

3rd International Conference on Industry 4.0 and Smart Manufacturing 17-19 November 2021

17-19 November 2021 http://www.msc-les.org/ism2021/



EasyChair Instructions for Authors

The submission and review of papers for ISM 2021 will be managed through EasyChair. This system gives you, the author, complete control over your submission. You can upload your abstract and check on the review status of your submission. The submission process consists of two stages:

- 1. Draft paper submission
- 2. Revised paper submission

The Scientific Committee will review all draft papers with the help of two or more anonymous referees and notify the results to authors. The authors of accepted draft papers will be asked to submit a revised version. The final paper submission is finally intended to adjust technical and formatting issues of the paper before the publication.

This guide is intended to support authors during the submission process. It has three parts:

- Create an account as an author
- Draft paper submission
- Revised paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at antonio.padovano@unical.it.

Create an account as an author

First, you will need to set up an account (username and password) as an author. Go to https://easychair.org/conferences/?conf=ism-2021. You will then be automatically directed to the page shown in Figure 1.

To log in to EasyChair, you must have an EasyChair account.

If you already have an EasyChair account, enter your User name and Password. If you have an EasyChair account but forgot your user name or password, you can retrieve your credentials by clicking on "Forgot your password?".

If you do not have one, click on "Create an account". Follow then the on-screen procedure displayed in Figure 2. Fill out the form displayed in Figure 3. After registering, you will receive an email to confirm your email address. Click on the link provided in the email to continue the account registration process.



Figure 1. Log-in/Create an account



Figure 2. Create an EasyChair account



Figure 3. Fill in the EasyChair registration form

In the last step to create your account, you are asked to complete the form shown in Figure 4 with the information about your Organization, your Country, the username and the password. To finalize the account registration process, click on "Create my account". Now, you can go back to https://easychair.org/conferences/?conf=ism-2021 and log in with your credentials.

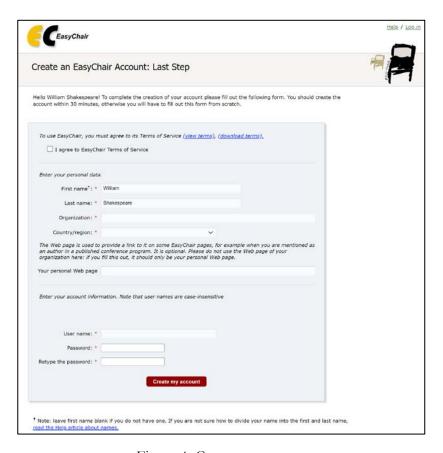


Figure 4. Create an account

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

Draft paper submission

In order to submit your draft paper, enter the ISM 2021 paper management system from https://easychair.org/conferences/?conf=ism-2021. After logging in with your account, you may click on the "make a new submission" link located in the left section of the menu bar to submit a new paper (as shown in Figure 5).



Figure 5. The main page for authors

Select now the track you would like to submit your paper to (as shown in Figure 6).

If you do not want to submit the paper to a track, just select Regular Paper.

If you have been invited to submit your paper to a specific track, just select the title here.

An Open Track addresses specific, well-defined subjects and has no upper limit on the number of papers that can be submitted to it. Contributions to open tracks can be either regular papers or short papers (min 3 pages length) and they will appear in the conference proceedings. The full list and description of tracks is available at http://www.msc-les.org/ism2021/about/#topics.

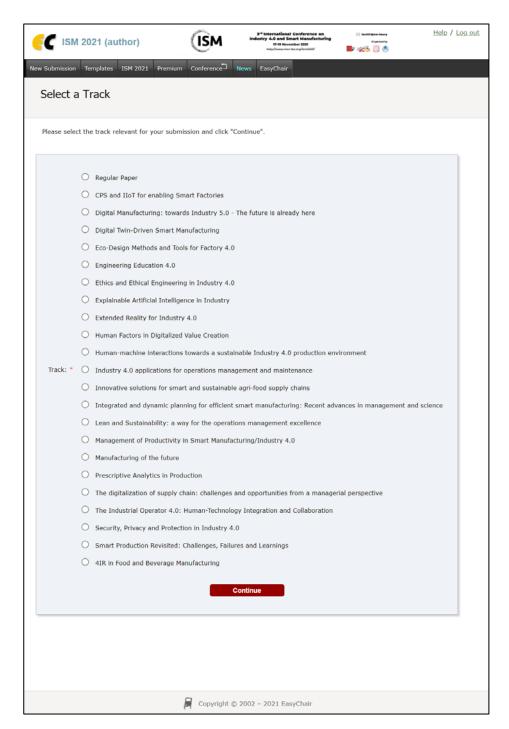


Figure 6. Select the conference/workshop

Follow the on-screen instructions and fill out all of required information (as shown in Figure 7) about the authors. <u>Please note that you can download the submission templates from the button on the top right corner of the page</u>.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

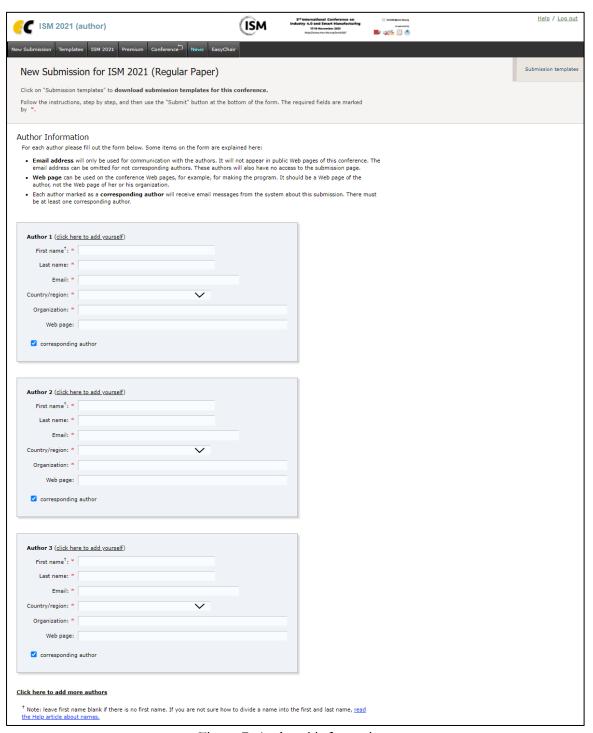


Figure 7. Authors' information

Scrolling down the page, you have to fill out the title, text abstract and keywords (as shown in Figure 8).

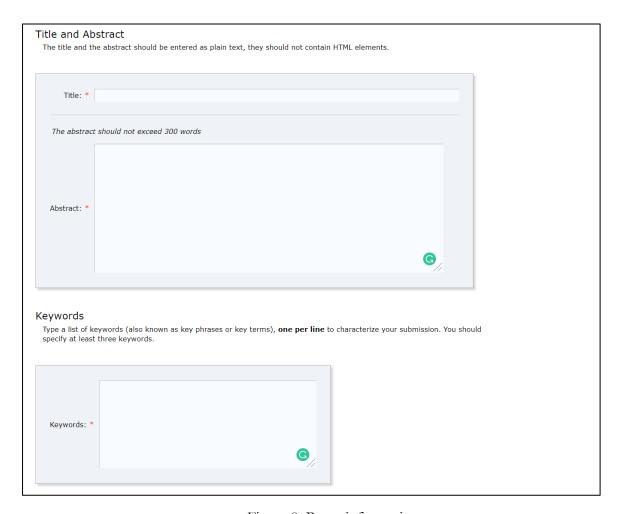


Figure 8. Paper information

Scroll down once more and complete the submission by disclosing (if any) potential conflict of interests.

In the last step, you must upload the manuscript files.

Please note that:

- it is MANDATORY to upload the PDF version of your paper. It will be the one used in the peer review process.
- along with the PDF, you have to upload the editable version of your paper. This version will be used by the conference proceedings editorial team and Elsevier to adjust minor template issues during typesetting as well as add pagination information once the issue is published on PROCS. You can upload either a Word document (.doc, .docx) or the Latex manuscript files (.zip). Please remember to use the official conference paper templates otherwise your paper cannot be accepted (http://www.msc-les.org/ism2021/call-for-papers/#template).

Once you are ready, click on Submit to finish. If the submission process ended successfully, you will receive an on-screen message "The submission has been saved!".

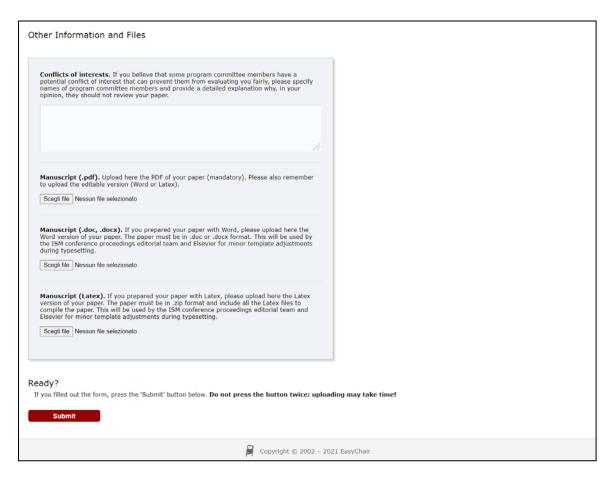


Figure 9. Other information and files

Check and update the status of your submission

In order to check and update the status of your draft paper, enter the ISM 2021 paper management system from https://easychair.org/conferences/?conf=ism-2021. Click then on the "author" link, as displayed in Figure 10.



Figure 10. Log in homepage

Once you are logged in the role of author, you can see here your submissions to ISM (Figure 11). From this panel you can:

- click on "New Submission" to start a new submission process;
- click on "Submission + Paper-ID" (in this case, Submission 1), to access the status panel of your paper. Alternatively, you can click on the View icon below to access the submission or on the Folder icon to download the uploaded files.



Figure 11. Your submissions

If you access the submission status page (Figure 12), besides a number of information about your submission, you can also use the links at the top-right corner to:

- **Update information about your submission:** select "Update information" from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- Update author information for your submission: select "Update authors" to modify any information about the author(s) and click "save." In the case of multiple authors, you can add ("Add new author") or remove authors (Click on "X"); then update the order of the authors by selecting the "Reorder authors" button.
- Add or update files: the "Add file" link may be used to upload files.
- Withdraw the submission: select "Withdraw" to withdraw the submission.

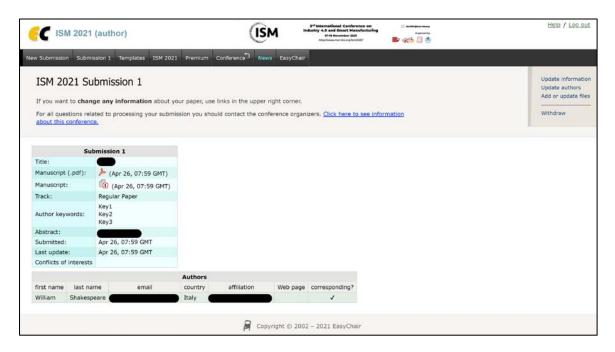


Figure 12. Your submission status page

Revised paper submission

If your draft paper was accepted, we request by email that you submit your revised paper electronically. In order to respond to the reviewers and upload the revised paper, enter the ISM 2021 paper management system at https://easychair.org/conferences/?conf=ism-2021. Click then on the "author" link, as displayed in Figure 10.

To complete your revised paper submission:

- 1. click on "Submission #";
- 2. respond to the reviewers' comments in the box indicated as "Your response" and click on "Send response" (as displayed in Figure 13).
- 3. After that, select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the "Submit" button. Remember to update both the PDF and editable (Word or Latex) version of your paper.

You can also update the paper information and authors by clicking on the "Update information" and "Update authors" in the top-right corner of the submission screen.

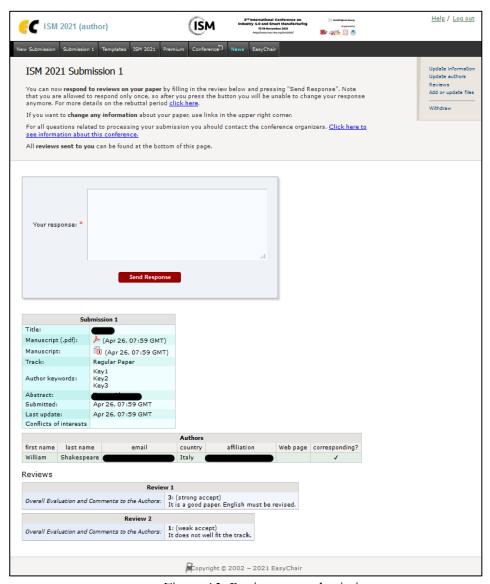


Figure 13. Revise your submission