

# OCS Tutorials

Making a submission.



## 1. Register on the OCS platform

### Account

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Fill in this form to create an account with this conference.  
[Click here](#) if you already have an account with this or another conference on this site.

**Profile**

Form Language  ▼

To enter the information below in additional languages, first select the language.

Username\*

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password\*

The password must be at least 6 characters.

Repeat password\*

Salutation

First name\*

Middle name

Last name\*

Initials  Joan Alice Smith = JAS

## 2. On your author role, start the process with “New submission”.

### PKP Scholarly Publishing Conference

[PKP Scholarly Publishing Conference 2008](#)

» [Author](#)

3. Select the section to which you wish to submit the paper. If you need to, you can also indicate if you want to send additional comments to the director. Apply the changes with “Save and continue”

### Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).

Track\*

Please select a track...  
 General Papers  
 Editors and Publishers

Submission Checklist

- \* There might be a checklist on which you need to verify and check every item in order to continue

### Submission Checklist


Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- All URL addresses in the text (e.g., <http://pkp.sfu.ca>) are activated and ready to click.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Conference.
- If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with ";;;Author"; and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.
- If submitting to peer review, all Microsoft Office documents (including Supplementary Files) have been saved by going to File and selecting Save As; clicking Tools (or Options in a Mac); clicking Security; selecting ";;;Remove personal information from file properties on save"; clicking Save.

4. Now you have to add the paper's metadata (Title, summary, key-words, etc.)

### Authors

First name*	<input type="text" value="Lucy"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="White"/>
Affiliation	<input type="text" value="University of British Columbia"/>
Country	<input type="text" value="Canada"/>
Email*	<input type="text" value="M8R-aa0rb4@mailinator.com"/>
URL	<input type="text"/>
Bio statement (E.g., department and rank)	<input type="text" value="Graduate Student"/> <input type="text" value="Faculty of Education"/>



5. Next, the file containing the paper must be uploaded

### Step 3. Uploading the Submission

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1. START 2. ENTER METADATA 3. **UPLOAD SUBMISSION** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Kevin Stranack](#) for assistance (604-291-1235).

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#### Submission File

No submission file uploaded.

Upload submission file

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## 6. If you wish so, you'll be able to upload supplementary files

### Step 4. Uploading Supplementary Files

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1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

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ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

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Upload supplementary file

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## 7. Finish the submission. The paper will be on the system ready to be subject of evaluation by the conference director and a reviewer if needed.

### Step 5. Confirming the Submission

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1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to PKP Scholarly Publishing Conference click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with PKP Scholarly Publishing Conference.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
58	<a href="#">TESTDOCUMENT.DOC</a>	Submission File	38KB	04-26
59	<a href="#">TESTDOCUMENT.DOC</a>	Supplementary File	38KB	04-26

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