

5th African Conference on Operations and Supply Chain Management

EasyChair instructions for Authors

The submission and review of papers for ACOSCM2023 will be managed through an online conference paper management system called [EasyChair](#).

This system gives you, the author, complete control over your submission.

You can upload your abstract and check on the review status of your submission. The submission process consists of four stages:

1. Abstract submission
2. Draft paper submission
3. Revised paper submission
4. Final paper submission

The Scientific Committee will review all abstracts and authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees and authors of accepted draft papers will be asked to submit a revised version. The result of the second revision will be notified after the conference, so that the final version of the paper will benefit from the discussions and opinions collected during the conference. This guide is intended to support authors during the submission process. It has five parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission
- Final paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: acoscm5@gmail.com

1. Set up an account as an Author

First, you will need to set up an account (username and password) as an author.

Go to <https://easychair.org/conferences/?conf=5thacoscm>

You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.



Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

A screenshot of the reCAPTCHA interface. It includes a checkbox labeled 'I'm not a robot', a reCAPTCHA logo, and links for 'Privacy - Terms'. Below the interface is a red 'Continue' button.

I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

Figure 1: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.”



Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

A screenshot of the registration form. It contains four input fields: 'First name (*)', 'Last name (*)', 'Email address (*)', and 'Retype email address (*)'. A red 'Continue' button is located at the bottom of the form.

First name[†] (*):

Last name (*):

Email address (*):

Retype email address (*):

Continue

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

You may also be interested about [our policy for using personal information](#).

Figure 2: Fill in the form.

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

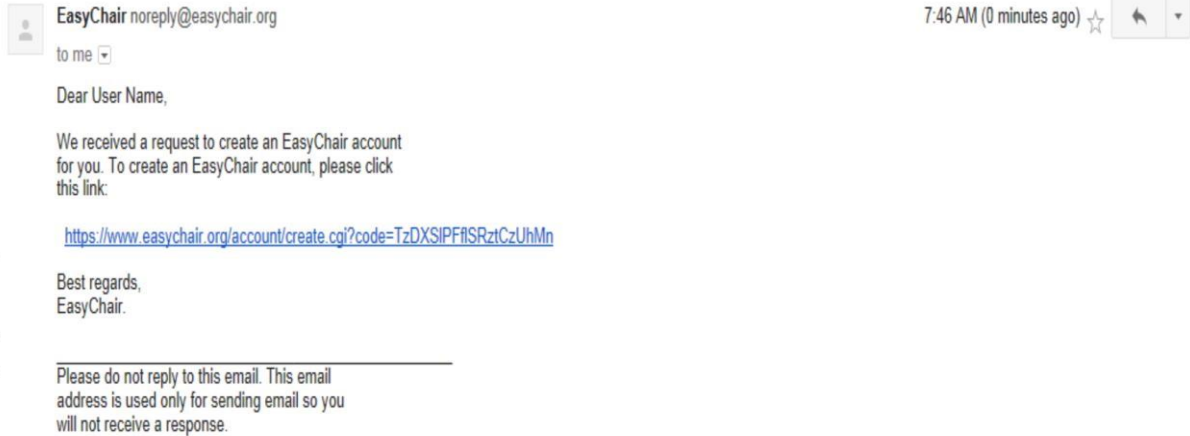


Figure 3: Login email.

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

Create an EasyChair Account: Last Step

Hello John Otieno! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name*:

Last name*:

Organization*:

Country/region*:

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page:

Enter your password

Password*:

Retype the password*:

† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

You may also be interested about [our policy for using personal information](#).

Figure 4: Create an account.

After the account is registered, you may log in to 5thacoscsm simply by clicking on the “click this link” or on the following link <https://easychair.org/conferences/?conf=5thacoscsm>

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

2. Submit your abstract(s)

After logging in to the EasyChair website for 5thacoscsm, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract

Follow the on-screen instructions and fill out all of required information about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

NB: Add more authors by clicking [click here to add more authors](#)

Fill out the text abstract, keywords and the related topics

Click on the “Submit” link to submit your abstract

Please do not submit the full paper or any other files at this stage. After this process you will get a confirmation email from acoscm@easychair.com indicating that a new submission has been made.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created. Click on “Submission #” for changing any information about the submission.

When adding new information or changing information

Use the links at the top-right corner for:

-Updating information about your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.

-Updating author information for your submission: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.

-Uploading files: the “Add file” link may be used to upload files. Please do not upload any files at this stage.

-Withdrawing the submission: select “Withdraw” to withdraw the submission. At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

3 Draft paper submission

You can submit a draft paper only by updating the submission you submitted as an abstract. Once you have completed the abstract submission, the menu bar "Submission #" or "My Submissions" in the case of multiple submissions is created. By clicking on this tab, you will access information about your submission. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting “Update information” and you may also update authors using the “Update authors” page. Most importantly, you have to submit a draft paper by selecting “Add file”. After clicking on “Add file”, you will be able to select the file you want to upload with the link “Select file”

Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link). You will again receive a confirmation email indicating that the “submission #” has been updated. To see previous versions of your submission click [previous versions](#) link. Once the draft paper review process is completed, you will receive acceptance/ rejection notification with reviews by email.

4 Revised paper submission

If your draft paper was accepted, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the righthand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the "Submit" button.

5 Final paper submission (for publication)

After the final revision, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your final paper by selecting the "Submit" button.