Tutorial for papers submission through EasyChair

The submission and review of papers will be made through the EasyChair platform. Authors will be able to record the abstract, attach their manuscript and check the status of the submission.

To send the proposal through the EasyChair Platform, you must enter the following link: https://easychair.org/cfp/CILCA2021. Then click on the Submission link (see Figure 1) to access the CILCA 2021 Call for Papers (CFP).

![Figure 1: EasyChair home page of the Call for Papers (CFP) of CILCA 2021](image)

Before sending proposals, you must have an account with EasyChair. If you do not have one, you must enter the following link: https://easychair.org/account/signin and follow the steps to register, as shown in Figures 2 and 3.

IMPORTANT: Carefully check the email address that you will enter in the registration form, as instructions will be sent there to continue creating the account in EasyChair. If you enter a wrong email, you must repeat the entire process.
Figure 2: Home page to create an account on EasyChair

Figure 3: Steps to create an account in EasyChair
Once you have your EasyChair account, you must enter as "Author" to register your proposal and send the abstract (see Figure 4).

Once you enter the submission form, you must complete the fields corresponding to the postal address and contact details of all the authors (see Figure 5).
Figure 5: Fields to fill in with information regarding the postal address and authors

IMPORTANT: you must indicate at least one Corresponding author. Each Corresponding author will receive by email the status of their submission. You must indicate who will be the Presenter. If you are not sure, choose your best guess.
Then you must enter the title and the keywords (see Figure 6).

**Title**
The title should be entered as plain text, it should not contain HTML elements.

Title: *

**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 6: Fields to fill in with the title and the keywords*

You should relate your presentation to one or two thematic areas and to one or two cross-cutting areas (see Figure 7). Please carefully select the areas as these will be used to assign your presentation to the members of the Scientific Committee.

*Figure 7: Choice of thematic and transversal areas*
Finally, you must select the preferred presentation mode: oral or poster (see Figure 8).

**IMPORTANT:** The Scientific Committee will make the final decision on acceptance as an oral or poster presentation, depending on the quality, originality and relevance of the article.

Once the form is complete, you must attach the ABSTRACT file in .doc, .docx or .odt format, respecting the indications established in the "Guidelines for abstract submission". Then you must press the Submit button.

**Other Information and Files**

![Figure 8: Choice of presentation mode and file upload](image)

Once uploaded, click on Submission as shown in Figure 9, there you will be able to verify the information provided and make changes, before the deadline of the CFP.

To update information use the menu shown at the top right of the page (see Figure 9).
When the review process is complete, you will receive by email a notification of acceptance or rejection of your proposal.

**IMPORTANT**: Only if the abstract is accepted by the Scientific Committee for oral presentation, the authors should send the corresponding full paper.

If you have any questions regarding the papers submission, do not hesitate to contact us at info@cilcaricv.org

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Organizing Committee
CILCA 2021