

## Abstracts Submission Guideline “Author Portal”

Press on: “[Author Portal](#)” on the left or top Menus,

### Register or Login:

**For the New authors:** To avoid undesired spammers, advertisers and malware we accept registered users. We invite you to register your name e-mail address and retrieve your password.

- 1) Click on the "registration" command (Register for a new Account).
- 2) Provide a valid e-mail address and the password you wish to use.
- 3) Check your mail:  
You will receive, on that address, your password as a reminder.

**AUTHORS' PORTAL (Online abstracts submission)**

Abstracts page   Login   Register

only

**Register**

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E-Mail Address

Password

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Use your e-mail and the received password to access the Authors Portal.

### How to Insert a New Abstract:

As a corresponding author, you are entitled to insert several abstracts.

#### **To Insert a new Abstract:**

Press on the icon “NEW ABSTRACT”  on the TOP COMMANDS BAR

As First step: Insert the TITLE of your abstract and the corresponding author’s details.

Then proceed by Inserting the following pages:

- AFFILIATIONS PAGE.
- AUTHORS PAGE.
- CONTENT PAGE

Other 2 pages are at you disposal for consultation: The Preview Page and the Reviewing Page

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## Page 1: Title of the abstract:

Abstracts page

**New Abstract**

Find

Sort  **GO**

**My Abstracts**

**Welcome Back**

**Edit abstract: 130008**

**Abstract Title:** An alternative method for management extensions: How to avoid mistakes. Do not teach what "to do", but what "not to do"

**Abstract Title**  (No capital letters inside)

**Corresponding Author**

Title

Name

Surname

Degree

Country  (Select from the drop down list)

Email

**Save & Keep** **Save & Send**

Insert the Title of your abstract and the correspondent details before any other data.

Continue freely to insert your abstract data. (You cannot submit until all the information has been completed)

## Page 2: Affiliation Page:

Abstracts page

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**Welcome Back Ghassan**

**Edit abstract: 130008**

**Abstract Title:** An alternative method for management extensions: How to avoid mistakes. Do not teach what "to do", but what "not to do"

**Affiliations** **Authors** **Content** **View** **Reviewers**

In this page you can manage (Add, remove and sort) the affiliations of the authors of this abstract. This list of affiliations is inserted and managed by Ghassan

| Affiliation                   | ID  | Action                          |
|-------------------------------|-----|---------------------------------|
| <input type="text" value=""/> | 293 | <input type="button" value=""/> |
| <input type="text" value=""/> | 294 | <input type="button" value=""/> |

**New Affiliation** (Add new affiliation: Faculty / Department, Institution, Postal address, Country)

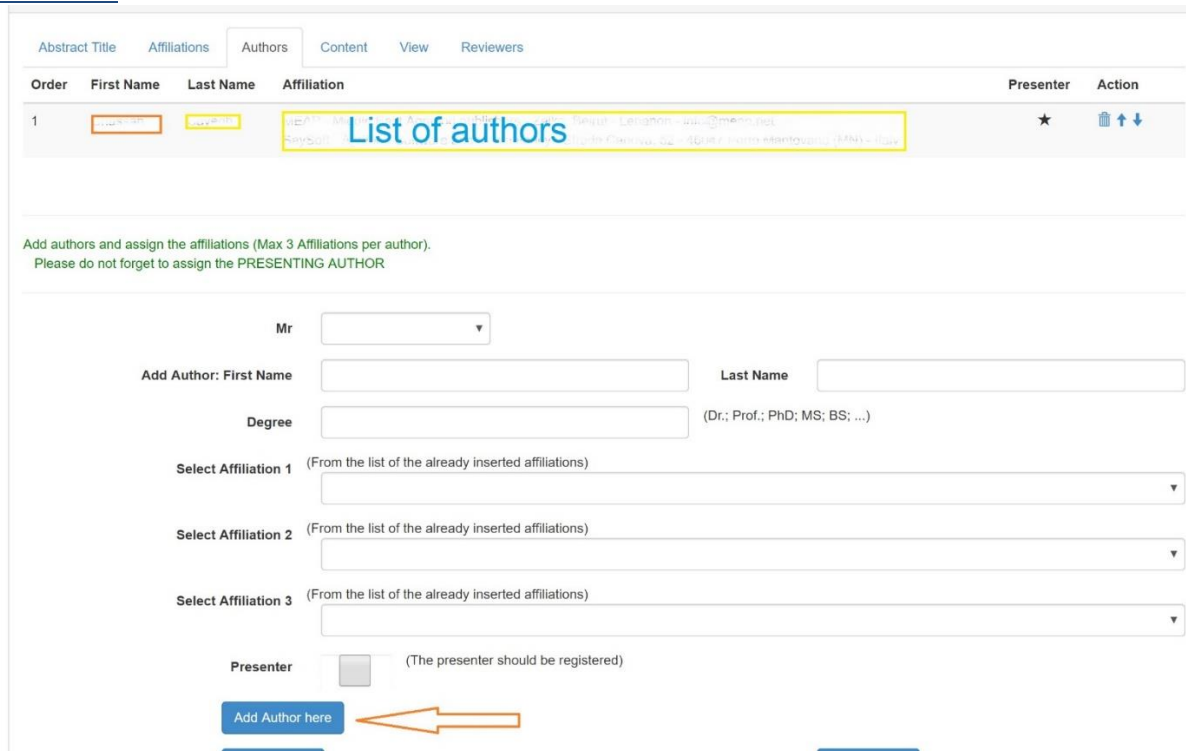
**Insert here the affiliation**

**Save Affiliation here** **and confirm**

**Save & Keep** **Save & Send**

Insert the affiliations before inserting the authors. In this way you can better assign them to the authors.

### Page 3: Authors



Abstract Title Affiliations **Authors** Content View Reviewers

| Order | First Name | Last Name | Affiliation            | Presenter | Action |
|-------|------------|-----------|------------------------|-----------|--------|
| 1     |            |           | <b>List of authors</b> | ★         | ⬇ ⬆ ⬇  |

Add authors and assign the affiliations (Max 3 Affiliations per author).  
Please do not forget to assign the PRESENTING AUTHOR

Mr

Add Author: First Name  Last Name

Degree  (Dr.; Prof.; PhD; MS; BS; ...)

Select Affiliation 1 (From the list of the already inserted affiliations)

Select Affiliation 2 (From the list of the already inserted affiliations)

Select Affiliation 3 (From the list of the already inserted affiliations)

Presenter ☐ (The presenter should be registered)

**Add Author here**

Insert the details of the **First Author**: (Gender, **Name of the First author**, Family Name, Affiliation (you can choose from the available list or digit it in the space below if the affiliation is not in the list or the list is empty).

**Check if the author is a presenter.**

Proceed with the other authors.

PS: An author can have more than one affiliation.

You can delete or change the order of the authors.

#### Page 4: The abstract Content:

Welcome Back **Chasari** Edit abstract: 130008

Abstract Title: An alternative method for management extensions: How to avoid mistakes. Do not teach what "to do", but what "not to do"

Abstract Title Affiliations Authors **Content** View Reviewers

**Abstract** (Do not exceed 350 words. Excess words may be truncated)

To be edited

Text length 12 chars

Text length 3 words

**Keywords** To be edited (Separate with semi coma ";")

**Topic** (Select the most appropriate topic from the drop down list)

08 - Extension program and teaching

**Presentation** (Invited speakers should have a personal invitation letter)

0 - Oral presentation

**Save & Keep** **Save & Send**

Once inserted all the details of your abstract you can:

**Save & KEEP** for further editing

Or **Save & SUBMIT** To Send your abstract for reviewing

At that point:

- a copy will be sent to the reviewers and to the moderators.
- You will receive a **notification**: (see sample on the right)
- Your abstract will no more be editable (You can view it any time you wish)

**PS:** The Reviewers will not receive your abstract before submitting.

#### Abstract Notification:

Dear Author,  
You are receiving this notification because of your abstract submission.

Please Check and track your Abstract's Status online in the Authors' portal:  
[www.mpn-wpsa.org/cordoba2020/abstracts](http://www.mpn-wpsa.org/cordoba2020/abstracts)

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The Webmaster

Abstract Notification:  
ID: 130...

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- Country : .....
- Title : The Title of the abstract. ....
- Topic : 00 – topic selected .....
- e-mail : .... corresponding@author.mail

**Abstract Status: Waiting for approval**

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Once the abstract is reviewed you can check the reviewing page: REVIEWER (Showing the reviewing comments)

To EDIT your abstract, select it from the right-side bar and proceed as above.

To EXIT and close your abstracts files, press on the Exit Icon  on the TOP COMMANDS BAR

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