



EasyChair Instructions for Authors

The submission and review of papers for UTM Computing Proceeding 2018 (UTM-FCP 2018) will be managed through [EasyChair](#), which is an online conference paper management system. This system gives you, complete control over your submission. You can upload your draft full paper and check on the review status of your submission. The submission process consists of three stages:

1. Draft full paper submission
2. Revised paper submission
3. Final paper submission (Camera ready manuscript)

The Editorial Committee will review all draft full papers and notify the results to authors. The authors of accepted draft papers will be asked to submit a revised version. Next, the result of the second revision of revised paper will be notified. Then, the authors will be asked to submit the final version of the paper (camera ready manuscript) by incorporating comments from reviewers. This guide is intended to support authors during the submission process. It has four parts:

1. Setting up an account
2. Draft full paper submission
3. Revised paper submission
4. Final paper 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 technical chair at: yusliza@utm.my, nzah@utm.my, and lizawati@utm.my.

Section 1: Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to: <https://easychair.org/account/signin.cgi?key=65048807.FORHZCaEUb31SmeO>. This link will bring up a login page for the UTM Computing Proceeding 2018 (UTM-FCP 2018) (refer Figure 1). Select “Sign up for an account” to register an account.

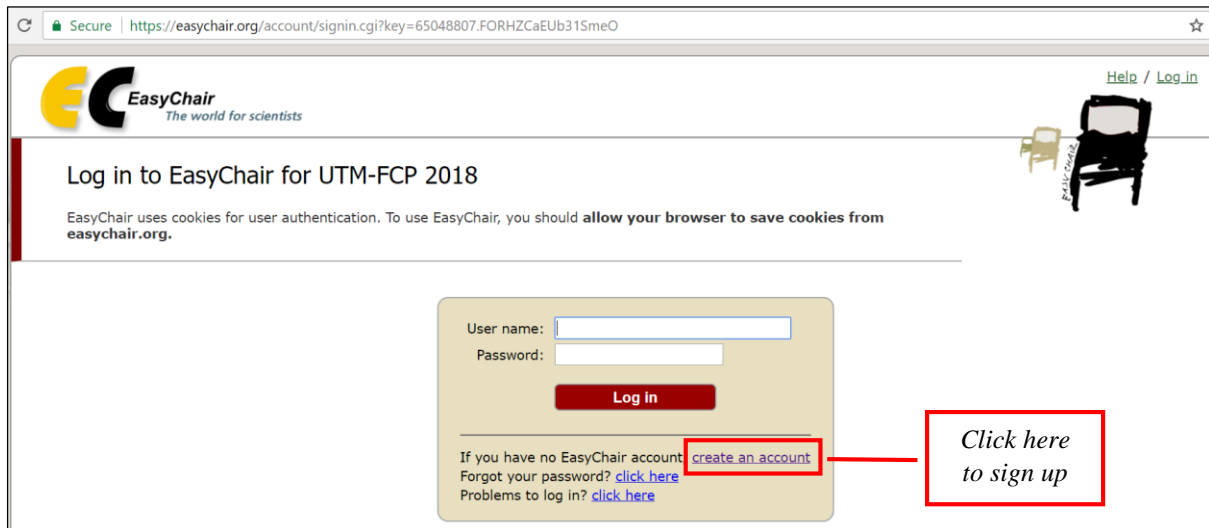


Figure 1: The login page of EasyChair for UTM-FCP 2018

You will then be automatically directed to a new page (as shown in Figure 2). Fill in the text box with the CAPTCHA that appears directly above it, and click on “Continue”.

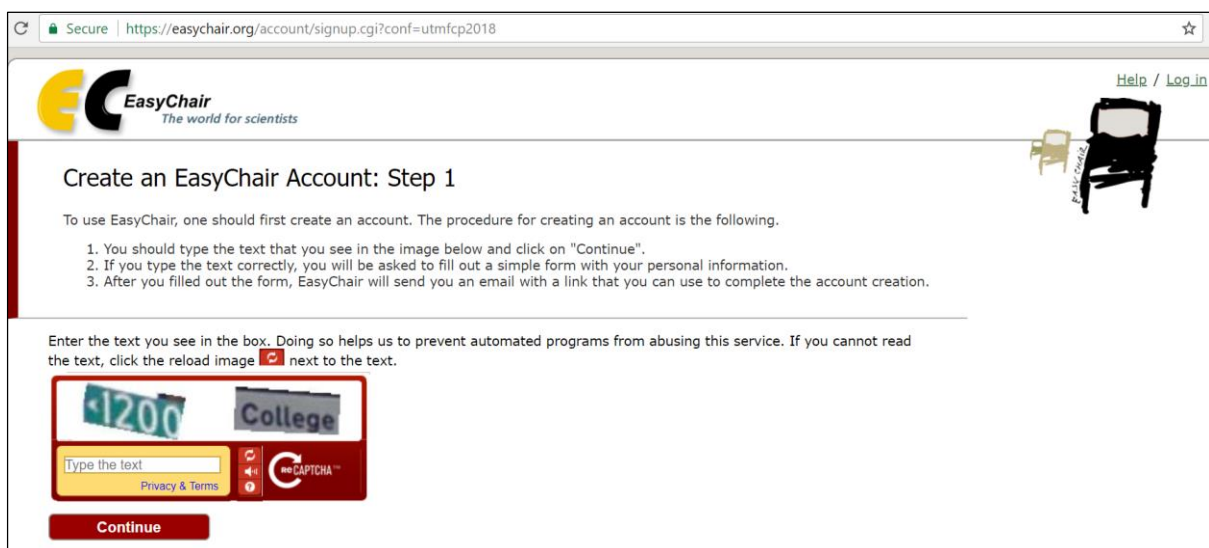


Figure 2: Enter information to signup

Then, follow the on-screen instructions and complete the form (as shown in Figure 3), and click on “Continue”.

EasyChair
The world for scientists

Help / Log in

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (*)
Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name[†] (*):
Last name (*):
Email address (*):
Retype email address (*):

Continue

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).
You may also be interested about [our policy for using personal information](#).

Figure 3: Fill out the form

After registering, you will receive an email similar to the one in Figure 4. Use the link provided in the email to continue the account registration process.

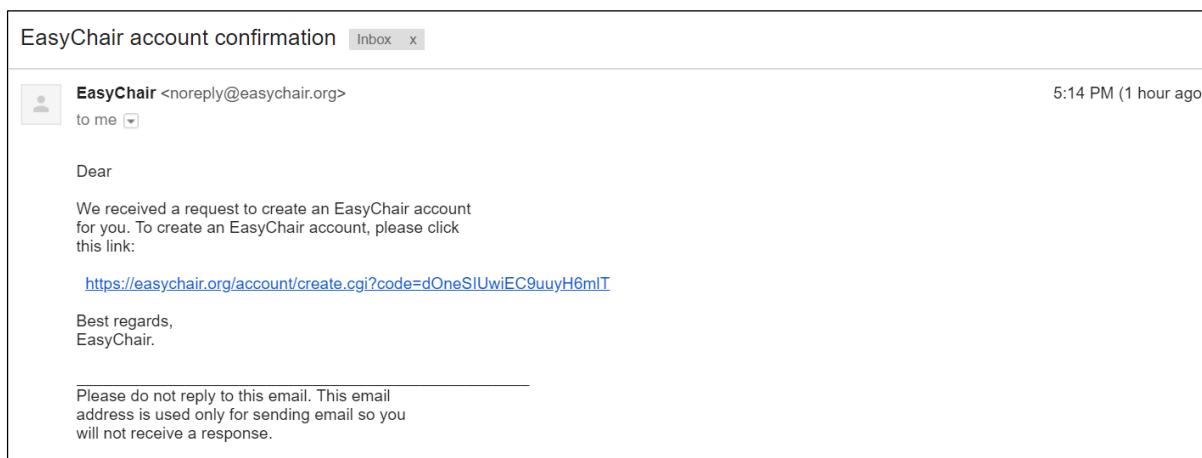


Figure 4: Login email

Fill out all of the required information (as shown in Figure 5), and click the “Create my account” button to finalize the account registration process. After the account is registered, you may log in to general EasyChair simply by clicking on the “click this link” link (as shown in Figure 6). You may also log in to UTM-FCP 2018 by clicking on the following link <https://easychair.org/conferences/?conf=utmfcp2018>.

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. The main heading is 'Create an EasyChair Account: Last Step'. Below this, a message reads: 'Hello To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.' A note states: 'To use EasyChair, you must agree to its Terms of Service (view terms), (download terms).' There is a checked checkbox for 'I agree to EasyChair Terms of Service'. The form is divided into three sections: 'Enter your personal data.' with fields for First name, Last name (*), Organization (*), and Your personal Web page; 'Enter your address.' with fields for Phone, Address, line 1 (*), Address, line 2, City (*), Post code (*), State (US only) (*), and Country (*); and 'Enter your account information. Note that user names are case-insensitive' with fields for User name (*), Password (*), and Retype the password (*). A red 'Create my account' button is at the bottom right. The URL 'easychair.org' is visible at the bottom left.

Figure 5: Create an account

The screenshot shows the 'Account Created' confirmation page. At the top left is the EasyChair logo. At the top right are links for 'Help / Log in' and an illustration of a chair. The main heading is 'Account Created'. A red-bordered box contains the message: 'Your EasyChair account has been created.' Below this, instructions read: 'If you want to submit to a conference hosted by EasyChair, you should find the conference Web page and follow the link to the submission page of that conference.' For a general log in to EasyChair, there is a link 'click this link.' which is highlighted with a red box and a red arrow pointing to another red-bordered box containing the text 'Click here to log in to general EasyChair'. The URL 'easychair.org' is visible at the bottom left.

Figure 6: Link to the login page

Section 2: Submit your draft full paper

After logging in to the EasyChair website for UTM-FCP 2018, you may click on the “enter as an author” to make a submission (as shown in Figure 7).

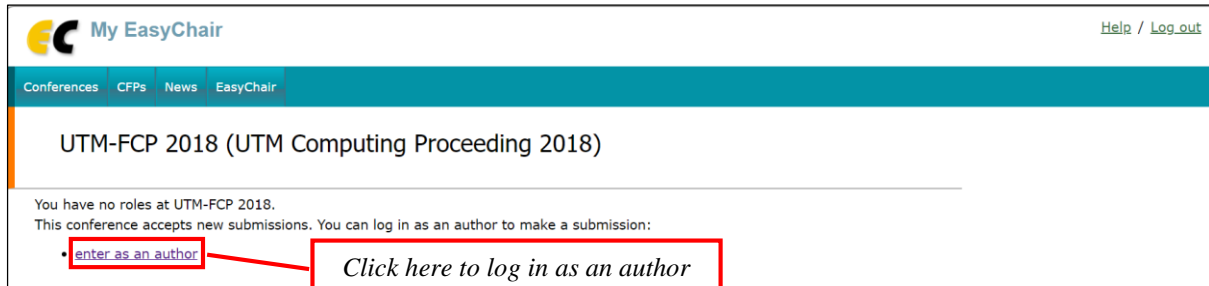


Figure 7: Link to the author page

Next, you may click on the “New Submission” link located in the main menu at the top left to submit a new draft full paper (as shown in Figure 8).

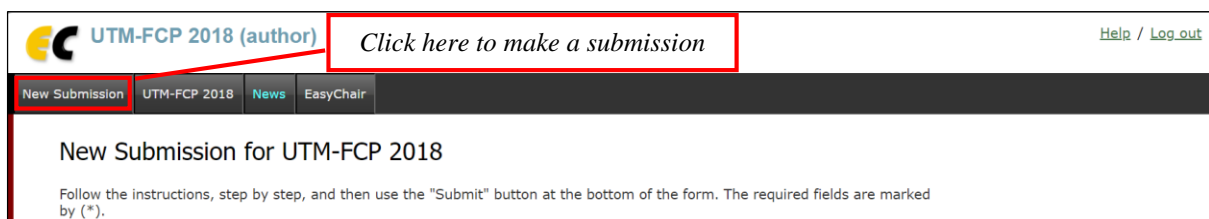


Figure 8: The main page for author

Follow the on-screen instructions and fill out all of required information (as shown in Figure 9) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

EC UTM-FCP 2018 (author)

New Submission UTM-FCP 2018 News EasyChair

New Submission for UTM-FCP 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.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

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 (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

[Click here to add more authors](#)

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names.](#)

Figure 9: Authors information

Fill out the text abstract and keywords (as shown in Figure 10).

Title and Abstract
The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (*):

Abstract (*):

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 10: Draft full paper information

Click on the “Submit” link to submit your draft full paper (as shown in Figure 11).

Uploads

The following part of the submission form was added by UTM-FCP 2018. It has neither been checked nor endorsed by EasyChair

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

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 11: Draft full paper submission

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 12). Click on “Submission #” for changing any information about the submission.

UTM-FCP 2018 (author) [Help](#) / [Log_out](#)

[New Submission](#) [Submission 1](#) [UTM-FCP 2018](#) [News](#) [EasyChair](#)

UTM-FCP 2018 Submission 1 [Update information](#)
[Update authors](#)
[Update file](#)

The submission has been saved!

Paper 1	
Title:	EasyChair Instructions for Authors
Paper:	(Feb 05, 03:12 GMT)
Author keywords:	EasyChair Instruction Author
EasyChair keyphrases:	draft full paper (79), draft full paper submission (60), paper submission (46)
Abstract:	Step by step, the instructions for authors to submit a paper.
Submitted:	Feb 05, 03:12 GMT
Last update:	Feb 05, 03:12 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
						✓

Figure 12: A page for changing your submission(s)

Use the links at the top-right corner for:

1. Updating information about your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
2. Updating author information for your submission: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
3. Uploading files: the “Update file” link may be used to upload a new file.
4. Withdrawing the submission: select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from noreply@easychair.org (as shown in Figure 13). Once the review process is completed, you will receive acceptance/ rejection notification with reviews by email.

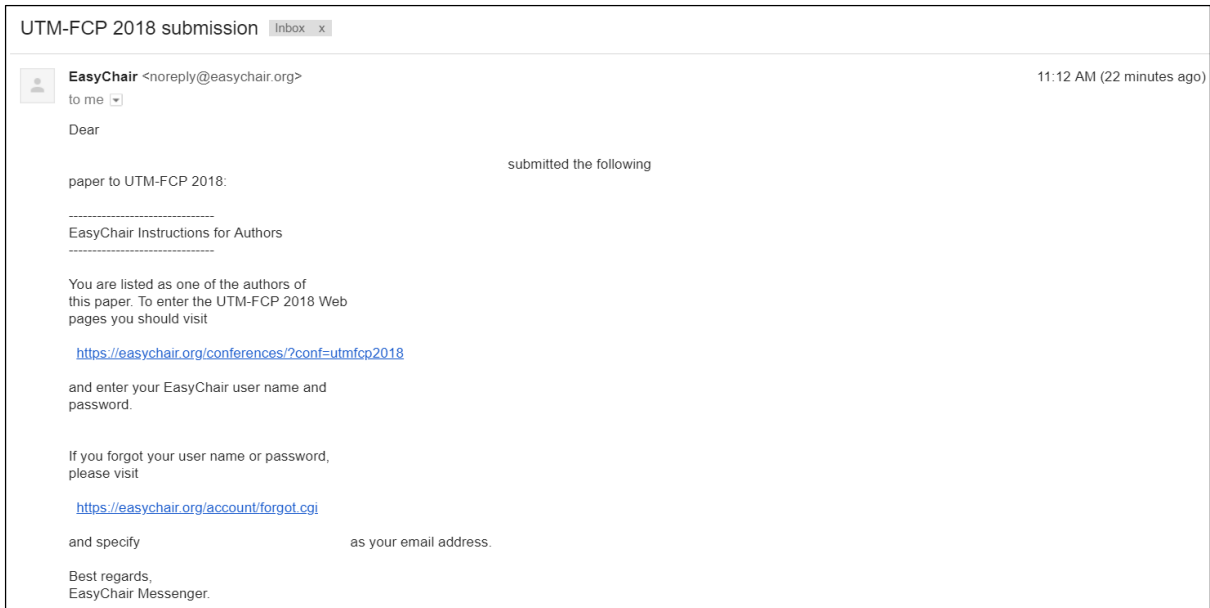


Figure 13: A confirmation email for your submission

Section 3: Revised paper submission

If your draft paper was accepted, we request that you submit your revised paper electronically. To upload your revised paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the "Submit" button (as shown in Figure 14).

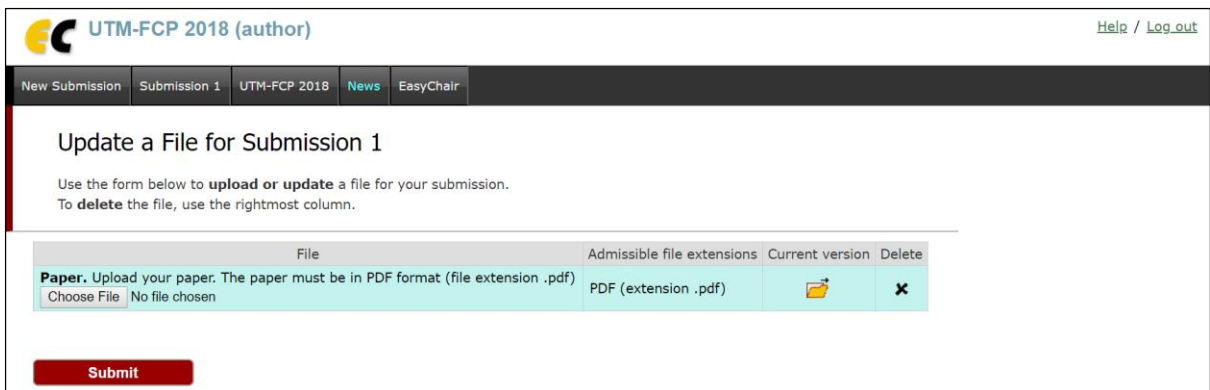


Figure 14: Uploading revised paper

Section 4: Final paper submission

After the final revision, we request that you submit your final paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your final paper by selecting the "Submit" button.