SUBMISSION GUIDELINES FOR AUTHORS

1. How to log in to EDAS

To submit a paper through EDAS, you need to log on using following link https://edas.info/newPaper.php?c=23105. If you are already a EDAS registered user, please enter your email address and password and click "**Log on**".

If you do not have an account on the EDAS system yet, please click "**create a new account**" link, fill in the form, and then click "**Add this person**". Mandatory fields are marked with red asterisk. The password for accessing the EDAS system will be sent to you by email. Once you receive your password, you can now log in to EDAS system.

If you are not sure whether you have an account on EDAS system, please click on "**reset your password**" icon and try entering your email address. EDAS will check whether your account exists or not, and respond accordingly.

If you have an account but forget your password, please click on "**reset your password**" icon and try entering your email address; EDAS will email you the password .

2. How to register and submit your paper

i. After logging in, you will see a screen similar to the following. Click the "**Track"** that best classifies your paper.

For instance, if you click "*Information and communication technologies*", you will be directed to the following screen.
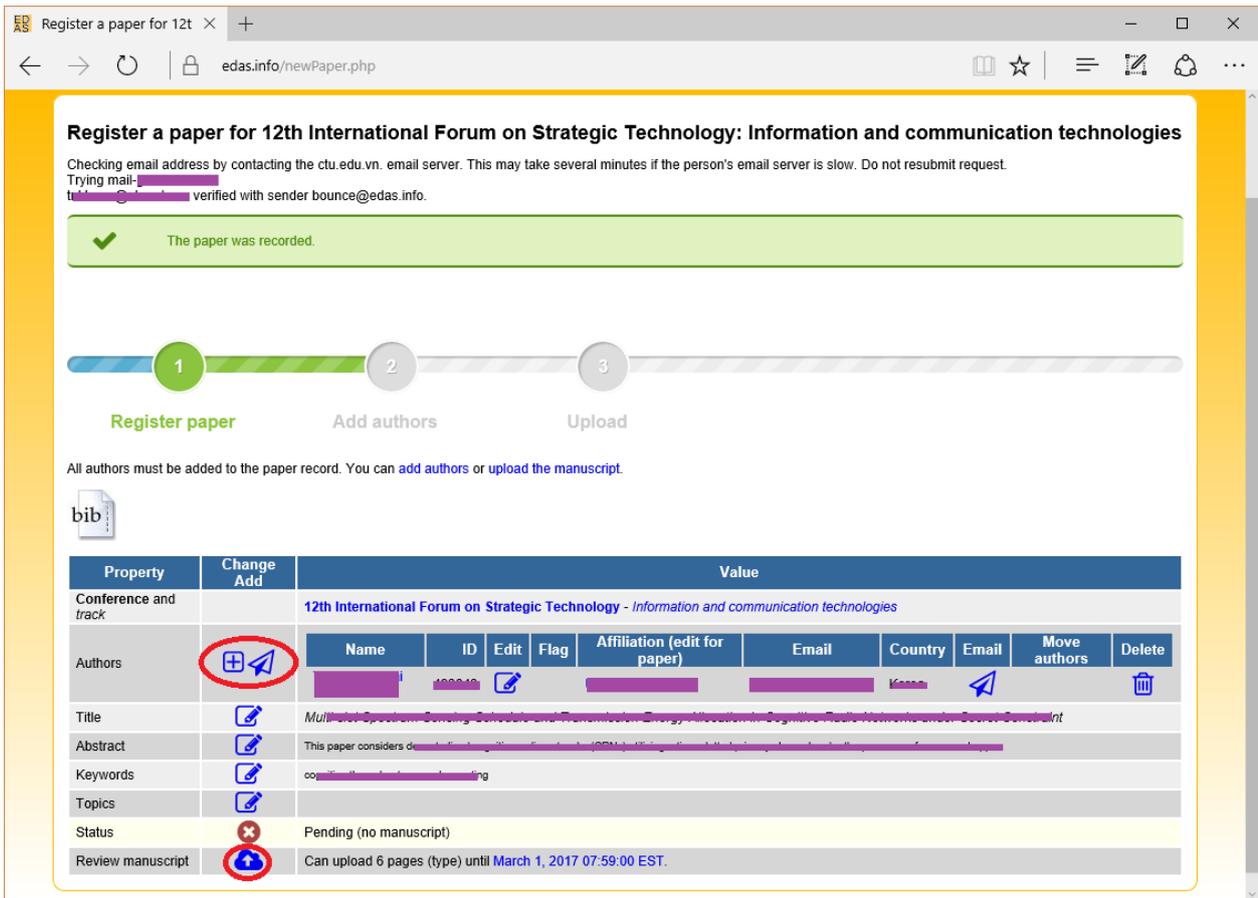
Check the box "**Add yourself as author**" if you are indeed an author of the paper. You can add as well as change the order of authorship later.
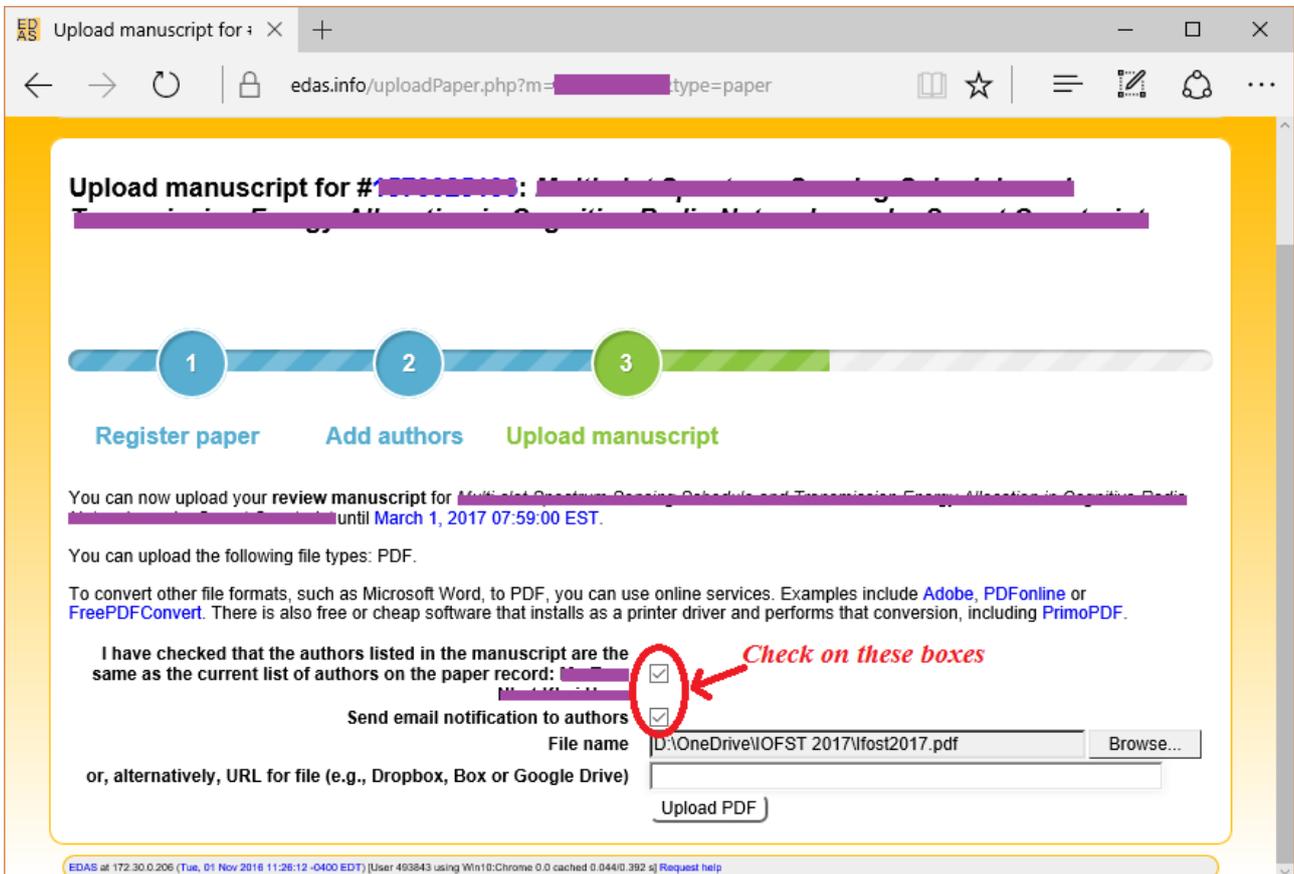
ii.   Fill in the fields (shown above), and click "**Submit**".

iii. After clicking "**Submit**" , a notification email will be sent to inform you that your paper has been registered. Meanwhile, you will be directed to the screen below. From this screen, you can either add more authors or can upload the manuscript by clicking on the icons as circled in the figure. However, it is recommended   to upload your manuscript first. Therefore, please refer to ***step iv***.

Note: If, by chance or accidentally, you close the below screen in ***step iii*** , you can find the link to this step in the notification email.
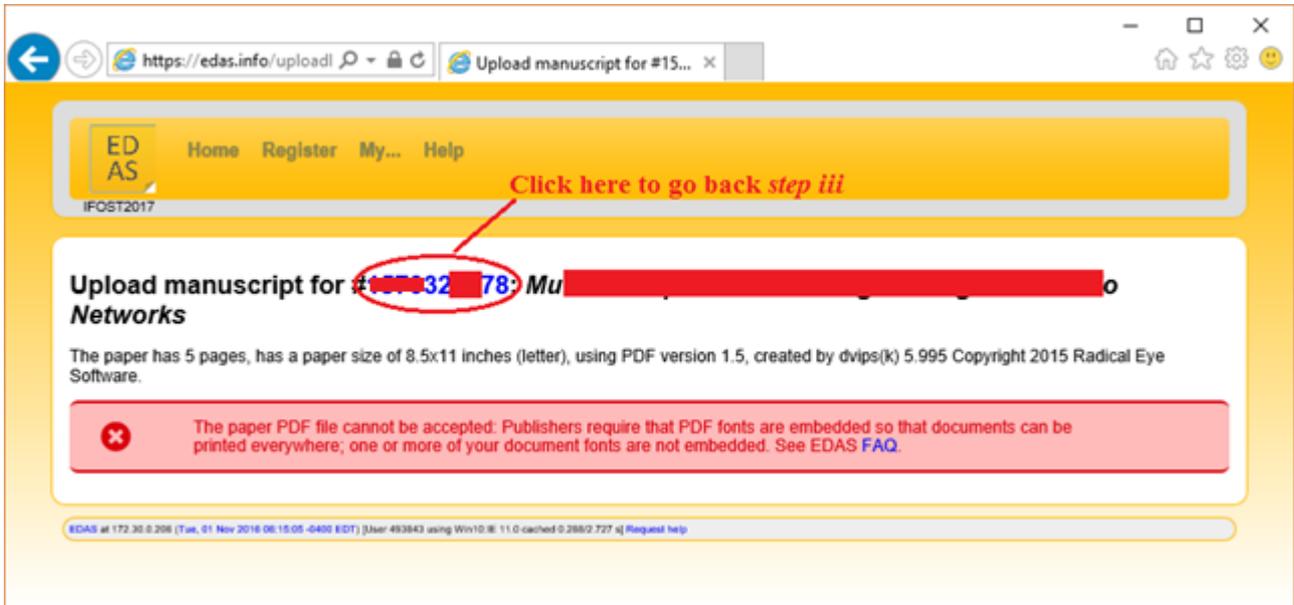
iv. After clicking on "**upload the manuscript**" or the "**upload**" icon, you will be directed to the following screen. Browse for your PDF manuscript and then click "**Upload PDF**" .
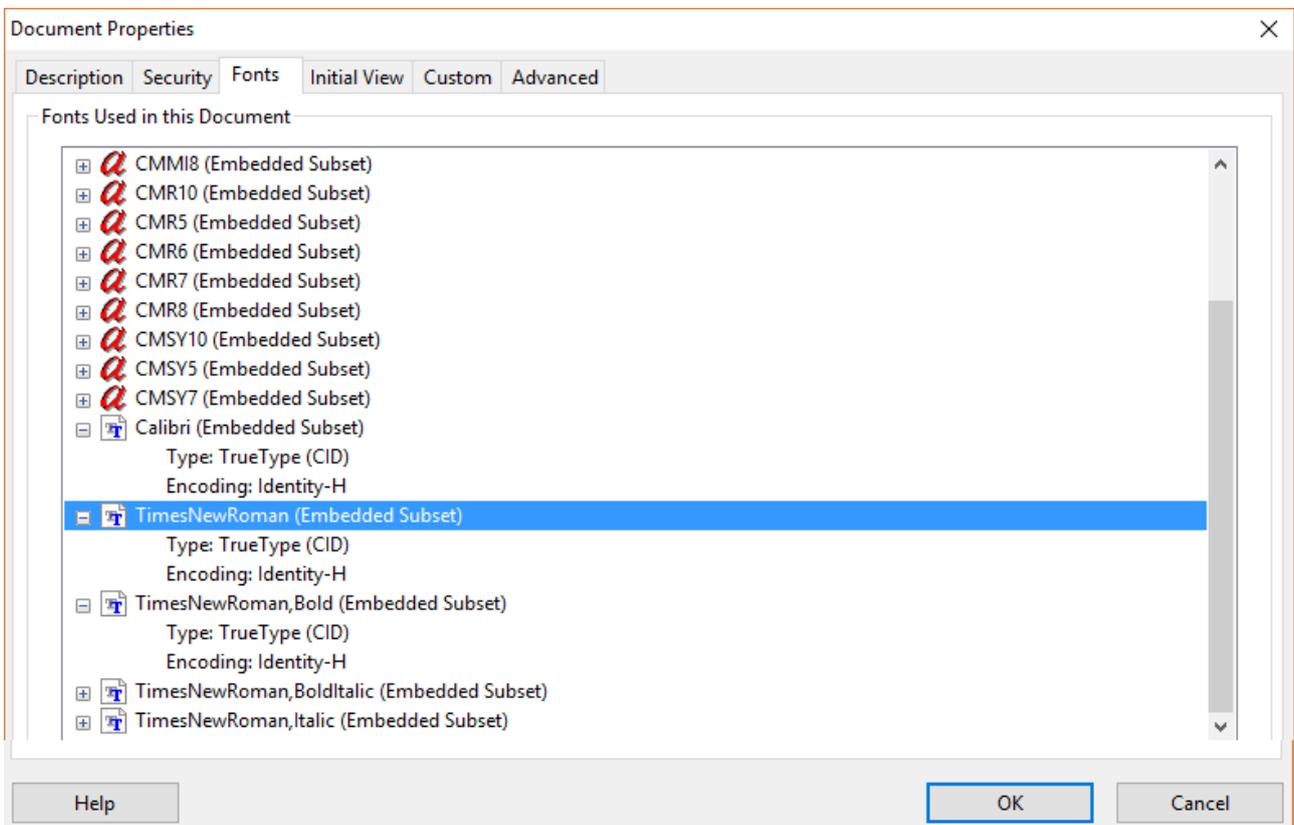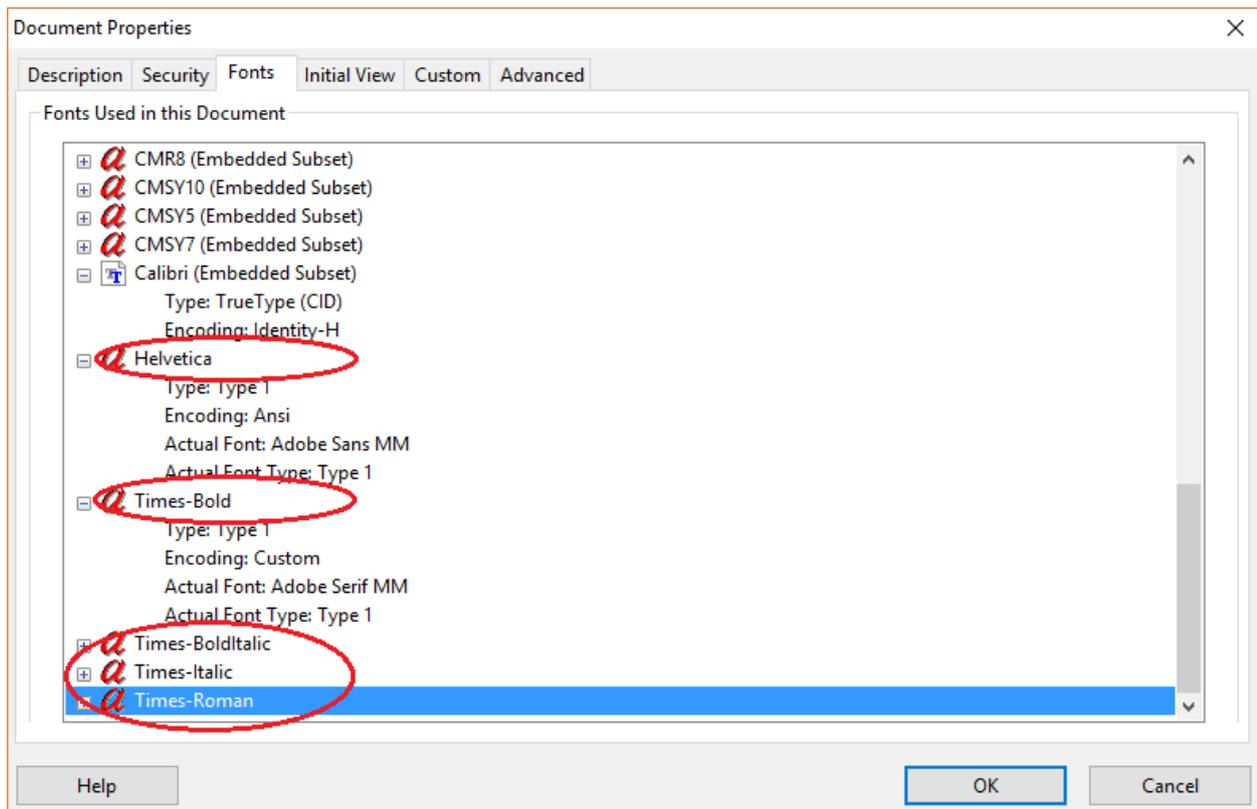
Important Notes:

If your PDF manuscript fonts are not embedded, you will find the similar result as shown in the screen below. Therefore, before uploading your manuscript, **you should make sure that your document fonts are embedded.** For more information, please visit https://edas.info/listFAQ.php (on this page, go to keywords "**PDF font is not embedded**").

To check if all fonts are embedded, please open the PDF of your manuscript in Acrobat and check under "**File/Document Properties/Fonts**" (Windows) or "**File/Properties/Fonts**" (MacOS). All fonts must be "**embedded**" or "**embedded-subset**" as shown in the figure below. (The precise location of the menu option may depend on the version of Adobe Acrobat).
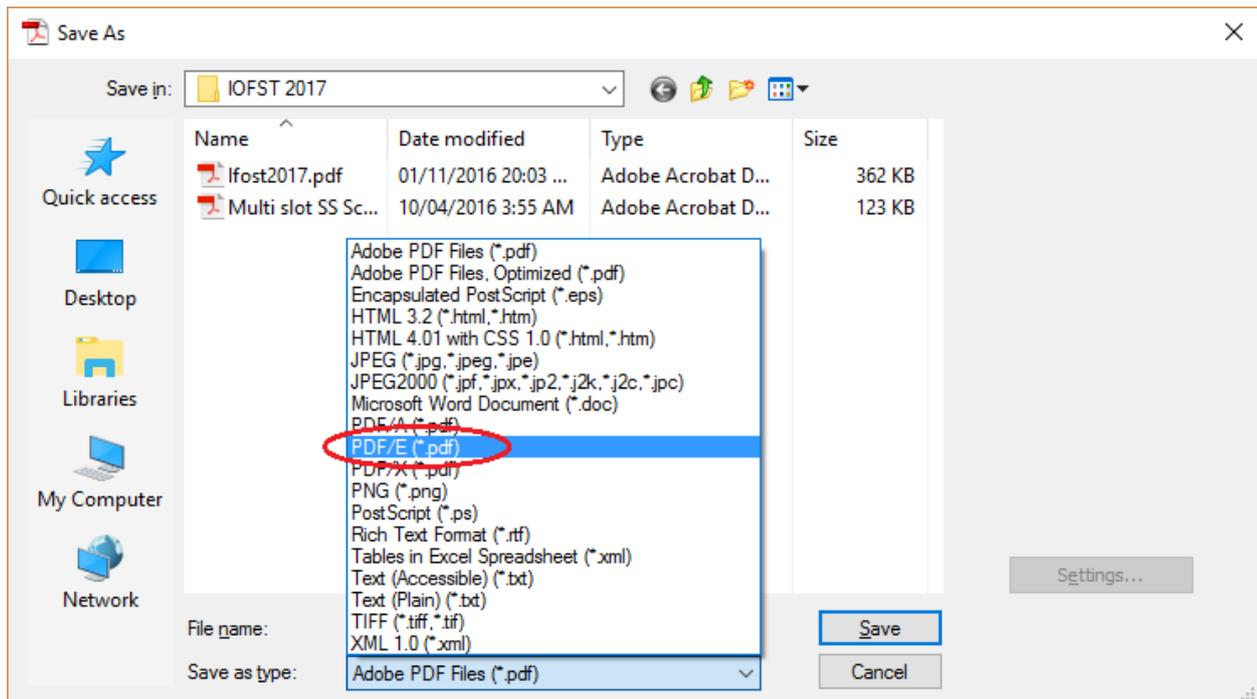
If some of the fonts are not embedded as shown in the figure below, then **your PDF is not font-embedded**. You may find the "Hint**"** below, precisely helpful to create a font-embedded PDF document.

*Hint: You need to have "Adobe Acrobat" installed on your computer (NOT Acrobat Reader).

1. Open your PDF document so that you would be able to make it font-embedded.

2. Click "**File**" then "**Save as**", and then in the dialog box select "**Save as type**" as **PDF/E (*.pdf)**.

3. Enter a new file name for your PDF manuscript and then click "**Save**" . Now you can go back to *step iii* for uploading again your manuscript.

If the uploading process is successful, you will be directed to the screen below. Here, you can also update information, update authors, and withdraw or submit a new version of your PDF manuscript by clicking on the corresponding icons in column "**Change Add**" (see figure below) and simply follow the EDAS instructions on the corresponding pages.

Paper ID **#XXXXXX** is the unique ID of your paper and it should be referenced in all future correspondence.

At the end of submission procedure, the authors will receive a confirmation email from *<ifost2017-chairs@edas.info>* .

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