

# How to submit your paper online

TIPS FOR THE SAIIE CONFERENCE




## STEP 1 – REGISTERING ON THE SYSTEM

- Go to our online paper management system at <http://conferences.sun.ac.za/index.php/saie31>
- Click on the Login Tab at the top of the page. You can either log straight in if you are already a user or create an account.  
*Note: Your username / password for this system is not the same as those you use for the SAIIE website, [www.saiie.co.za](http://www.saiie.co.za).*



## STEP 2 – SUBMITTING AN ABSTRACT

- To submit an abstract, login to the system and click on Call for Papers in the menu on the far right of the screen.
- Below author guidelines, click on the link: STEP ONE OF THE SUBMISSION PROCESS and follow the instructions.
- Select your track type: Either: (Abstract and Full Paper) or (Abstract and presentation only).
- You will be notified if your abstract is accepted within 1-2 weeks.

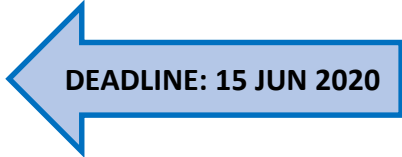


**DEADLINE: 20 FEB 2020**



## STEP 3 – SUBMITTING THE FULL PAPER

- Login in and on your user home page, click on author where you will see your active submissions.
- Click on the abstract title that corresponds to the paper that you want to submit and follow the instructions.
- Your paper will then be sent to two reviewers who will be given 4 weeks to review your paper.  
*Note: Do not create a new submission when uploading your paper. If you cannot see your abstract that was accepted, contact us. If the author or title of your abstract changes, you can edit this in the Metadata of your submission. Do not upload a new abstract. Click on your submission, the Summary Tab and then Edit Metadata under the Submission metadata heading. You will only be able to do this when your abstract / paper is not under review.*




**DEADLINE: 15 JUN 2020**



## STEP 4 – REVISING YOUR PAPER

- Consider the reviewer comments and resubmit a revised version of your paper.
- The editors will then assess whether you have adequately addressed the comments and either accept or decline your paper. Some papers may also be returned to reviewers.
- Please note that conference papers are not language edited after they have been accepted so please edit your work before submission.



**DEADLINE: 1 SEP 2020**