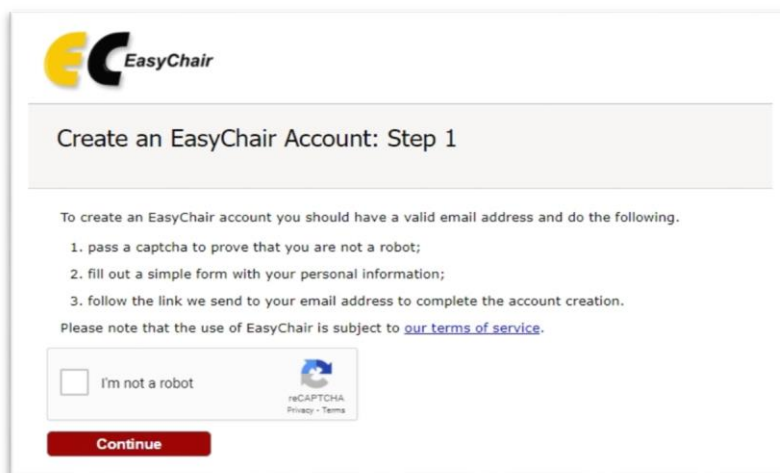# EasyChair Guidelines for Authors

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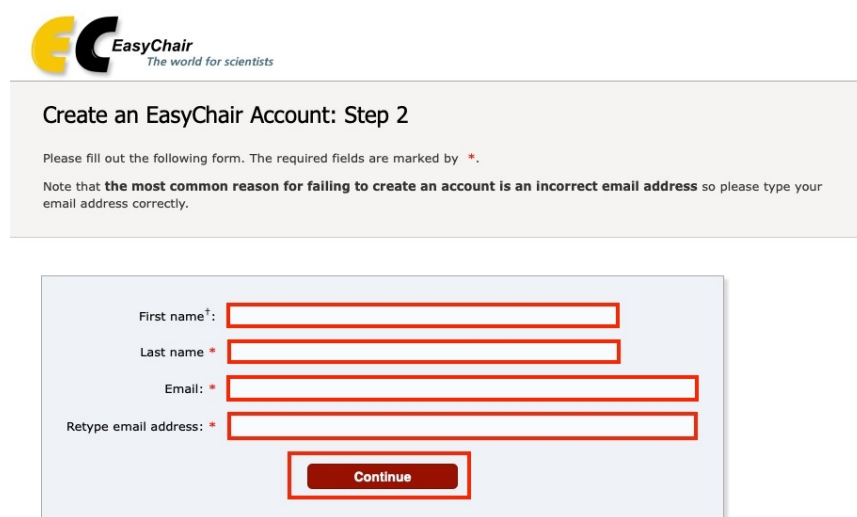
Follow the provided instructions to verify and then click on "Continue". Complete the form (as shown in Figure 1).
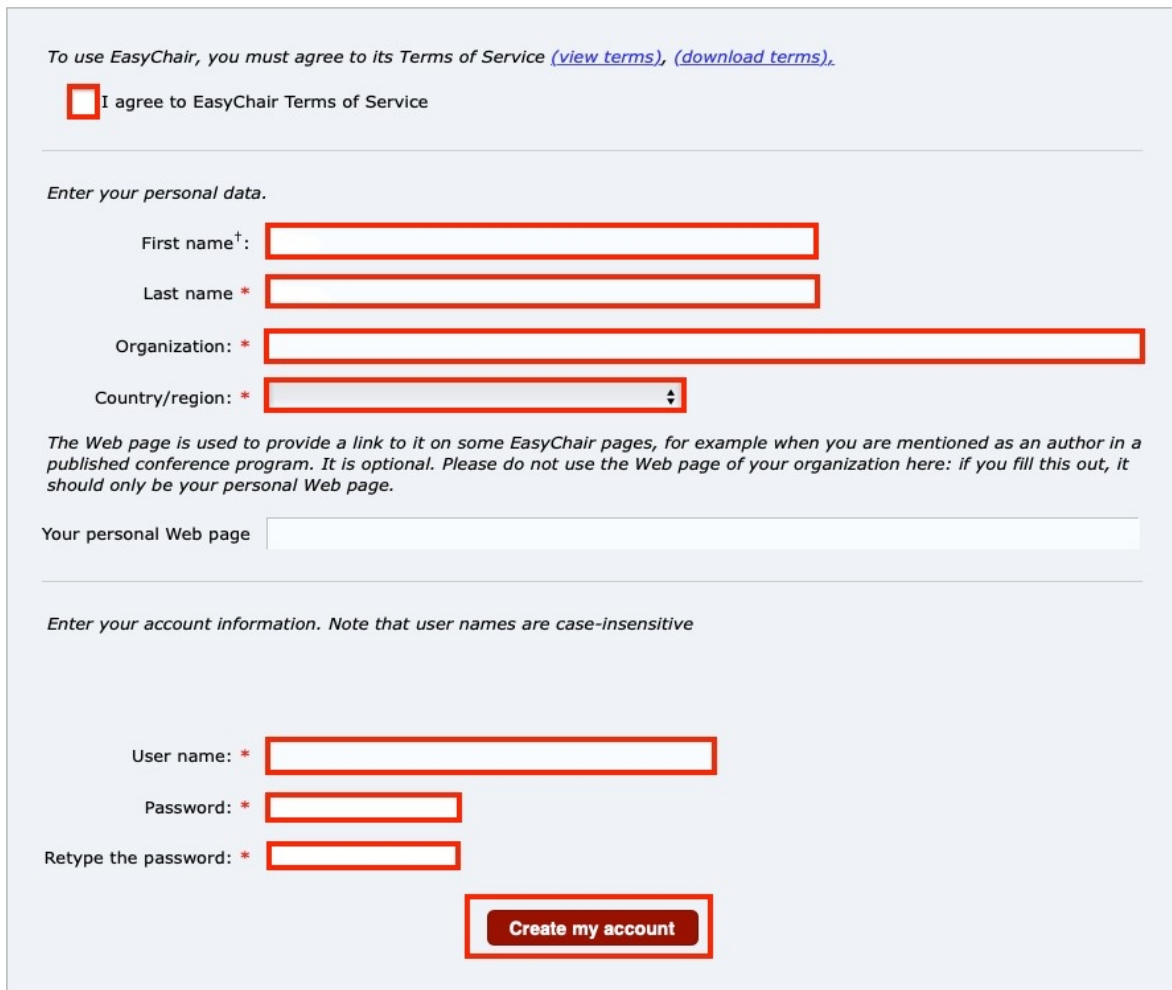
Figure 1: Fill in the form

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.
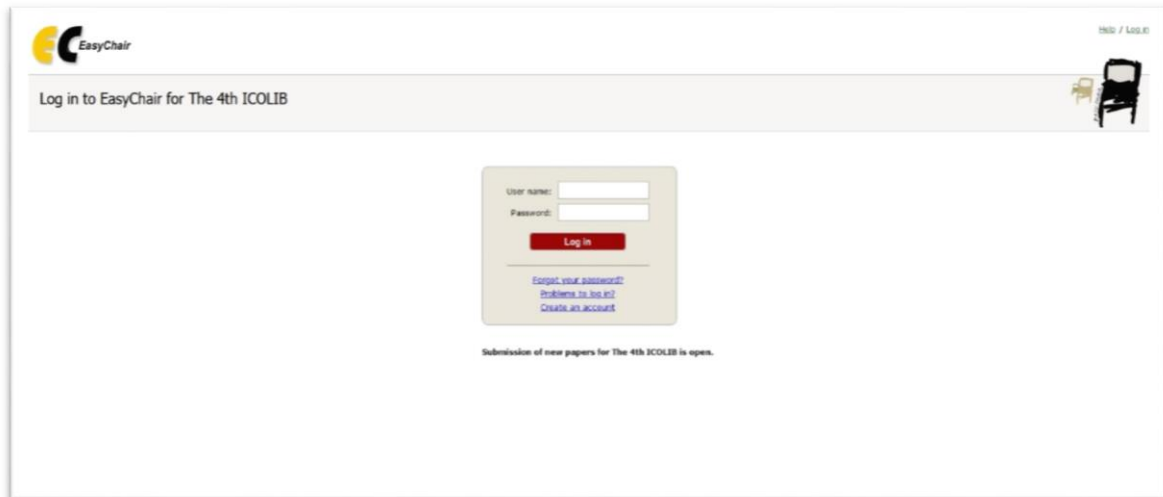

Figure 2: Create an account.

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

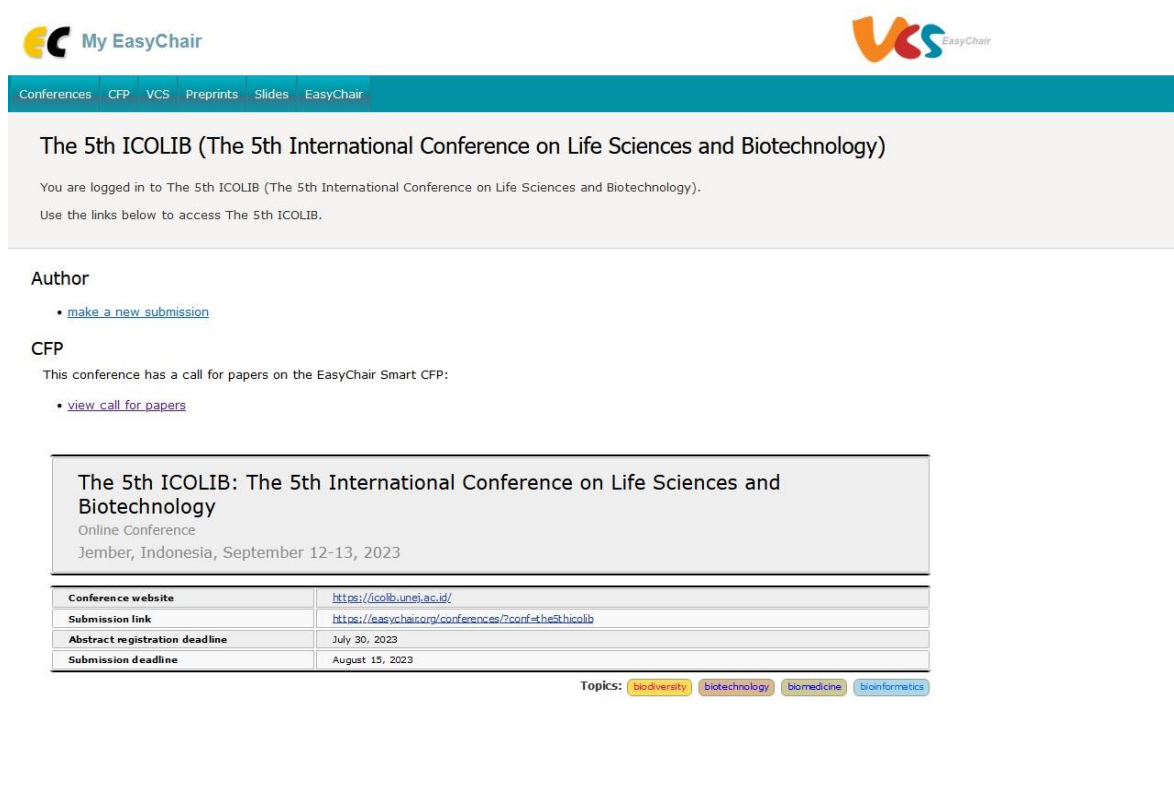- *Log in to the EasyChair website for* **The 5th ICOLIB 2023:**

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

- *Select "make a new submission"*

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

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.

Figure 4: Authors information.

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

Figure 5: Title, abstract and keywords submission.

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

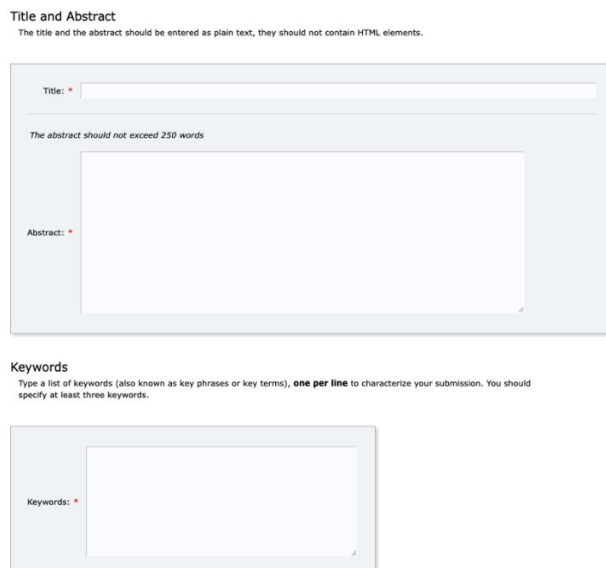

Ready?
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit

Figure 6: Abstract submission.
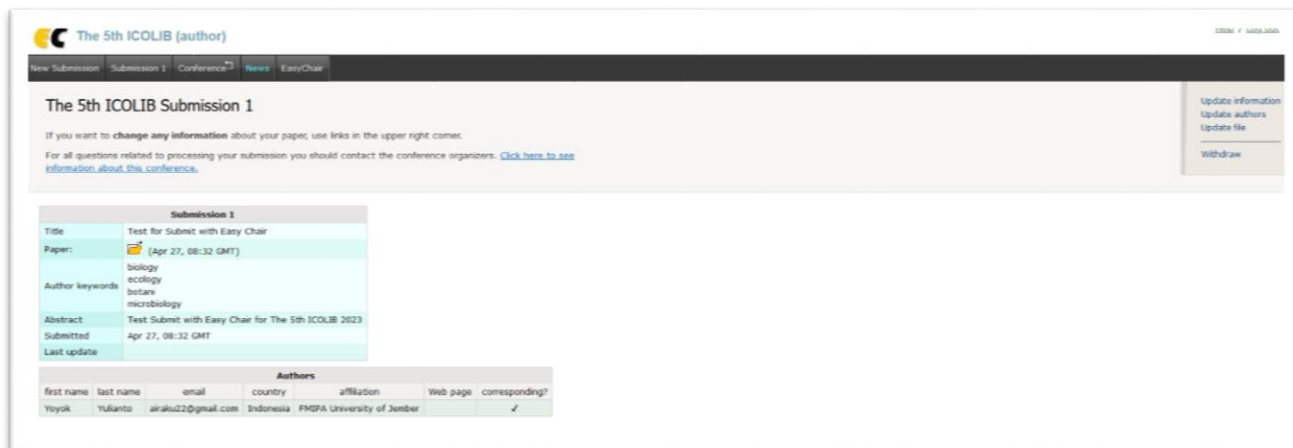
Figure 7: Submission has been update.

- *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.

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.