

Manual – Author

PAPER PHASE

EPS Electronic Paper System – CIMAC Congress 2019



2018 Version 2.0

IMPORTANT: For best experience we recommend the following browsers to use this software:
Latest Versions of Mozilla Firefox or Google Chrome and Internet Explorer from 11.0 / Edge.

This manual is in addition to your Abstract Phase User Manual and shall be useful during work in the Paper Phase. Standard features like Add Authors or Change Password or similar basic workflows are as known and described in the Abstract Phase Manual.

1. MY PAPERS - HOW TO CREATE

Click on the PAPERS main navigation menu to see the status of your papers. All accepted abstracts will be displayed where you can create a paper. Click on CREATE PAPER – and the wizard opens for the paper upload procedure.

My Papers					
ID	Status	Title	Format	PDF	Inbox
003		Pre-Chamber Design Criteria for High Efficiency Gas Engines 02 Product Development - Gas & Dual Fuel Engines	Presentation		Create Paper
007		Turbocharger Diesel Power Engines 04 Turbochargers & Air-Exhaust Management			Create Paper

2. PAPER WIZARD

To submit your paper, you will have to follow the Paper Wizard. Please keep in mind, you can interrupt the process at any step in the Paper Wizard if you are unsure or want to make changes to your paper. The reviewers will receive the paper only after a successful submission, i.e., when you click on the 'Submit for Review' button.

Within the following screen you see Step 1 of the Wizard tab called 'Paper'. Here you see all the relevant information of the current paper that you're working on.

Paper created successfully

Create New Paper

Paper
History
Authors
Upload
Status

Paper Details

Status	Id	Title	Authors
	3	Exhaust extention tubes for midsize Diesel generators 01 Product Development - Diesel Engines	AUTHOR 1 Goersch , Masterbusiness PLC Tobias Freundlich, ABC Maxi Textermann, Bright Ideas for scripts Thomas Kunstmann, XYZ George Washington, e-design test nachname, privat

Current Review

File	Submit Date	Reviewer	Review File	Review Date	Current Classification
	Not submitted yet	No reviews available			Presentation

Back to List
Upload Paper

Reviewer Comments

Send comment to Reviewer

The option 'Send comment to Reviewer' at the bottom may be used at any time during the review process to get in touch with your reviewers.

2.1. HISTORY

As shown below, here you will see your uploaded paper and the status. The “History” will also provide you with the review cycles along with the review files uploaded by the reviewers as is shown later.

Paper 003 Submitted

Paper


History

Authors

Upload

Status

Paper History

Version	File	Submit Date	Reviewer	Review File	Review Date	Classification
1		2016-01-29 16:38:21	No reviews available			

2.2. EDIT AUTHORS

As the main author, here you see a List of Authors submitted with your abstract. If you want to change or add co-authors, you can do this within the upload process of your paper until you submit your paper for a review. After you submit your paper for a review, you cannot change the co-authors. After receiving feedback from the reviewers and if changes are needed to your paper, you will have to repeat the same process and upload a new paper version. During this time, you can make changes to the list of co-authors again.

Paper





History

Authors

Upload

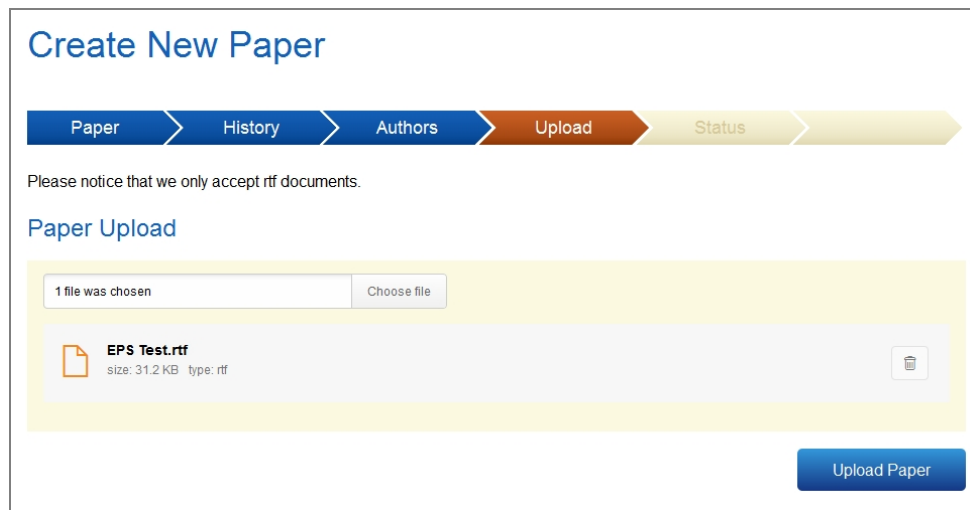
Status

List of Authors

Status	Pos.	Author
	1	AUTHOR 1 Goersch Masterbusiness PLC goersch@etage3.com
	2	Tobias Freundlich, ABC xyz
	3	Maxi Textermann, Bright Ideas for scripts contact@etage3.com
	4	Thomas Kunstmann, XYZ abc@xyz.com

2.3. UPLOAD YOUR PAPER

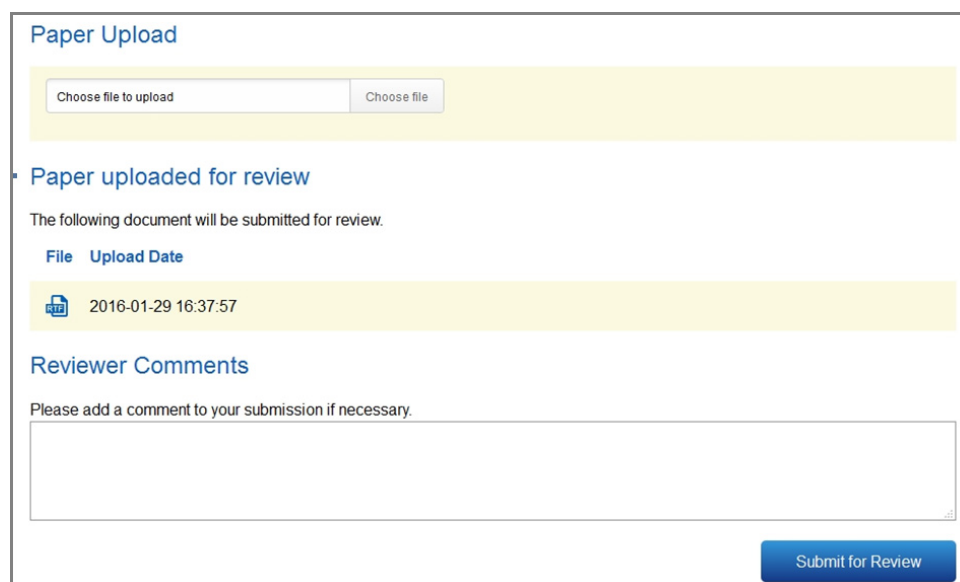
Here you can upload the final paper you wish to submit. In case of wrong selection please select a new file using "Choose file" again and click on "Upload Paper". **Authors are instructed to submit their papers either in the Microsoft Word document format (Word 97-2003 .doc format and not .docx) or in the rich text format (.rtf) for ease of use across all platforms. The recommended paper file size is 10 mb with a maximum size limit of 25 mb per file.**



The screenshot shows a web interface titled "Create New Paper". At the top, there is a navigation bar with five steps: "Paper", "History", "Authors", "Upload" (which is highlighted in orange), and "Status". Below the navigation bar, a message states: "Please notice that we only accept rtf documents." The main section is titled "Paper Upload". It features a file selection area with a text box containing "1 file was chosen" and a "Choose file" button. Below this, a file named "EPS Test.rtf" is listed with its size "31.2 KB" and type "rtf". To the right of the file name is a trash icon. At the bottom right of the section is a blue button labeled "Upload Paper".

The paper naming format shall be "CIMAC_Congress2019_XXX_Name_of_Author.doc" (or .rtf) where XXX is the abstract number of the paper.

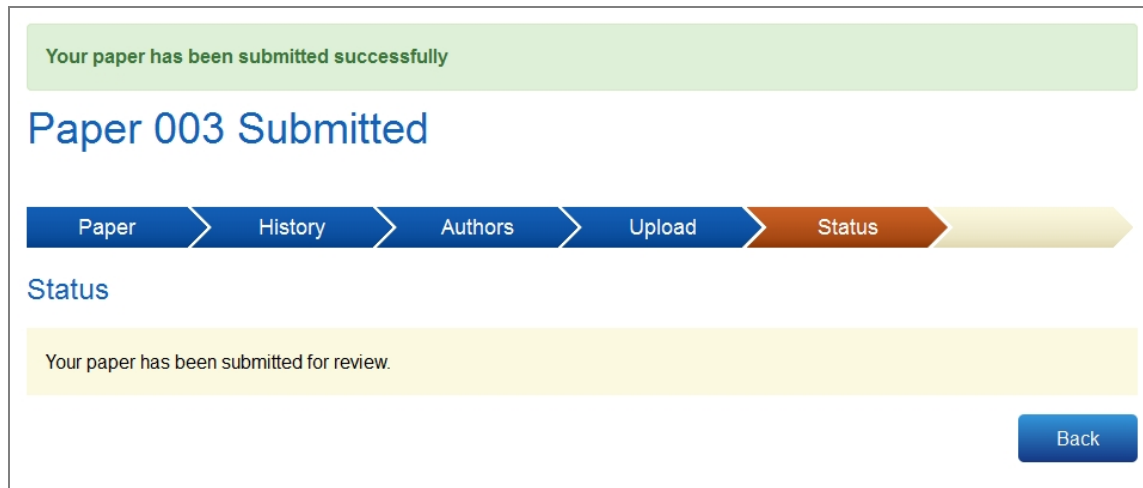
After uploading, the system confirms if your file has been successfully uploaded and shows the uploaded file, upload date and time. **You will now have to Submit the paper for a Review. Please make sure that you do not forget to "Submit" your paper.**



The screenshot shows a web interface titled "Paper Upload". At the top, there is a file selection area with a text box containing "Choose file to upload" and a "Choose file" button. Below this, a section titled "Paper uploaded for review" contains the text: "The following document will be submitted for review." This is followed by a table with two columns: "File" and "Upload Date". The table has one row with a file icon, the filename "EPS Test.rtf", and the upload date "2016-01-29 16:37:57". Below the table is a section titled "Reviewer Comments" with the text: "Please add a comment to your submission if necessary." and a large text input area. At the bottom right is a blue button labeled "Submit for Review".

2.4. PAPER SUBMITTED

After your Upload and your click on “Submit for Review” the system will confirm as follows.



The Paper is now submitted for a review. The Reviewers of your paper shall get in touch with you in case of any questions, which will be notified through messages as well as an email. In case the review has been completed, you will be informed through an e-mail message about the feedback including the review files when available.

The following section shows how to proceed after receiving a review (feedback).

3. REVIEW DONE – PAPER NEEDS CHANGES

Paper 003 needs changes

Paper

History

Authors

Upload

Status

Paper Details

Status	Id	Title	Authors
	3	Exhaust extention tubes for midsize Diesel generators 01 Product Development - Diesel Engines	AUTHOR 1 Goersch , Masterbusiness PLC Tobias Freundlich, ABC Maxi Textermann, Bright Ideas for scripts Thomas Kunstmann, XYZ George Washington, e-design test nachname, privat

Current Review

File	Submit Date	Reviewer	Review File	Review Date	Current Classification
	2016-01-29 16:38:21	Main Reviewer		2016-01-29 16:48:23	Presentation
		Co-Reviewer		2016-01-29 16:54:01	

Back to List

Upload Paper

Reviewer Comments

Send comment to Reviewer

After the review of your paper is completed, and the Reviewers need additional changes from your side, your paper is re-opened for changes. You shall receive an e-mail including a link to your paper.

You will now see the review documents of one or both the reviewers (when available) and the current classification as presentation or poster session evaluated by the reviewers. In case of any questions, please do not hesitate to contact your reviewers by using the comment box.

This process is then repeated for one or more review cycles until the Reviewers are satisfied with the quality of your paper and classify the paper as 'Accepted'.

3.1. REVIEW DONE – PAPER ACCEPTED

Congratulations. Your paper has been accepted by the Reviewers. Please wait for further information regarding finalization. In this case there are following steps to finish the paper for publication by generating a pdf. Please see chapter 4 of this manual for the same.

3.2. REVIEW DONE – PAPER REJECTED

Unfortunately, the paper does not fit to the quality criteria and has been rejected by your Reviewers.

3.3. REVIEW DONE – CLASSIFICATION CHANGED

In this case, the Reviewers have changed the initial classification of the paper proposed by you (Presentation or Poster). This was during the review process and they have found that the paper meets the qualification criteria of the new classification.

3.4. HISTORY DURING REVIEW PROCESS

Paper 003 Submitted

Paper





History

Authors

Upload

Status

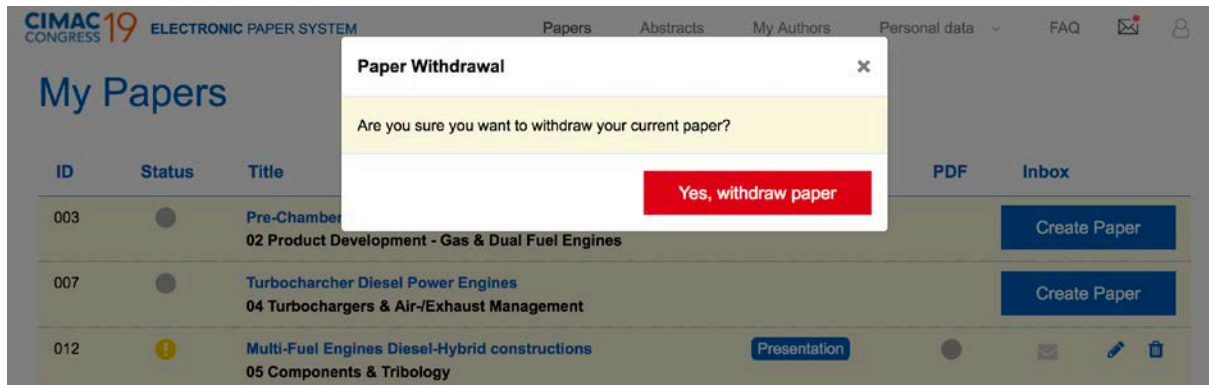
Paper History

Version	File	Submit Date	Reviewer	Review File	Review Date	Classification
2		2016-01-29 17:01:03	No reviews available			
1		2016-01-29 16:38:21	Main Reviewer Co-Reviewer	 	2016-01-29 16:48:23 2016-01-29 16:54:01	Presentation

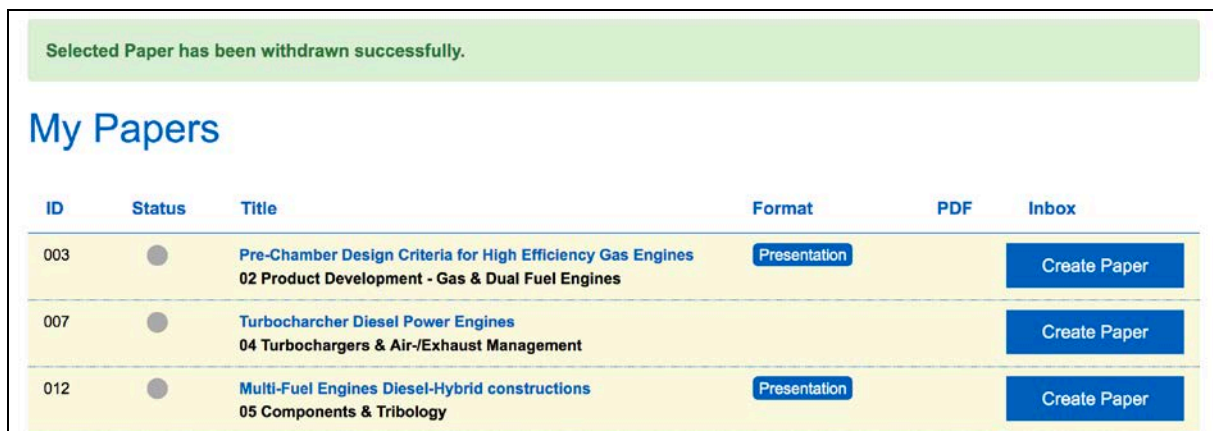
In case you want to check older versions of your paper and check the reviews and classifications, you will find this information including the documents archived under “History” within the paper wizard.

3.5 PAPER WITHDRAWAL

In case you wish to withdraw your paper at any time during the process, please use the delete icon next to the edit (pencil-symbol) from the list of papers. A warning message will be displayed, you will have to confirm that you really want to withdraw your paper.



After the withdrawal a confirmation will be displayed and your paper (please see example Paper Nr. 012) is now reset back to the start.



4. Generating the FINAL PDF

To finalize your paper for the Congress and for publication purposes in the technical database please upload your final paper as a pdf-file. The system combines your paper with the CIMAC Congress 2019 cover page and the general information of your paper such as Title, Author, Co-Authors and abstract text. You can see a preview by clicking on the 'Preview' icon (screenshot on next page).

The screenshot displays the 'CIMAC CONGRESS 19 ELECTRONIC PAPER SYSTEM' interface. At the top, there is a navigation bar with links for 'Papers', 'Abstracts', 'My Authors', 'Personal data', 'FAQ', and a user profile icon. The main heading reads 'Paper 013 Accepted'. Below this is a progress bar with six steps: 'Paper', 'History', 'Authors', 'Upload', 'Confirm PDF' (highlighted in orange), and 'Status'. The section 'Upload and Confirm your PDF' contains a yellow box with two input fields: 'Choose PDF to upload' and 'Choose PDF'. A blue button labeled 'Upload final PDF' is positioned at the bottom right of the interface.

You will now have to check the preview and confirm the final pdf, with the blue 'PDF output is correct' button when everything is OK. If you see any visual errors, please describe them in the comments box below and click on red 'PDF output has visual issues' button to send.




Upload and Confirm your PDF

Final PDF

The following uploaded PDF will be used as your final submission for publication purposes for the Congress. A cover page and the abstract will be added to your PDF automatically by the system.

Please click on 'Preview' to verify your submission. If the 'previewed' PDF has layout/visual issues or any other errors, please make necessary changes, recreate the PDF of your paper and upload the same.

An example PDF is provided below for your reference.
In case the PDF has visual issues or any other errors despite successive attempts, please leave a detailed comment and click on the 'PDF output has visual issues' button.
If the PDF is satisfactory, please proceed with the blue 'PDF output is correct' button.

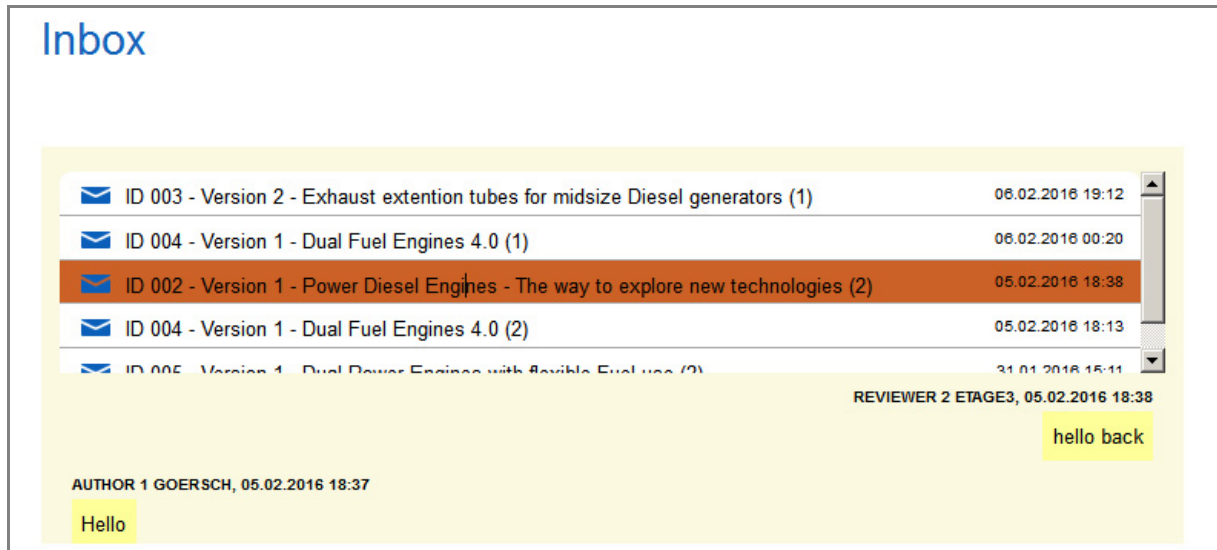
File	Upload Date	Preview	Example
	2018-04-12 19:11:36		How your pdf has to look including Coverpage/Abstract 

Comments to Reviewers

If the final PDF generated by the EPS System has visual issues, please leave a detailed message to the reviewers and press the red button just below the textarea.

5. INBOX

The “Inbox” menu on the main navigation page is similar to your email inbox where you receive notifications regarding the paper upload as well as communication messages from your Reviewers regarding the paper. It must be noted however, that all important email notifications will also be sent out as email confirmations to your email address registered in the EPS.



6. PERSONAL DATA – CURRICULUM VITAE

Under the main navigation menu item 'Personal Data' you shall find your "Curriculum Vitae" to be filled in. You will have to initially fill in all the information but are also welcome to modify them later. This, however, will have to be complete by the Paper submission dates.

CIMAC19
CONGRESS
 ELECTRONIC PAPER SYSTEM

[Home](#)
[Abstracts](#)
[My Authors](#)
[Personal data](#)
[FAQ](#)

Personal Data

Last name
First name
Function *
Company *

Khedri
Sanaz
Consultant
 Please note that we offer a list of companies in order to ensure a consistent notation. Fill in your company's name only if it is not offered here
 VDMA
 Select an Option

Section *
Street *
Street number *
City *
ZIP Code *
Country *
Phone number *
Mobile number
E-Mail

Consultant
 Berliner Str.
33
Berlin
45528
Germany
+493366030000

sanaz.khedri@vdma.org

Change Password

Submit

Legend

New Message(s)	Edit item	Authorw	No review	In Review
No Messages	Show item	Co-author	Accepted	Needs changes
Show address	Delete	Rejected		

The Curriculum Vitae page is as shown below. We invite all the Authors to give a simple and short description about yourselves (including some career milestones if any), for the Session Organizers to introduce you suitably to the audience during the Technical Sessions at the Congress.

CIMAC19
CONGRESS
 ELECTRONIC PAPER SYSTEM

[Home](#)
[Abstracts](#)
[My Authors](#)
[Personal data](#)
[FAQ](#)

Curriculum Vitae

To allow the Session Chair to introduce you suitably to the audience before your presentation, we would like you to give us a short overview of your curriculum vitae in the given format.

Biography * (Education/Year, Current Position & Organisation, Current Project/Topics, Previous Positions/Organisations & Work)	Bachelors, Electrical Engineering, 2011 from Darmstadt University Masters, Electrical Engineering, 2015 from Darmstadt University Consultant at Engines & Systems, VDMA e.V. Current Projects - 2020 SOx Regulation, Low carbon shipping and air pollution control, Effectiveness of EEDI in reducing CO2 emissions etc. Previously worked at Darmstadt University as a Research Assistant.
Career milestones * (Please enter 1 to 3 career milestones, that you consider worthy of a mention during your introduction)	Best Paper, 2012 - Zigbee Based Solar Powered Forest Fire Detection and Control System, Darmstadt University Conference ISM 2012. Best Paper 2016 - GSM based Substation Monitoring and Control System, CIMAC Congress Shanghai 2013. Chosen for Scholarship and Special Funding from Darmstadt Alumni Association in 2013.
Interest to the audience (Any other details about you that you would like the audience to know)	Hobbies include playing the piano, and horse-riding.

Change Password

Submit

This manual has been created carefully to the best of our knowledge. Should you find that more explanation is needed in certain areas, please do not hesitate to let us know. We will be more than happy to evaluate your suggestions and, if appropriate, implement these in one of the next revisions of this manual.

EPS_Manual_AUT_PAPERPHASE_2.0_16052018