

# Tutorial for the Call for Papers

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## 1. Registration

To submit documents for the congress you need to register on the conference tool. Go to the “Registration” menu and click on “I do not have an account” to create a SciencesConf account.

**BOBCATSSS**  
**LYON 2016**

Language: Login Password Connect

**MAIN MENU**

- Home
- Call for Papers
- Registration**

**MY SPACE**

User name  
login

Password  
password

Login

> Lost password ?  
> Create account

**REGISTRATION**

**I ALREADY HAVE AN ACCOUNT**

If you already have an account on SciencesConf.org or HAL, you can directly log in using your settings

User name  
Password

Login

> Lost password ?

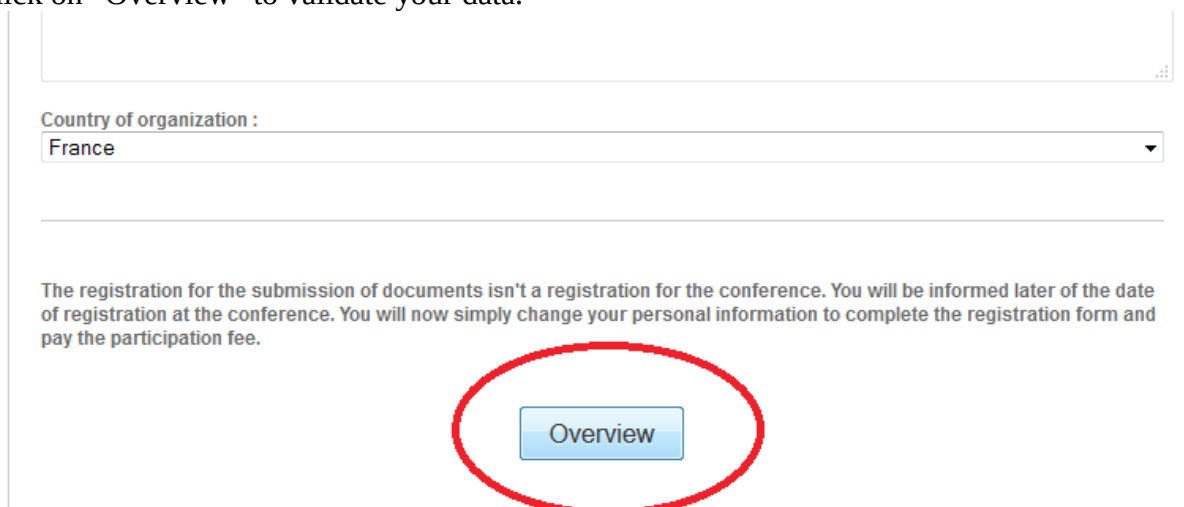
**I DO NOT HAVE AN ACCOUNT**

If you do not already have an account on SciencesConf or HAL, you can directly create an account by clicking below.

I do not have an account

You have to fill out the form. You have the possibility to change your personal information later. All the fields aren't required. The required fields are indicated by a star.

Click on “Overview” to validate your data.



Country of organization :  
France

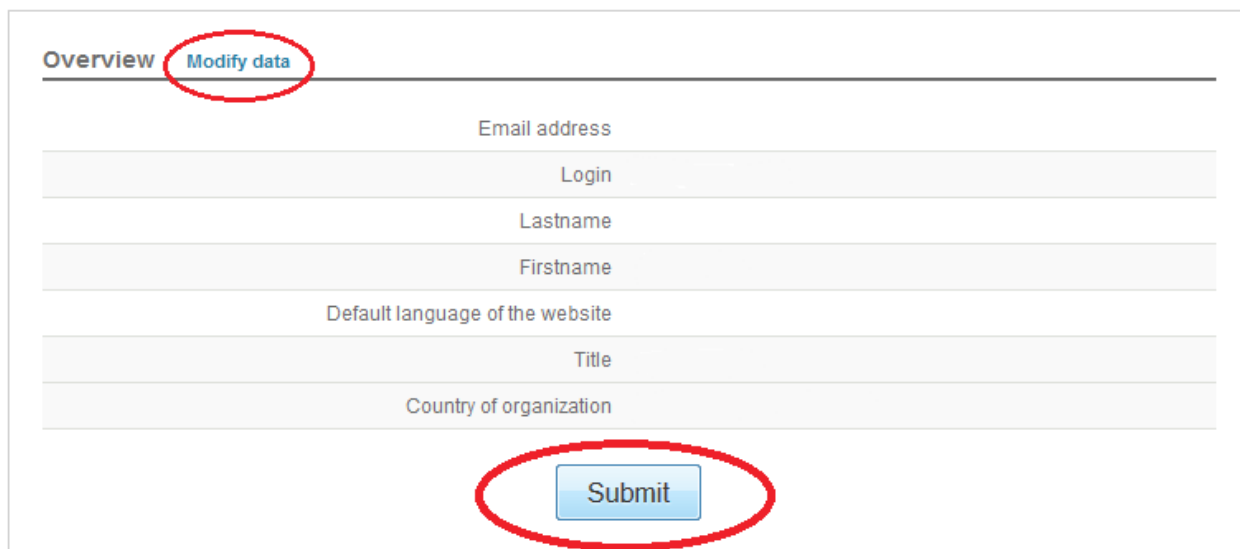
The registration for the submission of documents isn't a registration for the conference. You will be informed later of the date of registration at the conference. You will now simply change your personal information to complete the registration form and pay the participation fee.

Overview

A summary page is generated. You can modify your data if needed by clicking on “Modify data”. Click on “submit” to validate the data and create your account.

**REGISTER > REGISTRATION**

*Summary of registration data*



Overview **Modify data**

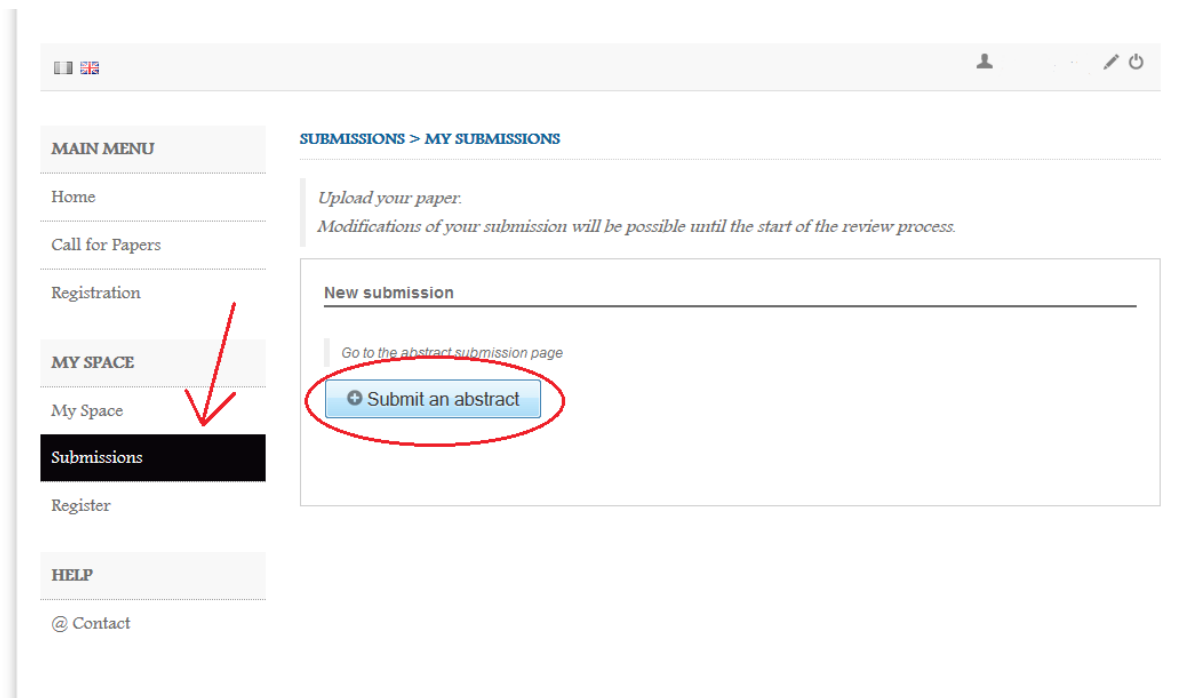
Email address
Login
Lastname
Firstname
Default language of the website
Title
Country of organization

Submit

Now you have access to the page “Submissions” in the “My Space” menu.

## 2. Submission

Go to the “Submissions” page in the “My Space” menu.  
Click on “Submit an abstract”.



First you need to complete the metadata. Enter the Title and the Text of your abstract.  
You have to select the type and the topic of your contribution and click on “Next step”.

The screenshot shows the 'NEW SUBMISSION' form. At the top, there are four steps: 1 Metadatas (highlighted in red), 2 Author(s), 3 File(s), and 4 Overview. The form fields include: Title \* (text input), Abstract \* (text area with a note 'Please enter the text of your abstract' and rich text formatting options: B, I, U, and a link icon), Type \* (dropdown menu with 'Paper' selected), and Topic \* (checkbox list with options: 'The Role of Libraries in Democratic Cultures', 'Intellectual Freedom and Censorship Libraries', 'Open Access and Open Data', and 'Protecting Privacy'). At the bottom right, a 'Next step' button is circled in red.

You can add an author by clicking on “Add an author”.

### NEW SUBMISSION

The screenshot shows the 'NEW SUBMISSION' interface. At the top, there is a progress bar with four steps: 1. Metadatas, 2. **Author(s)**, 3. File(s), and 4. Overview. Below the progress bar, a message states: "You must add all authors individually. To add an author, first click on 'Add an author' and fill in the form, secondly click on 'Add an affiliation' and enter the details of the author's institution(s)." Below this message, there is a section for 'Author(s)' with a link 'Add an author (+)'. A table lists the authors with columns for 'SPEAKER', 'AUTHOR(S)', and 'ACTIONS'. The table contains one entry for 'Zog Gubluck (gubluckzog@yahoo.com)' with a checked 'SPEAKER' box and an 'Add an affiliation...' link. A 'Next step' button is circled in red at the bottom right.

The others authors can be find on the SciencesConf search bar. If they aren't registered you can fill out the form to add them.

You have to add your affiliation information by clicking on “Add an affiliation”.

The 'Author' form contains the following fields and options:

- Search bar: "Use the reference author's tool of SciencesConf.org or complete the form below. Start typing the name of the author. If it appears click. If not, fill out the form below"
- Lastname \*
- Firstname \*
- Middlename
- Email
- Corresponding author: "The email address of this author will be displayed in the submission page" with radio buttons for No and Yes.
- Speaker \*: "At least one of the authors must be speaker." with radio buttons for No and Yes.
- Research team
- Url personal page

Red arrows point from the text "Search an author on the search bar" to the search bar and from "fill out the form" to the name and email fields. The text "or" is placed between the two instructions.

The 'Affiliation information' form contains the following fields:

- Search bar: "Use the reference tool or complete the form below. Start typing the name of an affiliation. If it appears click. If not, fill out the form below"
- Name \*
- Acronym: "Enter the acronym of this affiliation"
- Affiliation URL: "Indicate the website"
- adresse
- Country \*

Buttons for 'Ok' and 'Cancel' are at the bottom right.

The next step allow you to upload your file. Browse your computer and select your file. Don't forget to click on “Upload” to add the file to the website.

**NEW SUBMISSION**

1 Metadatas 2 Author(s) 3 **File(s)** 4 Overview

**Supplementary data**

**Select your file here**


You can add supplementary data to your submission. You can upload a file directly on the platform, retrieve a document available from the URL or embed html code (eg video deposited on another platform, ...)

Upload file      Upload file from an URL      Integrate HTML

Browse      Aucun fichier sélectionné.      Import      Integrate

**Upload**

**Your file will appear here**

FILE	TYPE OF THE FILE	DESCRIPTION	ACTIONS
 <a href="#">Submission_tutorial.odt</a>	Poster		✕

**Next step**


The Overview summarize your files information. You must click on “Submit” to complete your depot.

**NEW SUBMISSION**

1 Metadatas 2 Author(s) 3 File(s) 4 **Overview**


[sciencesconf.org/bobcatsss2016/76320](https://sciencesconf.org/bobcatsss2016/76320)

**Title**

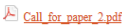
Zog Gubluck <sup>1</sup> 

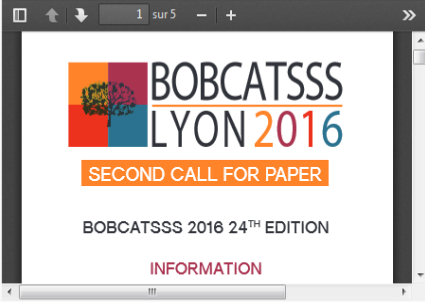
1 : poutet  
enssib

blabla

Subject :                    : Workshop  
Topics                    : Open Access and Open Data  
PDF version            :  PDF version

**Poster**





**Submit**

You can edit your repository in the Submissions page by clicking on the pencil next to the summary of the file.

**MAIN MENU**

- Home
- Call for Papers
- Registration

**MY SPACE**

- My Space
- Submissions**
- Register

**HELP**

- @ Contact

**SUBMISSIONS > MY SUBMISSIONS**

*Upload your paper.*  
*Modifications of your submission will be possible until the start of the review process.*



**New submission**

Go to the abstract submission page


[Submit an abstract](#)

**My submissions**

View your submissions ⓘ

STATUS	TITLE	ACTIONS
Init	Title Zog Gubluck <small>scienceconf.org:bofoafss2016.76320</small>	  <a href="#">Edit</a>

**You can modify your repository**

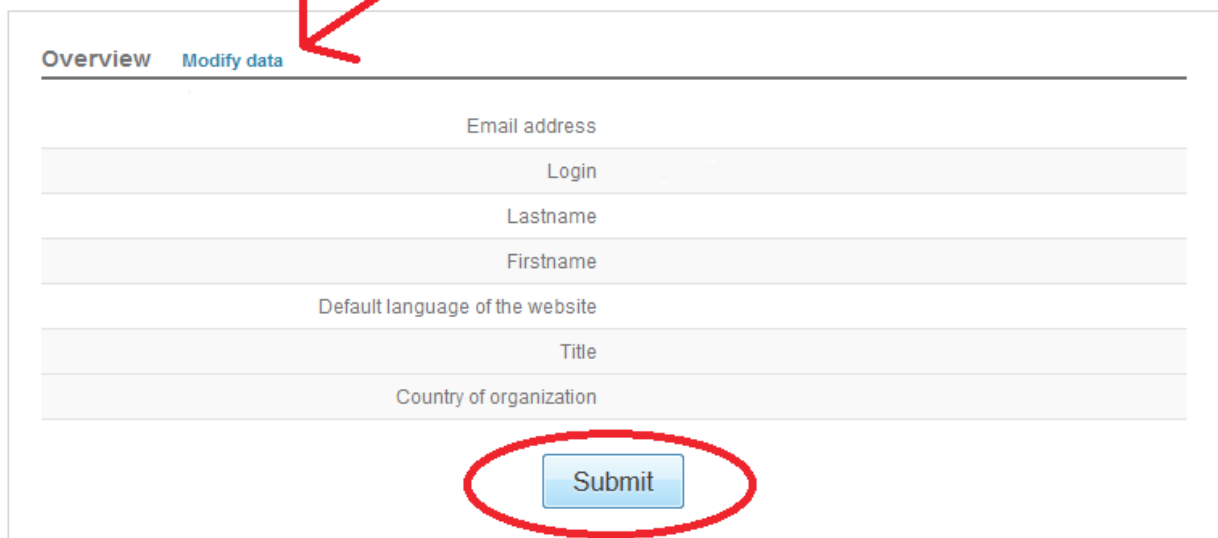


### 3. Conference registration

The registration for the submission isn't the registration to the congress. The registration for the congress will start in September. You will be inform of the date later by email. You will simply have to complete your information by clicking on "Modify data" on the register page.

[REGISTER > REGISTRATION](#)

*Summary of registration data*



The screenshot shows a web interface for registration data. At the top left, there are two tabs: "Overview" and "Modify data". A red arrow points to the "Modify data" tab. Below the tabs is a form with several input fields, each with a label above it: "Email address", "Login", "Lastname", "Firstname", "Default language of the website", "Title", and "Country of organization". At the bottom center of the form is a blue "Submit" button, which is circled in red.

### Contact

If you need more information about the submission of documents, please contact : [bobcatsss2016@sciencesconf.org](mailto:bobcatsss2016@sciencesconf.org)