AUTHOR GUIDE

Submitting your Abstract

1. New users: please register at the proceedings website:

https://journals.phl.univie.ac.at/meicogsci/user/register

Please also opt in to receive announcements from us as to not miss important information:

2. **If you are creating a new account**, you will receive an email to confirm your registration. Please click on the link included in it to verify your email address.

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

4. In order to be able to participate in the review process, go to "Edit profile" and in the "Roles" tab click on "Reviewer" (do not unclick "author")
Save!

5. On the overview page, choose "About" and click on **submissions**:

6. … you will be redirected to the "submissions page" and can now click on **make a new submission:**
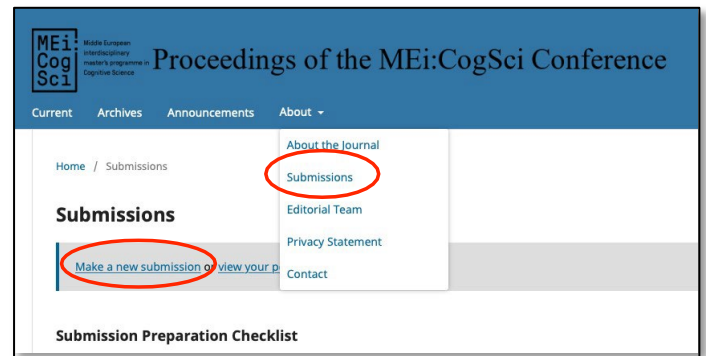
7. Now please carefully fill out the details of your submission. Pay attention to the "submission requirements". When you are sure your submission meets the requirements, click the button **save and continue.**

8. Please, upload a **.docx** document of your abstract here. Be carefully to stick to the formatting guidelines. If you are unsure about them, have a look at the provided "howto" templates. (Don't worry, this will not be your final version. Once your abstract went through the reviewing process and you edited it accordingly, you will have to upload another, final version.)

9. Now you have to carefully enter the metadata of your submission. Use the default font for your text and "##" to indicate headings. **Please make sure that your name and affiliation do *NOT* appear within your abstract text.** (blind review process) This format is for the review process only, so do not worry about minor aspects of your formatting. Lastly, do not forget do add any other contributors to your paper, i.e. colleagues, whom you collaborated with, or, if they have requested it, your supervisor.

➔ To continue to the next step, click **save and continue.**

10. **In case you add another contributor,** these are the **only** details we need:

11. 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, log 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 submission

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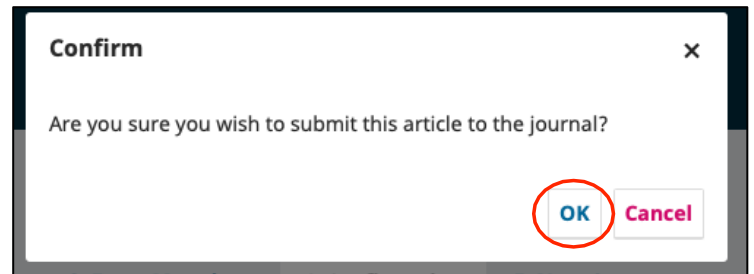
The following section explains how to submit you revised abstract. For information on how to write your reviews, please see the appropriate tutorial file.

Submitting the Revised Abstract + File

1. When you prepare your final abstract, please make sure you use the template provided for file submissions.

2. Log in to the proceedings website at:

https://journals.phl.univie.ac.at/meicogsci/login

On the overview page, click on **submissions** and then on **view your pending submissions**. Choose the relevant submission from the queue.
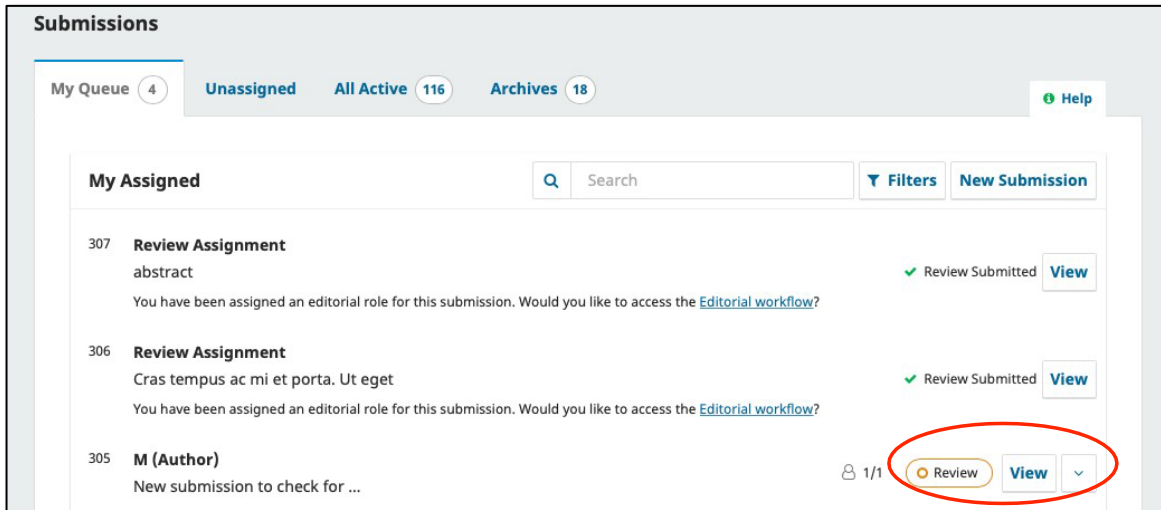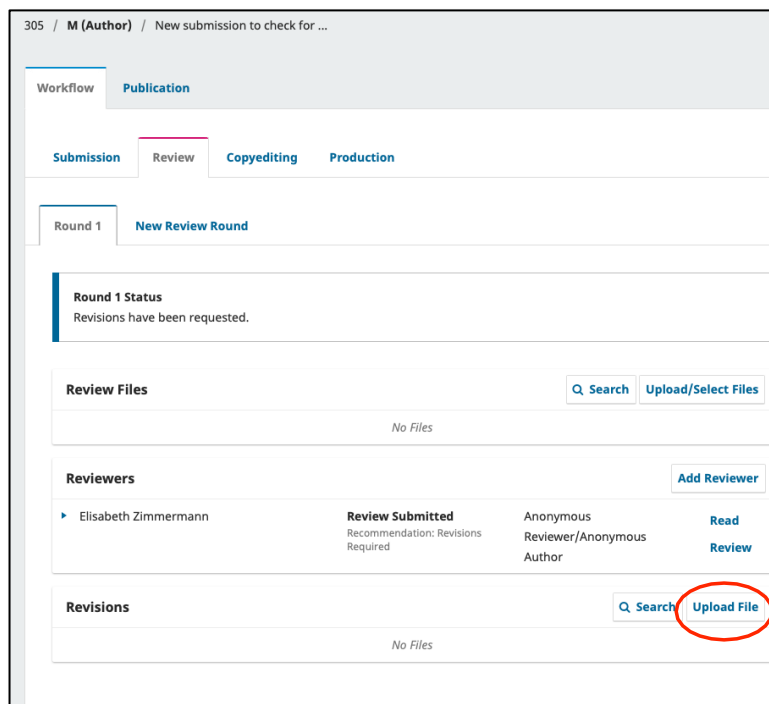
3. To upload your final version, make sure you are in the "Review" tab, then click on **upload file.**

➔ This time you should make sure that you carefully stick to the formatting guidelines. Please, double-check with the provided "howto" templates.

➔ You should submit the file as a **.docx** document.

➔ Please also enter the revised version of your abstract in the "Publication" tab.