

ICHSS 2018

EasyChair for Authors

A Detailed Guide

The submission and review of papers for the ICHSS 2018 will be managed through an online conference paper management system called [EasyChair](#). This system gives you, as an author, complete control over your submission for any conference that uses EasyChair. As regards ICHSS 2018 at Peradeniya, you may upload your extended abstract, check on the review status of your submission, resubmit it, if necessary, after revisions suggested by your reviewers, and update your information.

The ICHSS 2018 requires you to submit **EXTENDED ABSTRACTS only**. Your extended abstract provides a detailed picture of your prospective paper at the conference, helps the reviewers recognize your research more precisely, and give their ratings faster and more easily. Once accepted with suggested revisions, you are requested to make necessary revisions to your **EXTENDED ABSTRACT** and resubmit it again through EasyChair.

When making a submission, your extended abstract must be in either **.doc** or **.docx** format. Mac users have to “export” their .pages files to either format above. Please prepare your document embedding all the fonts you have used. This is to prevent any mathematical and scientific symbols, non-English characters, and characters with diacritical marks etc. in your extended abstract being garbled once we receive it electronically. See page nine (09) for details of uploading process.

This guide is intended to explain in detail the submission process. It has four steps:

1. Set up an account as an author (if you have not one already)
2. Log in to your EasyChair account
3. Visit ICHSS 2018 page with EasyChair
4. Make a 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 Conference Secretariat at ichss2018.pdn@gmail.com. EasyChair has its own page on [how to create an account](#), addressing some of the technical issues you might encounter and solutions for them.

STEP 1 - Set up an Account as an Author

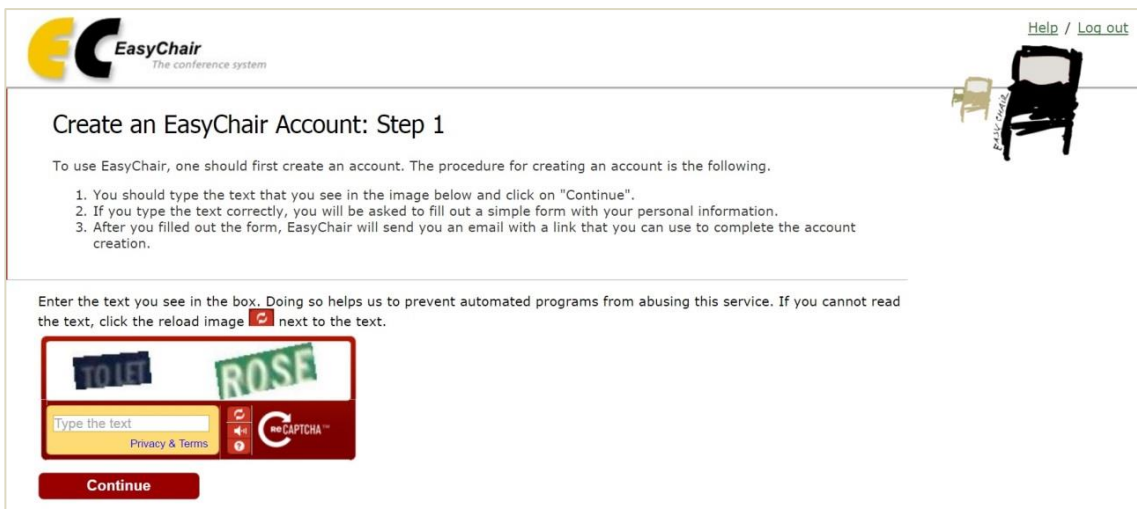
As an author you will need to set up an account if you do not have one already. The link <https://easychair.org/conferences/?conf=ichss2018> brings up the login page for the ICHSS 2018 (Figure 1). Select “create an account” to set up your account. If you already have an account, log in and go to step 3 here.



The login page features the EasyChair logo and a navigation link for 'Help / Log out'. The main heading is 'Log in to EasyChair for ICHSS 2018'. A notice states: 'EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org.**' Below this is a login form with fields for 'User name:' and 'Password:', a 'Log in' button, and links for 'create an account', 'click here' (forgot password), and 'click here' (problems to log in). A small illustration of a chair is on the right.

Figure 1: Log in Page of EasyChair for ICHSS 2018

You will then be directed to a new page (Figure 2). Please fill in the textbox with the captcha, the text that appears directly above it, and click “Continue.”



The account creation page is titled 'Create an EasyChair Account: Step 1'. It includes instructions on how to create an account and a list of three steps. Below the instructions is a captcha section with the text: '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 [refresh icon] next to the text.' The captcha image shows the words 'TOILET' and 'ROSE' in a distorted font. There is a text input field, a 'Privacy & Terms' link, a 'CAPTCHA' logo, and a 'Continue' button. A small illustration of a chair is on the right.

Figure 2: Creating an Account - STEP 1

Please follow the on-screen instructions and complete the form (Figure 3), and click “Continue.”

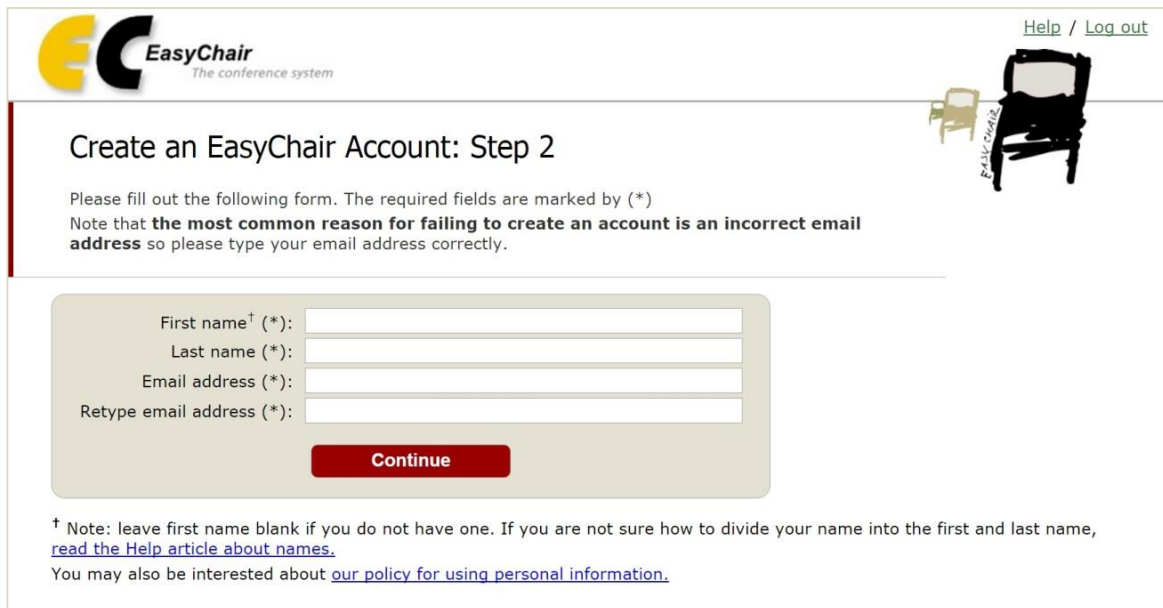


Figure 3: Creating an Account - STEP 2

You will see the following page (Figure 4). Now check your email account for what you have received from EasyChair.

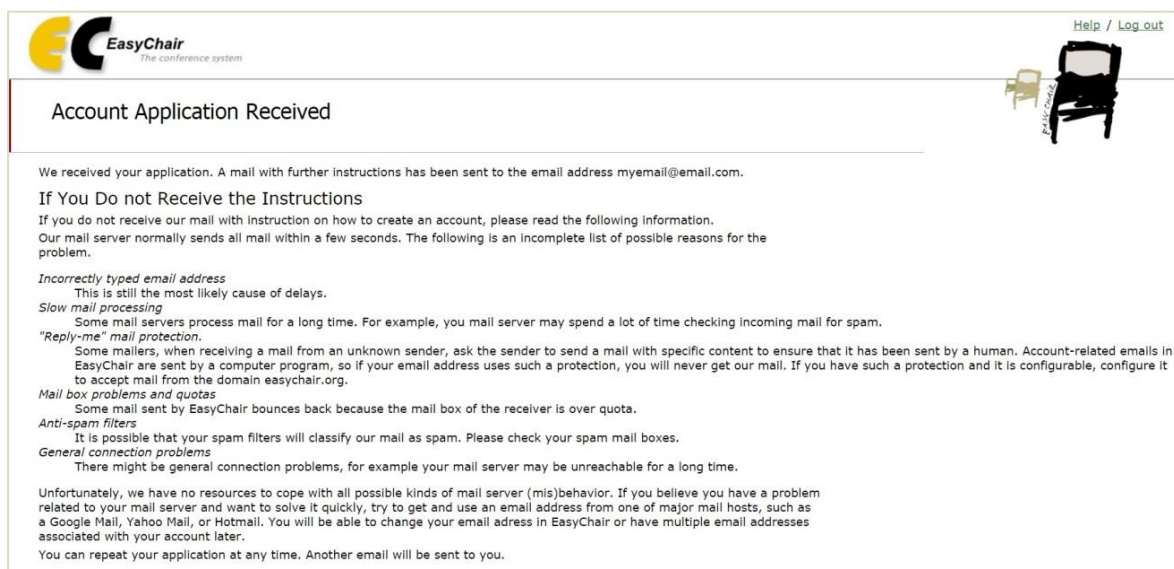


Figure 4: Check Your Email Now

An email from EasyChair should find its way to you instantly. Check the Junk / Spam folder too, if you did not receive it to your inbox in a few minutes.

Please click the link contained in the email from EasyChair to you, and complete your profile (Figure 4) to create an account. Do not forget to tick the checkbox at top of the form.

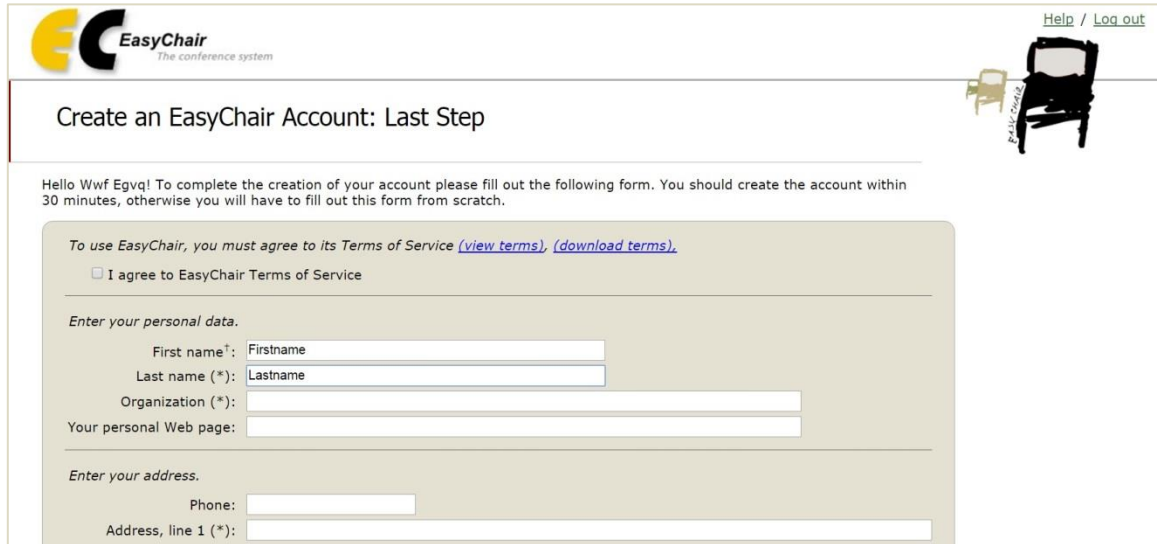


Figure 5: Creating an Account – STEP 3

Congratulations! You have an account with EasyChair (Figure 5).

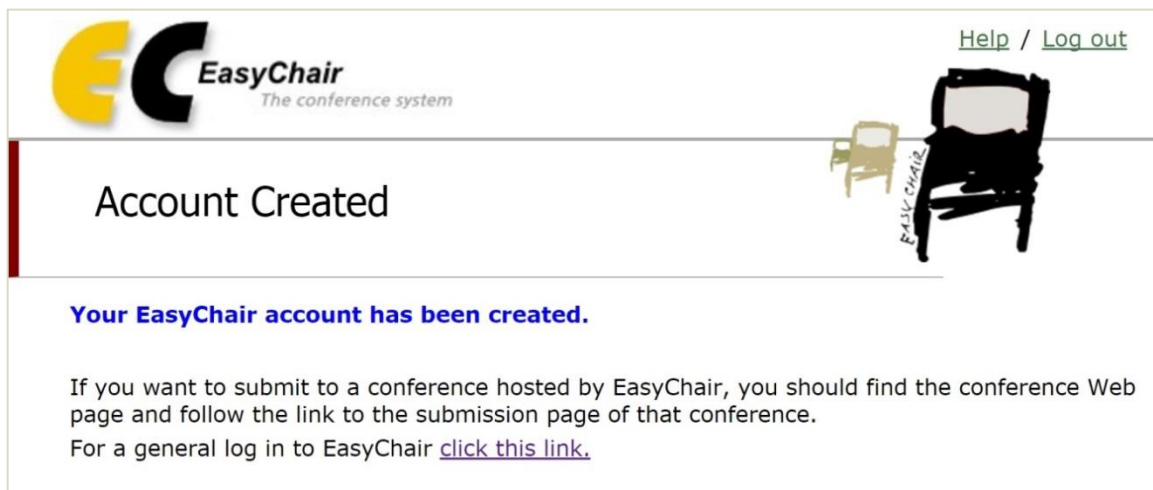


Figure 6: Account Created!

You may now log in to you account with EasyChair by clicking “**Click this link**”.

STEP 2 - Log in to Your EasyChair Account

Once logged in, you will see the following screen (Figure 7). You may **NOT** be able to find here the submission page of ICHSS 2018. This is the generic page that shows your registration with EasyChair.

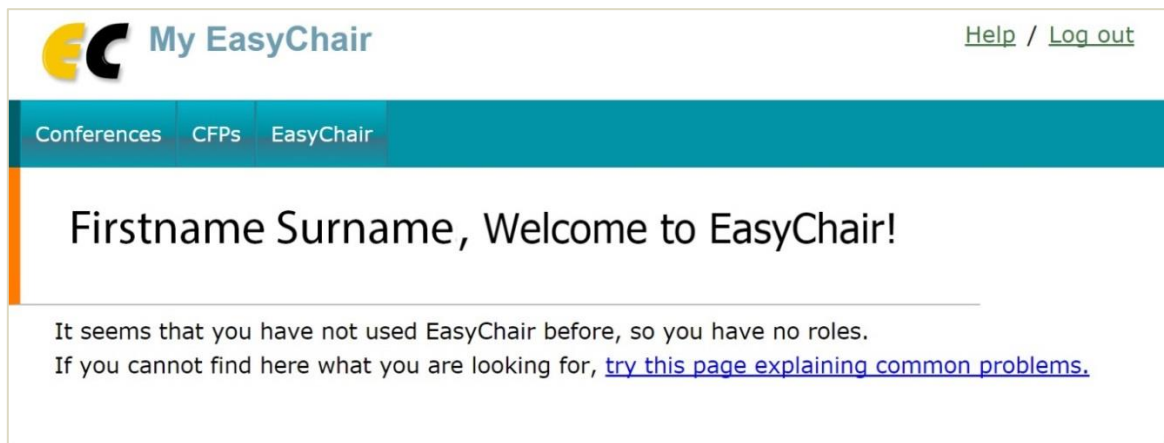


Figure 7: Welcome to EasyChair

Unless you have submitted papers to other conferences through EasyChair, you will see the following screen (Figure 8) even after you clicked “Conferences”.

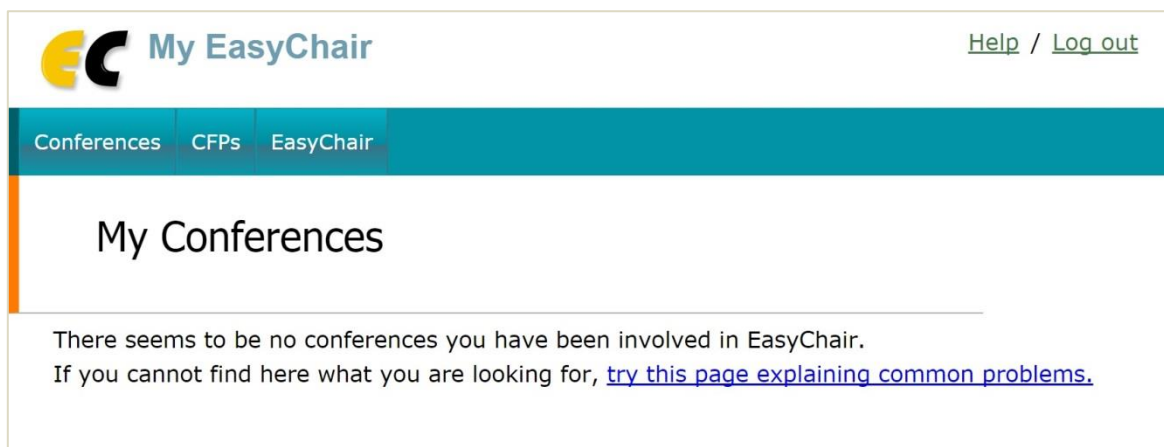


Figure 8: No Conferences

STEP 3 - Visit ICHSS 2018 Page with EasyChair

Now you have to revisit the submission page for ICHSS 2018, by clicking the following link, which is also given on the “Call for Papers” page of the conference website. You may be asked to enter your log in information again.

<https://easychair.org/conferences/?conf=ichss2018>

You will be directed to the submission page for ICHSS 2018 with EasyChair. Click “enter as an author” to make a submission (Figure 9).

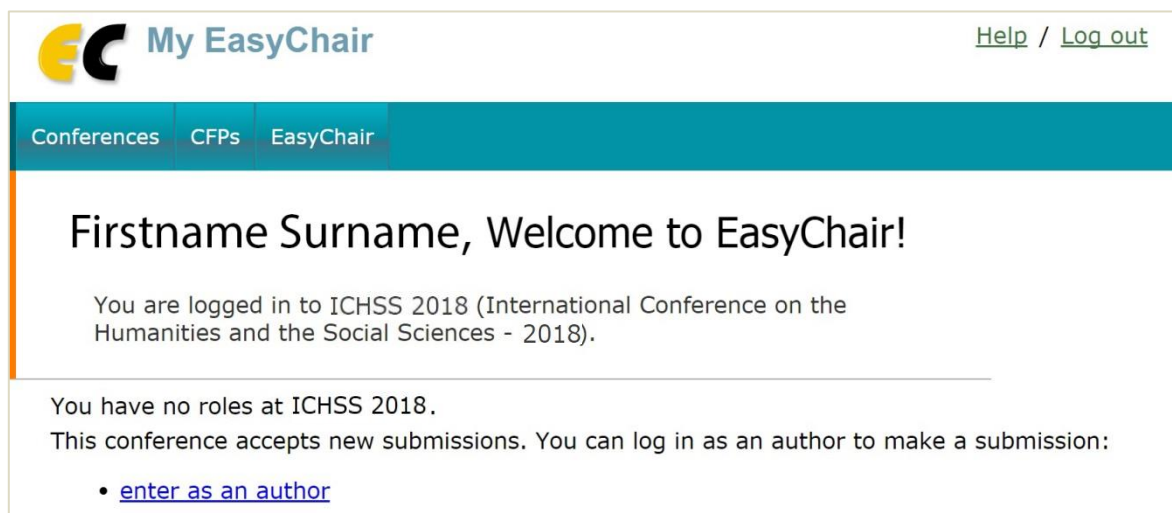
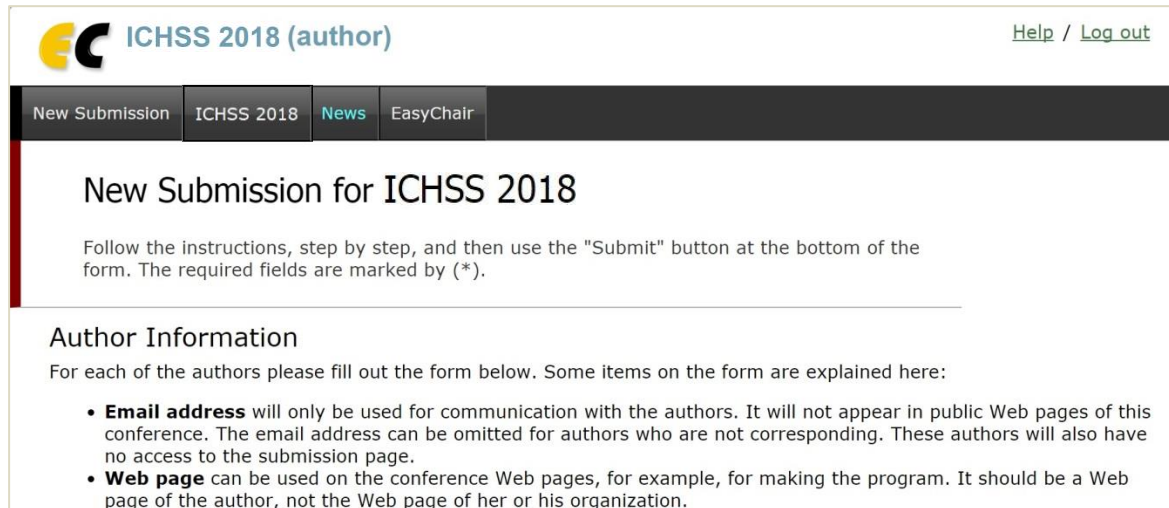


Figure 9: Enter as an author on ICHSS 2018

STEP 4 - Make a Submission

To make a submission, you need to fill in the form by following on-screen instructions (Figure 10). Asterisk (*) indicates that you cannot proceed without filling in the required field.



ICHSS 2018 (author) [Help](#) / [Log out](#)

[New Submission](#) [ICHSS 2018](#) [News](#) [EasyChair](#)

New Submission for ICHSS 2018

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

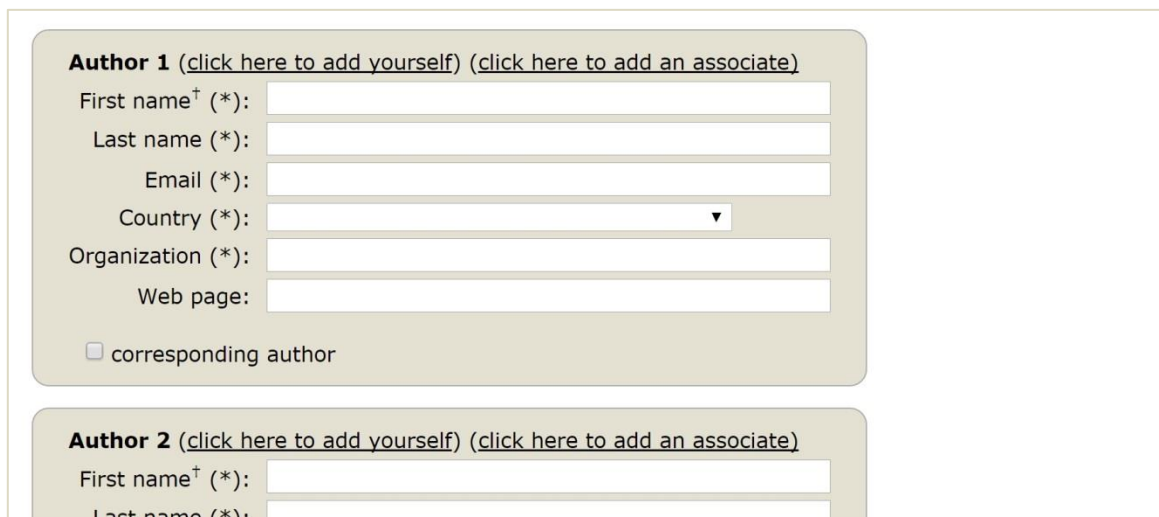
Author Information

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.

Figure 10: Fill in Submission Form

If you submit a joint paper, you need to submit the information of all the authors involved. You may add yourself by clicking the link next to “Author 1” (Figure 11).



Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

☐ corresponding author

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Figure 11: Fill in Author Information

Please add the title of your paper to be presented at the conference (Figure 12). It should also be the title of your extended abstract to be uploaded here. See below for details.

Title

The title should be entered as plain text, it should not contain HTML elements.

Title (*):

Figure 12: Information about Your Extended Abstract

Please add keywords for your extended abstract (Figure 13). They help us classify better your abstract under the most appropriate conference sub theme and assign more precisely reviewers on it.

Keywords

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.

Keywords (*):

Figure 13: Key in Your Keywords

The ICHSS 2018 calls for papers under sixteen (16) broad sub themes. Please recognize the sub theme - EasyChair calls it “topic” - under which you would like to make your submission (Figure 14). You may select more than one.

Topics

Please select topics relevant to your submission from the following list.

☐ Arabic and Islamic Studies
☐ Art, Theater, and Media
☐ Economic Research
☐ Geography and Environmental Studies
☐ Languages and Literary Studies
☐ Philosophy: East and West
☐ Psychology and Counselling
☐ Sociology and Social Anthropology

☐ Archeology, History, and Heritage Studies
☐ Buddhist and Pali Studies
☐ Education and Pedagogy
☐ Greek and Roman Studies
☐ Library and Information Studies
☐ Political Science and Public Administration
☐ Religious and Cultural Studies
☐ Tamilology

Figure 14: Pick Your Sub theme(s)

Please select your author status, i.e., whether you are submitting as a professional or a student (Figure 15). The **.doc** or **.docx** file of your extended abstract need be uploaded now. Please read carefully [Extended Abstract Submission Guidelines](#) to ensure that your extended abstract conforms to them. Then select the file and upload it here by clicking “choose file”. Once uploading is completed, “submit” this form (Figure 15). And, as EasyChair reminds you, uploading may take time depending on several factors including your Internet speed.

Other Information and Uploads

The following part of the submission form was added by ICHSS 2017. It has neither been checked nor endorsed by EasyChair

Your Status (*). Please select the status most applicable to you.

☐ Professional
☐ Student

Extended Abstract Submission: (*). Upload your extended abstract in .doc or .docx format.

No file chosen

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Figure 15: Complete Your Submission


With this completes the submission process. You should see a screen like the following (Figure 16).

[New Submission](#)
[Submission 5](#)
[ICHSS 2018](#)
[News](#)
[EasyChair](#)

ICHSS 2018 Submission 5

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

The submission has been saved!

Paper 5	
Title:	Test paper submission
FirstName Surname:	
Author keywords:	Test paper
Topics:	Arts and Media
Time:	Dec 16, 16:27 GMT
Your Status	Student

Authors						
first name	last name	email	country	organization	Web page	corresponding?
Test	paper	testpaper@university.com	Sri Lanka	University of Peradeniya	http://university.university.com	✓

Figure 16: Your Submission Received

A Few Things to Remember

Once the review process completes, you will be notified by email. In addition, you may check the review(s) on your submission(s) by clicking “Submission #,” located in the menu bar.

You may revise your submission, for instance by changing keywords and conference sub theme(s), and update your profile and author information, for instance by adding new author(s), removing existing author(s), and reordering authors. Please click “Update information” in the upper right corner to proceed (Figure 17).

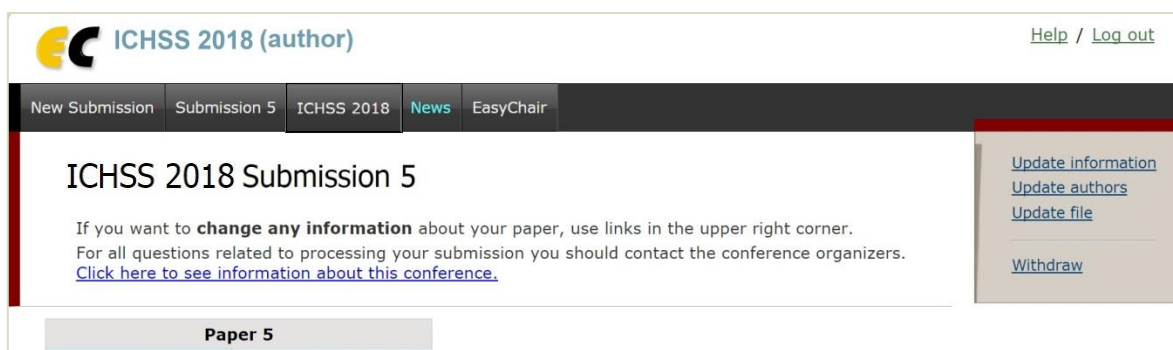


Figure 17: Your Submission for ICHSS 2018

The review result will appear under the page dedicated to your “Submission #” for ICHSS 2018. You may then revise, if necessary, your extended abstract and submit the newer version only by replacing the original submission. Click “Update File” to proceed. You may also “withdraw” your submission at any time (Figure 18).

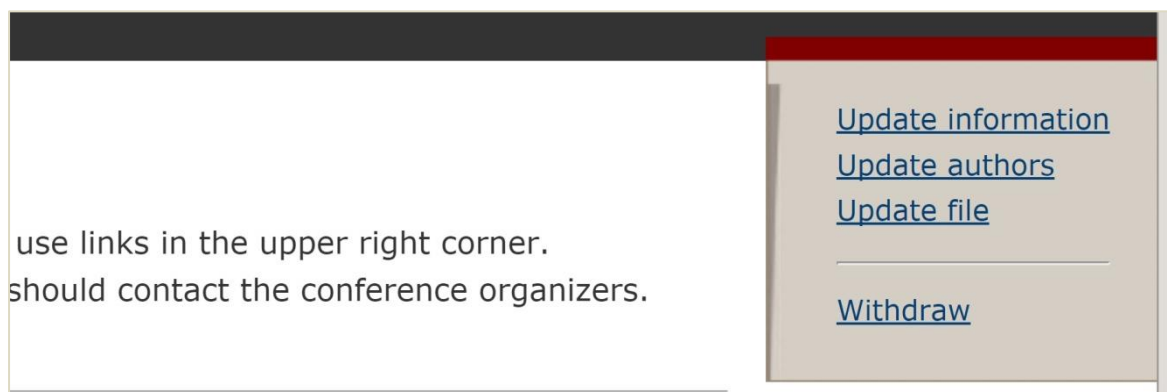


Figure 18: Update Your Submission for ICHSS 2018

We look forward to receiving your submission for ICHSS 2018. Happy Submitting !