



## 42<sup>nd</sup> CIESM Congress

### Instructions to Authors for Registration and Paper Online Submission

#### GENERAL

The CIESM Congress Online Paper Submission Portal is the only way to submit your paper for presentation at CIESM Congress, upon condition that you register to the Congress. The online Portal to **Congress registration & Paper submission** is accessible from the following Congress webpage:

<http://ciesm.org/marine/congresses/registering.htm>



If you registered before 15/02/2019 (reduced fee), be sure to submit your paper before that date as well; otherwise, you will not be able to submit your paper until you pay the 40% difference (regular fee).

In view of the large number of speakers anticipated, you may submit (and present) only one paper and co-author up to four others. Note also that each paper can have a maximum number of five contributors and that no changes in authorship will be possible once the paper is submitted.

#### REGISTRATION:

– **Fill in the form** with your credentials as requested. Please make sure you enter the correct information, in particular your Country (where you regularly work, not your nationality) and your Date of Birth (if young scientist), as the system will calculate your Registration Fee due on the basis of these two data. After payment of your fee (by credit card only), you will find the link to the paper submission form.

– **The online submission procedure** is relative simple if followed step by step and not in a rush. At the end of the procedure, the system will format your paper in the final **Congress Proceedings layout** (no need to do it yourself).

– **Recommended browsers:** Firefox, Chrome, Safari. NB. Make sure to disable the 'block pop up' function from your browser.

#### – **Overview of the structure and format of your manuscript:**

Your manuscript must be written either in French or in English.

– It must be original, informative and contain scientific data. Simple descriptions of projects or other initiatives are not accepted.

– The article in its final appearance (as in CIESM Congress Proceeding volume) is one page article, and must contain: 1) The title; 2) The authors and affiliations, 3) The abstract; 4) The keywords; 5) The body text, possibly with or without figures/ tables; 6) The references.

– The total length of your article, including title, name(s) + affiliation(s) of author(s), abstract, body text, illustrations and their captions, references, list of keywords should add up in a classic Office Word document to about 70 lines in Arial-12 Normal.

– Please do not refer to the final published format of the Congress Proceedings as it is the online system that will adjust the format to a special font type, font characters and two columns format.

– **Filling in the online paper submission form:** the system allows you to write your paper in two ways: 1) you type in the text directly in the text editor of the system or 2) you prepare your text in a Office Word document, then you transfer it into the text editor of the system.



**TIP:** To avoid formatting and system errors that often derive from hidden code in the Word, before transferring your text into the online form, copy/paste the text in your “Notepad”/“TextEdit” computer application, then you copy/paste in the system editor. You will be able to add styles (bold, italic, upper/lower case) afterwards, using the buttons in the system editor toolbar.

*Below you find illustrated instructions, step by step, to prepare and submit you paper.*

## STEPS TO ONLINE SUBMISSION

**Step 1:** Insert the first, middle (optional) and last name of your co-authors (your name is already inserted by default). If some co-authors have the same affiliation as the speaker, you can just select it from the drop down “**Affiliation**”, if instead they have new affiliation you type in in the field just below.



Remember to click “[Click HERE to add the co-author](#)” to save the data and insert the next one.

Once you have added all the co-authors (4 maximum), you can change the order, by clicking on the light blue arrows that will appear on the left hand side of the authors’ name.

**NB: the person who prepare and submit the paper must also be the speaker, no change of speaker is allowed in the system.**

**CIESM**  
THE MEDITERRANEAN SCIENCE COMMISSION

**PAPER SUBMISSION - Step 1**  
- Authors & Co-Authors -

If you are the only Author of your paper, please proceed to the next step by clicking the 'Next' button at the bottom of the page

If your paper has one or more Co-Authors, please provide the information requested below and click on the 'Click HERE to add a co-author' button

First name *	Middle Name	Last name *	Affiliation *	E-Mail *	Speaker	
test		test	test (1)	testtest@test.xx	<input checked="" type="checkbox"/>	Edit Delete

First name \*

Middle Name

Last name \*

Affiliation \*  Select or add affiliation below

E-Mail \*

Speaker

[Click HERE to add a co-author](#)

[Back <<](#)

[Next >>](#)

powered by **ALGER**

Please note that the person who register must be the speaker (i.e the person who will physically present the paper at the Congress)

**Step 2a:** Select, using the dropdown menus, the **Scientific Committee** where you want your paper to be submitted to and the **Preferred Session** within that Committee (see our program for more information on proposed sessions): <http://ciesm.org/marine/congresses/themes.php>

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PAPER SUBMISSION - Step 2  
- Committee, Session, Title and Abstract -

Scientific Committee \* C1-Marine Geosciences  
Preferred session \* Choose

Title \*  
test test

Paper abstract \*  
test test

Back <<  
Next >>

\* Required fields

**Step 2b:** Insert the title of your article, make sure the total length does not pass **max. 160 characters including spaces**. Please refer to the TIP above! re transferring text from Word.

CIESM  
THE MEDITERRANEAN SCIENCE COMMISSION

PAPER SUBMISSION - Step 2  
- Committee, Session, Title and Abstract -

Scientific Committee \* C1-Marine Geosciences  
Preferred session \* Choose

Title \*  
test test

Paper abstract \*  
test test

Back <<  
Next >>

\* Required fields

**Step 2c:** Insert the abstract of your article, make sure the total length does not pass **max. 850 characters including spaces**. Please refer to the TIP  above before transferring text from Word.

**Step 3a:** Insert the body text. As the length can vary greatly depending on the number and size of figures, you have to preview (click on **“PDF preview”** button) your paper to know if the text is too long and does not fit in one page. The submission system will allow you to preview and edit your paper as many times as you wish. Please refer to the TIP  above before transferring text from Word.

– How to make in-text citations of bibliographic references: simply insert them by a number in square brackets ([1], [2], etc.) within the body text (do not insert citations like Brown et al, 2008). Please refer to the [pdf examples](#).

**N.B.:** remember to click on **“Save text”** (situated below the text editor), otherwise the text you wrote will not be saved, unless you do **“PDF Preview”**.

**Step 3b:** How to insert a figure or a table. First read carefully the four bullet points below:

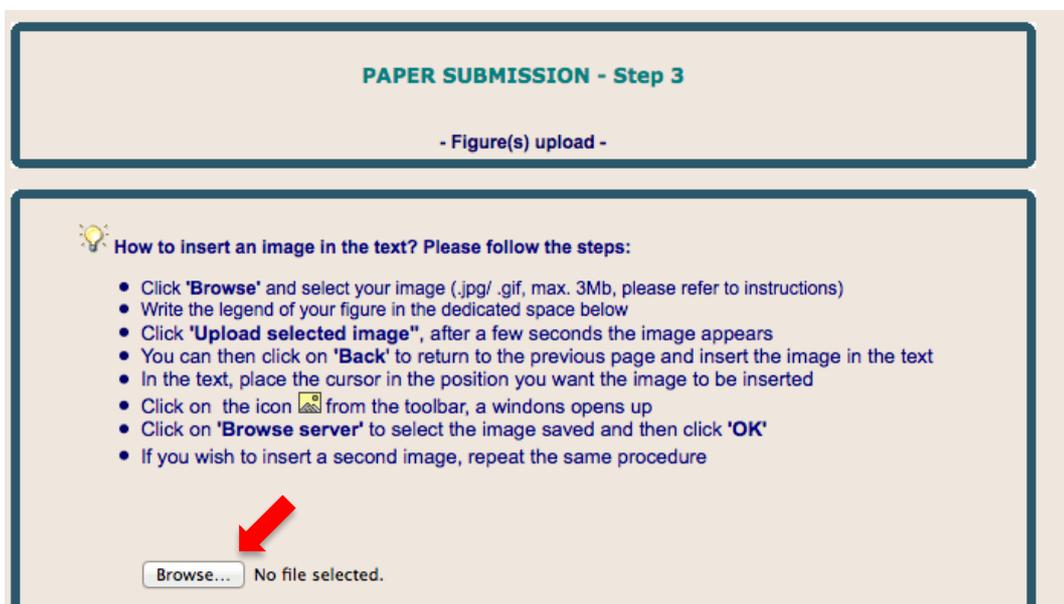
- A maximum of two images is allowed. Tables are considered as images.
- Each image should not exceed a width of 84mm (661 pixels at 200 dpi), and should be uploaded in the relevant field. **NB: for printing quality purposes, figures must be submitted with a resolution of at least 200 dpi.**
- Allowed formats are **.jpg** and **.gif** and the size of the image file must not exceed 3 Mo max.
- A table must be saved as an image file. Do not insert Excel or Word tables directly in the editor
- Coloured figures will be automatically edited in black and white. Make sure that their readability is not affected.

Then follow the sequence below:

- You can insert figures/ tables by clicking the relevant button below the text editor: a new window will open, from which you will upload your image file.



- Select the file (.jpg or .gif) by clicking on “Browse...”



– Insert the legend in the dedicated field, then click on **“Upload selected image”**.



In the image legend avoid inserting graph symbols rather explain in words (e.g. plain black circle, empty white circle, white triangles, etc.). Do not insert image indexing (e.g. Fig. 1, Table 1), the system automatically will insert it.

**PAPER SUBMISSION - Step 3**

- Figure(s) upload -

 **How to insert an image in the text? Please follow the steps:**

- Click **'Browse'** and select your image (.jpg/ .gif, max. 3Mb, please refer to instructions)
- Write the legend of your figure in the dedicated space below
- Click **'Upload selected image'**, after a few seconds the image appears
- You can then click on **'Back'** to return to the previous page and insert the image in the text
- In the text, place the cursor in the position you want the image to be inserted
- Click on the icon  from the toolbar, a windows opens up
- Click on **'Browse server'** to select the image saved and then click **'OK'**
- If you wish to insert a second image, repeat the same procedure

Browse... CIESM\_logo.gif

**Insert the legend text below.**  
Please do not insert indexing (e.g. Fig. 1, Tab. 1, Figure 1, Table 1, etc).



[Upload selected image >>](#)

– Your image appears in preview mode. You may delete or edit the image by clicking on the appropriate buttons.



NB: if you want to delete the image you uploaded, always delete it from here, not directly from inside the text editor.

 **How to insert an image in the text? Please follow the steps:**

- Click on the icon  from the toolbar, a windows opens up
- Click on **'Browse server'** to select the image saved and then click **'OK'**
- If you wish to insert a second image, repeat the same procedure

Browse...

**Insert the legend text below.**  
Please do not insert indexing (e.g. Fig. 1, Tab. 1, Figure 1, Table 1, etc).



[Upload selected image >>](#)

Image Preview	DidascaliaTabella	
	This is the CIESM Logo	<a href="#">Edit</a> <a href="#">Delete</a>

[Back <<](#)



– To modify the size of your illustration, you can modify the width/ height as you wish. You may check the size in the preview screen. Then click **OK**



– To add a second image (figure or table), repeat the same steps above. You may also upload the two images before going back to the text page to insert them.



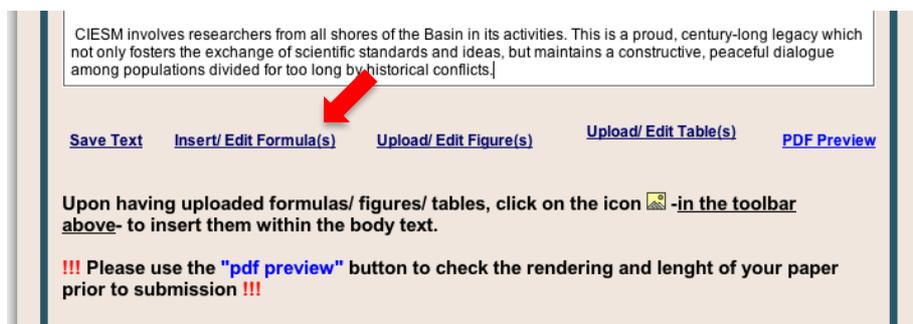
If you need to replace an image that has been already inserted in the body text (either figure, table) please do not delete it directly from the text but do the following:

- Click on **“Upload/ Edit figure”** or **“Upload/ Edit Table”** button just below the text editor
- Then on the ‘Upload image’ page click on the **“Delete”** button that you will find next to the image preview
- You can now upload your new image following the procedure above

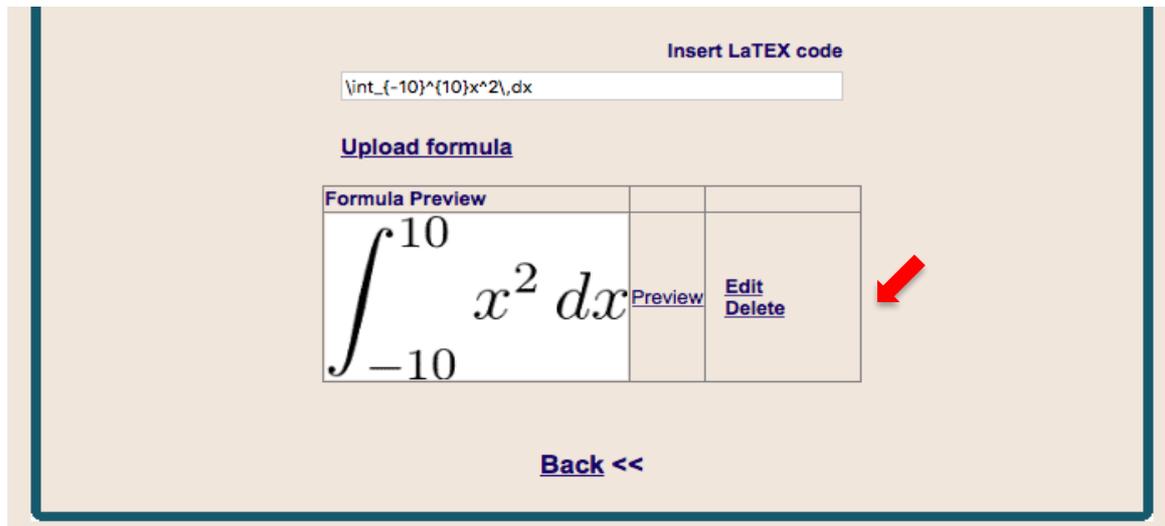
### **Step 3c:** How to insert a formula.

– Mathematical formulas or symbols requiring both superscript and sub-script can only be expressed in LaTeX syntax.

– You can insert a formula by clicking the **“Upload/ Edit Formula”** button below the text editor.



- Type in your LaTeX formulas in the dedicated field, then click **“Upload formula”**. The formula will be transformed in an image, which appears in preview.



- You can then click on **“Back”** to return to the previous page and insert the image in the text.
- In the text, as for figures and tables, place the cursor in the position you want the image to be inserted, click on the icon  from the toolbar, a window opens up.
- Click on **“Browse server”** to select the image saved and then click **“OK”**.
- If you wish to insert a second formula, repeat the same steps. As for figures and tables, you may upload the two formulas before going back to the text editor.

### Examples of LaTeX formulas:

TEST $_{DOWN}^{UP}$

will output :

**TEST** $_{DOWN}^{UP}$

\*\*\*\*\*

$\int_{-10}^{10}x^2\,dx$

will output :

$\int_{-10}^{10} x^2 dx$

For LaTeX codes, you may visit:

<http://web.ift.uib.no/Fysisk/Teori/KURS/WRK/TeX/symALL.html>

**Step 4:** Insert the keywords. You can insert between two and five keywords, to be selected from the predefined lists in the system; at least one must be a geographic keyword (e.g. Alboran Sea). Remember to save the keywords before clicking next.

**PAPER SUBMISSION - Step 4**  
- Keywords -

Select the keywords (min 2, max 5) from the drop-down lists below. At least one must be a geographic keyword

**Keywords already selected**  
Acoustics, Algerian Sea

[Delete a keyword](#)

Thematic Keyword \*  
Choose

Save keyword

Geographic keyword \*  
Choose

Save keyword

**Step 5:** Insert the references. Your bibliographic references must be inserted in the relevant field of the online submission system, one by one, according to the order in which they appear in the text. Remember each time you insert one reference to click on **“Add reference”**. References should include names of authors, year and title of the publication. See example 1 for a book (chapter), or example 2 for an article in a scientific journal. Please use standard abbreviations.

Examples :

Garrett C., Bormans M. and Thompson K., 1990. Is the exchange through the strait of Gibraltar maximal or submaximal ? *In*: Pratt L.J. (ed.), The physical oceanography of sea straits. Kluwer Academic Publ., Boston, pp 271-294.

Fowler S.W. and Knauer G.A., 1986. Role of large particles in the transport of elements and organic compounds through the oceanic water column. *Prog. Oceanog.*, 16: 147-194.

**PAPER SUBMISSION - Step 5**  
- References -

Insert one reference in the box below and then click 'Add reference' after each insertion. You must insert at least one reference, but no more than 10.

Inserted reference(s)

1. Test [Edit](#) [Delete](#)

Source **B** *I*  $x_2$   $x^2$

[Add reference](#) \*

## Additional tips

1. In case you use special characters (e.g. Turkish, Serbo-Croat letters) and symbols like  $\Delta$ ,  $\Sigma$ ,  $\mu$ , please paste those from your Word document. Check their rendering.
2. Pay also particular attention to the correct rendering of subscript ( $\text{CO}_2$ ) and superscript ( $\text{C}^{14}$ ).
3. Use italics only to identify Latin names (biological species and Latin locutions such as *in situ*, etc.), and for bibliographic references (title of a scientific journal).
4. Use bold only for headings, if any, within the body text (*i.e.*, Introduction, Material and Methods, Results, Discussion, and Conclusion).



**NB: Before submitting your paper, you have the possibility to save it and go back to it –using your password from the submission homepage- as many times as you want. Only submit when the pdf preview fulfils your expectations: you can submit your manuscript only once.**