How to submit an abstract
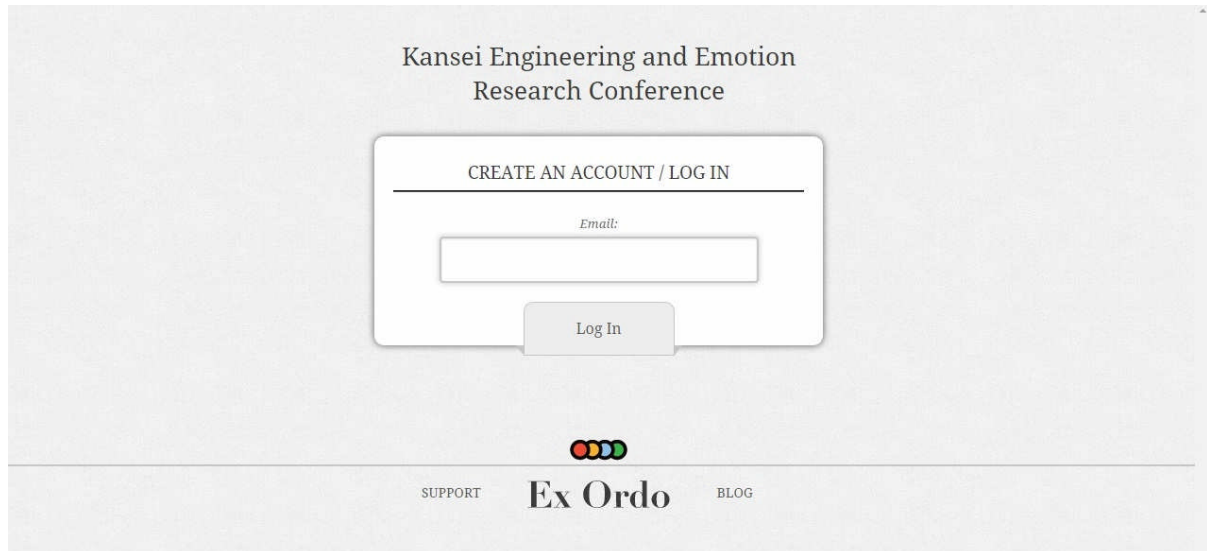
This article will show authors how to submit an abstract for a conference. The first step, is logging into Ex Ordo. http://keer2016.exordo.com/

To register to use the Ex Ordo system, please input your email address in the box below. You can then choose a password.
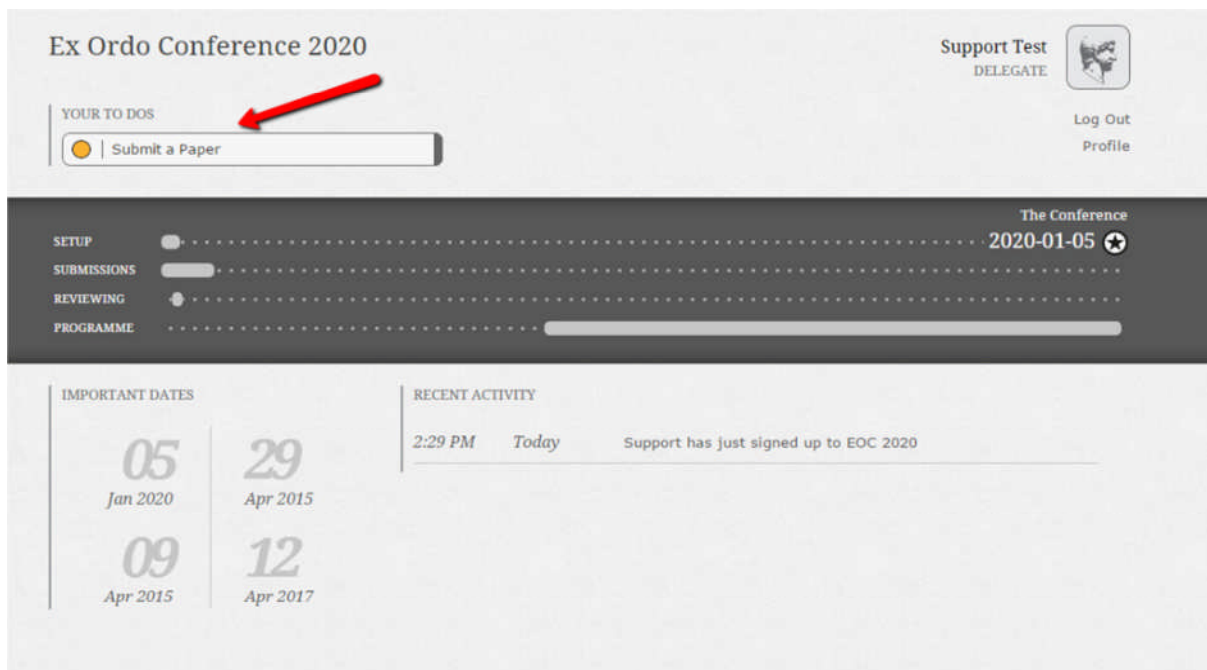

Your 'To Dos'

When you log in, you will be brought to your Ex Ordo dashboard. In the top-left corner, you will see a section of the page captioned 'To Dos'. Here, you will see your to-do list throughout the conference. Click on the 'Submit a Paper' To-do, as shown below. Once you click this you will be brought to the Submission workflow and the guide for authors page.

Paper Submission Workflow / Status Bar

Along the left-hand side while you are in the process of submitting your paper, you will see the workflow. This outlines the upcoming steps and their status. Red means not yet finished and green means that it is finished. As we continue through the submission process, we'll begin to see the red dots changing to green, as in the images below. At the end of this submission process, all of the dots will be coloured green.
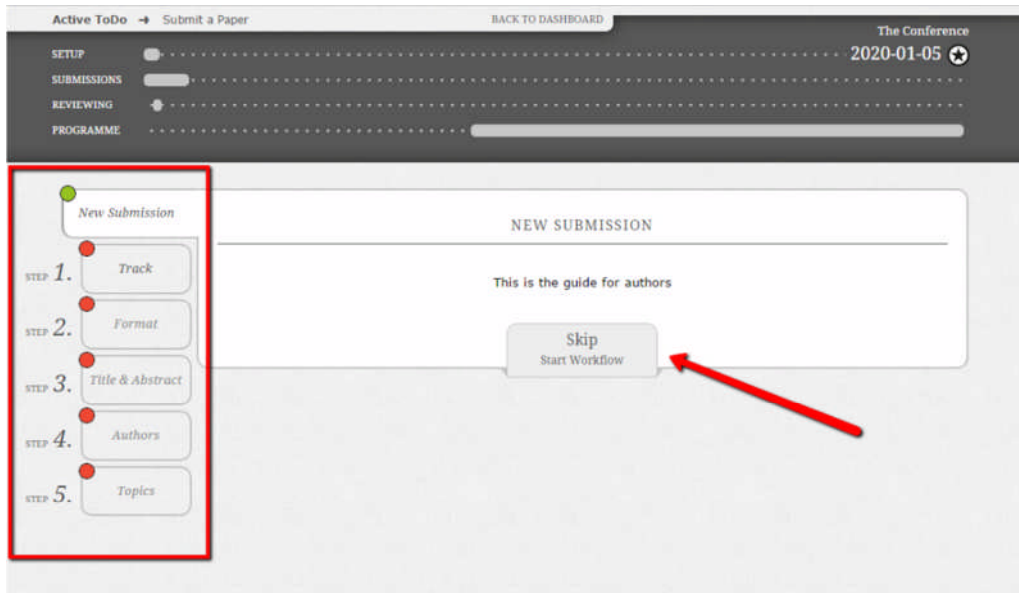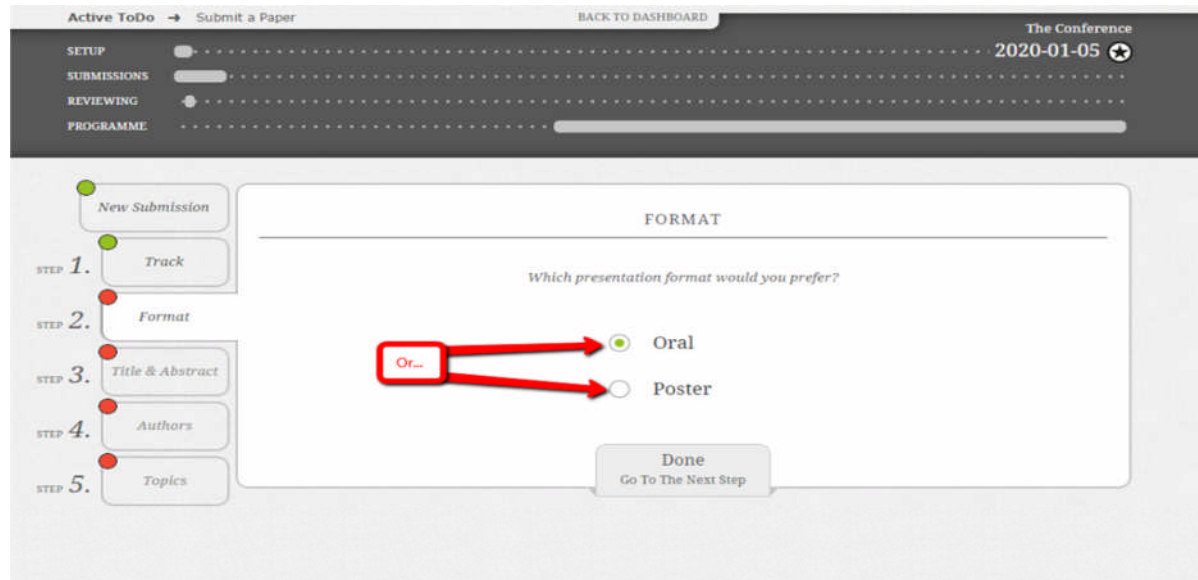

Step 1) Track Choice

On the Track page you decide which track in the conference you'd like to submit your paper to.

Click on the blank circle beside the track you'd like to choose, it'll turn green once selected. Then click on "Done: Go to the next step"
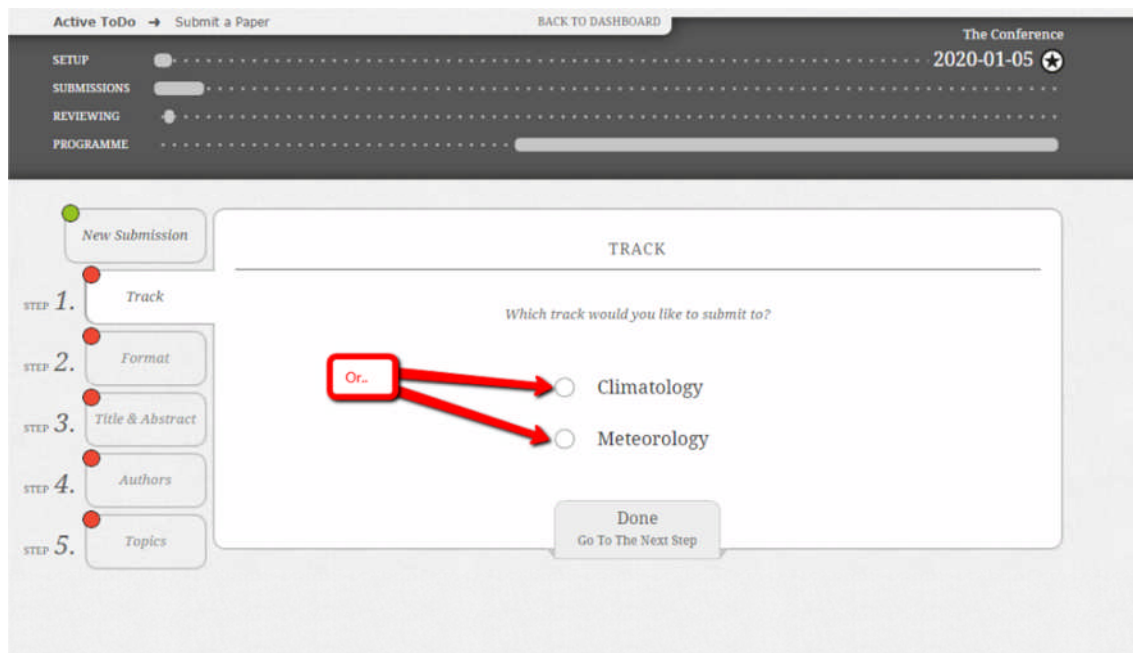
Step 2) Presentation Format

The next step is the Format step. Here you decide, if successful, how you would like to present your paper. In this example, we have the options of Oral or Poster. Similar to the last step, click on the blank circle beside the format that you'd like. When you're happy with your presentation format, click on "Done: Go to The Next Step".
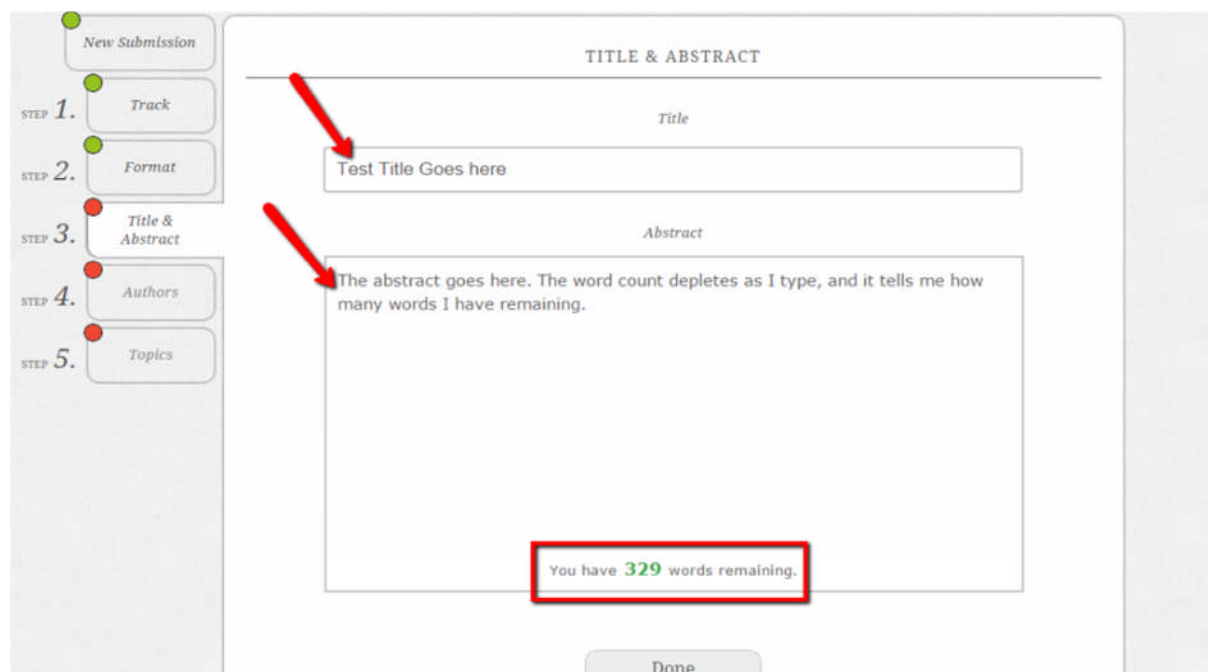

Step 3) Paper Title and Abstract

This is the title and abstract page. Here you type your abstract title into the top text-box and your abstract into the larger text box on the bottom. You can copy and paste your abstract into this box, but you must be under the word limit to be able to progress to the next stage.

The abstract text box shows the "Word limit" on the bottom of it, where you can see how many more words you can have in your abstract before surpassing the limit. Once you're happy with your title and abstract, click on 'Done: Go To The Next Step".

Step 4) Authors Page

This is the author page, where you will put in all information about the authors of the paper. Before beginning this step you should have all author's full names (including prefix such as Mr, Mrs, Dr) ready, as well as their associations or organisations. You should discuss who will be the presenting and corresponding authors.

You can have more than one presenting author, but only one corresponding author.

You may be asked at the top of the page, "Is this a student submission?" Use the blank circle buttons to select "Yes" or "No". Since you're signed into Ex Ordo, it will automatically assume that you are uploading your own paper, and you'll see your name and email address appear here.

The next step is to input the author details. Here you'll need to type in the authors Prefix, First name, Surname, Email address, Organisation or Association and Country in their corresponding boxes.

4a) What if I'm uploading a paper on behalf of another author?

If you're uploading on somebody else's behalf, then click the "I'm not the author of this paper" grey text, as can be seen in the screen shot below. You will then be asked to add in the actual author's details. For more detailed instructions on this, you can read this article.

4b) Adding co-authors

To add another author, click on the "add a second author" box that will appear beneath your name and email address. This is where you'll be asked to input their details such as name, prefix and association or organisation.

If one of your co-authors has already signed up to Ex Ordo, their details will appear once you start typing in their email address, leaving less work for you to do! Just click on the small box that appears below. This will automatically add their details to this paper for you.

4c) Corresponding and presenting authors

Now that the details of all the authors have been added, you can now list the authors as corresponding or presenting authors. You can have more than one presenting author, but only one corresponding author. Simply click the empty box beside each option to decide.

Author's can also be re-arranged in their order. This is done by picking up the author's tile and moving it above, or below another authors tile. Alternatively, you can use the "Re-Order" option on the right hand side of the page. Click "Done: Go To The Next Step", when finished. This will bring you to the "Topics" page.

Step 5) Topic Choice

Here, you decide from a list of topics from the organisation, which topic best suits your paper submission. Click on the empty box to the left of the topic choice to choose that topic. Sometimes there'll be restrictions on the number of topics you can choose. This will be displayed on the top of the page in grey writing.

Once you're happy with your topic choices, click on "Done: Save Submission". You will then be brought to your submission overview page.

And Voila! Your paper has been submitted!