

# EasyChair instructions for Authors

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The submission and review of papers for **FORM2018** 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 3 stages:

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

The Scientific Committee will review all abstracts and notify the results to authors. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version prepared with template for publishing.

This guide is intended to support authors during the submission process. It has 4 parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised 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: [science@mgsu.ru](mailto:science@mgsu.ru)

# 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://www.easychair.org/account/signup.cgi?conf=form2018>. 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”.



**EasyChair**  
The conference system


### Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

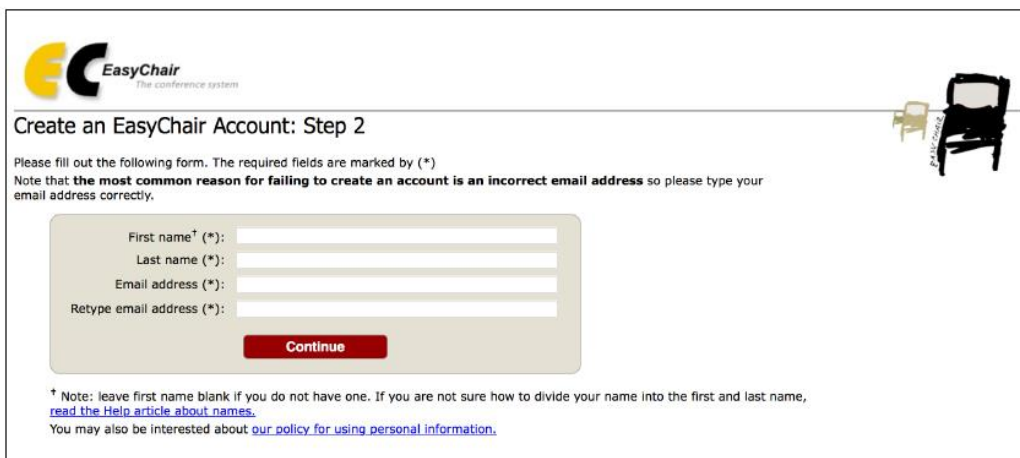
825

Digita il testo 

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.”



**EasyChair**  
The conference system

### 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<sup>†</sup> (\*):

Last name (\*):

Email address (\*):

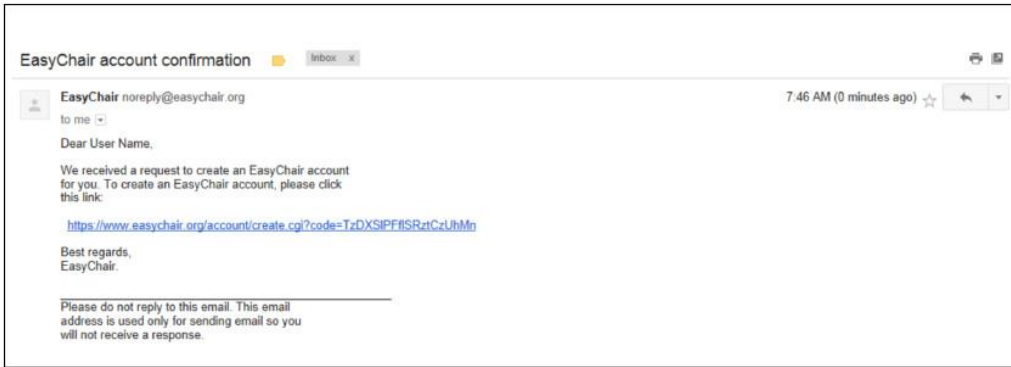
Retype email address (\*):

Continue

<sup>†</sup> 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.

The screenshot shows the "Create an EasyChair Account: Last Step" page. At the top left is the EasyChair logo with the tagline "the conference system". At the top right is an illustration of a chair. The main heading is "Create an EasyChair Account: Last Step". Below this is a message: "Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch." The form itself is a light beige box with the following fields: "User name:" (with a note "User names are case-insensitive"), "First name\*", "Last name (\*)", "Company/organization (\*)", "Web site:", "Phone (\*)", "Address, line 1 (\*)", "Address, line 2:", "City (\*)", "Post code (\*)", "State (US only) (\*)" (a dropdown menu), "Country (\*)" (a dropdown menu), "Password (\*)", and "Retype the password (\*)". A red "Create my account" button is at the bottom right of the form.

**Figure 4: Create an account**

After the account is registered, you may log in to **FORM2018** simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=form2018>.

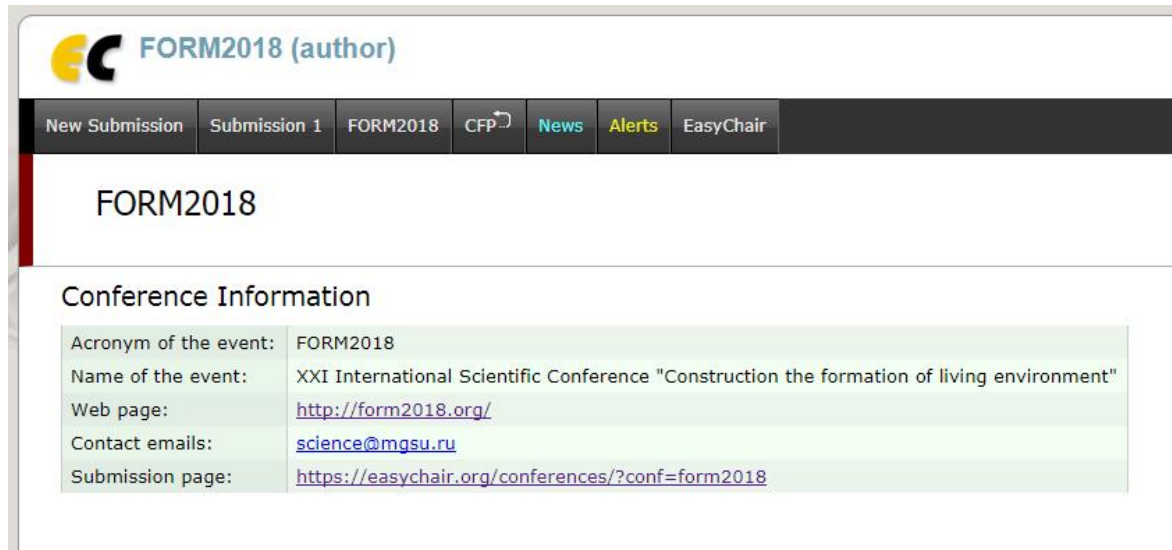
Note: If your username appears taken, it is possible that you have signed



**Figure 5: Link to the login page**

# Submit your abstract

After logging in to the EasyChair website for **FORM2018**, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).

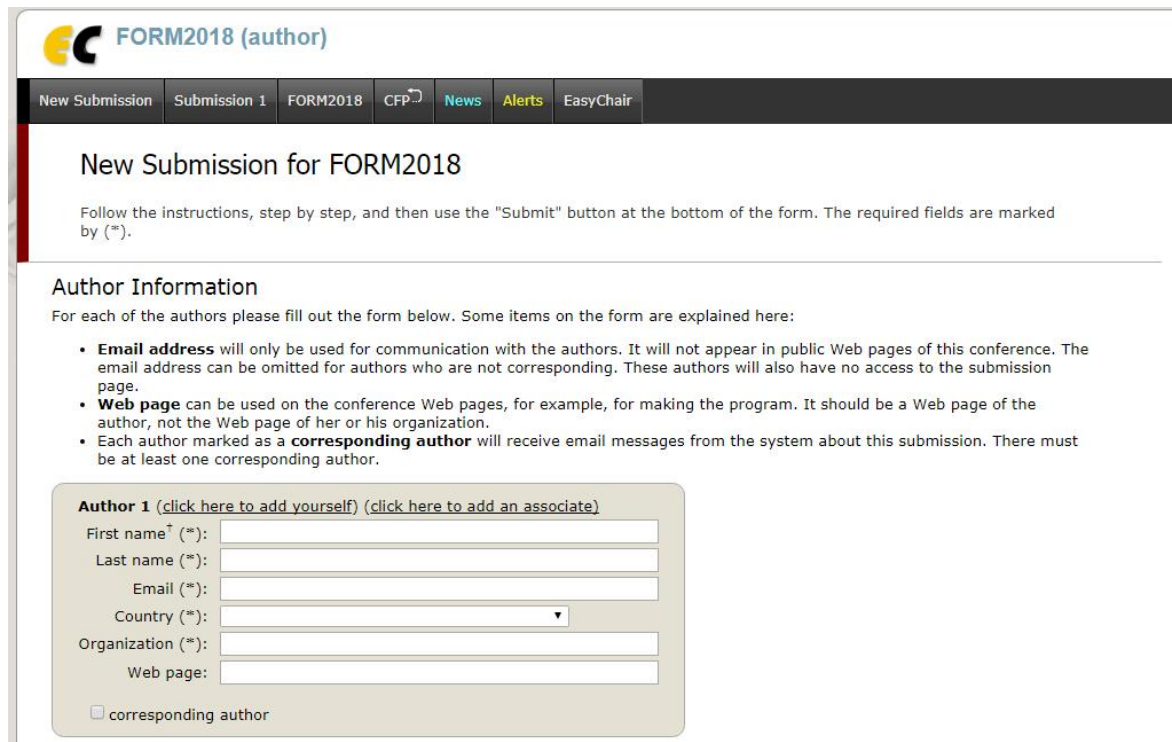


Acronym of the event:	FORM2018
Name of the event:	XXI International Scientific Conference "Construction the formation of living environment"
Web page:	<a href="http://form2018.org/">http://form2018.org/</a>
Contact emails:	<a href="mailto:science@mgsu.ru">science@mgsu.ru</a>
Submission page:	<a href="https://easychair.org/conferences/?conf=form2018">https://easychair.org/conferences/?conf=form2018</a>

**Figure 6: The main page for authors**

Follow the on-screen instructions and fill out all of required information (as shown in Figure 7) about the authors.

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



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 of the authors 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 authors who are not corresponding. 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](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

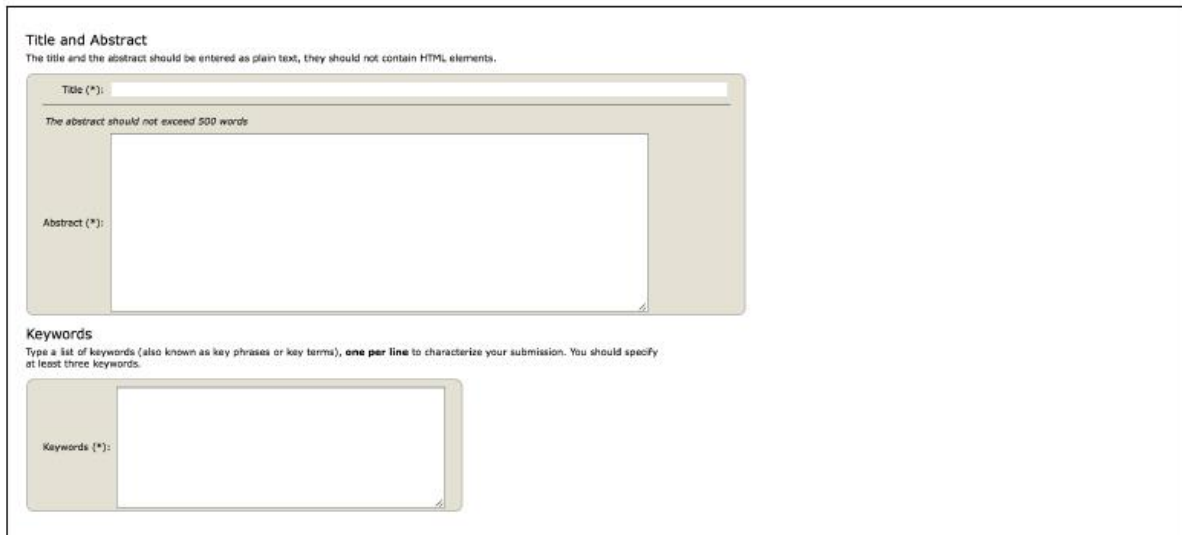
Organization (\*):

Web page:

corresponding author

**Figure 7: Authors information**

Fill out the text abstract, keywords and the related topics (as shown in Figure 8).

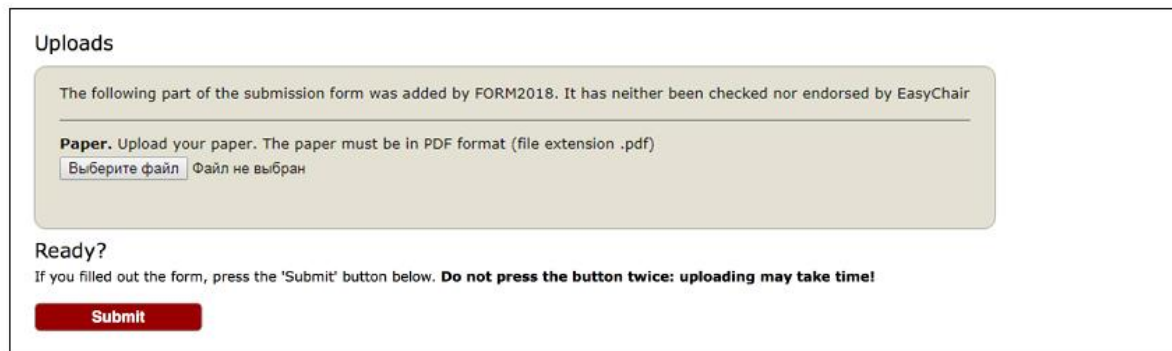


The screenshot shows a web form titled "Title and Abstract". Below the title, there is a text input field for the title and a larger text area for the abstract. A note states "The abstract should not exceed 500 words". Below the abstract field is a "Keywords" section with a text input field. A note for keywords says "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."

**Figure 8: Abstract submission**

Click on the "Submit" link to submit your abstract (as shown in Figure 9).

**Please do not submit the full paper or any other files at this stage.**



The screenshot shows a confirmation page titled "Uploads". It contains a message: "The following part of the submission form was added by FORM2018. It has neither been checked nor endorsed by EasyChair". Below this is a section for "Paper" with instructions: "Upload your paper. The paper must be in PDF format (file extension .pdf)". There is a file selection button labeled "Выберите файл" and a status "Файл не выбран". Below the uploads section is a "Ready?" section with the instruction: "If you filled out the form, press the 'Submit' button below. Do not press the button twice: uploading may take time!". At the bottom is a red "Submit" button.

**Figure 9: Abstract submission**

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 10). Click on "Submission #" for changing any information about the submission.

EC FORM2018 (author) Help / Log out

New Submission Submission 1 FORM2018 CFP News Alerts EasyChair

## FORM2018 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 organizers. [Click here to see information about this conference.](#)

[Update information](#)  
[Update authors](#)  
[Add file](#)  


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[Withdraw](#)

Paper 1	
Title:	Outlooks of Environment-Friendly Fuel as Gasoline Substitute
Author keywords:	environment-friendly fuel transport gasoline environmental compatibility sustainable transportation system
Abstract:	Motor vehicles are a serious factor of environmental damage. Most hazardous emissions come with exhaust gases discharged from internal combustion engines. Could motor fuel be environment-friendly? This paper reviews opportunities to substitute conventional fuels with environment-friendly fuels in order to prevent the environmental disaster and to protect and rehabilitate the planet's ecosphere. The focus is on the need to conceive entirely new fuel types that are pure and safe for the natural environment. The list of alternative fuels includes alcohols, such as ethanol and methanol that can both serve as gasoline additives and be burned as an independent fuel; liquid hydrogen, green algae, compressed air, and vegetable-oil biodiesel. To deal with the environmental problems, most developed nations have now passed legal acts to regulate toxic emissions as part of motor fuel exhausts, and the vehicle's environmental class is evaluated at the early stages of construction design, along with its consumer properties and safety. This paper's main objective is to examine the advantages offered by each environment-friendly fuel, and to validate its use.
Time:	Jul 24, 08:01 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?

**Figure 10: A page for changing your submission**

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.
- 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 email.

Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.



## Draft paper submission

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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, as shown in Figure 10. 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).

## Revised paper submission

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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 right-hand 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.