

# CONAT 2024 - Instructions for Authors

## New submission

Go to the “User home”. In the user home page you will see a list with your roles on the platform. If you are enrolled as author, you can notice the link “New Submission” on the corresponding row:

Click on “New submission” and the new page content will be displayed:

In this page, select the conference track that is appropriate for your submission. If you are not sure what each track refers to, check the “Congress Sections” page (left-side menu).

Then check the check-boxes listed as submission checklist. Scroll down and check the box under “copyright notice”, then click “Save and continue”.

The screenshot shows a submission form with a sidebar on the right. The main content area has a checklist at the top with two checked items: "The submission has not been previously published..." and "The first step is to send an abstract...". Below this is the "Copyright Notice" section, which includes a paragraph of text and a checked checkbox: "The authors agree to the terms of this Copyright Notice...". Underneath is the "Comments for Conference Director" section with a text input field. At the bottom of the main area are "Save and continue" and "Cancel" buttons, and a note: "\* Denotes required field".

**NOTIFICATIONS**

- View
- Manage

**CONFERENCE CONTENT**

Search

All

Search

Conference Information

- » Overview
- » Call for Papers (January 25, 2024 - March 20, 2024)
- » Organizers and Partners

Browse

- By Conference
- By Author
- By Title

The next page displays the form for submission metadata. This is the most important step. The name and email of the first author are already filled in. These are your data. If you, the submitting user, are not the author of the proposed paper, you can change these data, with the correct ones.

The screenshot shows the "Authors" section of the submission metadata form. It includes a progress bar at the top: "1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION". The form fields are: "First name\*" (Dinu), "Middle name", "Last name\*" (Covaciu), "Email\*" (dinu.covaciu@arbeits.ro), "URL", "Affiliation (only the institution name)" (Transilvania University of Brasov), "Country" (Romania), and "Bio statement (E.g., department and rank)" (Department of Automotive and Transport Engineering). Each text input field has a rich text editor toolbar below it.

Be careful when filling this form – do not switch the first and last names. Click “Add Author” to add another author of the proposed paper. Fill in the requested data for each co-author.

After adding all the authors, write the title and the abstract of your paper in the next fields.



The screenshot shows a web form with a red circle around the "Add Author" button. Below it is the "Title and Abstract" section. The "Title" field contains "Title example paper". The "Abstract" field contains "This is an example abstract for CONAT 2004. The maximum length of an abstract is 500 words. Use this edit box to write or to paste your abstract..". Below the abstract field is a rich text editor toolbar. The "Indexing" section below has a label "Academic discipline and sub-disciplines" and an empty text input field.

Then scroll down to the bottom of the page and click “Save and continue”.

Next step is to load a supplementary file. This is only in case you have data / tables / pictures / videos that support your submission. It is not mandatory to upload supplementary files.



The screenshot shows a web page with a navigation menu (HOME, ABOUT, USER HOME, SEARCH, ANNOUNCEMENTS, CONTACT) and a breadcrumb trail (Home > User > Author > Submissions > New Submission). The main heading is "Step 3. Uploading Supplementary Files". Below it are four steps: 1. START, 2. ENTER METADATA, 3. UPLOAD SUPPLEMENTARY FILES, 4. CONFIRMATION. A paragraph explains that this step allows supplementary files to be added to a submission. Below this is a table with columns: ID, TITLE, ORIGINAL FILE NAME, DATE UPLOADED, ACTION. The table is empty, with a message "No supplementary files have been added to this submission." below it. At the bottom, there is a form with "Upload supplementary file" label, a "Choose File" button, a "No file chosen" text, and an "Upload" button. At the very bottom are "Save and continue" and "Cancel" buttons.

Click “Save and continue” to proceed to the next step.

HOME ABOUT USER HOME SEARCH ANNOUNCEMENTS CONTACT

Home > User > Author > Submissions > **New Submission**

## Step 4. Confirming the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. **CONFIRMATION**

To submit your manuscript to CONAT Congress click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with CONAT Congress.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
<i>No files have been attached to this submission.</i>				

**Finish Submission**

Click “Finish submission” to save your submission (abstract) on the congress platform. After that, your submission is visible for the track director and you will receive a confirmation message by email.

This is the confirmation page:

HOME ABOUT USER HOME SEARCH ANNOUNCEMENTS CONTACT

Home > User > Author > Submissions > **Active Submissions**

## Active Submissions

Submission complete. Thank you for submitting your work to CONAT Congress.

[» Active Submissions](#)

When click on “Active Submissions”, the following page is displayed:

HOME ABOUT USER HOME SEARCH ANNOUNCEMENTS CONTACT

Home > User > Author > **Active Submissions**

## Active Submissions

ACTIVE ARCHIVE

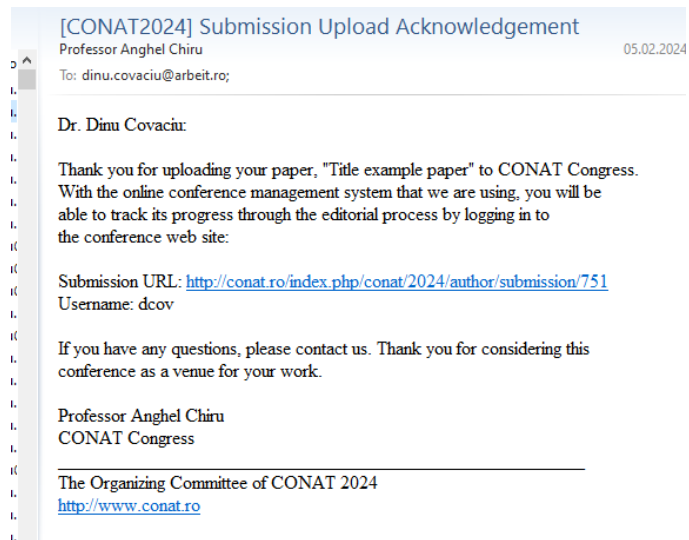
ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
751	02-05	POW	Covaciu, SecondAuthor	TITLE EXAMPLE PAPER	ABSTRACT IN REVIEW

1 - 1 of 1 Items

[Start here to submit a paper to this conference.](#)  
[SUBMIT A NEW PAPER](#)

Your submission status is now “Abstract in Review”.

Check your inbox, where you should find a message with the subject “[CONAT2024] Submission Upload Acknowledgement”, and with the following content (with your name and title of your proposal):



On the congress platform, you can edit your submission (edit the title, abstract, authors' info) as long as the submission status is "Abstract in Review".

## Uploading the paper

After your abstract is accepted, you will receive a message from the track director and, on the platform, the status of your submission is changed in "Awaiting upload". Even if you did not receive the email from the track director, if the status of the submission is "Awaiting upload", that means your abstract is accepted and you can upload your paper.



Now you can upload the submission file, which should be a MsWord document (.doc or .docx), according to the template provided

(<https://conat.ro/public/conferences/1/schedConfs/1/template/splnproc2311.docm>).

When the document is ready, on your computer, click on the title of your paper (see the picture above), or on the link “Awaiting upload” to go to the next step:

Home > User > Author > Submissions > **New Submission**

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## Step 3. Uploading the Submission

3. **UPLOAD SUBMISSION** 4. [UPLOAD SUPPLEMENTARY FILES](#) 5. [CONFIRMATION](#)

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? [Contact Dinu Covaciu](#) for assistance.

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### Submission File

No submission file uploaded.

Upload submission file  No file chosen

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Here, use the button “Choose file” to select the document from your computer, the select “Upload”. The page is update, like in the example below.

HOME ABOUT USER HOME SEARCH ANNOUNCEMENTS CONTACT

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Home > User > Author > Submissions > New Submission

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5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? [Contact Dinu Covaciu](#) for assistance.

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### Submission File

File name	751-888-1-SM.docx
Original file name	Conference+Proposal+Form.docx
File size	114KB
Date uploaded	2024-02-27 12:51 PM

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Replace submission file  No file chosen

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If the uploaded file is not the correct one, you can change it in this step. Otherwise, press “Save and continue” to proceed to the next step.

HOME	ABOUT	USER HOME	SEARCH	ANNOUNCEMENTS	CONTACT
Home > User > Author > Submissions > <b>New Submission</b>					
<h2>Step 4. Uploading Supplementary Files</h2> <p>3. <a href="#">UPLOAD SUBMISSION</a> 4. <b>UPLOAD SUPPLEMENTARY FILES</b> 5. <a href="#">CONFIRMATION</a></p> <p>This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.</p>					
ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION	
<i>No supplementary files have been added to this submission.</i>					
Upload supplementary file		<input type="button" value="Choose File"/>	<input type="text" value="No file chosen"/>	<input type="button" value="Upload"/>	
<input type="button" value="Save and continue"/>		<input type="button" value="Cancel"/>			

Now you can upload supplementary files, if there are some. The procedure is similar with uploading the submission file. The supplementary files are not mandatory, so you can go through this step, by clicking “Save and continue”.

HOME	ABOUT	USER HOME	SEARCH	ANNOUNCEMENTS	CONTACT
Home > User > Author > Submissions > <b>New Submission</b>					
<h2>Step 5. Confirming the Submission</h2> <p>3. <a href="#">UPLOAD SUBMISSION</a> 4. <a href="#">UPLOAD SUPPLEMENTARY FILES</a> 5. <b>CONFIRMATION</b></p> <p>To submit your manuscript to CONAT International Congress click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with CONAT International Congress.</p>					
<h3>File Summary</h3>					
ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED	
888	CONFERENCE+PROPOSAL+FORM.DOCX	Submission File	114KB	02-27	
<input type="button" value="Finish Submission"/>		<input type="button" value="Cancel"/>			

The final step is to confirm your submission – press “Finish Submission”. Only after this confirmation your paper is visible for the track director and can be reviewed.

The next phase is the **peer-review**.