

Instructions for Submitting Authors

General

The provided Conference Management System can be used for handling paper submission, and participant registration. Submitting an abstract is optional for participants of the Soil-Waste-Water 2013 Conference but **you have to create a user account** in order to use any facilities of the system.

How to create a Conference Account

Go to the login page of the Conference <https://www.easychair.org/conferences/?conf=sww13> and sign up for a new account (if you have no account already). After filling in the fields of the Web form (required information marked by asterisk '*'), a confirmation e-mail will be sent to you with your account details. **Please validate your e-mail using the link in this e-mail.** Please provide valid name, address, and email address, since these will be used later for sending you relevant information about your submission.

You do **not** have to create a new user account for **each** paper you submit. The same user account can be used for multiple submissions and for your participant registration.

Login to the System

After having obtained a user account, you can log in with your username and password under the log in page (<https://www.easychair.org/account/signin.cgi?conf=sww13>). If you have forgotten your password or any kind of problems follow these instructions (<https://www.easychair.org/account/problem.cgi?conf=sww13>).

Depending on the phase of the submission, review, and registration process you will see different options after logging in. If you have already submitted papers, you can always access the list with your submissions and see their status.

For all subsequent operations you need a user account and will have to log in first.

Submit a New Contribution

Select "New Submissions" and select the type of contribution you want to submit. There are two possibilities: oral and poster presentation. Please enter all required details for your contribution into the submission form (marked by asterisk), choose at least three keywords and proceed. All information for your submissions have to be in one file (.doc).

You will also have the possibility to update your submission and upload newer versions until the submission deadline (<http://www.soil-waste-water.de/dates.html>). In this case please inform the Organizers since your abstract might be already in review.

Abstracts submitted for the Soil-Waste-Water 2013 Conference are reviewed and approved by the Conference Steering Committee. The Committee reserves the right to decline any submitted abstract that lacks scientific content or merit, or to suggest another form of presentation.

Viewing the Review Results

After the review process has finished you will receive a message from the chairs by e-mail. The review results will be made viewable to the authors via the Easychair-system. Please go to "Your Submissions" and select "Review Results" for your paper after logging in. There you will see the final outcome of the review and the scores as well as the reviewers' comments.

Upload Camera-Ready Manuscript / Final Version

If your contribution was accepted you get the option to submit a final version of your contribution. Please consider the review results from the experts for that version. The final version has to be "camera ready", i.e. it **must** use the conference **template** (see <http://www.soil-waste-water.de/abstract-submission.html>) **and follow the submission guidelines** otherwise it will not be published in the proceedings.

You will also use the Easychair-system to upload the final version of your contribution.

Abstract Formatting

- The following formats are accepted: Microsoft Word (.doc, .docx), Open Office (.odt), Rich Text Format (.rtf), Plain Text (.txt).
- Abstracts must be submitted and presented in **standard English** (BE / AE) language.
- Abstracts will be limited to **300 words**. For further instructions see **template**.
- Presenting author must be indicated.
- Include the names, credentials and institutions for all co-authors.
- Maximum size for uploads: 2MB

Register for Conference Participation

For each accepted paper at least one presenting author has to register for conference participation, otherwise the contribution will not be considered in the conference proceedings.