

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!

The screenshot shows the registration page for the MEi:CogSci Conference. The page has a blue header with the logo and navigation links: Current, Archives, Announcements, About. The main content area is titled 'Register' and includes a 'Profile' section with fields for Given Name, Family Name, Affiliation, and Country. Below this is a 'Login' section with fields for Email, Username, Password, and Repeat password. At the bottom, there are two checkboxes: one for agreeing to the privacy statement and another for opting in to receive new publications and announcements.

- 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.

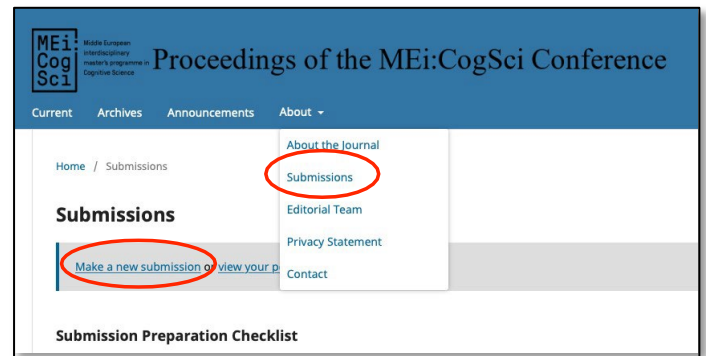
The screenshot shows the login page for the MEi:CogSci Conference. The page has a blue header with the logo and navigation links: Home, Login. The main content area is titled 'Login' and includes a 'Username' field, a 'Password' field, and a 'Forgot your password?' link. Below the password field is a checkbox for 'Keep me logged in'. At the bottom, there are two buttons: 'Register' and 'Login'.

The screenshot shows the user profile page for the MEi:CogSci Conference. The page has a blue header with the logo and navigation links: Home, Login. The main content area is titled 'Profile' and includes a 'Change Language' dropdown menu with options for Deutsch and English. Below this is a 'Filters' section with a 'New Submissions' button and a 'View' button. At the bottom, there is a link to 'access the Editorial workflow?'.

The screenshot shows the user profile page for the MEi:CogSci Conference, specifically the 'Roles' tab. The page has a blue header with the logo and navigation links: Home, Login. The main content area is titled 'Profile' and includes tabs for Identity, Contact, Roles, Public, Password, and Notifications. The 'Roles' tab is selected and shows a list of roles: Reader, Author, and Reviewer. The 'Author' and 'Reviewer' roles are checked. At the bottom, there is a button for 'Register with other journals'.

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**.

A screenshot of the 'Submit an Article' form, step 2: Upload Submission. The form has a progress bar at the top with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Section' dropdown menu is highlighted with a red box, and a red arrow points to it with the text 'Choose: "Poster" (1st year) or "Talk" (2nd year)'. Below the dropdown, there is a note: 'Articles must be submitted to one of the journal's sections *'. The 'Submission Requirements' section contains several checkboxes, all of which are unchecked. The 'Comments for the Editor' section has a text area with a rich text editor toolbar. The 'Corresponding Contact' section has two checkboxes: 'Yes, I would like to be contacted about this submission.' (unchecked) and 'Yes, I agree to have my data collected and stored according to the privacy statement.' (checked, with a red box around it). Below the second checkbox, there is a red text prompt: 'Please, check this box.' At the bottom right, there is a 'Save and continue' button circled in red, and a 'Cancel' button. A legend at the bottom left indicates '* Denotes required field'.

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.)

A screenshot of the 'Submit an Article' form, step 3: Enter Metadata. The form has a progress bar at the top with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Files' section has a text area with the instruction 'Upload any files the editorial team will need to evaluate your submission.' and an 'Upload File' button circled in red. At the bottom right, there is a 'Save and continue' button and a 'Cancel' button.

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 to 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:

Name	E-mail	Role	Primary Contact	In Browse Lists
Lena TestUser	lena.mueller-naendrup@univie.ac.at	Author	<input checked="" type="checkbox"/>	In Browse Lists

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 *

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

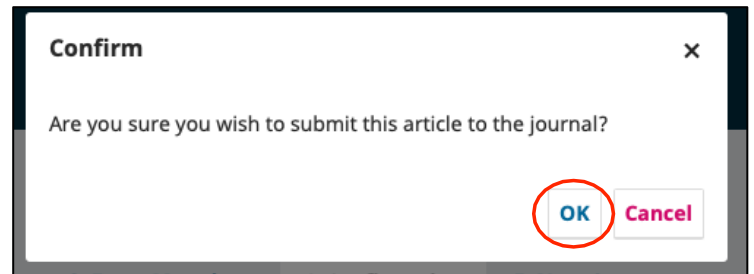
→ You will be able to go back to it to edit your abstract by editing the metadata. To do so, log in to the journal website and just click on your submission, then on the button **edit metadata** at the top of the page.

→ Please do not make any more changes after the deadline for submission

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

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.

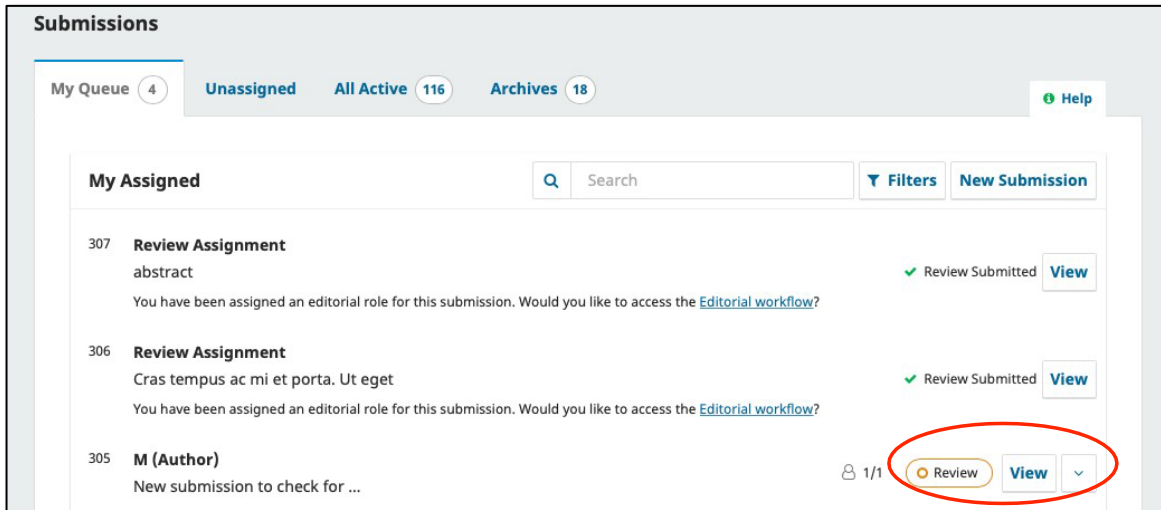
Submitting the Revised Abstract + File

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.

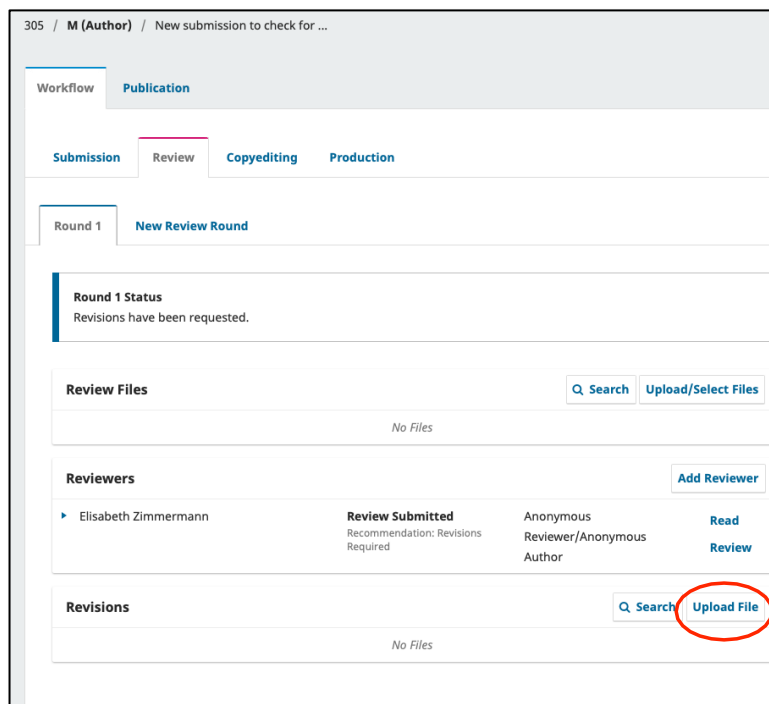




3. To upload your final version, make sure you are in the “Review” tab, then click on **upload file**.

→ 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.