

How to Submit an Abstract/ Full Paper in an IEREK conference

Step 1: Creating an Account/ Logging into your IEREK account



Figure 1

Returning users: By clicking on the "sign in" drop down button to the top right and underneath the search bar on the <u>www.ierek.com</u> main page (see *Figure 1*), a pop-up Login dialogue box, as shown in *Figure 2* below, that allows you to enter a username/email, a previously set password and a login button will appear.

New users: If you did previously register with IEREK, but do not remember your username or password, you can reset by clicking on the 'Forgot password' button on the top. This button should then redirect you to a page where your email address will be required as to receive a reset link. After following the instructions then explained in an email, your password should be easily reset and login possible.

ALREADY HAVE AN ACCOUNT? SIGN IN	×
Username / Email	
Password	-
Remember Me	-
LOGIN	
OR	
YOU DON'T HAVE AN ACCOUNT? Sign Up	
FORGOT YOUR PASSWORD?	
Figure 2	



REGISTER AN ACCOUNT	New users: If you do not yet have an IEREK account, proceed by
Join IEREK community	accessing the www.ierek.com main page and click on the "Hello,
Choose Title	Sign in/my account" drop down button to the top right and
First Name	underneath the search bar. A pop-up registration dialogue box
Last Name	should then appear with required information to fill such as name.
Male Female	email address country etc
Email	
mm/dd/yyyy	
Slug	RESEARCH & KNOWLEDGE ENVIOLMENT
Choose Country	
Phone No. +2xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	About - Conferences - Study Abroad -
Password	Conferences
SIGN UP	Previous Publications
OR DO YOU HAVE AN ACCOUNT Sign in	The 4 th Internation
	Figure 4

Step 2: Choosing a conference to submit your research

Once registered, and to access the conference you wish to submit your article in, proceed by selecting the 'conferences' drop-down button (see *Figure 4*) from the ribbon tab on the top of the page. Continue by selecting 'upcoming conferences', which should direct you to a page with the upcoming conferences, yet allows you to maneuver through the most recently held conferences. To easily find a conferences in the page available to you, please use the search function (ctrl + F) and type a word relevant to the title of a conference.

Another alternative to spotting our most popular and upcoming events would be to take a look through our featured events –conferences, workshops and summer schools –further down on IEREK website's homepage.

Step 3: <u>Registering in your chosen event</u>

By accessing the event of your choice, a "register" button should now appear on the conference page underneath the title, date, and contact email box. (See *Figure 5*)

After having clicked the 'register' button, a message confirming your registration and informing you of the next step should be displayed and an email sent instantly to your email address.





Step 4: <u>Submitting an abstract</u>

After having registered, the 'register' button on the event page in step 3 should now be replaced with a 'Submit an abstract' button (See *Figure 6*). By clicking on it, you should be redirected to a page with instructions on how to submit (See *Figure 7*). You will be requested to pick a topic, fill in the title box with the title of your research paper. You will also be given two ways of submitting

the actual abstract: 1) pasting the content in a text-box provided. 2) uploading an abstract file in PDF, as a Doc or a Docx.

Conservation of Architectur	al Heritage (CAH) 4th Edition	
	23 Days To Launch Conservation of Architectural Heritage (CAH)- 4th edition be held on a Nile cruise sailing from Aswan to Luxor for to 02nd Feb 2020. 31, Jan / 02, Feb 2020 Aswan - Luxor, Egypt Conference Email cah@ierek-scholar.org Share on Social Media f	<text></text>
Pay now		Submit now
ISSN Print 2636-347X Onlin	Figure 6	
SUBMIT ABSTRACT Consentation Dear Colleague, Kindly choose the conference's tog the reviewing committee. Please postpone the payment of th • Do not include your name or an • "If your abstract is accepted, we continue writing using this templa we will send you the full information Fields with (*) is required. Topic: * Select Topic Paper Title: * Enteryour paper title Paste your abstract content her File - Edt + Insert + View + the de Formats - B f	et Architectural Heritage (CA4) 4th Edition iic, write your paper title and upload your abstract. We will send it to se conference fees until your abstract is accepted. y personal details in your abstract, to avoid rejection. iii linform you and send you the template of writing. Please, te. During this step, you will have to pay the conference fees. Then, n, conference program and letter of visa, if needed. ** et Format Table Tools • Table Tools • Marchitectural Heritage (CA4) 4th Edition	 I. Abstract Uplead your additant for rowton. I. Status Check your abstract revelation status. I. Paper Uplead your paper for rowton. I. A Revision Check your paper revelation status. S. Result Paper revelation result. Download Writing Rempiate
Or upload your abstract file: (AIK	werd Extinsions: PDF, DOC AND DOCQ	d
Please Confirm that you Read	Instructions. Submit Austract	



Step 5: Monitoring the Status of your paper

After successfully submitting your abstract to the IEREK website, you will be sent an email for confirmation and should now be able to see information shown in *figure 8* below. Until acceptance is communicated to you through the website/by email, and during this phase, you should be tracking your paper and preparing for your full paper submission (the following step).

A template of writing your full paper must be followed and can be founded and downloaded below the '5. Result' button in the abstract submission page.

ABSTRACT STATUS	Green Urbanism – 2nd edition		1. Abstract
Title test submission	Submission Date 2018-05-29 11:50:03	Status Pending Approval	Conception advantation revision status.
			(1) 3. Paper
	Figure 8		Figure 9

Before submitting your full paper, ensure that it adheres to the following criteria:

- (1) Is the topic relevant to the conference?
- (2) Are the writing and structure clear?
- (3) Are graphics, photos, illustrations used where needed?
- (4) Are the aims of the study clearly stated?
- (5) Are the objectives of the study achieved?
- (6) Is the literature review relevant and adequate?
- (7) Has the author used an appropriate methodology and has it been clearly explained?
- (8) Has the author interpreted the findings correctly?
- (9) Is the paper a significant contribution to the field?

These are the registration and revision procedures for publication that all authors should follow. **Step 6:** Submitting your full paper

After having received your abstract acceptance, please access the manage submission option from your profile (See *Figure 10*)



Figure 10



You will find your abstract and the name of the event you submitted it in (See *Figure 11*), click on view to take action on this particular abstract and upload the full paper for it. (See *Figure 12*)

Y ABSTRACTS						
Jrban Transit and Sustainable Networks (UTSN) - 3rd Edition					Go To Event	
Title Submission Date Status		Status		Action	Payment	
S	2019-08-21 08:07:14	Upload Your Full Paper		View	Pay Fees	
	Figure 11					
UPLOAD FULL PAPER Urban Transit and Su	istainable Networks (UTSN) - 3rd Edition	-	I. Abstract Upload your abstract for	revision.		
Abstract Accepted, It is the time now to upload your paper for revision, we will review your paper and make sure it meets with our requirments before sending it to the scientific committee for revision, you will be able to check			(). 2. Status Check your abstract revision status.			
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Instructions, * Please upload your paper using provided v	writing template.		Check your paper revisio	n status.		
Fields with (*) is required. Paper revision result.						
4. Using Smart Technologies and Sustainable Means in Transportation Infrastructure			Payment Download Writing Template			
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Enter descriptive title for your paper						
Please upload your paper file: (Allowed Ext	insions: DOC AND DOCX, Max Size: 50 MB)					
Choose File No file						
Choose Blind File No file						
long papershort paper						
Please Confirm that you Read Instruction	ons. Up	load Paper				

Figure 11

You will be asked to enter the paper title and upload 2 files in .doc format, the original paper, and a blind one (doesn't have the Author's name, email or affiliation) for revision purposes.

Choose whether it is a long (8~12 pages long) or a short (4~7 pages long) paper.

Check the Please Confirm that you Read Instructions.

Click on Upload your paper, you will then receive an email confirmation of us receiving your paper. You can check the status from Manage Submission from your profile menu.

Your full-length paper will now be sent for primary revision to be checked if it meets the conference proceedings standards. Its acceptance/rejection will then be communicated to you through the website and your registered email with instructions to follow.

For any questions or assistance, feel free to contact us by sending us an email to the conference email address located on every conference page or through the following:

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