Submission helper

MEi CogSci
Middle European interdisciplinary master's programme in Cognitive Science

Hello and welcome to you, up and coming cognitive scientists! This document will guide you through the process of submitting your abstract, help improve others' work by sending a useful peer review and becoming a published author in our proceedings.

Overview

These are the basic steps to the MEi:CogSci conference 13-15 June 2024 in Bratislava.

01 May 2024   **Registration**
10 May 2024   **Abstract submission**
21 May 2024   **Peer-review submission**
**31 May 2024**   **Finalize your abstract submission**

Registration

Deadline: **01 May 2024**

(This is not an iron-hard deadline, but in order to submit your abstract you have to be registered by 10 May 2024.)

If you **already have an account** from last year, please use it. If you don't remember it, search your mailbox for emails with [ProcMEiCogSci] in the title.

You could make our editing jobs easier by making sure that your affiliation is written exactly as specified:

- Comenius University Bratislava
- Eötvös Loránd University
- University of Ljubljana
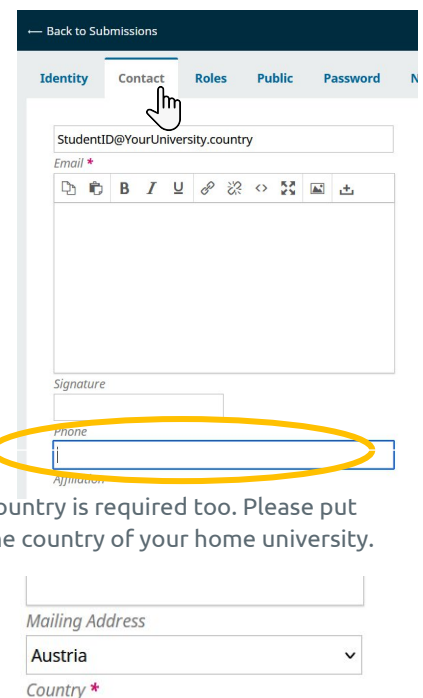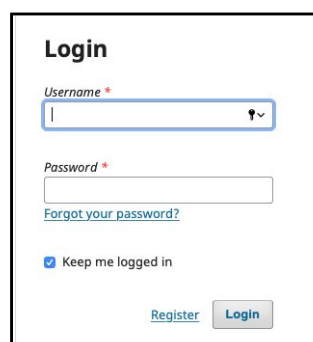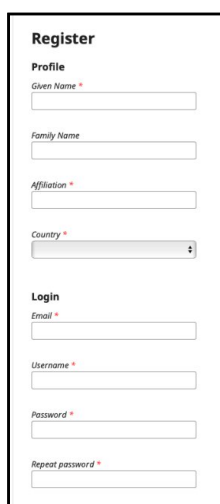- University of Vienna
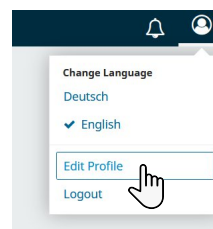
New users, please register at the proceedings website with **your official university email** address: *https://journals.phl.univie.ac.at/meicogsci/user/register* (Check your mailbox for a verification link.)

Once you are registered, **log in** at: *https://journals.phl.univie.ac.at/meicogsci/login*

Country is required too. Please put the country of your home university.

MEi:CogSci — Middle European interdisciplinary master's programme in Cognitive Science

Abstract submission
Deadline: **10 May 2024**

Both for poster presentations (1st year students) ~~or~~and talks (2nd year) in the MEi:CogSci conference, you will submit an abstract, review other submissions, and, finally, receive and implement reviews on your abstract.

To start submitting your abstract, <u>log in</u> (you can use the link above), then press the button "New Submission".
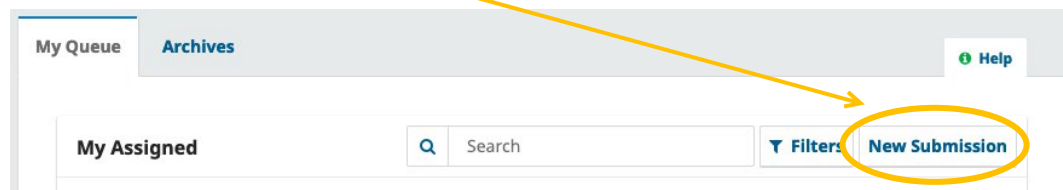
1. Start:
- Enter your title.
- For Section: select "Talk Abstract" or "Poster Abstract".
- Read and check the requirements.
- Click "Begin Submission".

2. Make a Submission: Details

This is where you submit your abstract :)
Making sure that your abstract complies with the <u>Author Guidelines</u>, (word limit and citation style), carefully enter the **title** and the **main text of the abstract**.
(Please do not enter prefix or subtitle. Anything that you enter in the "prefix" and "subtitle" fields will be ignored.)

3. Upload Files:

Caution! You don't have to upload anything (this is just a system default), but you have to click "Continue" anyways.

4. Contributors:

You can add other contributors to your submission, i.e. colleagues you collaborated with, or, if they have requested it, your supervisor. If you do this, Name, Contact (email), Country and Affiliation are the only details we need.

5. For the Editors:

Leave "Comments for the Editor" blank. (unless you need us to know about something)

6. Confirmation:

Click "Submit" and you are done for now. Congratulations!
If you spot a mistake after submission but before the deadline, you can still edit your abstract. To do so, log in to the journal website and just click the "View" button next to your submission, then on the tab "Publication". Please do not make any more changes after the first abstract submission deadline.

Submit your reviews (of others' abstracts)
Deadline: **21 May 2024**

By 15 May 2024, you will receive 2 emails (possibly at different times) with information regarding your review assignments. You will review 2 abstracts.

0. Use the link in the **emails** to log in and **read** your assigned abstracts.

1. Click on the first tab "**1. Request**" and **accept** the review assignment.
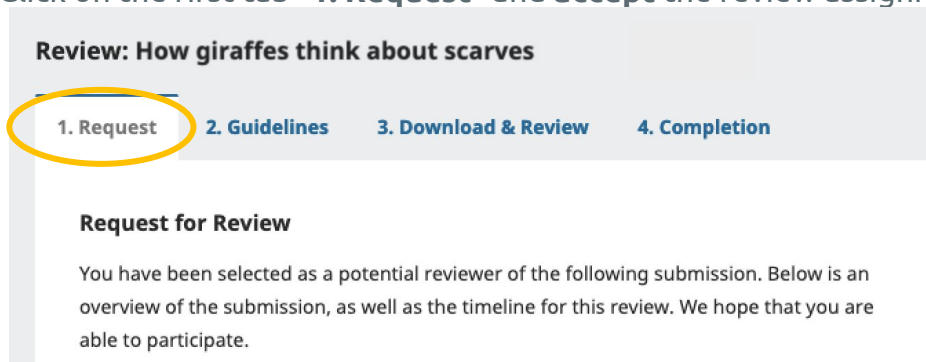
2. In the second tab, "**2. Guidelines**", you will see our general review guidelines (these will also be visible when you enter your review); click "Continue to Step #3".

3. **Download & Review**: This is the important bit! (But ironically, nothing to download)

   a. Please, read the **guiding questions** carefully and answer them in the boxes below. This is essentially your review.
   You can also upload a file (e.g. a .docx with tracked changes/comments), if you want to comment on specific parts/correct typos. This is a voluntary extra effort, supplementary to the actual review.

   b. In the last section, choose a **Recommendation** as indicated below. All authors will be able to submit a revision, no matter what you suggest. Your recommendation gives the editorial team an idea if they need to look closer at any particular submissions.
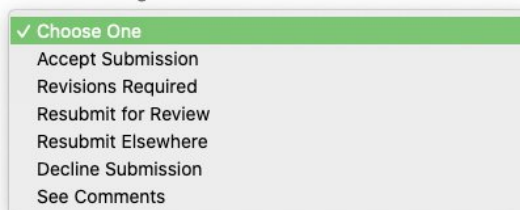
To continue with your second review, either click on the link in the email you received for your second review assignment, or click on the submission you have been assigned to review from your Dashboard. You can always access your submission log by logging in at: https://journals.phl.univie.ac.at/meicogsci/submissions

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Submit your final abstract version
### Deadline: **31 May 2024**

By 24 May 2024, you will have received an email with the subject "Editors' decision" (containing at least 2 reviews from your peers and 1 from your teacher). You can take your time thinking about how to implement and revise accordingly.
If you submit an abstract together with colleagues, each of you receives at least one review. During the revision procedure, please take all reviews into account. Please make sure that every member of the group submits the same version of the revised abstract. Only one of them will be published.

Here's how to finalize your submission (by 31 May 2024 23:59 CEST):

0. Log in. On your Dashboard, click "Submissions" (first item on the left bar).

1. Access the relevant submission by clicking on "View" and then edit your text on the "Publication" tab. If you want to preserve your first submission text, please save it locally on your computer – older versions cannot be recovered here!
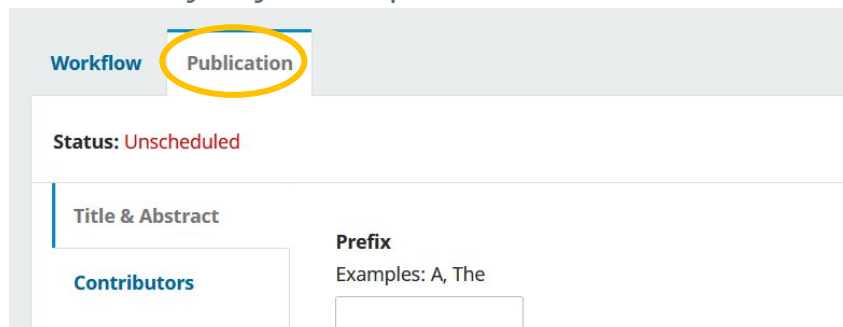
2. After revising your abstract, please double-check that the final text still **complies with our Author Guidelines** (e.g. word limit and style)!

3. To finalize your submission, download the Confirmation Statement form and insert your name.

   Then, making sure you are in the "Review" tab,
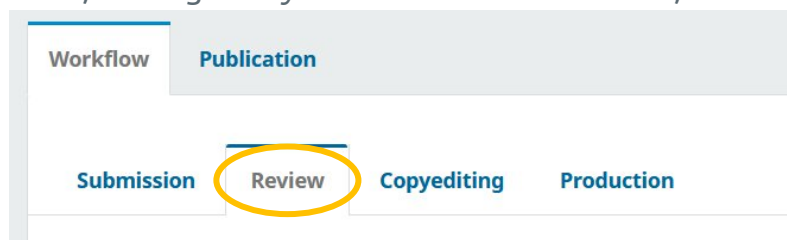
   at "Revisions" or via the button on the top right, upload your filled in form. It's a bit anticlimactic, but there won't be a final notification of success here.

Once you have done all that, the peer-review and revision process is complete and all that is left for you is to prepare for the conference itself. See you in Bratislava on 13-15 June 2024, and congratulations on being a published author!

In case you have any problems or concerns regarding the submission process, feel free to contact meicogsci@univie.ac.at.