



## The process

### Steps

The process entails 5 main steps

Contact Info

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### PROCESS FOR UPLOADING ABSTRACTS FOR THE ASSADPAM CONFERENCE

To submit an abstract for the ASSADPAM conference, follow the below steps:

Go to the ASSADPAM conference website on this link: <https://assadpam.net/conference2017>

Select: **Submit Paper (you will be taken to the paper submission portal)**

Create an account and log on to submit a paper, follow these steps to submit your abstract:

#### **Step 1: Start submission**

-complete all the required fields

#### **Step 2: Upload submission**

-Save the file to upload

Step 2 a) a second screen will appear to prompt you that your abstract has been uploaded

#### **Step 3: Enter the submission meta data**

-complete all the fields, do not leave out the title and abstract information, the submission process will be incomplete until the fields have been completed

#### **Step 4: Supplementary files upload**

-upload supporting documents/ continue with next step if you have no additional documents to upload

**Step 5: Confirm submission**

The final screen will indicate that the active submissions when the upload is complete

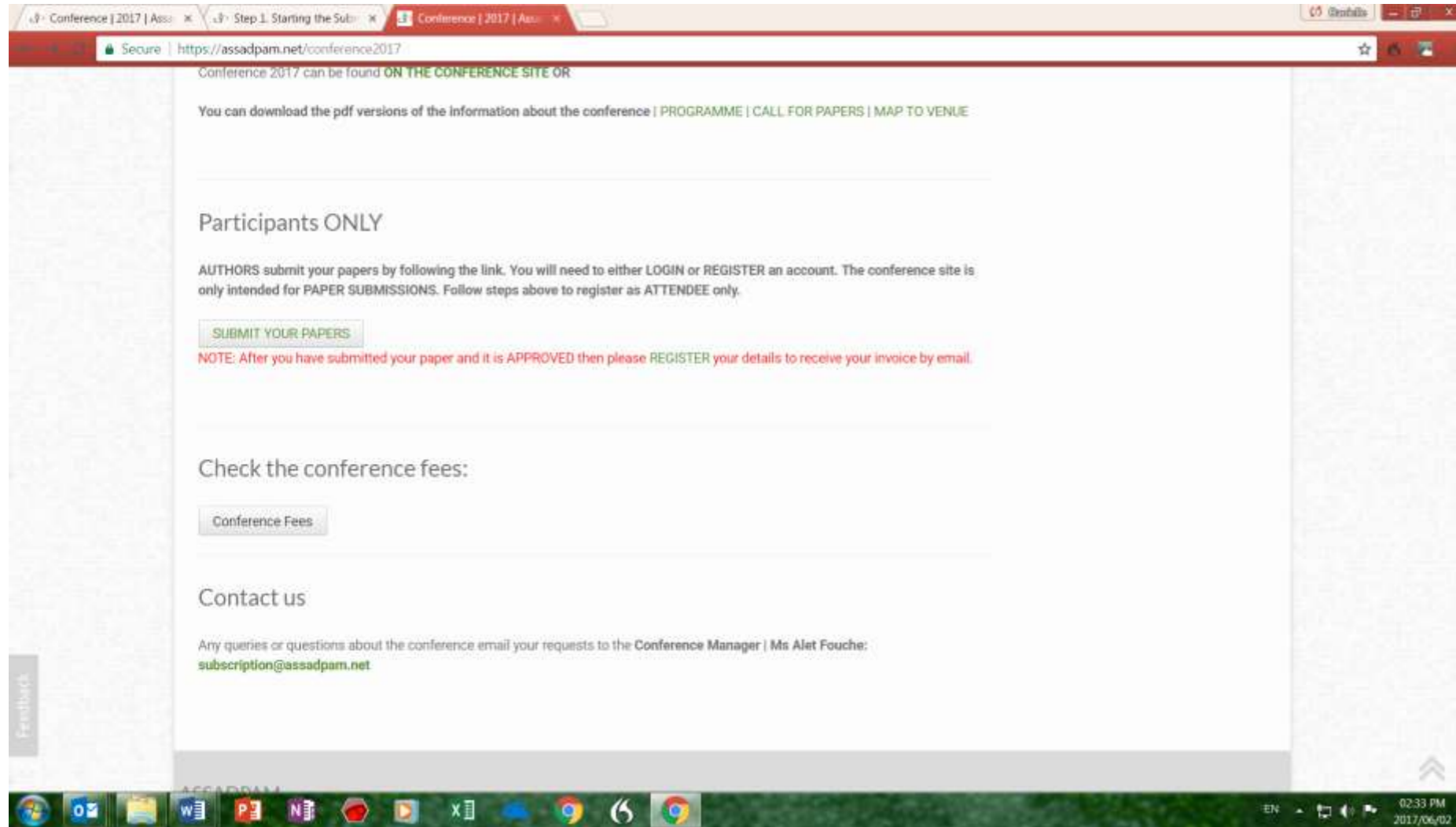
\*See the screenshots below for further guidance

Go to the ASSADPAM conference website on this link: <https://assadpam.net/conference2017>

Go to the ASSADPAM conference website on this link: <https://assadpam.net/conference2017>

The screenshot shows a web browser window with the URL <https://assadpam.net/conference2017>. The page has a blue header with the text "Conference | 2017". Below the header, there is a breadcrumb trail "Home » Conference | 2017". The main content area features a large photograph of a tall, white clock tower with a balcony. Below the image, the text reads: "Event Time: start 08:30 and continue as planned per programme". Further down, it states: "Annual Conference and annual general meeting 27-29 September 2017, East London, will be hosted at the East London International Convention Centre by Premier Hotel ELICC and Premier Hotel Regent, East London". To the right of this text, the "Event Date:" is listed as "27 - 29 Sept 2017". At the bottom left of the content area, a red banner reads "Abstract Submission Deadline extended to Friday - 9 JUNE". The browser's taskbar at the bottom shows various application icons and the system clock indicating 02:32 PM on 2017/06/02.

Click on Submit you Papers



## Step 1: Start submission

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION  
Encountering difficulties? Contact Support for assistance.

### Conference Track

Select the appropriate track for this submission (see Track Policies).

Track:

### Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The submission file is in Microsoft Word document file format.
- All URL addresses in the text (e.g., <http://assadpam.net>) are activated and ready to click.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the *Author Guidelines*, which is found in *About the Conference*.
- If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.
- If submitting to peer review, all Microsoft Office documents (including Supplementary Files) have been saved by going to File and selecting Save As; clicking Tools (or Options in a Mac); clicking Security; selecting "Remove personal information from file properties on save"; clicking Save.

### Copyright Notice

Authors who submit to this conference agree to the following terms:

- Authors retain copyright over their work, while allowing the conference to place this unpublished work under a Creative Commons Attribution License, which allows others to freely access, use, and share the work, with an acknowledgement of the work's authorship and its initial presentation at this conference.
- Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgement of its initial presentation at this conference.
- In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

### Comments for Conference Director

# STEP 1

## Step 2: Upload submission

The screenshot shows a web browser window with the URL <https://conference.assadpam.net/index.php?conference=conference2017&schedConf=Conf2017&page=author&op=submit&path%5B%5D=2&paperId=72>. The page header features the ASSADPAM logo and the text "ASSADPAM Conference 27-29 September East London 2017". A red banner in the top left corner states "Abstract Submission Deadline extended to Friday - 9 JUNE". The navigation menu includes links for HOME, ABOUT, USER HOME, SEARCH, CURRENT CONFERENCES, ANNOUNCEMENTS, and SUBMIT PAPER. The main content area is titled "Step 2. Uploading the Submission" and includes a progress indicator with steps: 1. START, 2. UPLOAD SUBMISSION (current), 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. Below the progress indicator, there are instructions for uploading a paper and a list of five steps. A "Submission File" section shows "No submission file uploaded." and a file selection interface with a "Choose File" button, an "Upload" button, and "Save and continue" and "Cancel" buttons. The footer contains copyright information for ASSADPAM Conference 2017.

STEP 2



### Step 3: Enter the submission meta data

The screenshot shows a web browser window with the URL <https://conference.assadpam.net/index.php?conference=conference2017&schedConf=Conf2017&page=author&op=saveSubmit&path%5B%5D=2>. The page header features the ASSADPAM logo and the text "ASSADPAM Conference 27-29 September East London 2017". A red banner in the top left corner states "Abstract Submission Deadline extended to Friday - 9 JUNE". The navigation menu includes links for HOME, ABOUT, USER HOME, SEARCH, CURRENT CONFERENCES, ANNOUNCEMENTS, and SUBMIT PAPER. The main content area is titled "Step 2. Uploading the Submission" and includes a progress indicator: "1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION". Below this, instructions for uploading a paper are provided. A "Submission File" table shows a file named "72-156-1-3A1.docx" with an original name of "test.docx", a size of 11KB, and a date of 2017-06-02 07:37 AM. At the bottom, there are buttons for "Choose File" (No file chosen), "Upload", "Save and continue", and "Cancel".

Abstract Submission Deadline extended to Friday - 9 JUNE

# ASSADPAM

Conference 27-29 September East London 2017

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES ANNOUNCEMENTS SUBMIT PAPER

Home » User » Author » Submissions » New Submission

## Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a paper to this conference, complete the following steps:

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Support for assistance.

### Submission File

File name	72-156-1-3A1.docx
Original file name	test.docx
File size	11KB
Date uploaded	2017-06-02 07:37 AM

Choose File: No file chosen

Upload

Save and continue Cancel



## Step 4: Supplementary files upload

The screenshot shows a web browser window with the URL <https://conference.assdpam.net/index.php?conference=conference2017&schedConf=Conf2017&page=author&op=submit&path%58%5D=3&paperId=72>. The page title is "Step 3. Entering the Submission's Metadata". The form is divided into several sections:

- Authors:** Includes fields for author name, affiliation, and email.
- Title and Abstract:** Includes a text area for the title and a larger text area for the abstract.
- Indexing:** Includes checkboxes for indexing services like IEEE Xplore, Scopus, and Web of Science.
- Supporting Agencies:** Includes a text area for listing supporting agencies.
- References:** Includes a text area for listing references.

At the bottom of the form, there are buttons for "Save and continue" and "Cancel". The Windows taskbar at the bottom shows the time as 01:39 PM on 2017/06/02.

STEP 4



## Step 5: Confirm submission

The screenshot shows a web browser window with the URL <https://conference.assadpam.net/index.php?conference=conference2017&schedConf=Conf2017&page=author&op=submit&path%5B%5D=4&paperId=72>. The page header features the ASSADPAM 2017 logo, the dates 27-29 September, and the location East London. A red banner on the left states "Abstract Submission Deadline extended to Friday - 9 JUNE". The navigation menu includes HOME, ABOUT, USER HOME, SEARCH, CURRENT CONFERENCES, ANNOUNCEMENTS, and SUBMIT PAPER.

The main content area is titled "Step 4. Uploading Supplementary Files" and includes a breadcrumb trail: Home > User > Author > Submissions > New Submission. Below the title, a progress indicator shows the current step: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. A descriptive paragraph explains that this step allows for the upload of supplementary files such as research instruments, data sets, sources, figures, and tables. Below this is a table with columns for ID, TITLE, ORIGINAL FILE NAME, DATE UPLOADED, and ACTION. The table is currently empty, with a message stating "No supplementary files have been added to this submission." Below the table, there is a "Choose File" button with "test.docx" selected, and an "Upload" button. At the bottom of the form area, there are "Save and continue" and "Cancel" buttons.

The footer of the page contains the copyright information: © Assadpam Conference 2017 | Privacy Statement | Copyright Notice. The Windows taskbar at the bottom shows the system time as 01:40 PM on 2017/06/02.



Step 5. Confirming the Submission | ASSADPAM | MEMBERSHIP

Secure | https://conference.assadpam.net/index.php?conference=conference2017&schedConf=Conf2017&page=author&op=submit&path%58%5D=5&paperId=72

Abstract Submission Deadline extended to **Friday - 9 JUNE**

# ASSADPAM

Conference 27-29 September  
East London **2017**

ASSADPAM University of Fort Hare

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES ANNOUNCEMENTS SUBMIT PAPER

Home » User » Author » Submissions » New Submission

## Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Assadpam Conference 2017 click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with Assadpam Conference 2017.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
158	TEST.DOCK	Submission File	11KB	06-02
159	TEST.DOCK	Supplementary File	11KB	06-02

Finish Submission Cancel

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01:41 PM 2017/06/02

Active Submissions | MEMBERSHIP

Secure | <https://conference.assadpam.net/index.php?conference=conference2017&schedConf=Conf2017&page=author&op=saveSubmit&path%5B%5D=5>



**ASSADPAM**  
Conference | 27-29 September  
East London | **2017**

Abstract Submission Deadline extended to **Friday - 9 JUNE**

ASSADPAM University of Fort Hare

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES ANNOUNCEMENTS SUBMIT PAPER

Home » User » Author » Submissions » Active Submissions

## Active Submissions

Submission complete. Thank you for submitting your work to Assadpam Conference 2017.

» Active Submissions

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01:42 PM 2017/06/02