

## SRC 2019 Authors Guide to Using EasyChair

Submission and review of papers for the Student Research Conference 2019 will be managed through an online conference paper management system called 'EasyChair' ([www.easychair.org](http://www.easychair.org)). It is an user-friendly system that gives you, the author, complete control over your submission. You can upload your paper, change details and check on the review status of your paper.

While submitting your paper is an easy procedure at EasyChair, please find below a detailed description of the steps to follow. If you encounter problems, contact us at [info@studentresearchconference.nl](mailto:info@studentresearchconference.nl).

### 1. Create an EasyChair account

You will need an EasyChair account to be able to submit your paper.

Go to: <https://easychair.org/conferences/?conf=src2019>

## Log in to EasyChair for SRC 2019

Use your EasyChair account to log in.

User name:

Password:

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If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)



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Follow the EasyChair instructions to create your account. You will receive an email from EasyChair with the subject 'EasyChair account confirmation'. Follow the link provided in this email and fill out the required information in the form that follows.

## 2. Log on to EasyChair

When you login you will be taken to the welcome screen; navigate by using the menu at the top of the screen. If you have already submitted to SRC 2019 you will see your paper listed on this screen and will be able to select them for editing if necessary.

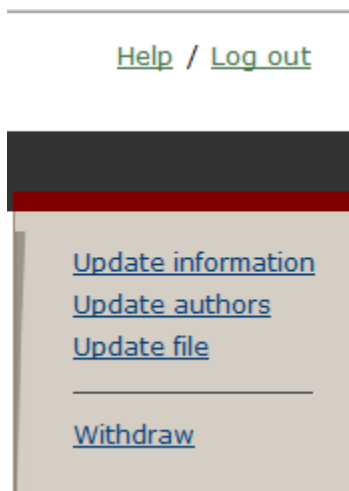
## 3. New submission

Selecting the 'New Submission' key will bring you to the page where you can submit your paper. Complete all fields as required and attach relevant document before submitting.

**!!! IMPORTANT: in the “keywords” section of the submission page, you of course tag the categories that your research topic belongs to. Please do not forget to also tag one or multiple of the SDGs that you believe your research is relevant to (view list of all 17 SDGs [here](#)). In doing so, please do not write the full title of the SDG, but its number (tag example: *SDG1*). If you really cannot link your research topic to any of the SDGs, the Review Committee will attempt to do so in your stead. If they too cannot place it, your paper will be placed in the “miscellaneous” category.**

## 4. Changing the details of your submission

From the overview page, select your paper to make changes if desired. Use the menu in the upper right corner (see below) of the screen to update information, update authors, update file or to withdraw your submission.



### *Updating information about your submission*

Select Update information from the menu in the upper right corner of the Submission screen. Check that your title and abstract are correct. Add up to 5 keywords. Fill out the form and press the 'Change information' button.

### *Updating author information for your submission*

Select Update authors from the right hand menu of the Submission screen. Check that we have your correct details. Add or remove authors and update their details. Change the order of authors by selecting the 'Reorder authors' button.

## **5. Submitting your final paper**

Select Update file from the right hand menu of the submission screen. Note that the paper must be PDF format, A-4, and must be compliant with the formatting set out in the SRC 2019 requirements (see the website for the criteria). Papers in different formats will not be considered. Select the file from your computer that you wish to upload. Submit your paper for review by selecting the 'Submit a new version' button. Your paper will automatically be sent to the review panel for assessment.

If you encounter any problems please contact us at [info@studentresearchconference.nl](mailto:info@studentresearchconference.nl).