MS&T19 Proceedings: Notice for Authors

Deadlines
If your proceedings will be edited by the organizer, these deadlines apply:

- Initial Manuscript Upload: before June 4, 2019
- Reviews will take place between June 5 and June 18, 2018
- Final Manuscript Upload: before June 28, 2019

If your proceedings will not be edited by the organizer, this deadline applies:

- Final Manuscript Upload: before June 14, 2019

Your manuscript invitation e-mail will indicate if your proceedings will be edited or unedited. You can also log into ProgramMaster for details. For more information, contact MS&T Programming Staff at programming@programmaster.org.

Tips for Using ProgramMaster

Manuscript Preparation Guidelines
When submitting a manuscript, the paper must be prepared according to the manuscript preparation guidelines. A URL for the specific guidelines to follow will appear in the e-mailed invitation to participate in the proceedings.

Submitting a Manuscript
Once you have been prompted via e-mail notification to submit a manuscript and you have prepared your manuscript, you are ready to submit:

1. Log in with your ProgramMaster username and password.
2. Click on the Presenter/Author Tools link of the Main Menu.
3. Find the relevant abstract in the list presented and look for the designation of Upload Manuscript.
4. Complete the Manuscript Submission for Proceedings Publication form. Be sure to complete all relevant fields.
5. Click the Browse button near the bottom of the form and navigate to the manuscript on your computer.
6. Click the Submit My Manuscript button.

Note: To upload a manuscript, your log-in identity must have administrative access for the original abstract that was submitted for the conference program.

E-mail Notification
As pertains to your manuscript submission, the system automatically generates the following e-mail messages:

1. An invitation to you and the abstract co-authors to submit a paper based on the abstract for inclusion in the proceedings publication.
2. A reminder to submit the properly formatted manuscript a few days in advance of the submission deadline.
3. An acknowledgement to you confirming your submission and recapping the essential elements of the paper.
4. A notification to your co-authors as listed on the original abstract (at least those for whom you have provided an e-mail address) alerting them that you have submitted a manuscript based on the original abstract for the proceedings. The substance of the submission will be recapped.
5. If edited, a notification to the proceedings editor that a manuscript is ready for his/her review.
6. A notification to you if the manuscript is accepted contingent on modifications being made to the manuscript.
7. A notification to you and the original abstract co-authors when the paper receives the status of Accepted or Rejected.

**Manuscript Statuses**

Once your manuscript is submitted, it will be assigned a status. This status is automatically updated as the manuscript progresses through the various steps of the approval process. The statuses of your manuscript submissions can be viewed by selecting Presenter/Author Tools from the Main Menu. This same link will provide you access to the submission as well. The following statuses may be shown:

**Submitted:** The manuscript has been submitted but has yet to be reviewed by the editor. If you wish, you still have the opportunity to upload a new version of the manuscript. You and the abstract co-authors will receive an e-mail confirmation and recap of the submission.

**Accepted:** The editor has accepted the manuscript as submitted, and your paper will be included in the proceedings. An e-mail message will be sent to you and the abstract co-authors to alert you as to the acceptance of the manuscript. You can view a submission with this status, but you can no longer edit it.

**Accepted if Modified:** The editor has accepted your manuscript on the contingency of changes being made. The required changes will be communicated to you via an e-mail message. In this message, you will be given a date by which you must make the required changes to your submission.

**Saved But Not Submitted:** You began to complete the Manuscript Submission for Proceedings Publication form, but did not complete it. You have editing access to the form until the manuscript submission due date. If you do not formally submit the manuscript by the deadline (by clicking the Submit My Manuscript button), the draft document on which you have been working will be neither submitted nor considered by the editor for potential inclusion in the proceedings.

**Rejected:** The editor has reviewed the abstract and found it unacceptable for inclusion in the proceedings. An e-mail message will be sent to you and the co-authors of the original abstract to alert you as to the rejection of the manuscript. Reasons for the rejection, if any have been provided by the editor, will be contained within the e-mail message. You can view a submission with this status, but you can no longer edit it.

**Cancelled Prior to Acceptance:** Prior to the manuscript being reviewed by the editor, you have decided to withdraw it from consideration. The status is assigned by the author by clicking the Cancel this Submission button at the bottom of the manuscript form. The editor will not consider the manuscript for inclusion in the proceedings. Once cancelled, a manuscript cannot be resubmitted.

**Cancelled After Acceptance:** At some time following acceptance of the manuscript, you decided that the manuscript must be withdrawn from the proceedings. This status can only be assigned by staff. You can view a submission with this status, but you can no longer edit it.

**Editing Your Manuscript Submission**

You may only edit manuscript submission forms that have specific statuses as shown via the Presenter/Author Tools link from the Main Menu. From this menu item, you will see the statuses of all submissions that you have made under the current log-in identity. You will also see which items are available for viewing only and which are available for editing.

Only manuscripts with the following statuses can be edited (i.e., make changes to the content of the form fields or upload of an entirely new file): Submitted, Saved But Not Submitted, and Accepted if Modified

**Questions?**

If you still have questions please contact us at proceedings@programmaster.org.