

Instructions for Review Response and Final (Revised) Paper Submission

All final paper submissions must conform to the required format as per the IETEC'17 Paper Template. Your final (revised) full paper **must fulfil** the following requirements:

- A paper not exceeding **4000 words**
- And which, in addition to the abstract and key words, contains:
 - An introduction that clearly spells out the paper's aim, methodology, and key findings
 - Background to the topic; what is known and what is new
 - Research methodology
 - Findings/Discussion
 - Conclusions and "Take Home Messages" that highlight practical, policy and/or social implications
 - References
 - Acknowledgements (if any)

(Please **include** all Author details in the format provided in template)

Please do not include Structured Abstract, but just short abstract of your paper in Abstract section.

Steps for review response to your paper

1. Log in to IETEC'17 EasyChair Account as an Author:

First, you will need to log in into your EasyChair account (using your username and password) as an author (Figure 1).

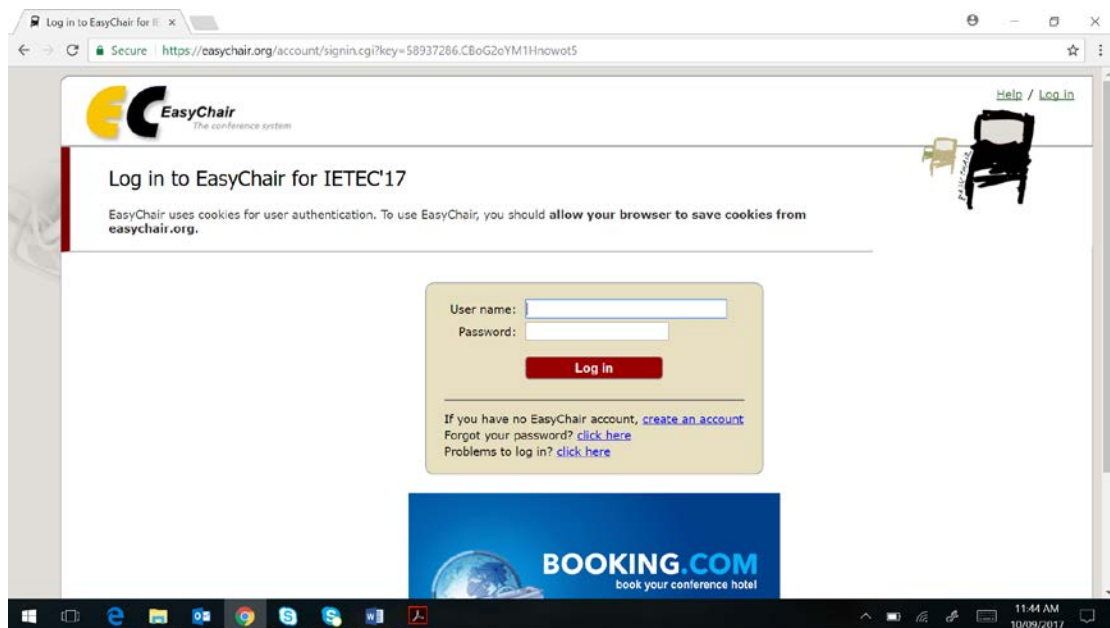


Figure 1

2. Once you login in as an Author then click "Information" link next to the paper you want to respond for review (see Figure 2). (In case if you have multiple papers then proceed each paper separately for review response process).

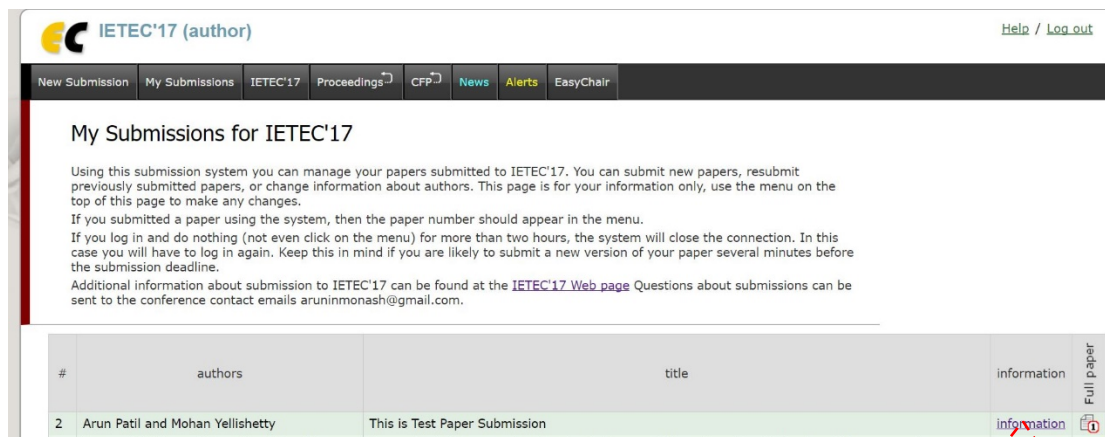


Figure 2

3. Your submission and review response:

If you have not, as yet, submitted your “Review response” for your submission then the window shown (as in Figure 3) will appear on your screen. You need to submit review response as detailed in the acceptance email. Once you key in your response (max 500 words) and click “Send Response” button then you will be prompted to verify to click OK.

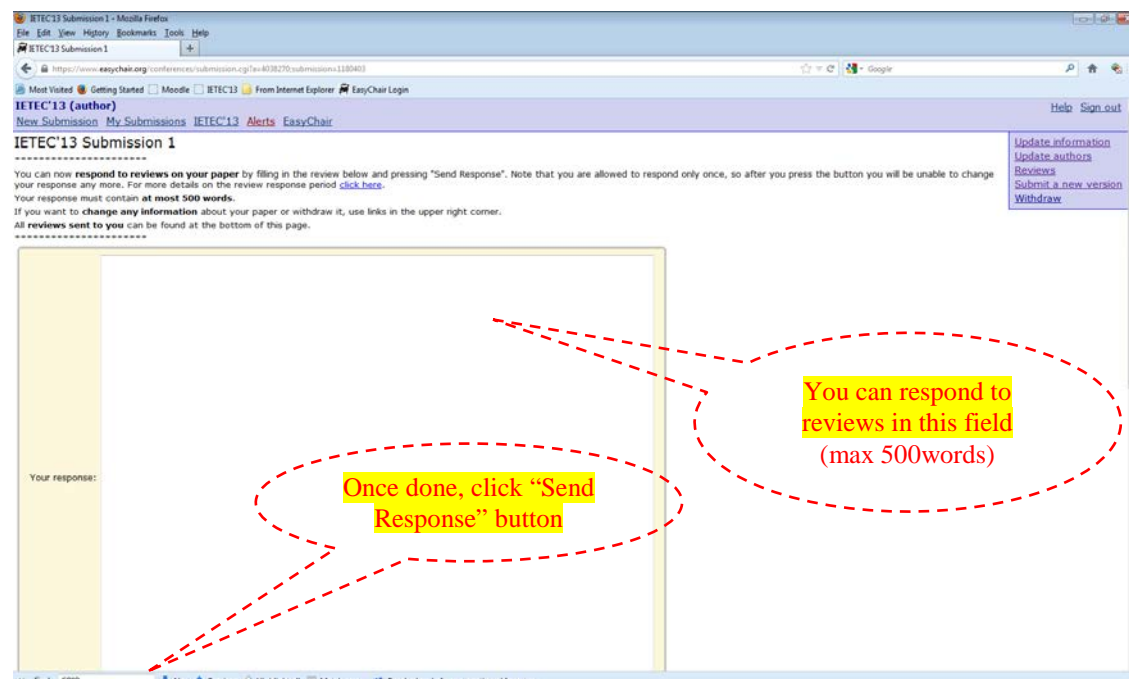


Figure 3

Once you submit review response then your screen will look like Figure 4 below.

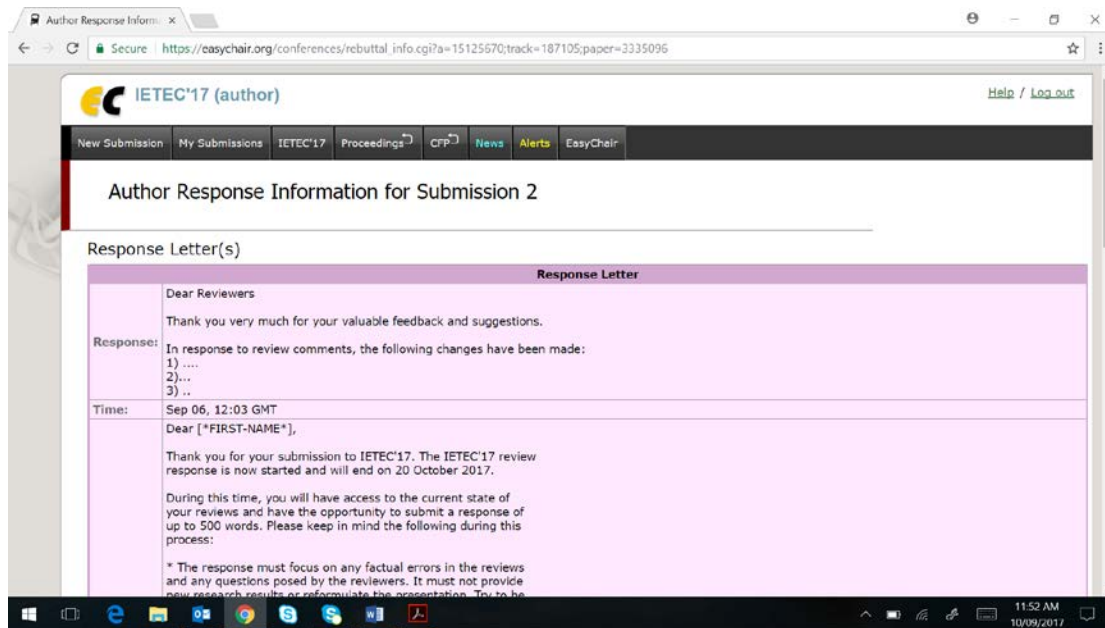


Figure 4

Steps for final (revised) paper submission

4. Submitting new version (FINAL paper)

Click on your paper of which review has been finalised. This will show you all details. (Figure 5)

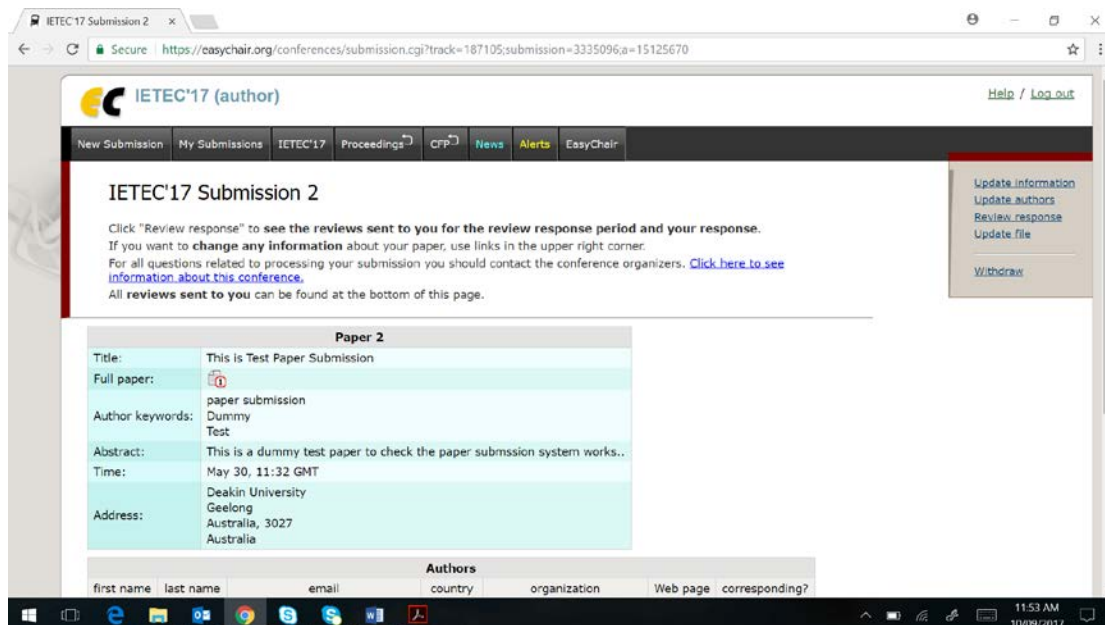


Figure 5

Select "Submit a new version" from the right-hand menu of the Submission screen (as shown in Figure 6 below).

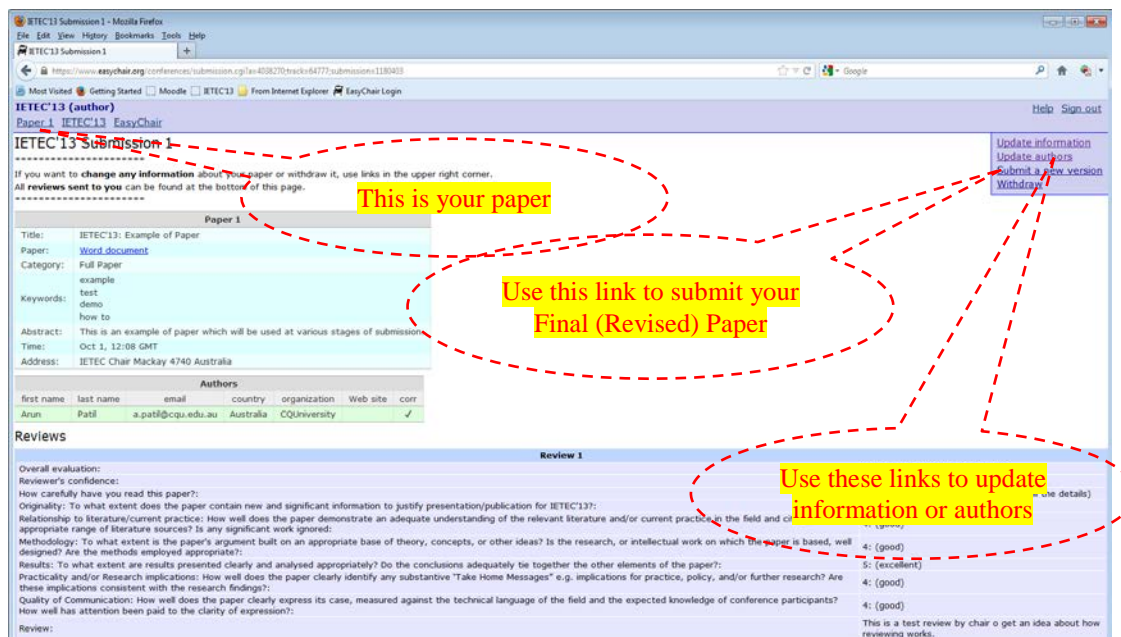


Figure 6

After selecting the file that you wish to upload from your computer, submit your final paper. (Figure 7)

Please make sure that your paper must be in one of the following formats:

- Word open XML document (file extension .docx)

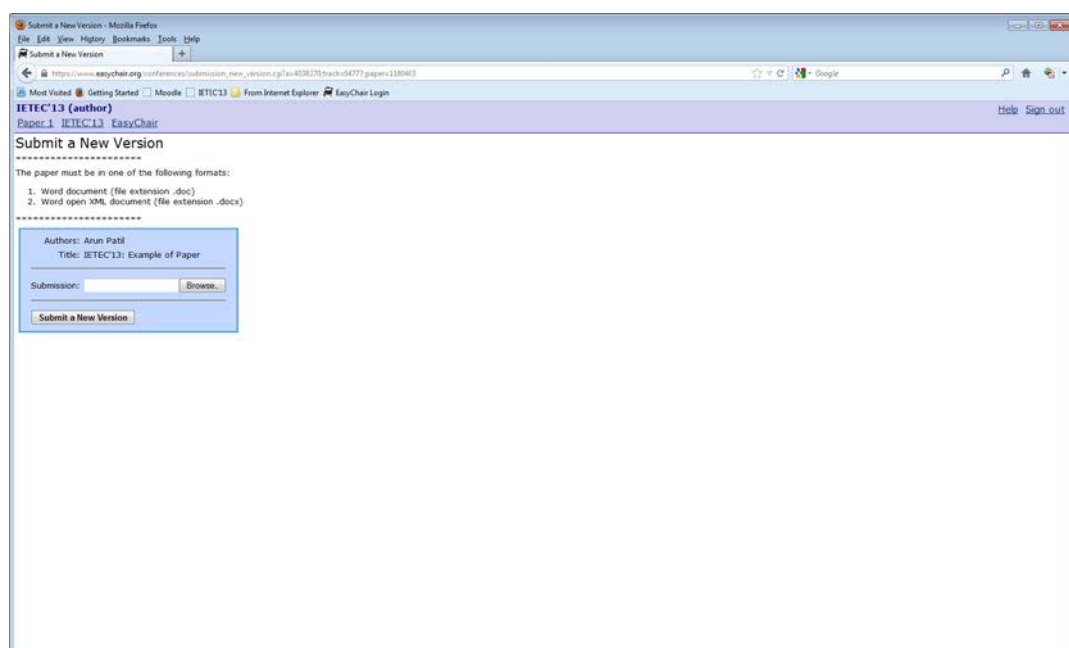


Figure 7

5. Updating information about your submission:

Select "Update information" from the right-hand menu of the Submission screen; correct information as desired then press the "Change Information" button to save alterations.

6. Updating author information for your submission:

Select "Update authors" from the right-hand menu of the Submission screen; correct 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