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

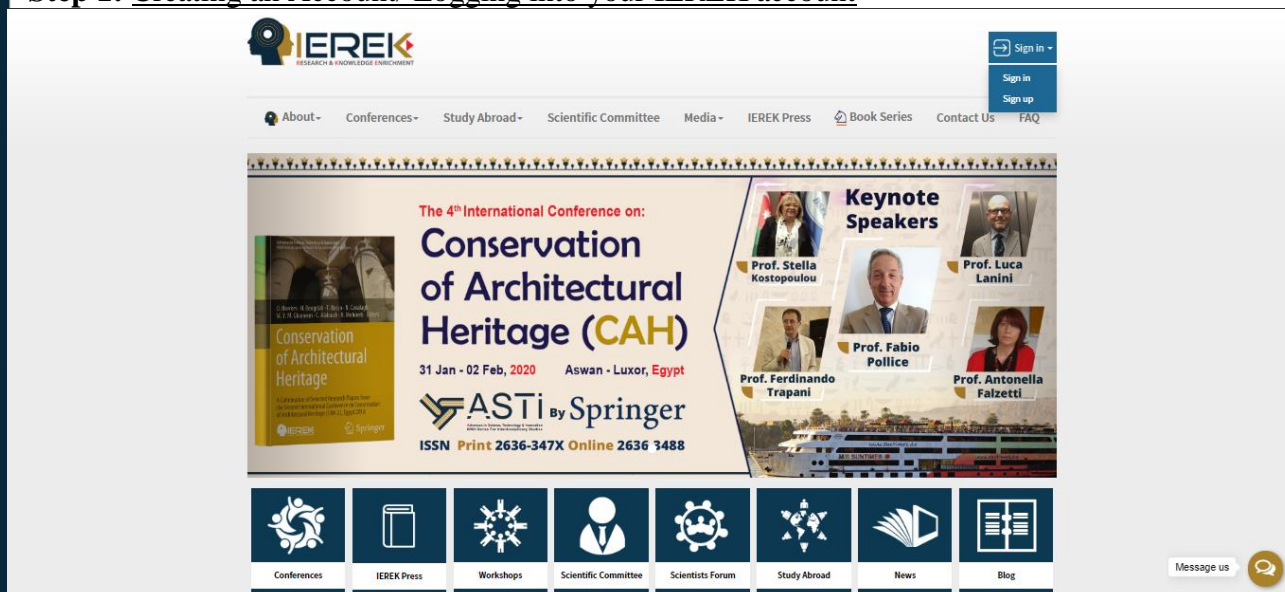**Step 1:** Creating an Account/ Logging into your IEREK account

Figure 1

Returning users: By clicking on the "sign in" drop down button to the top right and underneath the search bar on the www.ierek.com 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.

Figure 2

New users: If you do not yet have an IEREK account, proceed by accessing the www.ierek.com main page and click on the "Hello, Sign in/my account" drop down button to the top right and underneath the search bar. A pop-up registration dialogue box should then appear with required information to fill such as name, email address, country, etc.
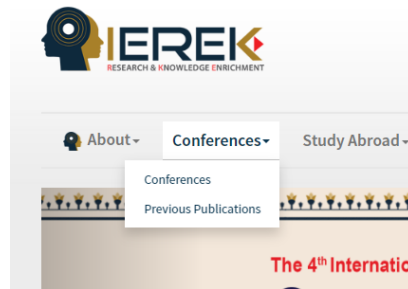

Figure 4

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: Registering in your chosen event

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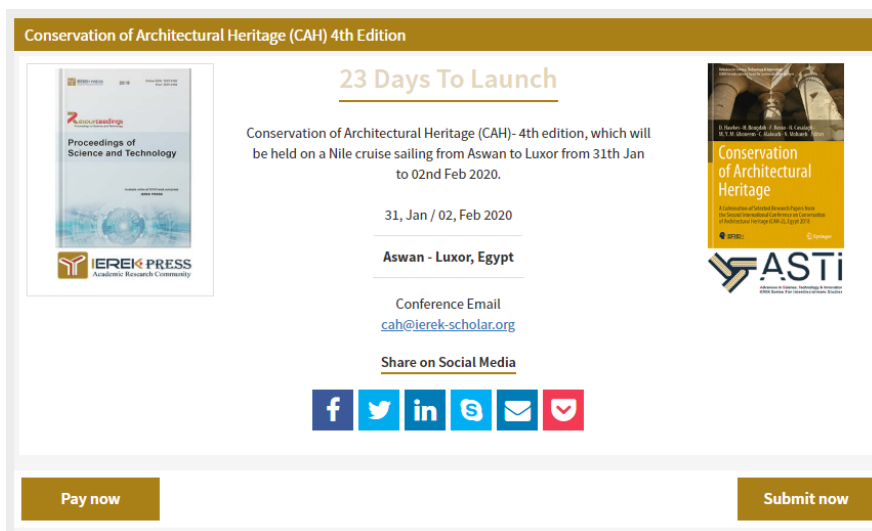
After having clicked the 'register' button, a message confirming your registration and informing you of the next step should be displayed and an email sent instantly to your email address.

Figure 5

Step 4: Submitting an abstract

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.

Figure 6

Figure 7

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	
Title	Submission Date	Status
test submission	2018-05-29 11:50:03	Pending Approval

Figure 8
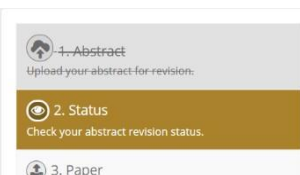
Figure 9

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

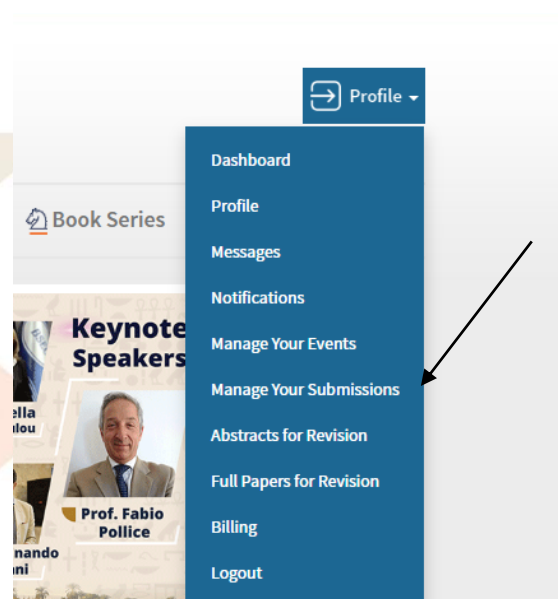You will find your abstract and the name of the event you submitted it in (See *Figure 11*), click on view to take action on this particular abstract and upload the full paper for it. (See *Figure 12*)

MY ABSTRACTS				
Urban Transit and Sustainable Networks (UTSN) - 3rd Edition				Go To Event
Title	**Submission Date**	**Status**	**Action**	**Payment**
sss	2019-08-21 08:07:14	Upload Your Full Paper	View	Pay Fees

Figure 11

UPLOAD FULL PAPER Urban Transit and Sustainable Networks (UTSN) - 3rd Edition

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 your revision status of your paper by going to My Account > Manage My Abstracts, then to choose the paper you want to check from the list.

Please enter a descriptive title for your paper and upload your paper file.

Instructions,
* Please upload your paper using provided writing template.

Fields with (*) is required.
Topic:
4. Using Smart Technologies and Sustainable Means in Transportation Infrastructure

Paper Title: *

Enter descriptive title for your paper

Please upload your paper file: (Allowed Extinsions: DOC AND DOCX, Max Size: 50 MB)

Choose File   No file

Choose Blind File   No file

○ long paper
○ short paper

☐ Please Confirm that you Read Instructions.   Upload Paper

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1. Abstract
Upload your abstract for revision.

2. Status
Check your abstract revision status.

3. Paper
Upload your paper for revision.

4. Revision
Check your paper revision status.

5. Result
Paper revision result.

$ Payment

📄 Download Writing Template

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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