

ICOHTEC

International Committee for the History of Technology

www.icohtec.org

Technical instructions for the submission system

These instructions only provide some general guidelines concerning the technical aspects of the submission system. Before sending any proposals, please read the general call for papers instructions carefully.

Index

1. Signing up and logging in	2
2. Sending session proposals.....	3
2.1. Sending the session information	3
2.2. Adding papers to your session	3
3. Sending single paper proposals	4
4. Sending poster proposals	5
5. Editing and removing proposals	5
6. Using the text editor in the CV and abstract fields	6
7. After sending the proposals	6

1. Signing up and logging in

Before sending us your proposals, you must sign up to our submission system. In the front page click the link "please sign up":

If you are a new user, [please sign up »](#)

The e-mail address you give in the registration form has to be a real address. Do not write the @ sign in any alternative formats. Only the organizers will see your e-mail address and submitted information. After signing up you can log in using the form at the front page:

Log in

E-mail:

Password:

Login »

When you log in the first time the main view should look like this:

Logged in as **ajnyga@utu.fi** | [Log out](#)

Technical instructions for new users ([pdf 600kb](#)) | Instructions for organisers of sessions ([pdf 40kb](#))

Sessions | [Add a new session »](#)

Use this form if you wish to send *a full session* with several paper proposals.
After first sending the session information, you are able to add paper proposals to your session.
If you have already submitted a session you should see the session title here!

Single papers | [Add a new single paper »](#)

Use this form if you wish to send *a single paper* proposal.
If you have already submitted a paper you should see the paper title here!

Posters | [Add a new poster »](#)

Use this form if you wish to send a poster proposal.
If you have already submitted a poster you should see the poster title here!

When signing up you will not receive any confirmation. Please remember to write down your password. If you forget it, we will not be able to retrieve it. mail. If you have technical problems, please do not hesitate to contact our technical support

s.lotysz@gmail.com

When you submit your proposals, you will be able to see your own submissions in this window. That means it has been successfully submitted and the Programme Committee will be able to evaluate it. Other users will not see your proposals.

When the call for papers ends you will no longer be able to log in.

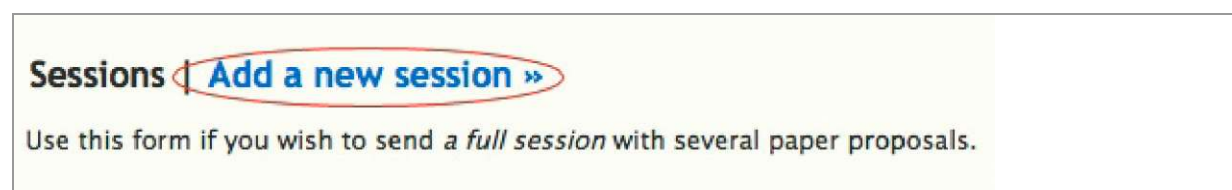
2. Sending session proposals

Before sending a session proposal, the session organiser should gather all the information including CV's and abstracts. The session organiser submits all papers and session details to the system.

When sending a proposal, first send general session information including the abstract and title, then add the paper proposals to your session.

2.1. Sending the session information

Start by clicking the "Add a new session" button.



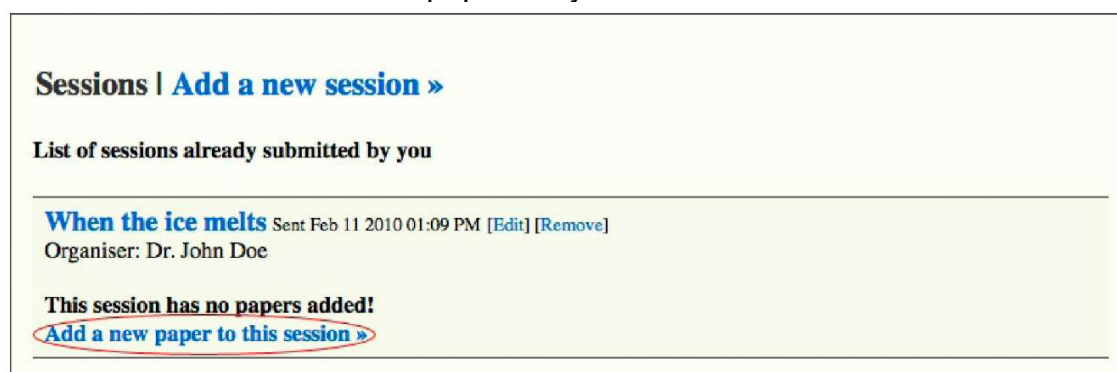
Now the session form will open.

Session information and organizer information are mandatory. If your session has two or more organizers, insert their names and CVs in "Chair" and "Commentator" section, but do not forget to mark that they are co-organizers. If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.

When you have given the necessary information press "Send" at the bottom of the form. Error messages will notify you if any information is missing.

2.2. Adding papers to your session

When you return to the front page, you should see your session's title and other information. You can now add papers to your session.



Click the "Add a new paper to this session" button under your sessions's information. Submission is successful when you see this:

Session submitted successfully. You may now add paper proposals to your session by clicking "Add a new paper to this session" link under your sessions name »

Click the link to return to the front page.

If a paper has more than one author, you can add names of co-authors by clicking the "Add another person to this paper" button in the form.

If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.

When you have given the needed information press "Send" in the bottom of the form.

In some cases you may get error messages. They will tell you what to do.

If the submission is successful, you will see this message:

[Paper submitted successfully »](#)

Click the link to return to the front page. You should see the title of your paper and other information under the title of your session:

Sessions | [Add a new session »](#)

List of sessions already submitted by you

[When the ice melts](#) Sent Feb 11 2010 01:09 PM [\[Edit\]](#) [\[Remove\]](#)
Organiser: Dr. John Doe

Papers included in this session

[Did pirates prevent the climate change?](#) [\[Edit\]](#) [\[Remove\]](#)
Professor Mary Poppins
Sent Feb 11 2010 01:28 PM

[Add a new paper to this session »](#)

You can now add another paper to your session by clicking the "Add a new paper to this session" button again.

3. Sending single paper proposals

If you wish to send a paper proposal that is not attached to a full session, click the "Add a new single paper" link.

Single papers | [Add a new single paper »](#)

Use this form if you wish to send a *single paper* proposal.

If your paper has more than one author, you can add names of your co-authors by clicking the "Add another person to this paper" button in the form.

If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.

When you have given the necessary information press "Send" at the bottom of the form. Error messages will notify you if any information is missing.

If the submission is successful, you will see this message:

[Paper submitted successfully »](#)

Click the link to return to the front page.
You should see your paper in the Single papers box:

SINGLE PAPERS | [ADD A NEW SINGLE PAPER »](#)

List of papers already submitted by you

[The Cold War in computer games of the 1980s](#) [\[Edit\]](#) [\[Remove\]](#)
Researcher John Doe

Sent Oct 17 2013 11:19 AM

4. Sending poster proposals

[Poster submitted successfully »](#)

Click the link to return to the front page. You should see your poster in the Posters box:

POSTERS | [ADD A NEW POSTER »](#)

List of posters already submitted by you

[Technology in World War II propaganda posters](#) [\[Edit\]](#) [\[Remove\]](#)
Graduate student Antti-Jussi Nygård

Sent Oct 17 2013 11:38 AM

If you wish to send a poster proposal, click the "Add a new poster" link.

Posters | [Add a new poster »](#)

Use this form if you wish to send a poster proposal.

If your poster has more than one author, you can add names of your co-authors by clicking the "Add another person to this poster" button in the form.
If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.
When you have given the necessary information press "Send" at the bottom of the form. Error messages will notify you if any information is missing.
If the submission is successful, you will see this message:

5. Editing and removing proposals

It is possible to edit or remove your proposals after you have submitted them until the deadline for submissions.

All session, paper and poster titles have "Edit" and "Remove" buttons:

Posters | [Add a new poster »](#)

List of posters already submitted by you

[Solving the polar bear problem in Finnish cities in the 16th century](#) [Edit] [Remove]

Researcher Maija Meikäläinen

Sent Feb 11 2010 04:47 PM

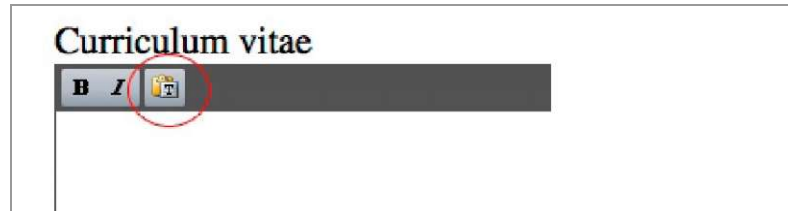
If you wish to remove a proposal click "Remove". The system will ask for a confirmation before removing the proposal. If you removed a proposal accidentally, contact our technical support s.lotysz@gmail.com. It is possible to recover a removed proposal. If you wish to edit a proposal click "Edit". The same form you used to submit the proposal will open with the provided information. Make your changes and press "Update".

6. Using the text editor in the CV and abstract fields

The curriculum vitae and abstract fields have a basic text editor.

If you want to copy and paste an abstract or a curriculum vitae from a wordprocessor such as Microsoft Word, please note that there are only limited options for styling the text. A text pasted straight from Word will probably not look the same in the form. So try to keep text styling as simple as possible.

The best way to paste text from Word is to use the "Paste as Plain Text" -button:



Clicking the button will change the editor to plain text mode. Paste your text from Word to the editor window. This will remove all the extra styling from the text and you can now add some basic styling with the "Bold" and "Italics" buttons.

Pressing Enter in the editor will start a new paragraph. If you wish to make a line break push down the Shift button and press Enter.

The word count in the bottom right corner of the editor will update everytime you press Enter or Space. After pasting your text into the editor push Enter in the end to see the current word count.

7. After sending the proposals

Please remember to carefully check that all details in your proposals are correct. You can see the submitted information by clicking the proposal's title. If you find a mistake, please correct it right away (see chapter 5).