Author kit

Paper Preparation & Submission

Contribution Types

- Papers, 3-4 pages, and Presentation

General Remark

All submissions will be peer reviewed.

Procedure

1. Create a user account on the ConfTool® Submission Server.
2. Upload **structured abstract _without_ author's names** <template>
   - Maximum 2 pages
3. Wait for the review results
4. If accepted upload your **complete paper _with_ author's names** <final template>
5. Wait for the final review results
6. Send the final version with final reviews
7. Register for participation
8. Send final Presentation before the end of the conference

Camera-Ready/Final Papers

All presented papers will be published in the downloadable LWMOOCS2018 conference proceedings and submitted to IEEE Xplore®. For a timely production and submission of the proceedings, it is **IMPORTANT** that you

- respect the final deadline
- sign the electronic copyright form (electronic signature procedure started within the submission server)
- respect the template
  - the paper size: **A4**
  - **empty footers** (no page numbers or anything else)
  - **the margins** (see templates)
  - to leave a message in the remarks field (on the submission server, when submitting) if EACH of the authors of one paper are employees of the US government or a crown government (UK, Canada, Australia)

Submission

When you are sure your paper meets the formatting requirements please go to the ConfTool® Submission Server and create an account if you don't have one and submit your contribution.

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Proceedings/Indexing

Proceedings

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Publication Ethics and Malpractice Statement

- All submitted papers are subject to double-blind review process by at least three international reviewers that are experts in the area of the paper.
- The factors that are taken into account in review are relevance, significance, originality, readability and language.

- The possible decisions include acceptance or rejection.
- Rejected articles will not be re-reviewed.
- Articles may be rejected without review if they are obviously not suitable for publication.
- The paper acceptance is constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism.
- The reviewers evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
- The staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, other editorial advisers, and the publisher, as appropriate.
- Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.
- Manuscripts received for review are treated as confidential documents and are reviewed by anonymous staff.
- A reviewer should also call to the publisher's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.
- A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
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- All sources of financial support for the project should be disclosed.