

## Instruction on How to Submit a Full Paper Submission in Organic Eprints for the 3<sup>rd</sup> African Organic Conference

You'll find Organic eprints here: <http://www.orgprints.org/>

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### Important dates for Full Paper Submission

- Deadline for submission: 31st March 2015
- Final decision: 31 May 2015
- Conference registration: 31<sup>st</sup> August 2015

**Please note: Paper submission (full paper, not more than 6 pages in A4, 1.5 spacing, Times New Romans 12 font size)**

### Important Websites:

- Organic eprints: [www.orgprints.org](http://www.orgprints.org)

## Introduction

For submitting papers to the Third African Organic Conference (3rd AOC) to be held on October 5 - 9, 2015 in Nigeria, the Organic Eprints Archive will be used ([www.orgprints.org](http://www.orgprints.org)). Accepted papers will be made available at the Archive as open and searchable online proceedings after they are accepted.

These guidelines explain the most important steps that need to be taken for submitting a paper to Organic Eprints, including screenshots with explanations.

## Help

Should you have problems submitting your contribution or questions related to Organic Eprints, please contact

- **Timothy Ipoola Olabiyi**, Ladoke Akintola University of Technology, Nigeria  
[www.lautech.edu.ng](http://www.lautech.edu.ng), E-Mail: [t.olabiyi@yahoo.co.uk](mailto:t.olabiyi@yahoo.co.uk)
- **Prof. Dr. agr. habil. Gerold Rahmann**, Thuenen-Institute of Organic Farming, Germany, [www.trenthorst-institut.de](http://www.trenthorst-institut.de), E-Mail: [gerold.rahmann@ti.bund.de](mailto:gerold.rahmann@ti.bund.de)
- **Ilse A. Rasmussen**, ICROFS, Denmark. <http://www.icrofs.org/index.html>  
E-mail: [IlseA.Rasmussen@icrofs.org](mailto:IlseA.Rasmussen@icrofs.org).

## Register as user

If you're not already a registered user, please register by creating an account, otherwise login.



To register: Click "Create account"

### Fill in the required fields

#### Create Account

You need to register in order to be able to deposit items in the repository.

As a registered user you will be able to manage your items, up to the point of submitting them for Editorial Review. If the review is successful your item will be deposited in the repository, if it is unsuccessful it will be returned to you with editorial comments.

In addition to managing your items a registered user can set up alert options, so that email notifications are sent when new items are placed in the repository.

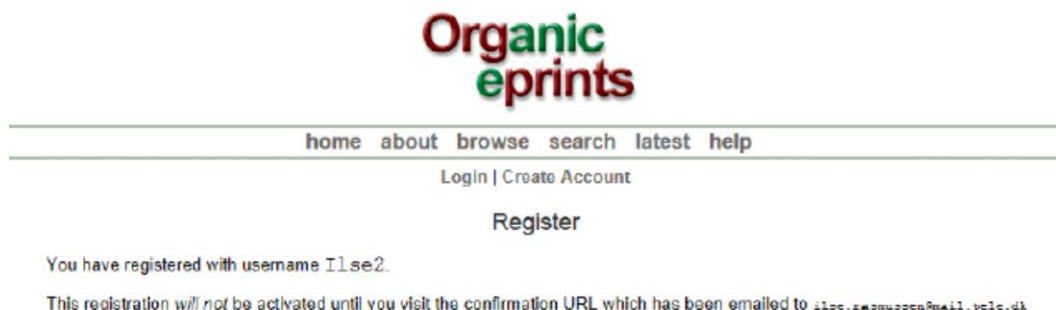
Please complete the details on this page to register with Organic Eprints.

The registration process uses email to send you details of how to activate your account. You must then check your email and activate your password. Once activated you can start to use the registered features of the repository.

If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

The image shows the registration form. It has a 'Name' section with three sub-fields: 'Title', 'Given Name(s) or Initials', and 'Family Name'. Below this are three fields with star icons: 'Email address:', 'Username:', and 'Password:'. A green 'Register' button is at the bottom left. The entire form area is circled in red.

Click "Register" and the screen will look like this:



Click "Activate your password" in the email you receive:

#### Password Activation

Dear User,

Thank you for your interest in Organic Eprints.

You now need to activate your password. This will expire in 1 week.

Your username is: **Ilse2**.

After you have successfully confirmed your password, you can deposit items [here](#).

Once you have confirmed your identity you may also subscribe to the email alerts service, to be automatically informed of new deposits in the repository in your chosen subject areas in a daily, weekly or monthly digest.

Have your username and password ready when visiting any of the above pages.

This message was generated automatically by software. If you have any questions, then please contact us.

[eprints@orgprints.org](mailto:eprints@orgprints.org)

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Organic Eprints

<http://orgprints.org/>

[eprints@orgprints.org](mailto:eprints@orgprints.org)

Once you are logged in to Organic Eprints, the top of the pages will look like this:



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[home](#) [about](#) [browse](#) [search](#) [latest](#) [help](#)

---

Logged in as Rasmussen, Researcher Ilse A. | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Welcome to Organic Eprints version 3

Click on 'Profile' to fill in more details.

Users - Rasmussen, Ilse

<http://orgprints.org/id/user/24281>[Edit](#)

Details

Profile		<a href="#">Edit</a>
Email address:	ilse.rasmussen@mail.dk	
Name:	Rasmussen, Ilse	
Hide Email:	Yes	
Unspecified fields:	Department, Organisation, Address, Country, Homepage URL	
Other defined fields		
User ID Number:	24281	
Revision:	1	
Username:	ilse3	
User Type:	User	
Registration Date:	19 March 2013 08:38:45 UTC	
Frequency of items under-review mailings:	Never	
Mail Empty Results:	No	
Manage deposits Fields:	Last Modified, Title, EPrint Type, Item Status	

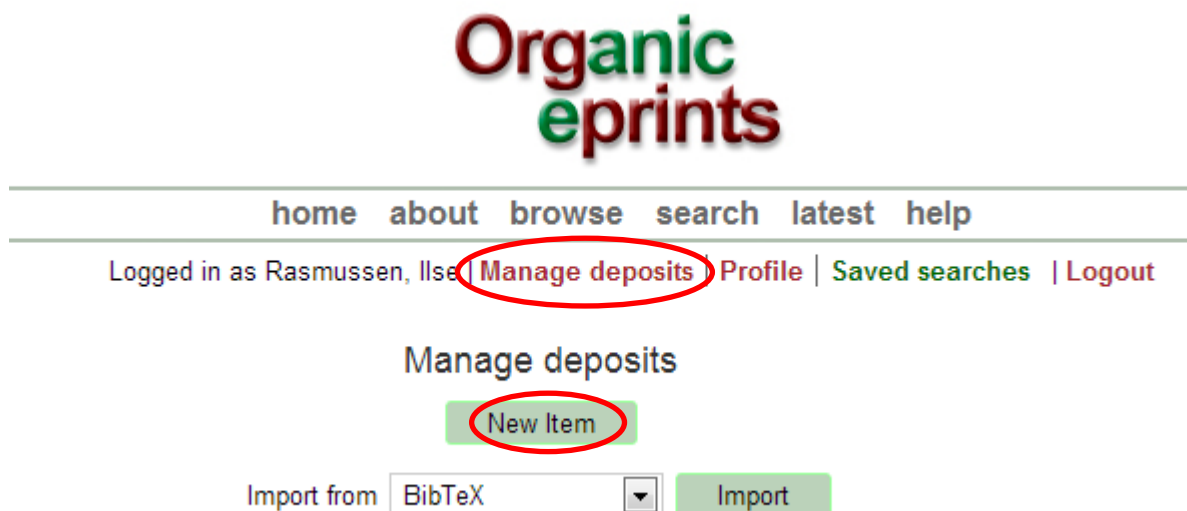
Click on 'Edit' to edit your account information. Please fill in at least your country.

Edit

<a href="#">Cancel</a> <a href="#">Save and Return</a>	
★ Account Details	
★ Email address:	<input type="text" value="ilse.rasmussen@mail.dk"/> ?
Hide Email:	<input checked="" type="checkbox"/> ?
Password:	<input type="password"/> ?
Leaving this blank will not affect your password. To change password, type a new one and click 'Save'.	
★ Personal Details	
★ Name:	Title <input type="text"/> Given Name(s) or Initials <input type="text" value="Ilse"/> Family Name <input type="text" value="Rasmussen"/>
Department:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
Country:	<input type="text" value="Denmark"/>
Homepage URL:	<input type="text"/>
<a href="#">Cancel</a> <a href="#">Save and Return</a>	

## Deposit your paper

On the "Manage deposits" page, click "New item"



Organic eprints

home about browse search latest help

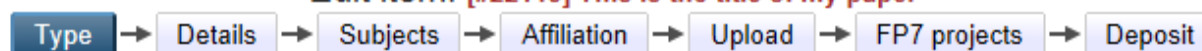
Logged in as Rasmussen, Ilse | **Manage deposits** | Profile | Saved searches | Logout

Manage deposits

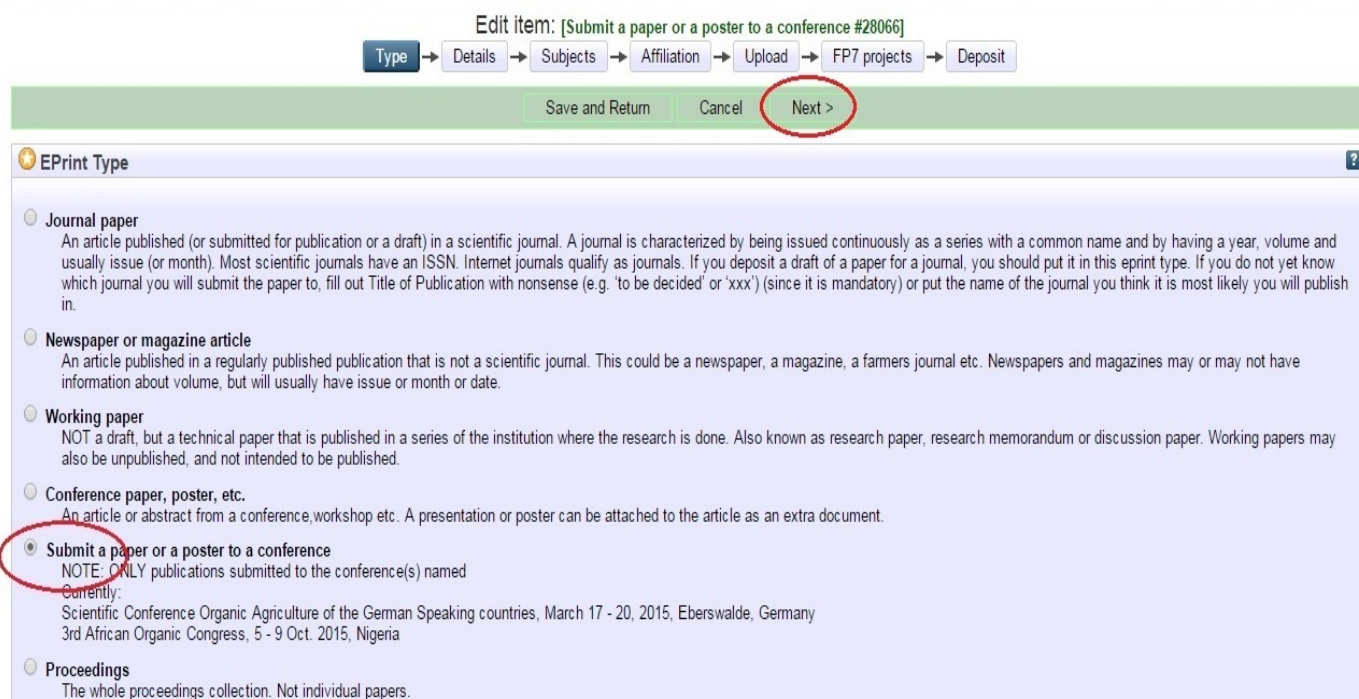
**New Item**

Import from BibTeX Import

## Eprint type



Choose "Submit a paper or poster to a conference", and then click "Next".



Edit item: [Submit a paper or poster to a conference #28066]

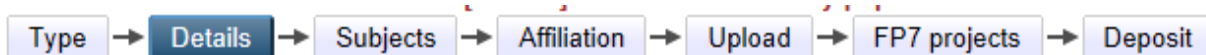
Type → Details → Subjects → Affiliation → Upload → FP7 projects → Deposit

Save and Return Cancel **Next >**

**EPrint Type**

- ☐ Journal paper  
An article published (or submitted for publication or a draft) in a scientific journal. A journal is characterized by being issued continuously as a series with a common name and by having a year, volume and usually issue (or month). Most scientific journals have an ISSN. Internet journals qualify as journals. If you deposit a draft of a paper for a journal, you should put it in this eprint type. If you do not yet know which journal you will submit the paper to, fill out Title of Publication with nonsense (e.g. 'to be decided' or 'xxx') (since it is mandatory) or put the name of the journal you think it is most likely you will publish in.
- ☐ Newspaper or magazine article  
An article published in a regularly published publication that is not a scientific journal. This could be a newspaper, a magazine, a farmers journal etc. Newspapers and magazines may or may not have information about volume, but will usually have issue or month or date.
- ☐ Working paper  
NOT a draft, but a technical paper that is published in a series of the institution where the research is done. Also known as research paper, research memorandum or discussion paper. Working papers may also be unpublished, and not intended to be published.
- ☒ **Conference paper, poster, etc.**  
An article or abstract from a conference, workshop etc. A presentation or poster can be attached to the article as an extra document.
- ☒ **Submit a paper or poster to a conference**  
NOTE: ONLY publications submitted to the conference(s) named  
Currently:  
Scientific Conference Organic Agriculture of the German Speaking countries, March 17 - 20, 2015, Eberswalde, Germany  
3rd African Organic Congress, 5 - 9 Oct. 2015, Nigeria
- ☐ Proceedings  
The whole proceedings collection. Not individual papers.

## Details



Enter the title of your paper, panel idea, or workshop

The form contains the following sections and fields:

- Title**: A text input field.
- Title translation**: A section header with a plus icon.
- Document Language**: A dropdown menu with options: English, German - Deutsch, Danish - Dansk, Czech - Český.
- Type of presentation**: A dropdown menu with options: Paper, Poster, Workshop, Lecture, Speech, Keynote presentation, Other.
- Other Type**: A section header with a plus icon.
- Publication Details**:
  - Authors**: A table with columns: Family Name, Given Name(s) or Initials, Email. It has 4 rows and a 'More input rows' button.
  - Contact Email Address**: A text input field.

Enter additional information

- Language
- Type of presentation
- Enter names and emails of authors
- Enter contact email of corresponding author

Enter abstract/summary

- Choose relevant keywords – once you start on a word, relevant words will automatically be suggested.
- If no relevant keywords are suggested, expand the “Keywords” field below and enter free keywords

The screenshot shows the submission interface for Organic eprints. The 'Summary' tab is selected and highlighted with a red circle. Below it is a large text area for the abstract. The 'Agrovoc keywords' section is also highlighted with a red circle, showing a table with columns for Language, Value, and URI. Below this table is a 'More input rows' button. Further down, the 'Keywords' section is highlighted with a red circle, followed by sections for Relations, Research info, Related Links, and Comments and Suggestions.

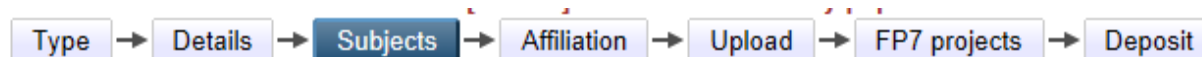
	Language	Value	URI
1.	...		
2.	...		
3.	...		
4.	...		

More input rows

Click “Next”.



## Subjects



Add relevant subjects by expanding the trees (click the '+') and clicking "Add".  
Do not add more than 3-4 subjects.

Subjects

Search for subject: all of [dropdown] [Search] [Clear]

- + Add Farming Systems
- + Add Animal husbandry
- + Add Crop husbandry
- + Add Production systems
  - Add Crop combinations and interactions
  - Add Breeding, genetics and propagation
  - Add Composting and manuring
  - Add Greenhouses and coverings
  - Add Irrigation and drainage
  - Add Soil tillage
  - Add Weed management
  - Add Crop health, quality, protection
  - Add Post harvest management and techniques
- + Add Soil
- + Add Environmental aspects
- + Add Food systems
- + Add Knowledge management
- + Add Values, standards and certification
- + Add "Organics" in general

< Previous Save and Return Cancel Next >

Click "Next"

## Affiliation



Add the 2015: 3<sup>rd</sup> African organic Conference under the Interenational Conference

Search project or organization

- + International Conferences
- + Add 2015: 3rd African Organic Conference
- + 2015: Scientific Conference of the German Speaking Countries
- + 2014: ...

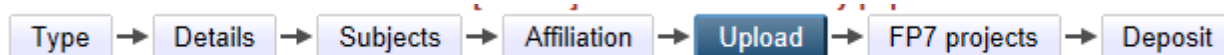
< Previous   Save and Return   Cancel   Next >

Find and add your own affiliations, e.g. project, organization etc.

- + Add Czech Republic
- + Add Denmark
- + Add Organic RDD
- + Add DARCOF III (2005-2010)
- + Add DARCOF II (2000-2005)
- + Add DARCOF I (1996-2001)
- + Add Agrologica
- + Add AU - Aarhus University
- + Add DIIS - Danish Institute for International Studies
- + Add DTU - Technical University of Denmark
- + Add DTU, DFVF - Danish Institute for Food and Veterinary Research
- + Add DTU, RISØ - Risø National Laboratory
- + Add ICROFS - International Centre for Research in Organic Food Systems
- + Add KU - University of Copenhagen
- + Add SDU - University of Southern Denmark
- + Add SOAR - Research School for Organic Agriculture
- + Add KU-LIFE - Faculty of Life Sciences
- + Add Other organizations
- + Add Egypt

Click "Next"

## Upload



Give your paper file a relevant name

**Important:** File names should follow some rules. This includes:

- Do not use special characters in the file name (e.g. blanks, accents, ü, ø etc.)
- Choose a clear name for your file, preferably following the format "authorname\_aoc\_track\_year\_keyword.doc"

Click "Browse" to find your file, and then click "Open" to upload

Logged in as Rasmussen, Ilse | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Edit item: [Submit a paper or a poster to a conference #22468]

Type → Details → Subjects → Affiliation → Upload → FP7 projects → Deposit

< Previous Save and Return Cancel Next >

Add a new document ?

File From URL

Browse...

< Previous Save and Return Cancel Next >



Click the "+" next to "Show options"

- For “Content type”, choose “Submitted version”
- For “Language”, choose “English”
- For “Type”, choose “Microsoft Word”
- For “Visible to”, choose “Anyone” (it will not be visible to others until it has been accepted)
- If you want, you can choose a Creative commons license
- Do not choose an embargo expiry date

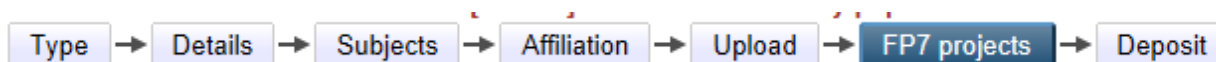
**Important: Click “Update Metadata”**

Hide options

Content type:	<input type="text" value="UNSPECIFIED"/>	
★ Language:	<input type="text" value="English"/>	
★ Type:	<input type="text" value="Microsoft Word"/>	
Other content or format type:	<input type="text"/>	
★ Visible to:	<input type="text" value="Anyone"/>	
License:	<input type="text" value="UNSPECIFIED"/>	
Embargo expiry date:	Year: <input type="text"/> Month: <input type="text" value="Unspecified"/> Day: <input type="text" value="?"/>	

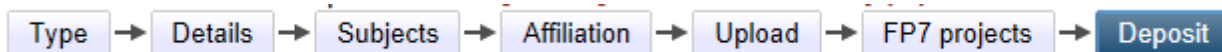
Click “Next”

## FP7-projects



If your paper is an output from an FP7-project (EU), click yes and enter the agreement number, otherwise just click “Next”.

## Deposit



*Read the Deposit Agreement, and deposit your paper*

Deposit item: [#22468] This is the title

Type → Details → Subjects → Affiliation → Upload → FP7 projects → Deposit

**Deposit Agreement**

In depositing this eprint (a collection of files and associated bibliographic metadata), I grant Organic Eprints the right to make it permanently available on-line, with open access to all or in accordance with any access restrictions that I have specified. (Removal of eprints from the public archive is strongly discouraged, but will be granted upon request.)  
I understand that Organic Eprints does not assume any responsibility if there is any breach of copyright in distributing these files or metadata.


**For work being deposited by its own first author:** I declare that this eprint is my own intellectual property and that I have the right to make it available in Organic Eprints in the manner chosen.

**For work being deposited by someone other than its first author:** I declare that I have gained the proper permissions from someone with the right to make this eprint available in Organic Eprints in the manner chosen - or that the material is in the public domain.

Clicking on the deposit button indicates your agreement to these terms. If you do not wish to deposit the eprint right now you can [return to your user area](#), where you will find this eprint in your workspace. You can then later edit, clone and deposit it.

[Deposit Item Now](#) [Save for Later](#)

*After submission you will see these messages:*

 Item has been deposited.


 Your item will not appear on the public website until it has been checked by an editor.

*Your contribution will not be uploaded into the main archive and thus appear on the public website until shortly before the congress.*

*Below you can see how your contribution will look:*

This item is in review. It will not appear in the repository until it has been checked by an editor.

Waweru, Esther Wanjiku (2015) this is the title. Paper submission

 **Microsoft Word**  
1478Kb

**Summary**

This is the summary

EPrint Type: Submit a paper or a poster to a conference

Type of presentation: Paper

Agrovoc keywords:

Language	Value	URI
English	Organic agriculture	<a href="http://aims.fao.org/aos/agrovoc/c_15911">http://aims.fao.org/aos/agrovoc/c_15911</a>

Subjects: Farming Systems

Research affiliation: International Conferences > 2015: 3rd African Organic Conference


Deposited By: Waweru, Miss Esther

ID Code: 28069

Last Modified: 14 Jan 2015 11:33

Document Language: English

To check later whether your contribution has been deposited properly, go to “Manage deposits”. Your contribution should be listed as this:

Last Modified	Title	EPrint Type	Item Status	
11 Feb 2013 15:07	This is the title of my paper	Submit a paper or a poster to a conference	Under Review	

After you have deposited your paper,

- You will receive an email receipt from the congress organizers within 7 days confirming that your paper has been submitted
  - If you do not receive a receipt, please check to make sure that you finished depositing your paper by clicking the “Deposit item now” button.
  - If you still do not receive a receipt, contact **Timothy Ipoola Olabiya**  
[t.olabiya@yahoo.co.uk](mailto:t.olabiya@yahoo.co.uk)

The paper will go through a review process, and you will be notified of the outcome by 31<sup>st</sup> May 2015

## Save for later


If you choose “Save for later”, you can see a preview and edit if needed (Details tab)

This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

Preview Details Actions History Issues

Waweru, Esther Wanjiku (2015) this is the title. Paper submission

 **Microsoft Word**  
1478Kb

**Summary**

This is the summary

EPrint Type:	Submit a paper or a poster to a conference		
Type of presentation:	Paper		
Agrovoc keywords:	Language	Value	URI
	English	Organic agriculture	<a href="http://aims.fao.org/aos/agrovoc/c_15911">http://aims.fao.org/aos/agrovoc/c_15911</a>
Subjects:	Farming Systems		
Research affiliation:	International Conferences > 2015: 3rd African Organic Conference		
Deposited By:	Waweru, Miss Esther		
ID Code:	28069		
Last Modified:	14 Jan 2015 11:38		
Document Language:	English		





If you log out of Organic eprints without depositing your paper, you'll find it under “Manage deposits” later

Manage deposits

New Item

Import from

☒ User Workarea. ☒ Under Review. ☒ Live Archive. ☒ Retired.

Last Modified	Title	EPrint Type	Item Status	
19 Mar 2013 09:42	This is the title	Submit a paper or a poster to a conference	Use Workarea	   

Access rights

You can then edit it by clicking the “Edit” symbol (Pencil and paper) and deposit it.