

How to use the online submission system

1. Submitting a full or short paper

A. Important Information

1. A sample article is available on the conference website. This is a Microsoft Word file which is designed to ensure that your article is prepared in the right way for publication. Please save this template file to your PC's hard drive and use it when you prepare your paper.
2. Papers MUST be submitted using the template form provided.

B. Preparation of your paper

1. A "blind" selection process will be used. No identifying features such as names of universities, institutes or cities may be listed in the title or text of the paper. Do **not** include the names of authors either. The names of authors and their affiliations (institutions) will be submitted on-line when you submit the paper.
2. The title should be as brief as possible but long enough to indicate clearly the nature of the study. Capitalise the first letter of each word. No full stop at the end.
3. Papers should state briefly and clearly the purpose, methods, results and conclusions of the work.

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| Introduction: | Clearly state the purpose of the abstract |
| Methods: | Describe your selection of observations or experimental subjects clearly |
| Results: | Present your results in a logical sequence in text, tables and illustrations |
| Discussion: | Emphasize new and important aspects of the study and conclusions that are drawn from them |

4. Open the sample article and enter your article into it following the given instructions above and on the conference website. Save it and make a note of its saved location.

C. The Submission Process

1. Log in to the submission system when your paper is completed and ready to send. To log in, enter your email address and the password you chose when you registered with the system.
2. When you click the "log in" button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted a paper to the system you should click the link that says "Click here to submit a new abstract".
3. Submitting a paper is a multi-step process. Each step asks several questions:
 - Step 1: click the "Browse" button and locate your paper file on your PC's hard disk. Fill in answers to any other questions on this screen and then click the "Next" button. Your paper file will be sent to our system – this can take a few seconds if you have a fast internet connection, but may take longer if your connection is slow or you have included lots of graphics in your abstract. Please be patient!

- Step 1: copy the paper title from your Word document and paste it into the Title field on the submission form. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form – you may have to correct this by writing the name of the symbol in full, for example “beta” instead of β . Your Word document will not be affected.
- All steps: some questions are marked “Required”. We cannot accept your submission until these questions have been answered.
- All steps: if you do not know the answer to a question – for example you may not be sure in which category your paper should be presented – you can skip the question and return on a later occasion to complete it.
- Final step: once you have completed this step click the “Finish” button. If you have answered all the mandatory questions then your submission will be assigned a reference number and you will receive email confirmation. If you have not answered all the mandatory questions your submission will be held in temporary storage until you return later and complete all the questions.

2. Submitting an abstract

Follow the same instructions given for paper submission, but instead of using the Browse-button to send the abstract to the submission system, copy/paste the abstract text to the abstract field on the submission form.

3. Amending a submission

You may wish to change your answers to some of the questions on the submission form, or even to change the paper file itself.

1. Log in to the submission system
2. Click on the paper title.
3. The process of amending a paper is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don’t have to change an answer if you don’t want to.
4. If you want to change your paper file you can click the “Browse” button to locate the revised file on your PC’s hard disk, then click “Next” to send it to the submission system. If you don’t want to change the file, just press “Next” to bypass this step.
5. When you reach the final step and press “Finish” you will be sent an email confirming that your submission has been amended – provided you have answered all the mandatory questions.

4. Withdrawing an abstract

If you want to withdraw a paper submission please contact the Rovaniemi-Lapland Congresses (congress[at]ulapland.fi).