Instructions for Authors: eLTER Science Conference Abstract Submission

Important Dates:

- Call for Abstracts Opens: October 28, 2024
- Abstract Submission Deadline: January 17, 2025, 12:00 CET

1. **Log In/Registration:**
   - Register or log in to the ACA's website
   - Ensure emails from @pensoft.net are not marked as spam.

2. **Starting or Continuing an Abstract:**
   - Click the "Start new Abstract" button on ACA's website, which directs you to the ARPHA Writing Tool (AWT)
   - Alternatively, log in directly to continue working on your draft via your manuscript dashboard.

3. **Manuscript Setup:**
   - Select "eLTER Science Conference 2025" and then click on the specific session ("collection") of your choice. It is crucial to submit your abstract to the session that best fits your research.
   - Submitting your abstract to an incorrectly matched session may result in rejection due to being deemed "out of scope" and will create unnecessary work for our reviewers.
   - Fill in the required metadata, including author details, affiliations, and corresponding author designation.

4. **Adding Authors and Presenting Author:**
   - Add co-authors and specify their roles. Ensure affiliations and corresponding author information are correct. Designate one author as the "presenting author," who must register as a conference participant. Follow the instructions explained here: https://arpha.pensoft.net/tips/Edit-author-order-details.
   - You will be able to update the authors' details until the submission is accepted. Remember that the specified authors' names must match those added to the metadata.

   Important: While your abstract may be accepted prior to your registration as a conference participant, it will not be published unless you complete your registration. At least one author, designated as the "presenting author," must be registered as a conference participant. The publication schedule is set for April 2025, ensuring that all registrations are finalized before the publication of the abstracts.

5. **Choosing the Presentation Format:**
   ○ In the "*Presented at*" section, please indicate your preference for either an "ORAL" or "POSTER" presentation form. This step is crucial for ensuring the efficient functioning of the peer review and acceptance process.
   ○ If you fail to specify your preferred presentation format, your abstract may be assigned to a format deemed more suitable by the session conveners, or it could be rejected due to not meeting technical requirements.

   *Important: Please note that while you are asked to indicate your **preferred** format for the presentation, the final decision regarding the format will be determined by the conveners and based on the conference schedule. You will receive an email titled "ARPHA Conference Abstracts: Manuscript Submission #NUMBER Acknowledgement" to confirm that your contribution to the conference has been accepted. However, **it will not specify the presentation format**. This information will be communicated to you at a later date (March 2025) in a separate email from the Conference organizers.*

6. **Authoring and Formatting:**
   ○ Write your abstract in English, adhering to a maximum of **6,000 characters** (including spaces). You may add references, figures, tables, or supplementary materials, although they are not mandatory.
   ○ Validate your abstract to ensure it meets the required format and character count using the "Validate" button on the left-hand side of the page. The "Validate" button will display any errors in your submission, e.g. exceeding the character count.

7. **Submitting for Review:**
   ○ Once ready, submit your abstract for technical review. The system will validate the submission, and you will receive a confirmation email.
   ○ Session conveners may provide feedback to request revisions. If revisions are needed, the abstract will be returned to draft status for changes. There can be as many technical rounds as needed until the final version is approved for submission.

8. **Final Submission and Publication:**
   ○ After all revisions are complete, validate the submission again. Once approved, the "Submit" button will appear.
   ○ The Submit button appears only in the Submitting author's ARPHA dashboard. The Submitting author is a technical term, a role automatically granted to the author who started the draft. In case you need to switch the Submitting author, reach the Authors section and select "Make submitting author" beside the respective author's name. This will grant the role to this author and only they will have access to the submission button.
   ○ Complete the final submission checklist, including the license agreement (CC BY or CC0).
   ○ Your abstract will be published in eLTER Science Conference Proceedings, with a DOI assigned.

9. **Further Assistance:**

Should you encounter any technical issues or have any questions about the abstract submission process, please contact ACA's Help Desk. You can access it directly via the Help Desk button on the top navigation bar of the ARPHA Writing Tool. For more details about the ARPHA submission system and its

processes, visit <u>ACA Pensoft How It Works</u>. For stepwise guidance on how to use the writing tool's features, visit https://arpha.pensoft.net/tips/

10. Schedule*

- ○ You must submit your abstract **by January 17, 2025, at 12:00 CET**. Late submissions will not be accepted.
- ○ Feedback from the technical review will be provided by **January 31, 2025**. If you submit your abstract earlier, you may receive feedback sooner.
- ○ After receiving feedback, you will have **one week** to make any necessary corrections. The revised abstract must be resubmitted **by February 7, 2025**, at the latest.
- ○ The acceptance/rejection decisions will be made by **February 28, 2025**. You will receive an email titled *"ARPHA Conference Abstracts: Manuscript Submission #NUMBER **Acknowledgement**"* with the decision.

Important: *Please note that the "Acknowledgement" message will **not** specify the presentation format (oral/poster). This information will be communicated to you at a later date (March 2025).*

- ○ Once your abstract is approved for submission, you will be able to access it in editing mode for the last time. Please make sure the metadata is complete and correct; the optional fields from the left side menu for details on funder, funding agency, hosting institution, grant number, and Acknowledgements are filled in accordingly, and only after that select Submit - at the bottom of the left side menu of the Submitting author, and go through the submission steps. This will transfer your approved abstract from the writing tool to ACA. After the successful submission, no edits are possible.
- ○ All accepted abstracts will be published in April 2025, provided that the presenting author has completed conference registration.

* <u>Please note that the review process schedule is subject to change.</u> We will notify all submitting authors of any updates.

11. Summary and basic FAQs

- ● Is abstract submission equal to applying for an oral/poster presentation? *Yes, submitting an abstract constitutes an application for an oral presentation or a poster presentation. Specify your preferred format in the "Presented at" section.*

- ● Cost: *Submitting your abstract is free of charge.*

- ● Editing After Submission: *Revisions may be requested during the technical review rounds. Follow the provided feedback to avoid rejection. No further edits can be made after the approved abstract is submitted to ACA.*

- ● Acceptance Notification: *An acceptance email titled "ARPHA Conference Abstracts: Manuscript Submission #NUMBER Acknowledgement" will confirm if your abstract is accepted, and awaiting publication in accordance with the agreed schedule.*

- ● Registration: *Abstract submission and conference registration are separate processes. Acceptance of your abstract does not automatically register you for the conference.*

For more abstract-related FAQs, read: https://elter-ri.eu/science-conference/abstract-submission