

How-To: Submit a Paper Abstract

Submitting an abstract is possible during the *Abstract Submission* or *Paper Submission* phase.



Note:

Some conferences require a paper document upload in order to submit an abstract. In other cases the upload of a paper document is optional and can be handed in until the *Upload Phase* ends.

1. On the [Conference Home page](#), click the **Submit abstract** button or **Submit Paper** button respectively. You can also click the **Submission** button in the header alternatively.

OCS » Conference list » Isola11 » Conference

Welcome to the conference service of Isola11

Name: Isola 11
Description: A very nice conference for isola 11.
PC Chairs: Rick Astley
Conference flow: Abstract Submission (Jan 8, 2014 CET), Paper Upload (Jan 15, 2014 CET), Bidding for Review (Apr 7, 2016 CET), Assignment of Reviewers (Apr 14, 2016 CET), Review (Jul 6, 2018 CET), Decision (Jul 13, 2018 CET), Final (Oct 10, 2020 CET)
Current phases: Abstract Submission (Jan 8, 2014 CET), Paper Upload (Jan 15, 2014 CET)

Submit abstract

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2. On the following page fill in all required text fields and [add at least one author](#).

OCS » Conference list » Isola11 » Submit abstract

Submit abstract

Title*: Prevalence of Articles With Honorary Authors and Ghost Authors in Pe
Keywords*: articles, authors, medicine
Conference service*: Isola11
Abstract*: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam tempor dolor et massa varius non rhoncus lorem egestas. Integer diam risus, cursus vitae gravida ac, ornare at metus. Donec interdum dolor vitae turpis cursus et porttitor massa eleifend. Aenean in ligula quis nisl blandit porta. Aenean nec lacinia justo. Vivamus laoreet neque dignissim tortor egestas elementum.

3. Upload a full paper document if desired by clicking **Browse** and selecting a PDF file. As mentioned before, in some conferences this might be mandatory. Finally click the **Submit abstract** button.

List of authors*:

First name	Last name	E-mail address	Contact
David	Jones	david.jones@ocs.example	<input type="checkbox"/> Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Add author
Known author: <input type="text"/>			<input type="checkbox"/> Add author

Full paper document (PDF): [Browse...](#)

[Submit abstract](#)

*Required field

[OCS](#) » [Conference list](#) » [Isola11](#) » [Submit abstract](#)

[User profile](#) [Howtos](#) [User guide](#) [Imprint](#)

4. Your paper abstract has been submitted now.

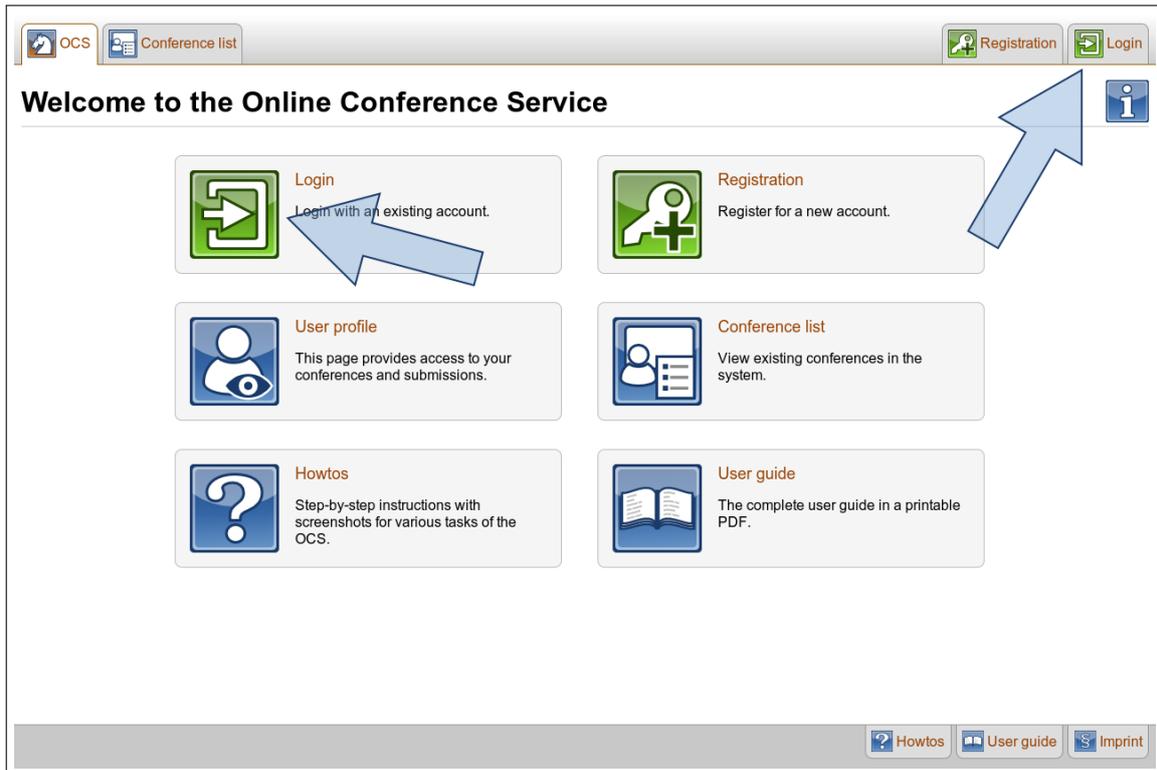
APPENDIX

How-To: Log in

Before working with OCS, please log in. If you do not have an account yet, consult the howto on creating a new account.

1. As long as you are not logged into the OCS already, you can do so in two ways:

- Click the **Login** button on the OCS Welcome Page.
- Click the **Login** button on the right side of every OCS pages' header.



2. On the next page, insert the mail address and password, which you have chosen while creating your account. Click the **Login** button.

OCS » Login

Please authenticate

E-mail address:

Password:

 Login

If you do not have an account, you can [register a new one](#).

 [Forgot your password?](#)

OCS » Login

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3. After a successful login you will be redirected to the page you visited before.

How-To: Change to Conference Home Page

The “**Conference Home page**” – also named “**Conference Profile**” – lists the conference details and is the starting point for most of the performed actions.



Note:

You can always view the “**Conference Home page**”, but for most of the actions you need to [log in](#) first.

There are three different ways to navigate to the “**Conference Home page**”:

- [Access via OCS e-mail \(for example the invitation mail\)](#)
- [Access from conference-related page](#)
- [Access from other OCS page](#)

Access via OCS e-mail

There is a link to the corresponding conference at the end of every e-mail you receive from the OCS related to . The mail in this image is an invitation mail as a representative..

Dear Sir or Madam,

You have been invited to join the program committee as PC Member for the conference
''Isola 11''

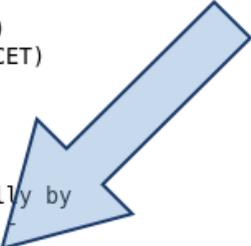
Please follow this link to confirm or reject the invitation (valid until Fri Oct 28 13:03:53 CEST 2011):
[http://localhost:8380/ocs/confirmorrejectinvitation/Isola11/32c6fba1044c44f4a83cfc95d55a18c9/david.jones\\$0040ocs.example/PC_MEMBER](http://localhost:8380/ocs/confirmorrejectinvitation/Isola11/32c6fba1044c44f4a83cfc95d55a18c9/david.jones$0040ocs.example/PC_MEMBER)

Enclosed please find a schedule of the conference:

1. Abstract Submission (Until Jan 4, 2014 CET)
Paper Upload (Until Jan 11, 2014 CET)
2. Bidding for Review (Until Apr 4, 2016 CET)
Assignment of Reviewers (Until Apr 11, 2016 CET)
3. Review (Until Jul 4, 2018 CET)
Decision (Until Jul 11, 2018 CET)
4. Final (Until Oct 9, 2020 CET)

This message was generated automatically by
- The Online Conference System (OCS)

<http://localhost:8380/ocs/home/Isola11>

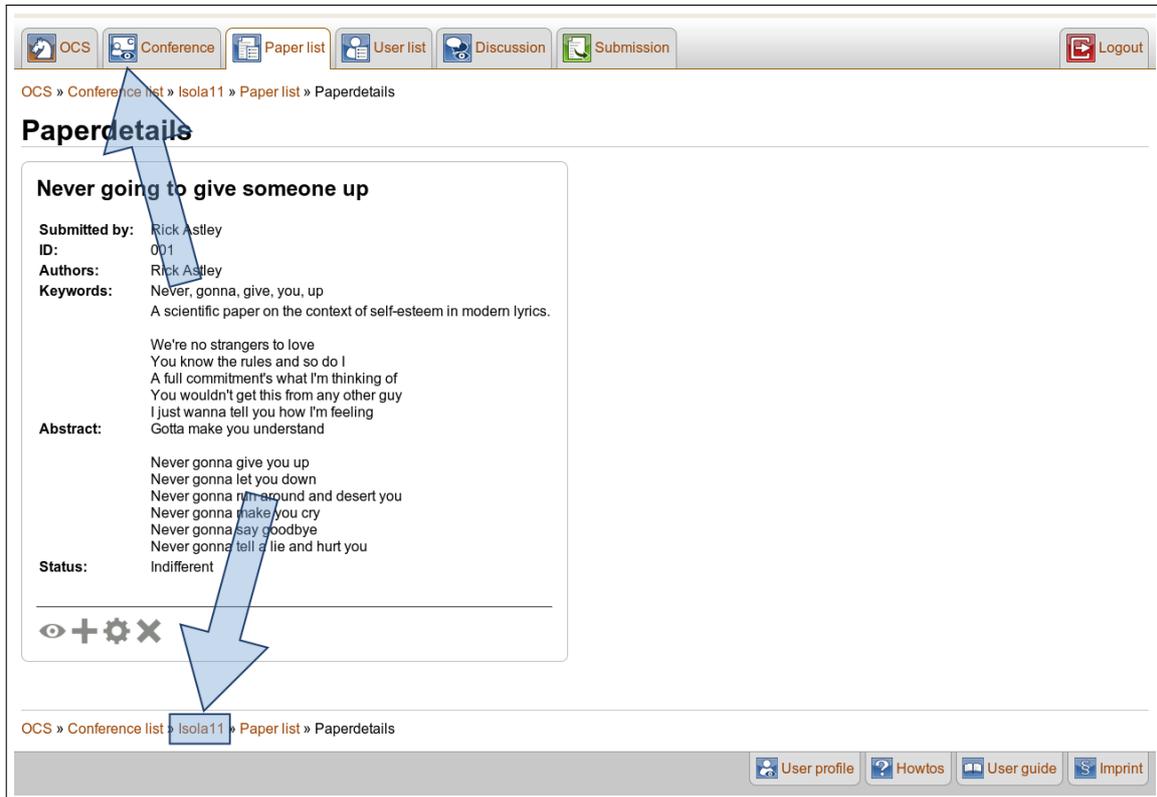


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Access from conference-related page

If you currently visit an OCS page that belongs to a conference, e.g. the “User list” or any papers’ detail page, simply click on

- the **Conference** button in the header or
- the link in the breadcrumbs on the top and bottom of your main window, entitled with the name of your current conference.



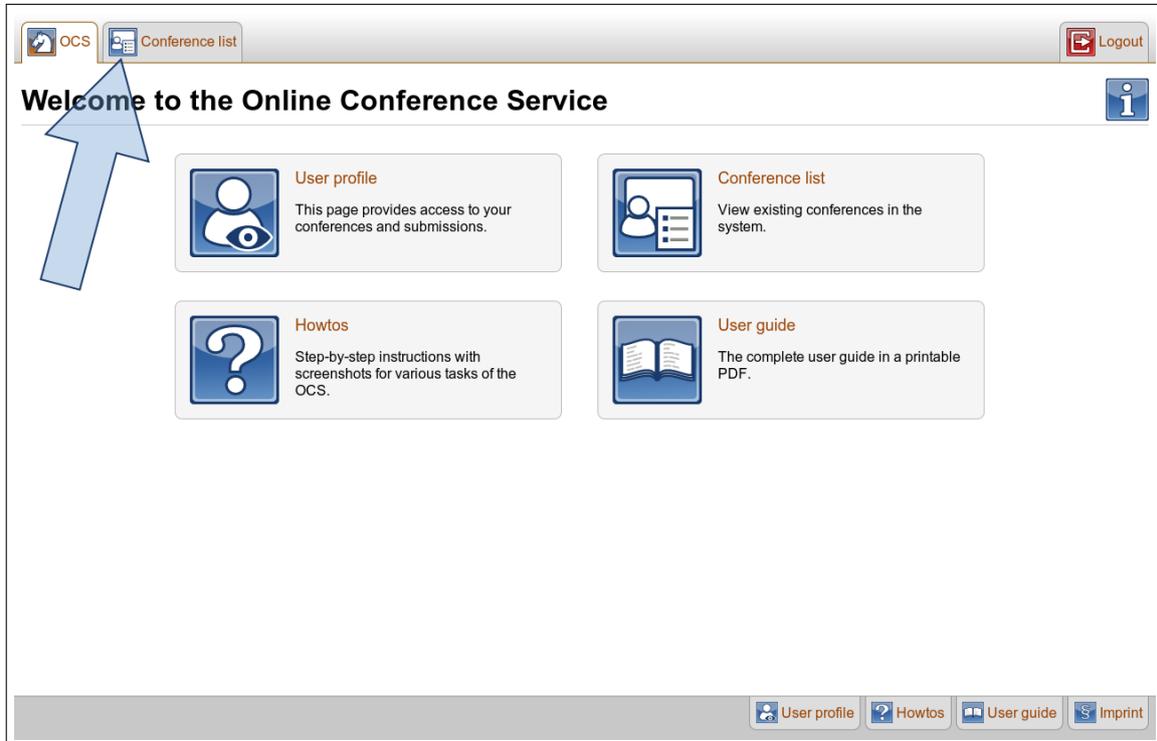
The screenshot displays the OCS interface for a conference. At the top, a navigation bar contains buttons for OCS, Conference, Paper list, User list, Discussion, Submission, and Logout. Below this, a breadcrumb trail reads "OCS » Conference list » Isola11 » Paper list » Paperdetails". The main content area is titled "Paperdetails" and features a paper titled "Never going to give someone up". The paper's metadata includes: Submitted by: Rick Astley, ID: 001, Authors: Rick Astley, and Keywords: Never, gonna, give, you, up; A scientific paper on the context of self-esteem in modern lyrics. The abstract text is: "We're no strangers to love / You know the rules and so do I / A full commitment's what I'm thinking of / You wouldn't get this from any other guy / I just wanna tell you how I'm feeling / Gotta make you understand". The status is listed as "Indifferent". At the bottom of the page, another breadcrumb trail reads "OCS » Conference list » Isola11 » Paper list » Paperdetails", and a footer bar contains buttons for User profile, Howtos, User guide, and Imprint. Two blue arrows highlight the "Conference" button in the top navigation bar and the "Isola11" link in the bottom breadcrumb trail.

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Access from other OCS page

Not every OCS page is related to a conference, as for example the “OCS Welcome page” or the “Imprint”.

1. Navigate to a conferences’ home page by clicking the **Conference list** button in the header.



Welcome to the Online Conference Service

User profile
This page provides access to your conferences and submissions.

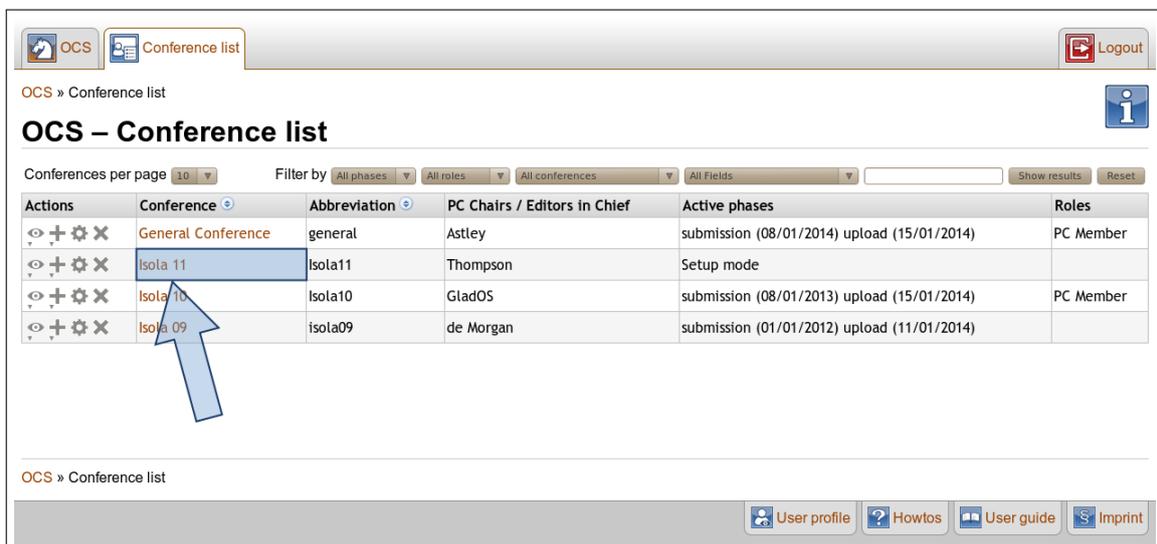
Conference list
View existing conferences in the system.

Howtos
Step-by-step instructions with screenshots for various tasks of the OCS.

User guide
The complete user guide in a printable PDF.

User profile Howtos User guide Imprint

2. In the list of all conferences, click on the title of the conference that you want to view.



OCS » Conference list

OCS – Conference list

Conferences per page 10 Filter by All phases All roles All conferences All Fields Show results Reset

Actions	Conference	Abbreviation	PC Chairs / Editors in Chief	Active phases	Roles
	General Conference	general	Astley	submission (08/01/2014) upload (15/01/2014)	PC Member
	Isola 11	isola11	Thompson	Setup mode	
	Isola 10	isola10	GladOS	submission (08/01/2013) upload (15/01/2014)	PC Member
	Isola 09	isola09	de Morgan	submission (01/01/2012) upload (11/01/2014)	

OCS » Conference list

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How-To: Manage authors of a paper

- To add yourself or another user you already worked with as author click on the **Known author** drop-down box and choose one of the displayed users.

List of authors*:

First name	Last name	E-mail address	Contact
No authors defined			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="button" value="Add author"/>
Known author			
David Jones (david.jones@ocs.example)			<input type="checkbox"/> <input type="button" value="Add author"/>
Rick Astley (rick.astley@ocs.example)			<input type="checkbox"/> <input type="button" value="Add author"/>

Full paper document (PDF):

- Otherwise, type in name and e-mail address of the person you want to add as author and click the **Add author** button in the corresponding row.

List of authors*:

First name	Last name	E-mail address	Contact
David	Jones	david.jones@ocs.example	<input type="checkbox"/> <input type="button" value="Delete"/>
<input type="text" value="Rick"/>	<input type="text" value="Astley"/>	<input type="text" value="rick.astley@ocs.example"/>	<input type="checkbox"/> <input type="button" value="Add author"/>
Known author			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="button" value="Add author"/>

Full paper document (PDF):



Note:

You have to click the **Add author** button before clicking **Submit abstract**, otherwise the author will be discarded.

- Delete an author or move up or down by clicking the respective button.

List of authors*:

First name	Last name	E-mail address	Contact		
David	Jones	david.jones@ocs.example	<input type="checkbox"/>	<input type="button" value="Move down"/>	<input type="button" value="Delete"/>
Rick	Astley	rick.astley@ocs.example	<input type="checkbox"/>	<input type="button" value="Move up"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>	

Full paper document (PDF):

- Check the **Contact** checkbox for every user that should receive messages that keep them up-to-date concerning the status of this paper. The submitter will always receive those notifications.

List of authors*:

First name	Last name	E-mail address	Contact		
David	Jones	david.jones@ocs.example	<input type="checkbox"/>	<input type="button" value="Move down"/>	<input type="button" value="Delete"/>
Rick	Astley	rick.astley@ocs.example	<input checked="" type="checkbox"/>	<input type="button" value="Move up"/>	<input type="button" value="Move down"/>
Kevin	Brown	kevin.brown@ocs.example	<input checked="" type="checkbox"/>	<input type="button" value="Move up"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>	
Known author					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>	

Full paper document (PDF):

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