




Paper Submission Procedure


Authors of an accepted oral or poster presentation have the option to submit a full scientific paper for publication. This document details the practical steps to submit a paper.  Other important author information can be found at <https://enc-series.org/2024/author-information/>

The MDPI Sciforum platform is used for paper submissions and reviews. Two steps are required. The first step can be completed at any time. The second step is the actual submission of the paper.

Step 1: SCI account, Load Abstract and Authors

Before your paper is ready, please complete the following steps in preparation of paper submission. This step can be done at any time as your abstract has already been approved. This step is needed to get the system prepared to receive your contribution (paper/poster/presentation):


- Click **Log In** on the main page of <https://sciforum.net/>.
 - If you already have an MDPI or Sciforum account, use your existing account to log in.
 - Otherwise, create a new account by clicking **Register now**.
- While logged in, go to: <https://sciforum.net/event/ENC2024>
- The next page will be the **Submit Abstract** page. You will be presented with a list of ENC2024 topics. Select the topic that is most relevant to your paper/presentation and click **Continue to add title/abstract**.
- You will be presented with two options: Scientific Contribution (most will be Y, except Commercial Contributions); and whether your submission is a “Commercial” (not peer-reviewed, usually non-scientific) one. If your contribution is a **Poster** normally you would select Y for scientific contribution and N for Commercial Contribution.
- We then ask you to enter the following:
 - **Title:** The title of your paper.
 - **Abstract:** Please paste in your original abstract. This must be the original, unchanged abstract that you submitted originally to the conference.
 - **Key Words:** Add in any key words that apply to your paper – this will assist others in finding your material.
 - **Additional Comments to event Administrators (optional):** Use this field to highlight any special requirements or requests you would like to make the event organisers aware of in advance of the conference.
 - **Open Access:** Check the box to accept the conference Open Access Policy.

- Click **Continue to add authors**.
- On the next page, you will already be listed as the corresponding author.
 - If “This person does not have any affiliations defined” is shown, add your affiliation by clicking the small pencil icon 
 - Please do ensure that all the other authors (if any) are also added at this stage. (This is important to ensure we have all contacts for the paper).
 - Click **Preview submission**.
- On the next page, you will see a summary. Click **Send to editors**.
- By the end of the next working day, you will receive an email confirmation with subject line “Sciforum.net abstract approved”. The approval is merely a formality because we have already approved your abstract. The purpose is to create a record for your ENC 2024 contribution in Sciforum. We apologise that the abstract portal and paper submission portal are not the same (there were good reasons for this, which are beyond the scope of this procedure ... thank you for your understanding).

END OF STEP 1

Step 2

When you are ready to submit your paper, perform the following steps:

- Open your submissions overview: <https://sciforum.net/dashboard/author/submissions>
 - Log in using the same account as used above.
 - *Remark:* You can also use the direct link in the auto-generated emails which you will have received from Sciforum.
- You will see your submission in the list, with an **Upload** button in the **Actions** column. Click the **Upload** button.
- The next page will be the **Submit Submission Files** page. At the bottom of the page, you can now upload your **Original files (word / zip)**.
 - For manuscripts in Word format, upload your .docx or .doc file.
 -  For manuscripts in .pdf or .ppt or other formats it is necessary to upload as a .zip file.
- Click **Submit** to transfer your file (.docx, .doc or .zip).
- The process is now complete, as confirmed by the text **Manuscript pending approval** in the **Status** column of the list.

You will be kept informed of the further review process by emails which are sent by Sciforum. You can also check the status of you submission at all times in the **Status** column of the list.

Other important author information, this document and any updates can be found at: <https://enc-series.org/2024/author-information/>. Before submitting your paper, please double-check that it complies with all the requirements listed on the author information page.

Thank you for your contributions and support to ENC 2024!