

Author Guide

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Submitting your Abstract

1. New users please register at the proceedings website
<https://journals.phl.univie.ac.at/meicogsci/user/register>

Proceedings of the MEi:CogSci Conference

Current Archives Announcements About

Register Login

* only if you do not have an account

Search

2. If you do not have an account, make sure to select the option to register as a Reviewer, too.

Register

Profile

enter your personal details

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

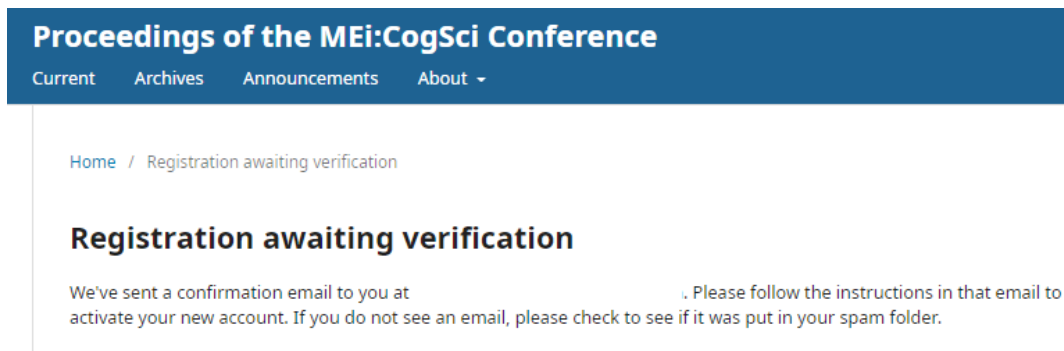
Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

make sure to check this!

Register Login click here

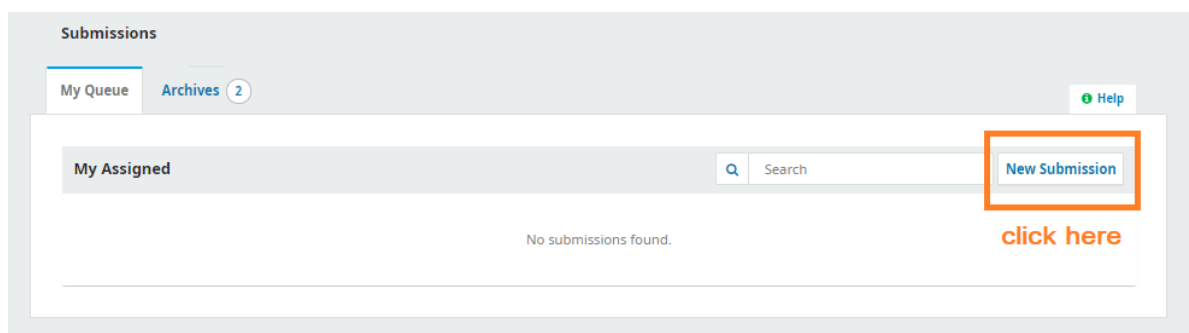
3. **If you are making a new account**, you will receive an email to confirm your registration. Please click on the enclosed link to verify your email address.



4. Log in to the proceedings website at <https://journals.phl.univie.ac.at/meicogsci/login>



5. On the overview page, click the button highlighted below to make a new submission.



* If you are on the main page of **Proceedings of the MEi:CogSci Conference** Click on the top right corner, on your username, then click on Dashboard to continue to the overview page.



6. Carefully fill out the details of your submission. Please especially pay attention to the “Submission Requirements”. When you are sure your submission meets the requirements, click the button on the bottom to save and continue.

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section

Articles must be submitted to one of the journal's sections. *

Choose “Poster” (1st year) or “Talk” (2nd year)

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- A file submission is required. The template available for this journal is only there to check if a submission will fit on one page.
- Where available, URLs for the references have been provided.
- The text conforms to the template offered to authors.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

carefully read these, then check all boxes

Comments for the Editor

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Check this box

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

* Denotes required field

7. During the first round of the submission, you do not need to upload a file. Skip this step by clicking “Save and continue”

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Files

Q Search

Upload File

No Files

click here

Save and continue

Cancel

- DO NOT CLICK -
You do not need to
upload a file at this
stage

8. Carefully enter the metadata of your submission. This format is for the review process only, so do not worry if some finer aspect of your formatting is lost.
 → do not forget to add any other contributors to your paper, i.e., colleagues, whom you collaborated with, or, if they have requested it, your supervisor.

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix Title *
Examples: A, The

Subtitle

Abstract *

Introduction
 This is a tutorial submission

Conclusion
 If you follow these guidelines, everything should work fine

List of Contributors Add Contributor

Name	E-mail	Role	Primary Contact	In Browser Lists
▶ Author Test	reinboth93@univie.ac.at	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

click here when you are done Save and continue Cancel

Make sure to add any other students you worked on the project with.
 If you or your supervisor want to, you can also your supervisor.

9. If you add another contributor, these are the only details we need.

Add Contributor ✕

Name

Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Country *

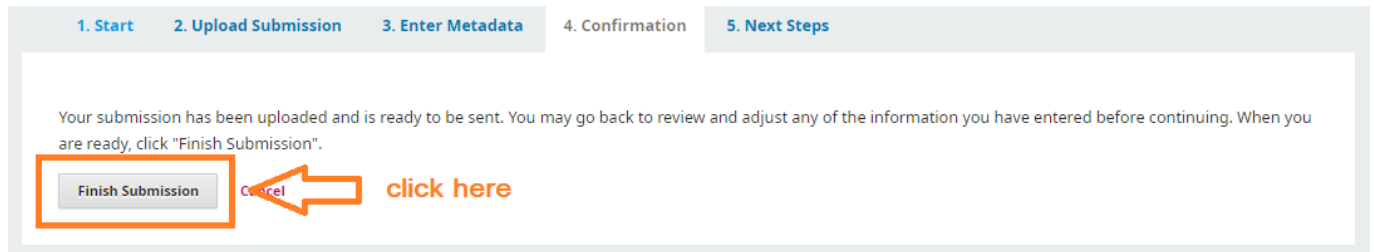
these are the only section you need to fill in

To continue to the next step, click “Save and continue” (see Step 8)

10. If everything has worked so far, you can finish your submission.

→ You will be able to go back to it to edit your abstract by editing the metadata. To do so, login in to the journal website and just click on your submission, then on the button “Edit Metadata” at the top of the page.

→ **please do not make any more changes after the deadline for submissions.**

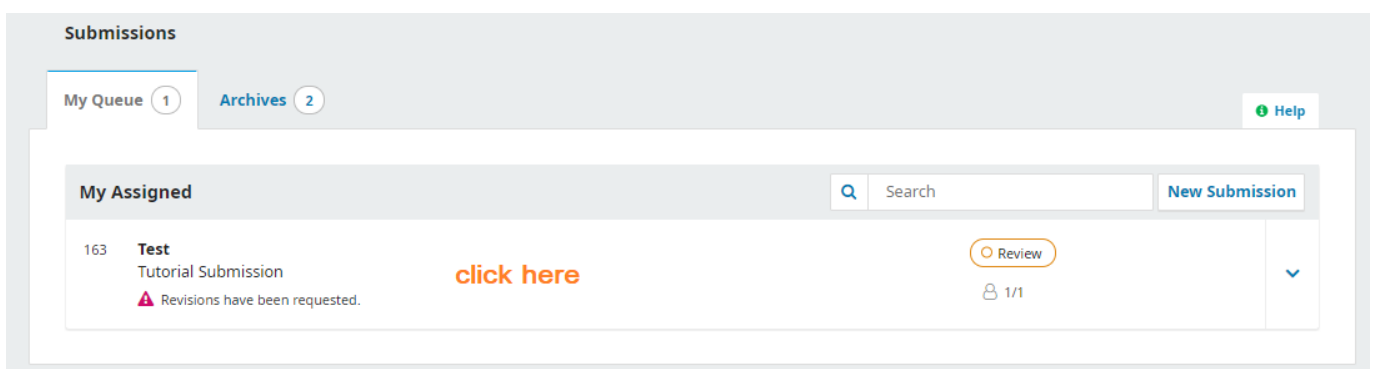


11. This confirms your submission. Well done! Now the review process begins. The following section explains how to submit your revised abstract. For information on how to write your reviews, please see the appropriate tutorial file.



Submitting the Revised Abstract + File

1. When you prepare your final abstract, make sure you use the template provided for file submissions.
→ If you have any questions, please consult the fill-in guide for using the template.
2. Log in to the proceedings website at <https://journals.phl.univie.ac.at/meicogsci/login>
In the overview page, click on your submission



3. To upload your final version, make sure you are in the “Review” tab, then click “Upload File”.
4. Please don't forget to edit and update and save your abstract on the conference page, when you make changes for the final abstract. You can find your abstract on Publication Overview page (submissions) → My queue → View → Publication

The screenshot displays a web interface for managing a submission. At the top, there are two main tabs: 'Workflow' and 'Publication', with 'Publication' highlighted by an orange border. Below these, there are four sub-tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Review' sub-tab is currently active. Underneath, there is a 'Round 1' section. A status box indicates 'Round 1 Status: Revisions have been requested.' Below this is a 'Notifications' section with a link to '[ProcMEiCogSci] Editor Decision' dated 2021-01-28 04:16 PM. There are two sections for attachments: 'Reviewer's Attachments' and 'Revisions', both showing 'No Files'. The 'Revisions' section has a search icon and an 'Upload File' button, which is highlighted with an orange border. A text prompt 'click here to upload your revised abstract' is positioned above the 'Revisions' section.

Workflow **Publication**

Submission Review Copyediting Production

Round 1

Round 1 Status
Revisions have been requested.

Notifications

[\[ProcMEiCogSci\] Editor Decision](#) 2021-01-28 04:16 PM

Reviewer's Attachments [Q Search](#)

No Files

Revisions [Q Search](#) **Upload File**

No Files

click here to upload your revised abstract