 5: Review and Submit

## For Additional Assistance

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

## Contact

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