AUTHOR SUBMISSION GUIDELINES: STEP-BY-STEP
## ICSEAT 2024

A.   Registration/Login to Conference Management System (CMT) for ICSEAT 2024

1.   Please click on the paper submission button found on the <u>conference website submission page</u> to connect to CMT. Alternatively, you may access the <u>CMT webpage</u> directly.

- If you do not have an account with CMT, please refer to Step 2-4.
- If you have an existing account with CMT, you can login with your existing email and password. Skip to Step 5.

2.   Click "Create Account button" to create an account after entering the CMT.
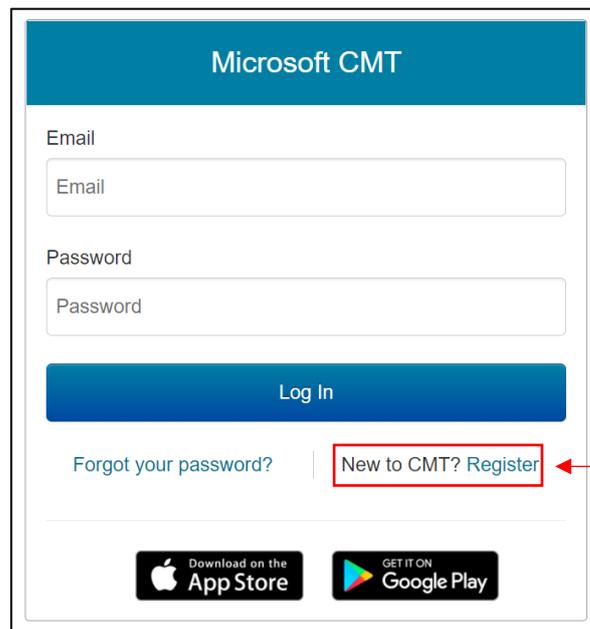
3.   Create an account by filling in the mandatory sections including the * marker.

Create New Account

Login information

* Email	Email	This email will be used to login into CMT
* Password	Password	
* Confirm Password	Confirm Password	

Create your login information. This would be used to log in to CMT.

Personal Information

* First Name	First Name
Middle Initial	Initial
* Last Name	Last Name
Nickname	Nickname
* Organization Name	Organization Name
* Country/Region	Select...

Input your personal information.

External Profile Information

Google Scholar Id	Google Scholar Id
Semantic Scholar Id	Semantic Scholar Id
DBLP Id	DBLP Id

Setup the external profile information (optional)

Verification

Enter the characters you see
New | Audio

Verify characters and accept usage conditions.

☐ I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy & Cookies

Register   No, thanks

4. Verify your account by clicking on the verification link that had been sent to your email address (If you did not receive an email, please check your Junk or Spam folder). Upon verification, you are registered to CMT, and you may login to CMT with your email and password.

5. Upon login, the registered conferences are listed in the home page of CMT. Choose International Conference of Sustainable Engineering and Advanced Technologies (ICSEAT 2024). If the ICSEAT 2024 is not listed in your home page, you have to choose ICSEAT 2024 from the "All Conferences" tab.

Step 1 – List of conferences   Step 2 – Search for ICSEAT 2024
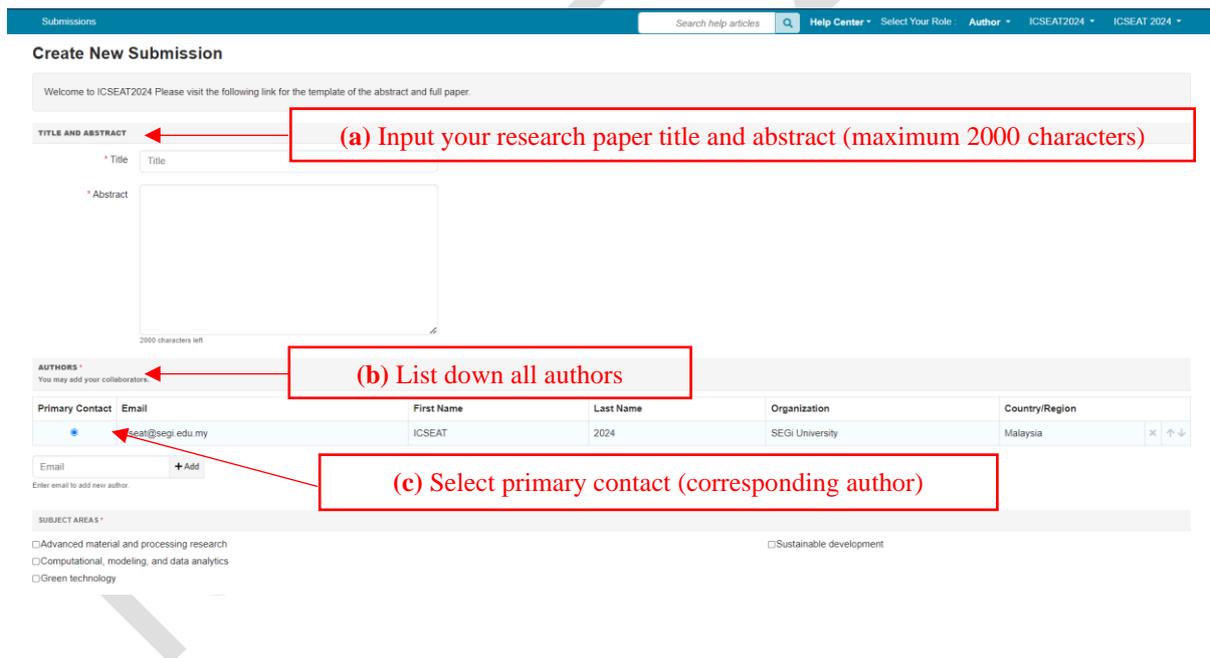

Step 3 – Click on the link.

B.   Abstract Submission to ICSEAT 2024

6.   After logging into CMT with your email address and password, you can start the submission process by clicking "Create New Submission" button.
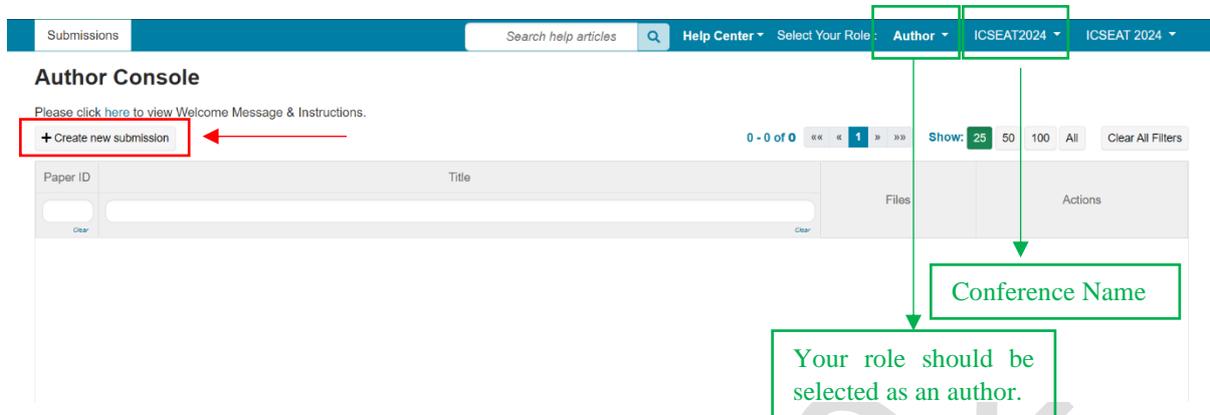
7.   Fill up the form with the relevant information: (a) Paper title & abstract, (b) authors, (c) corresponding author, (d) relevant subject area and (e) corresponding author details.

Note: No file attachment is necessary for abstract submission, Skip this step at this stage.

FILES

You can upload from 0 to 2 files. Maximum file size is 100 Mb. We accept **doc, docx** formats.

Drop files here
-or-
⊕ Upload from Computer

ADDITIONAL QUESTIONS

1. Corresponding Author *

Full name

| Full Name |

116 characters left

2. Email address *

Corresponding author's Email address

| Email Address |

112 characters left

(e) Fill up corresponding author information

3. Name of Institute/University *

Name of Institute/University

| Institution |

114 characters left

4. Name of country *

Name of country

| Country |

118 characters left

5. Submission *

Please indicate the type of submission here

| Abstract ∨ | ◀ **Note: Select "Abstract" for type of submission**

Submit   Cancel

Click submit once all the above-mentioned information is completed.

8.   Return to the Author Console. You may view the summary and status of your submission.

| Submissions | | Search help articles 🔍 | Help Center ▾ | Select Your Role : | Author ▾ | ICSEAT2024 ▾ | ICSEAT 2024 ▾ |

Author Console

Please click here to view Welcome Message & Instructions.

➕ Create new submission   1 - 1 of 1 «« « 1 » »» Show: 25 50 100 All   Clear All Filters

Paper ID	Title	Files	Status	Actions
e.g. <3 *Clear*	filter... *Clear*			
5	PARAMETRIC STUDY ON THE EFFECT OF DISSOLVED AIR OXYGEN AND TEMPERATURE ON LETTUCE GROWTH IN A HYDROPONICS SYSTEM Show abstract		Awaiting Decision	**Submission:** 📝 Edit Submission ✖ Delete Submission

9.   Once submitted, you should receive an **acknowledgement email** with a Paper ID for your reference within 7 days of your submission. The abstract would be reviewed for originality, significance, novelty, and scope compatibility. You would be informed of the **abstract outcome** via a separate email within 4 weeks of your abstract submission. For any queries on the conference, please reference the paper ID in your corresponding email.

If you do not receive any acknowledgement email, please check your Spam/Junk folder.

C.   Paper Submission to ICSEAT 2024

10.   When you'd received an email notifying of accepted abstract outcome, you are required to prepare your full paper according to the Article Template.

11.   Once you'd prepared your full paper, please submit your paper through the same CMT system. Log into your CMT, select ICSEAT 2024 conference to enter the Author Console. The author console will indicate that the abstract had been accepted. To submit your paper, click "Edit Submission".

12.   The page with all the same information as per Step 7 will appear. You may update the title, abstract and other relevant information here. Upload the full paper in the Files section.

13.   Go back to the Author Console to check that the file had been uploaded into the CMT.

14.   Once submitted, your paper would be sent for a double-blind review process. Once the review process had been initiated, the paper status would be changed to "**Under Review**".

15.   You should receive a **notification email** detailing the outcome of the review. You may also check back the CMT system for any status updates. For any queries on the conference, please reference the paper ID in your corresponding email.

       If you do not receive any acknowledgement email, please check your Spam/Junk folder.

D. Review Outcome & Action

16. After the review process is complete, you would receive an email detailing the outcome of the review. There are three possible outcomes:
    - Full Paper Accepted (Step 17-20): Full paper is accepted for publication with minor corrections (if any)

    - Full Paper Revision (Step 21-25): Paper contains technical issue and/or formatting issue that requires endorsement from reviewers.

    - Full Paper Rejected (Step 26-28): Paper does not meet established standards.

D.1 Accepted – Prepare Camera Ready Submission

17. The authors may view the comments from the reviewers by clicking on the "View Reviews" under the 'Status' column.

18. Once the reviews had been addressed by the authors, the authors may prepare camera ready submission.

19. Check that the title and abstract had been updated to the latest version, and all authors are included.

20. At the camera-ready submission, you are required to upload two files:
    - Final Abstract – Formatted according to the Camera Ready Abstract Template
    - Camera Ready Paper – Formatted according to the Camera Ready Article Template
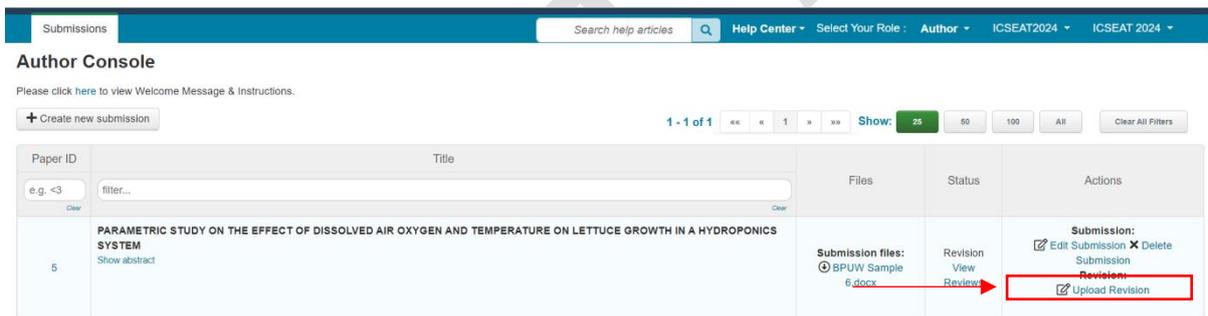
D.2   Revision – Revise Paper & Review Process

Revise paper according to reviewer comments and resubmit for evaluation again. The authors may also choose to submit a new paper.
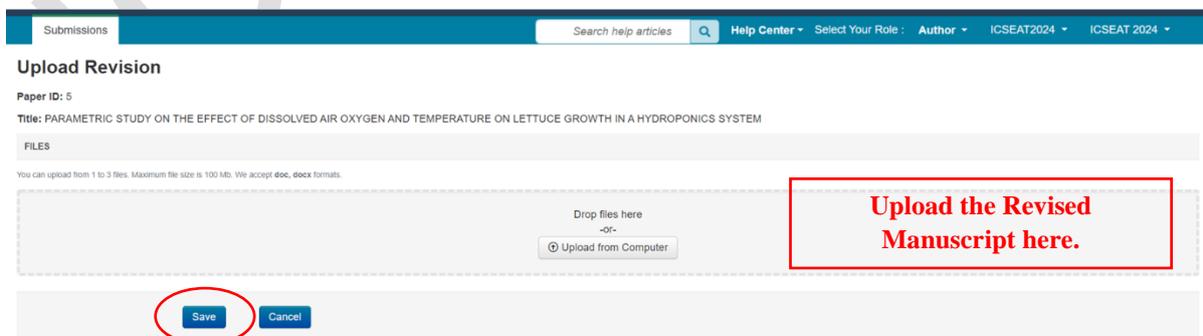
21.   The authors may view the comments from the reviewers by clicking on the "View Reviews" under the 'Status' column.
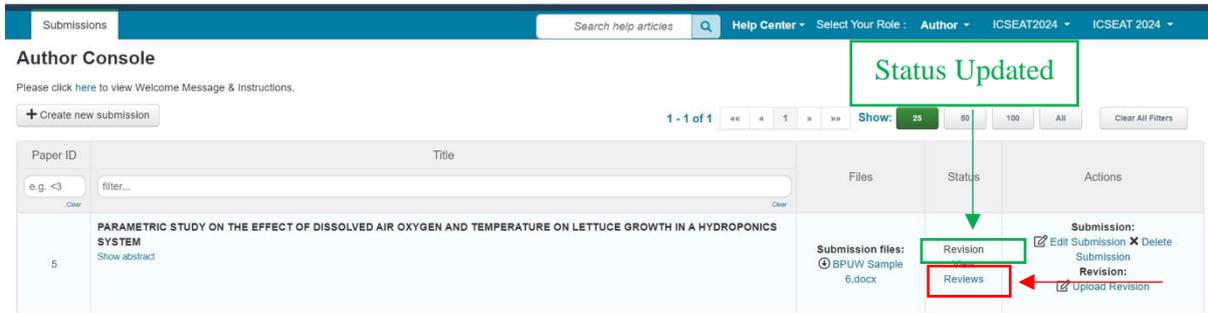
22.   The author may submit the manuscript for re-evaluation. Once the reviews had been addressed by the authors, the authors may upload the revised manuscript.

23.   Upload the revised manuscript and click Save.

24.   Return to Author Console, and check that your submission is reflected in CMT system.

25.   The revised manuscript would be sent for re-evaluation from Step 14. If the authors wish to submit a new paper, the author may submit a new abstract from Step 6.

D.3   Reject – Full Paper is rejected for publication

26.   The authors may view the comments from the reviewers by clicking on the "View Reviews" under the 'Status' column.

27.   The paper may be rejected due to the following (not limited to) several reasons:
   a.   Severe technical issues, i.e. incomplete data, illogical arguments, unstructured arguments, etc.
   b.   Poor quality content
   c.   Lack of novelty
   d.   High similarity
   e.   Incomprehensible (Poor English writing)

28.   The authors may choose to submit a new paper for consideration in ICSEAT 2024. If the authors wish to submit a new paper, the author may submit a new abstract from Step 6.