

EasyChair Guidelines for Authors

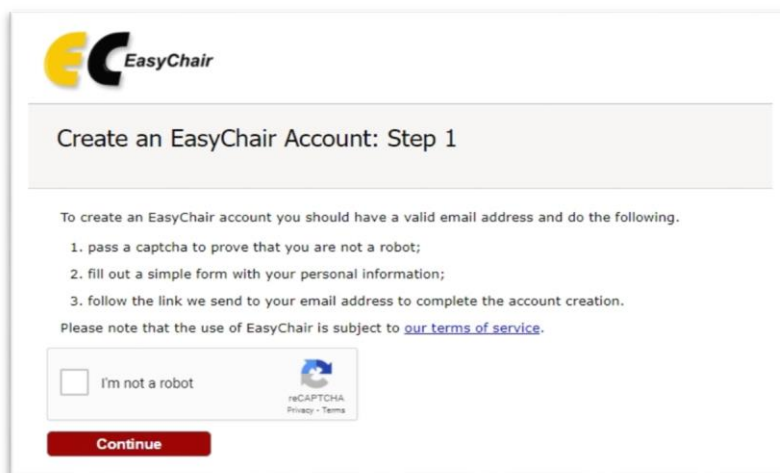
This guide is intended to support authors during the submission process. It has four parts:

- Setting up an account
- Abstract submission
- Full paper submission
- Revised paper submission

If you do need help, please contact our team at: icolib@unej.ac.id

1. SET UP AN ACCOUNT

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/account/signup>.



EC EasyChair


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.

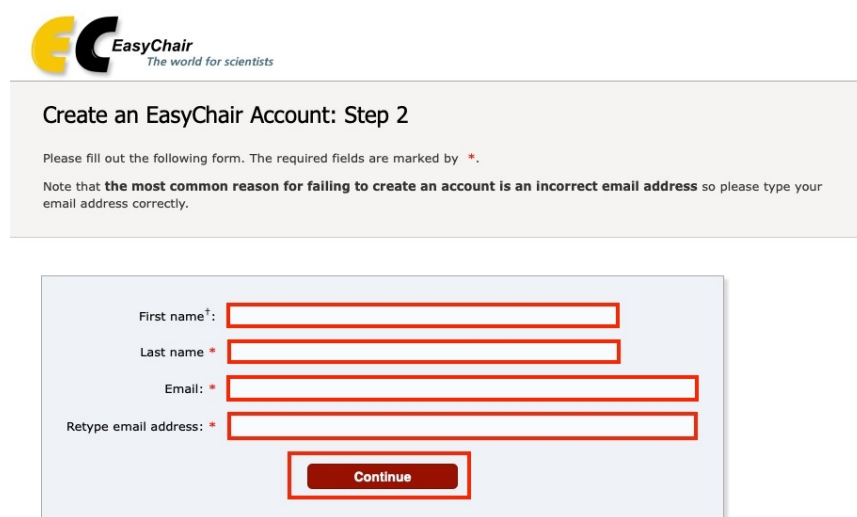
Please note that the use of EasyChair is subject to [our terms of service](#).

☐ I'm not a robot

 reCAPTCHA
Privacy - Terms

Continue

Follow the provided instructions to verify and then click on “Continue”. Complete the form (as shown in Figure 1).



EC EasyChair
The world for scientists

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.

First name[†]:

Last name *:

Email: *

Retype email address: *

Continue

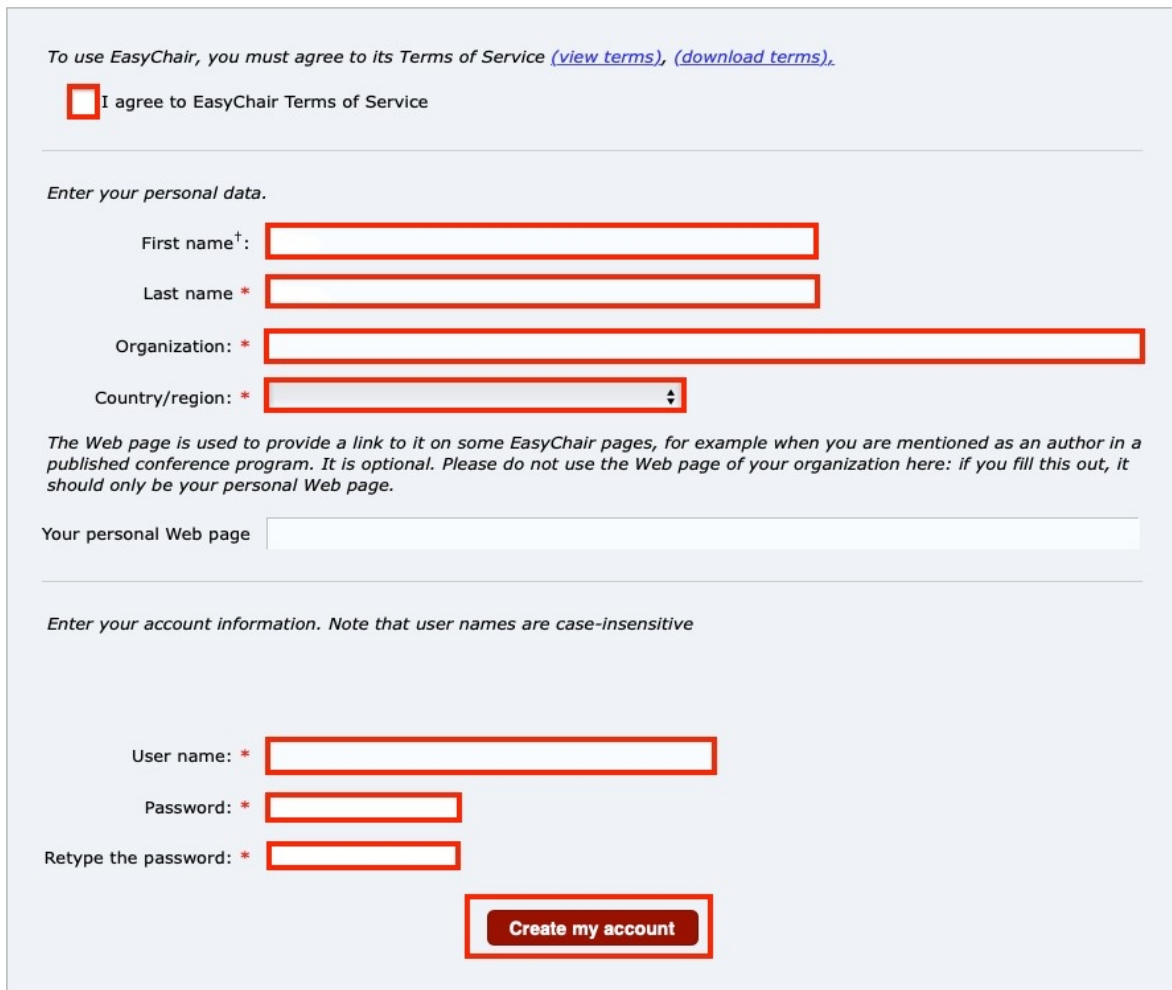
[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

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

Figure 1: Fill in the form

You will receive a **confirmation email**. Use the link provided in the email to continue the account registration process. Fill out all of the required information (as shown in Figure 2), and click the “Create my account” button to finalize the account registration process.

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.



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 account information. Note that user names are case-insensitive

User name: *

Password: *

Retype the password: *

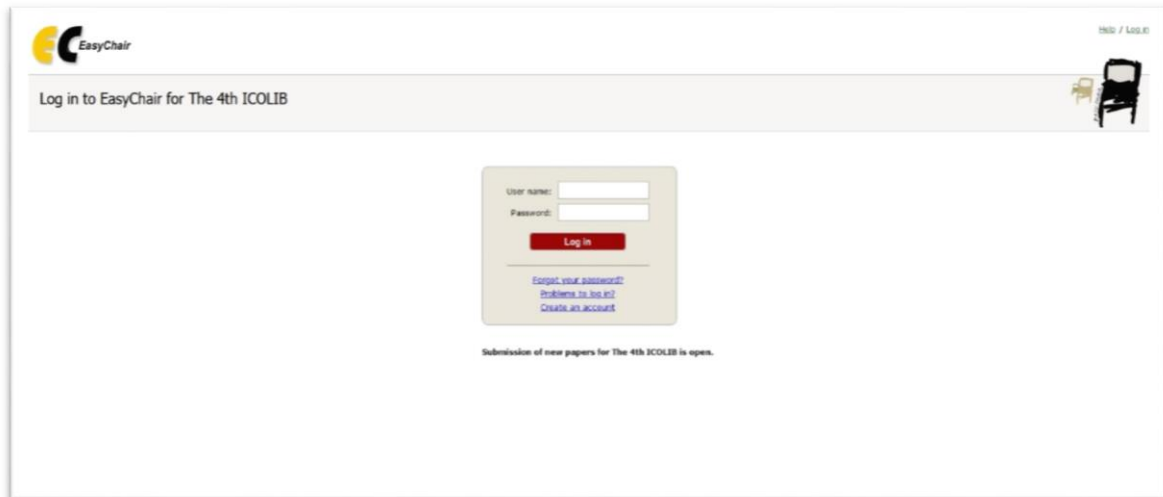
Figure 2: Create an account.

After the account is registered, you may log in to **The 5th ICOLIB 2023** simply by clicking on the following link <https://easychair.org/conferences/?conf=the5thicolib>. You might need to fill the username and password you set when creating your account in the previous step.

2. SUBMIT YOUR ABSTRACTS

- **Log in to the EasyChair website for The 5th ICOLIB 2023:**

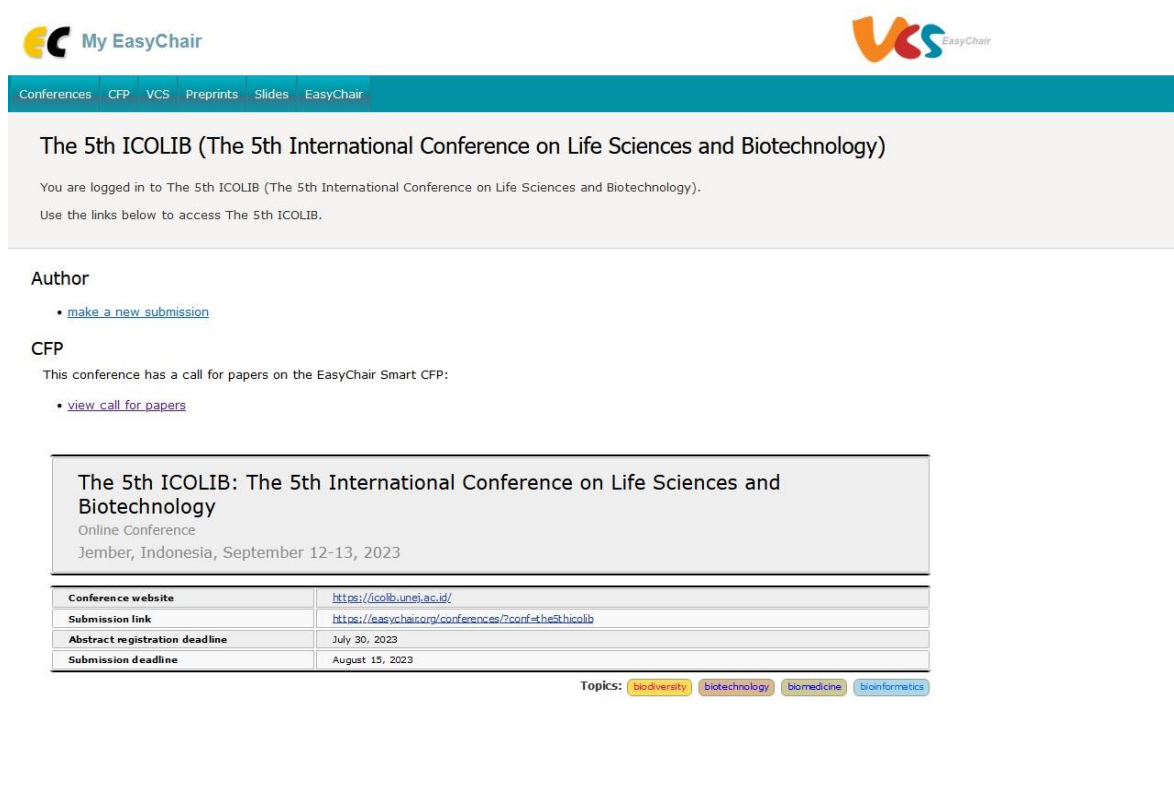
<https://easychair.org/conferences/?conf=the5thicolib>



The screenshot shows the EasyChair login page. At the top left is the EasyChair logo. Below it, a banner says "Log in to EasyChair for The 4th ICOLIB". On the right, there's a small icon of a chair. In the center, there's a login form with fields for "User name:" and "Password:", a red "Log in" button, and links for "Forgot your password?", "Problems to log in?", and "Create an account". Below the form, a message states: "Submission of new papers for The 4th ICOLIB is open."

- **Select “make a new submission”**

The link is located under Author title (as shown in Figure 3).



The screenshot shows the "My EasyChair" author page. At the top, there's a navigation bar with links: Conferences, CFP, VCS, Preprints, Slides, and EasyChair. The main heading is "The 5th ICOLIB (The 5th International Conference on Life Sciences and Biotechnology)". Below this, it says "You are logged in to The 5th ICOLIB (The 5th International Conference on Life Sciences and Biotechnology)." and "Use the links below to access The 5th ICOLIB." Under the "Author" section, there's a link "make a new submission". Under the "CFP" section, it says "This conference has a call for papers on the EasyChair Smart CFP:" and a link "view call for papers". Below this is a box containing the conference details: "The 5th ICOLIB: The 5th International Conference on Life Sciences and Biotechnology", "Online Conference", "Jember, Indonesia, September 12-13, 2023". At the bottom, there's a table with conference details:

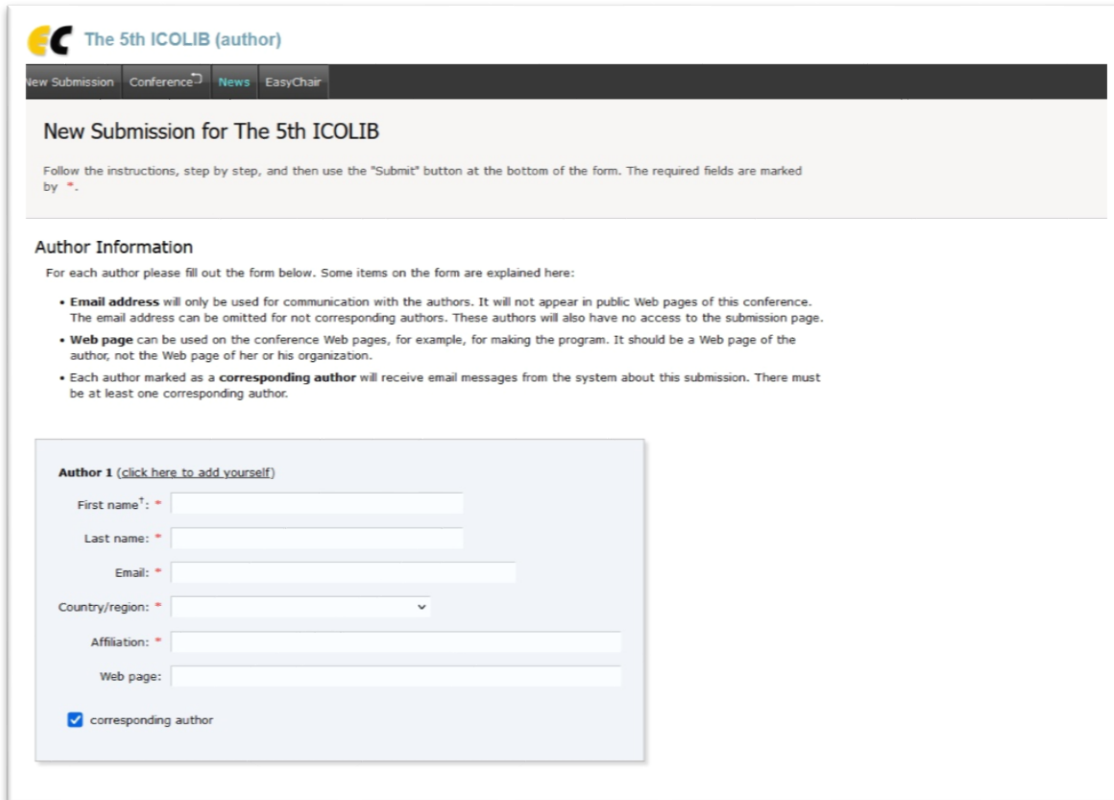
Conference website	https://icolib.unesa.ac.id/
Submission link	https://easychair.org/conferences/?conf=the5thicolib
Abstract registration deadline	July 30, 2023
Submission deadline	August 15, 2023

At the bottom right, there are "Topics:" with tags for biodiversity, biotechnology, biomedicine, and bioinformatics.

Figure 3: The main page for authors.

- **Fill out information about each of the authors.**

You must use the same email address that you signed up with when creating the EasyChair account. Please note that papers submitted to **The 5th ICOLIB 2023** should have no more than 5 authors or co-authors.



The 5th ICOLIB (author)

View Submission | Conference | **News** | EasyChair

New Submission for The 5th ICOLIB

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

Author 1 ([click here to add yourself](#))

First name*:

Last name*:

Email*:

Country/region*:

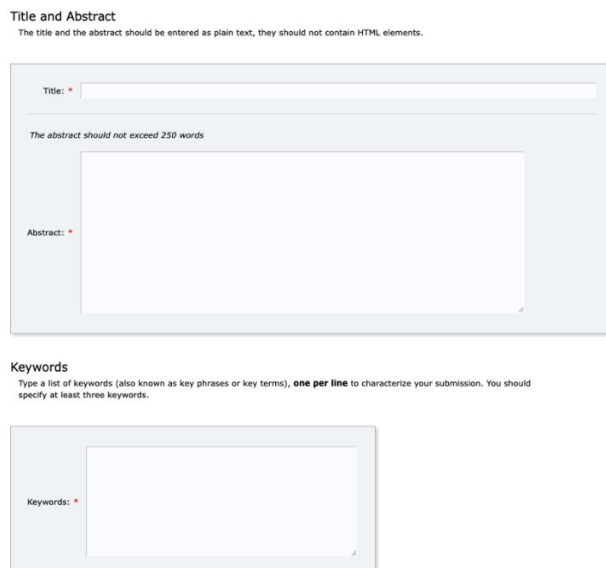
Affiliation*:

Web page:

☒ corresponding author

Figure 4: Authors information.

- **Fill out the title, text abstract, and keywords for your paper (as shown in Figure 5).**



Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title*:

The abstract should not exceed 250 words

Abstract*:

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords*:

Figure 5: Title, abstract and keywords submission.


- **Finally, click on the “Submit” link to submit your abstract (as shown in Figure 6).**

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit


Figure 6: Abstract submission.

 The 5th ICOLIB (author)

New Submission Submission 1 Conference News EasyChair

The 5th ICOLIB Submission 1

The submission has been saved!

Submission 1	
Title	Test for Submit with Easy Chair
Paper:	 (Apr 27, 08:32 GMT)
Author keywords	biology ecology botany microbiology
Abstract	Test Submit with Easy Chair for The 5th ICOLIB 2023
Submitted	Apr 27, 08:32 GMT
Last update	

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
Yoyok	Yulianto	airaku22@gmail.com	Indonesia	FMIPA University of Jember		✓

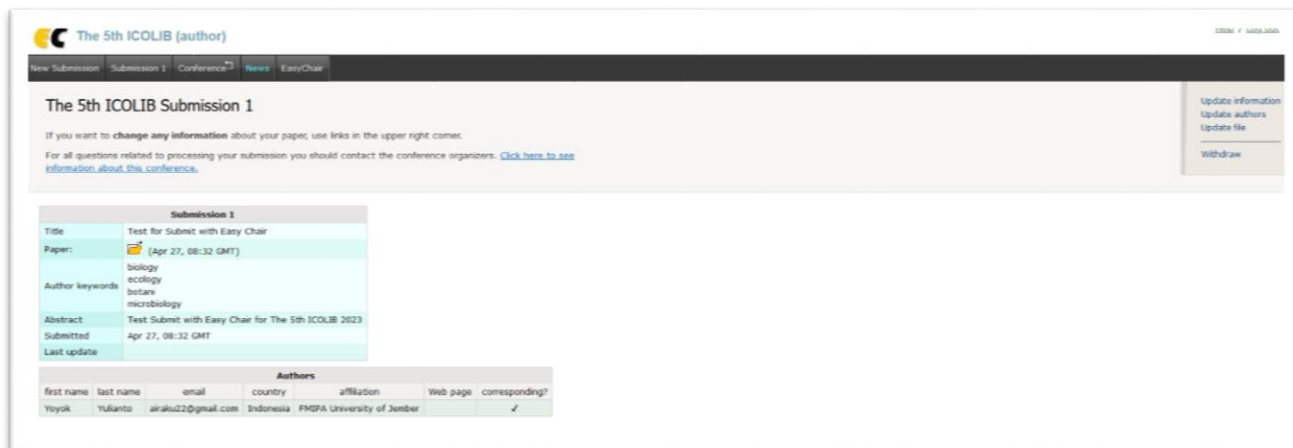
Figure 7: Submission has been update.

- **Update information**

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 7). Click on "Submission #" for changing any information about the submission.

Use the links at the top-right corner (update information, update authors, withdraw) if you want to update any information about the submission and authors or 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 email from the5icolib@easychair.org. Once the review process is completed, you will also receive acceptance/rejection notification with reviews by email.



The 5th ICOLIB Submission 1

If you want to **change any information** about your paper, use links in the upper right corner.
 For all questions related to processing your submission you should contact the conference organisers. [Click here to see information about this conference.](#)

Submission 1

Title	Test for Submit with Easy Chair
Paper:	 (Apr 27, 08:32 GMT)
Author keywords	biology ecology botany microbiology
Abstract	Test Submit with Easy Chair for The 5th ICOLIB 2023
Submitted	Apr 27, 08:32 GMT
Last update	

Authors

first name	last name	email	country	affiliation	Web page	corresponding?
Yoyok	Yulianto	araku22@gmail.com	Indonesia	FMIPA University of Jember		✓

Update information
 Update authors
 Update file
 Withdraw

Figure 7: A page for changing your submission(s).

3. SUBMIT YOUR FULL PAPERS

The Scientific Committee will review all abstracts and notify the results and paper ID to authors. The authors of accepted abstracts will be invited to submit full papers. Please use the paper template provided on our conference website.

Use the links at the top-right corner, (update information, update authors, add file, and withdraw) as shown in Figure 7, if you want to update any information about the submission, authors, submit or withdraw the submission.

Submit a full paper by selecting “Add file”. You will be able to select the file you want to upload with the link “Choose file”. Please bear in mind that only PDF files are supported in peer review process. Information of authors should not be presented in submission to reviewers.

Once you have uploaded a paper, you may change the file by selecting “Update file” from the right-hand menu of this screen.

Please note that you are unable to update the file after the full paper submission deadline.

The system will send an email to confirm your submission. Once the full paper review process is completed, you will receive acceptance/rejection notification with reviews by email.

Authors should double check the originality of your text with plagiarism check before submitting full paper to **The 5th ICOLIB 2023** conference. Such website Turnitin could be helpful.

4. SUBMIT YOUR REVISED PAPERS

If your full paper is accepted, we will ask you to submit your 1st revised paper. Please revise your paper considering all the reviewers' comments and modify the manuscript accordingly.

To upload the revised paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen.

We might ask authors to submit your 2nd revised paper electronically if the publisher has further requirements, mostly about technical issues or format of the paper.