Instruction on How to Submit a Full Paper Submission in Organic Eprints for the 3rd 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: 31st 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**

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**). 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

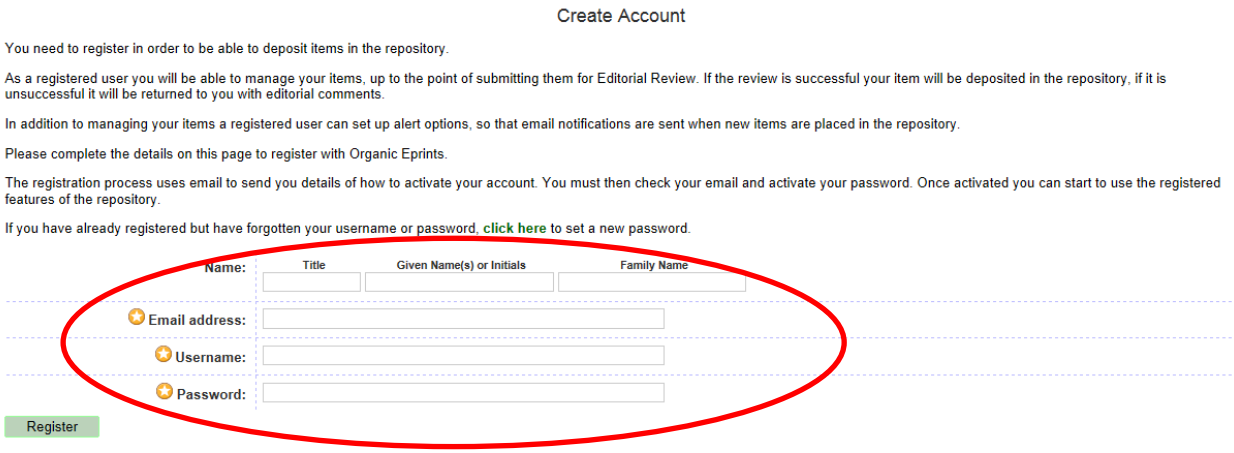
- ***Timothy Ipoola Olabiyi**, Ladoke Akintola University of Technology, Nigeria **www.lautech.edu.ng**, E-Mail: **t.olabiyi@yahoo.co.uk***
- ***Prof. Dr. agr. habil. Gerold Rahmann**, Thuenen-Institute of Organic Farming, Germany, **www.trenthorst-institut.de**, E-Mail: **gerold.rahmann@ti.bund.de***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

Register as user

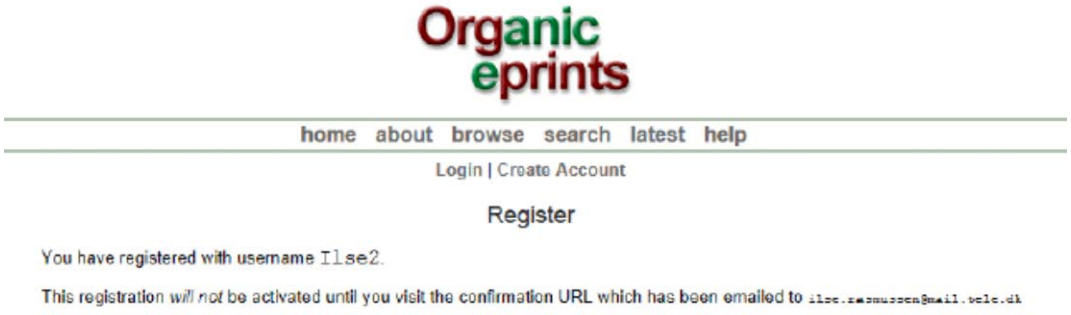
If you're not already a registered user, please register by creating an account, otherwise login.

To register: Click "Create account"

Fill in the required fields



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.

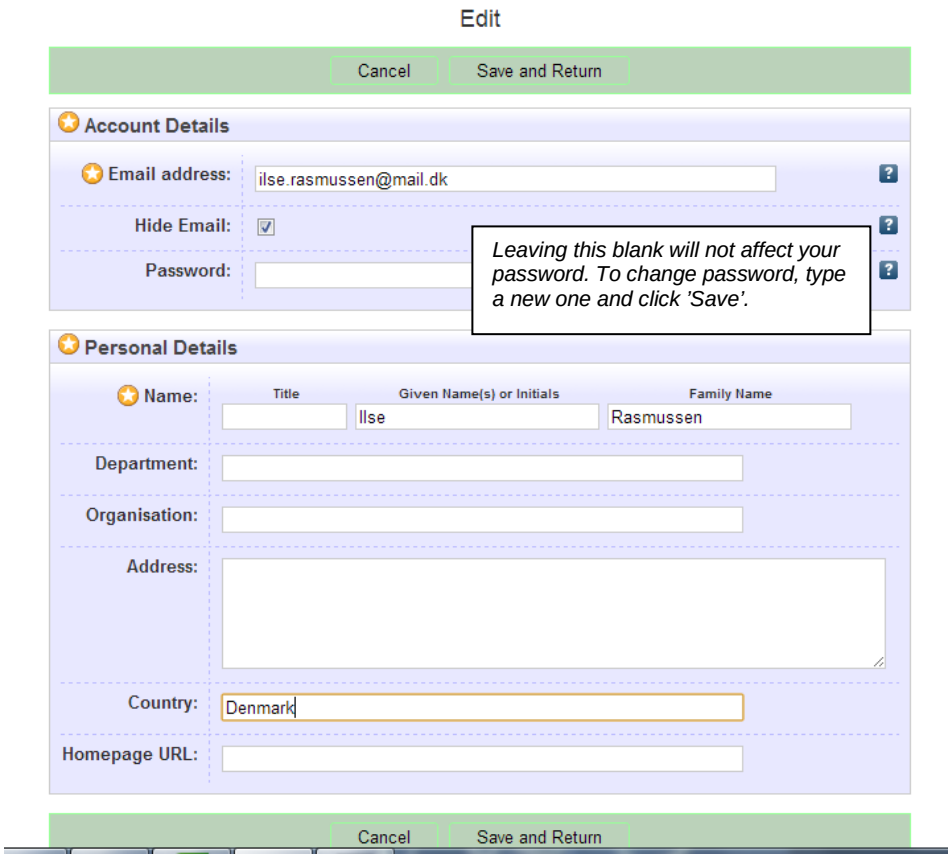
eprints@orgprints.org

Organic Eprints
http://orgprints.org/
eprints@orgprints.org

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

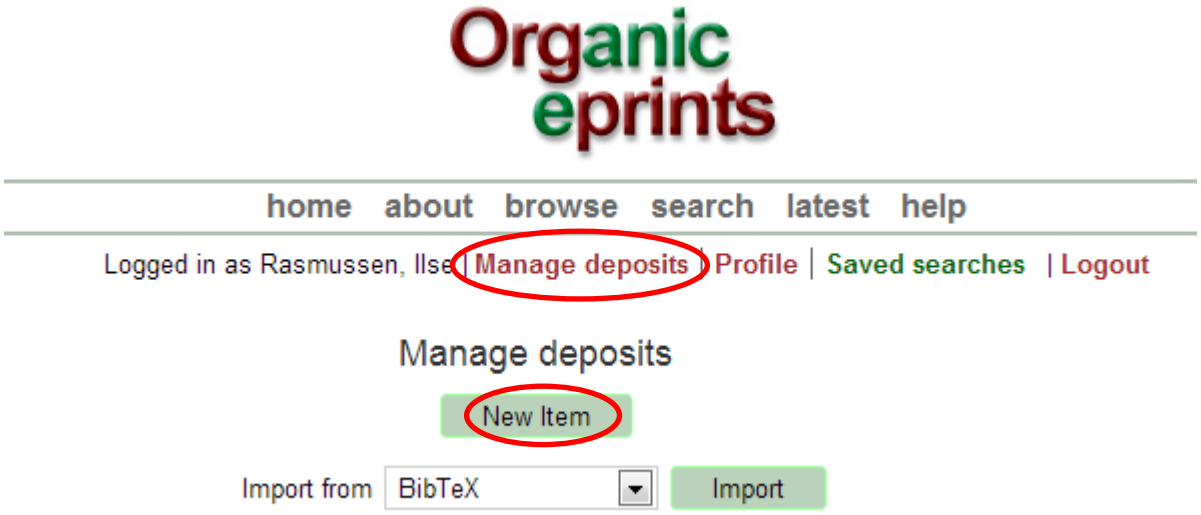
Click on 'Profile' to fill in more details.

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

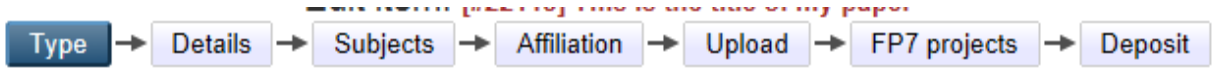


Deposit your paper

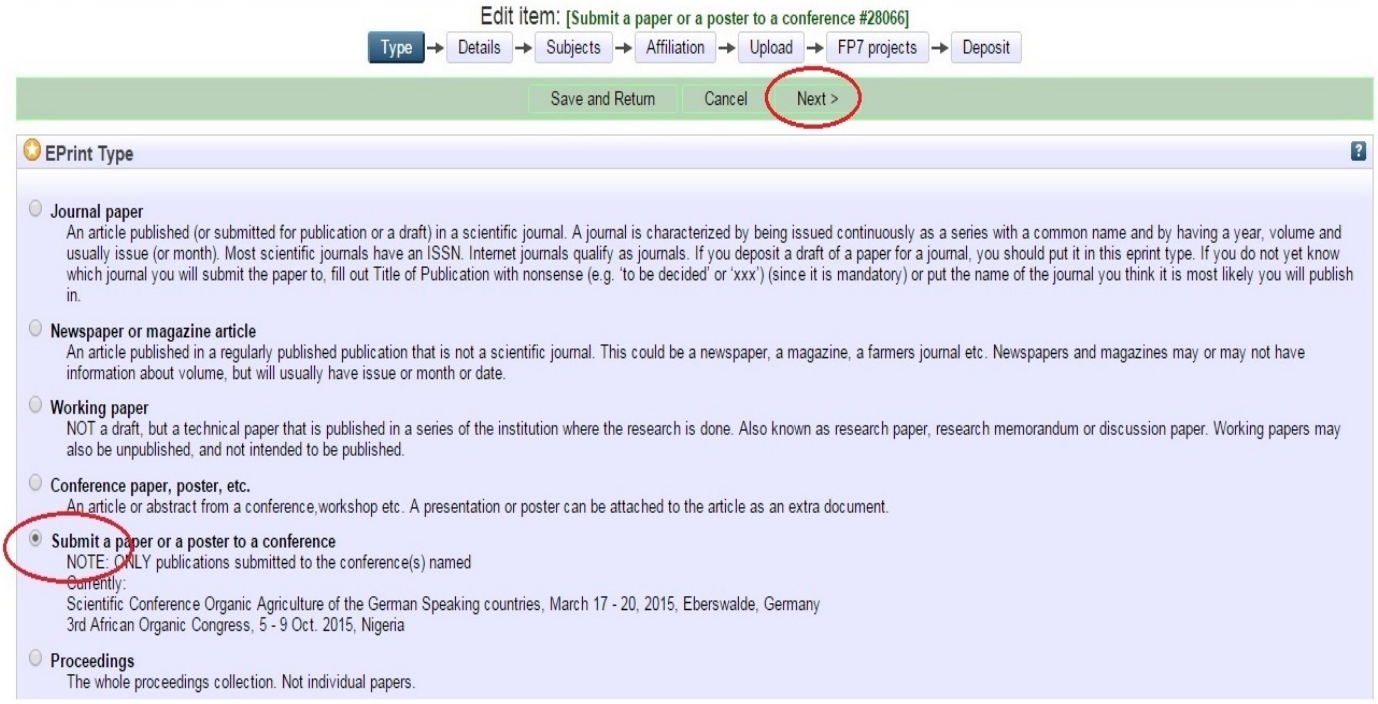
On the "Manage deposits" page, click "New item"



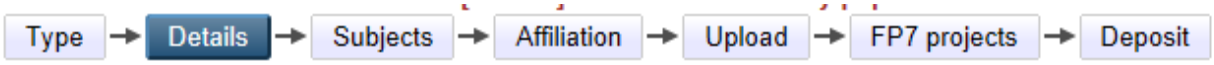
Eprint type



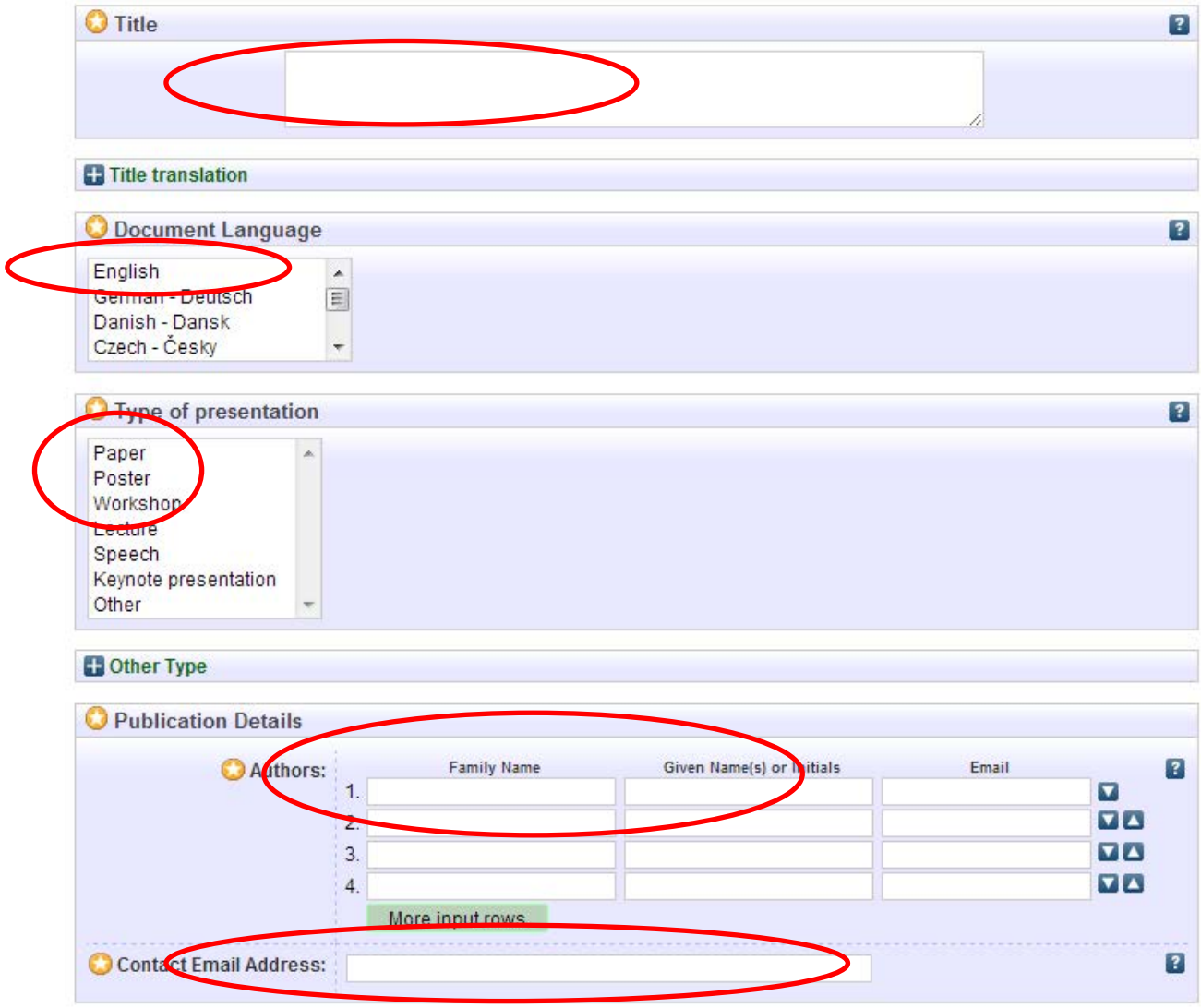
Choose "Submit a paper or poster to a conference", and then click "Next".



Details



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

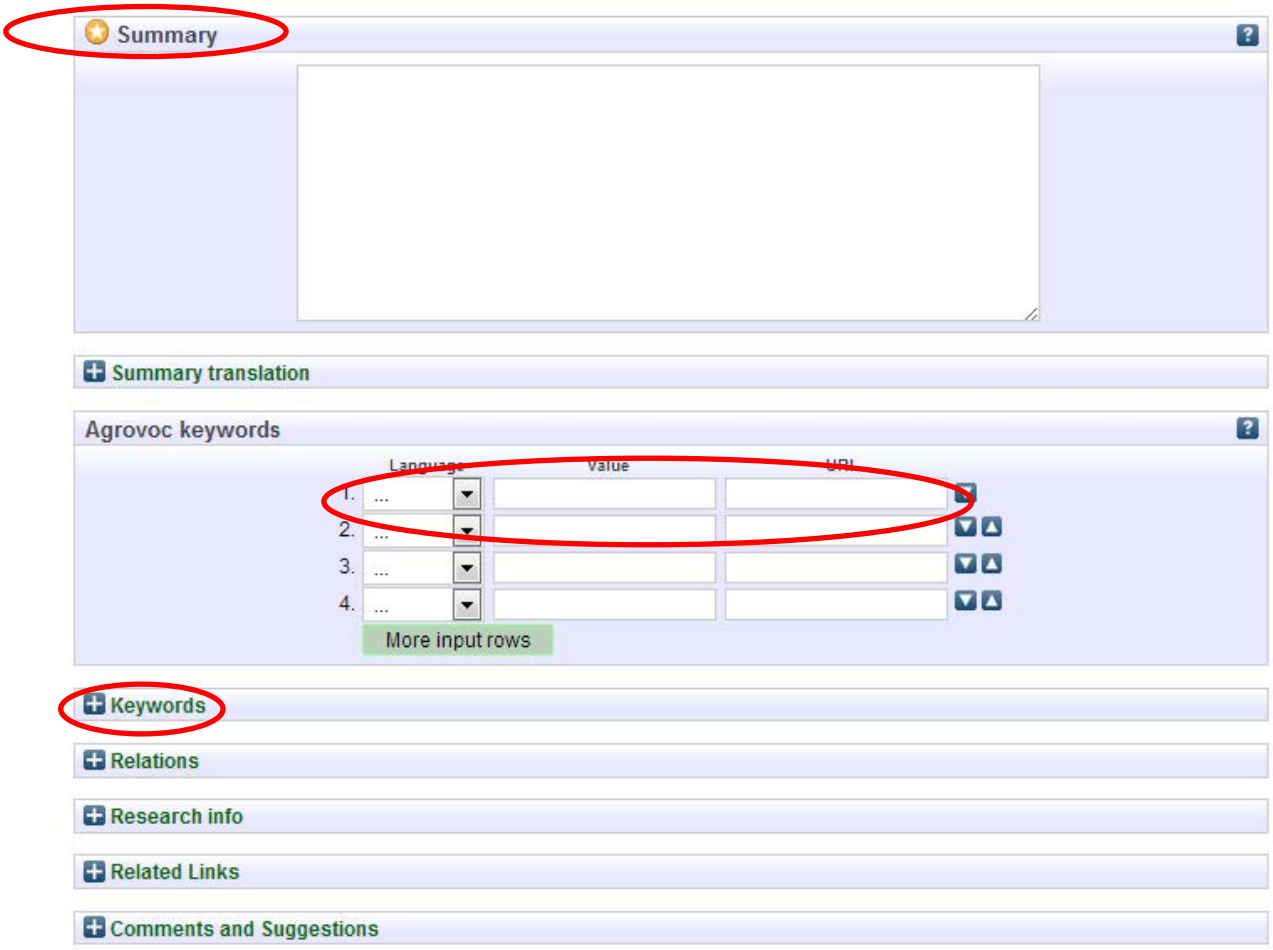


Enter additional information

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

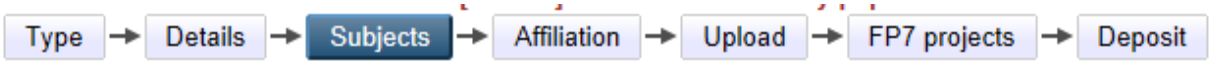
Enter abstract/summary

- *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*

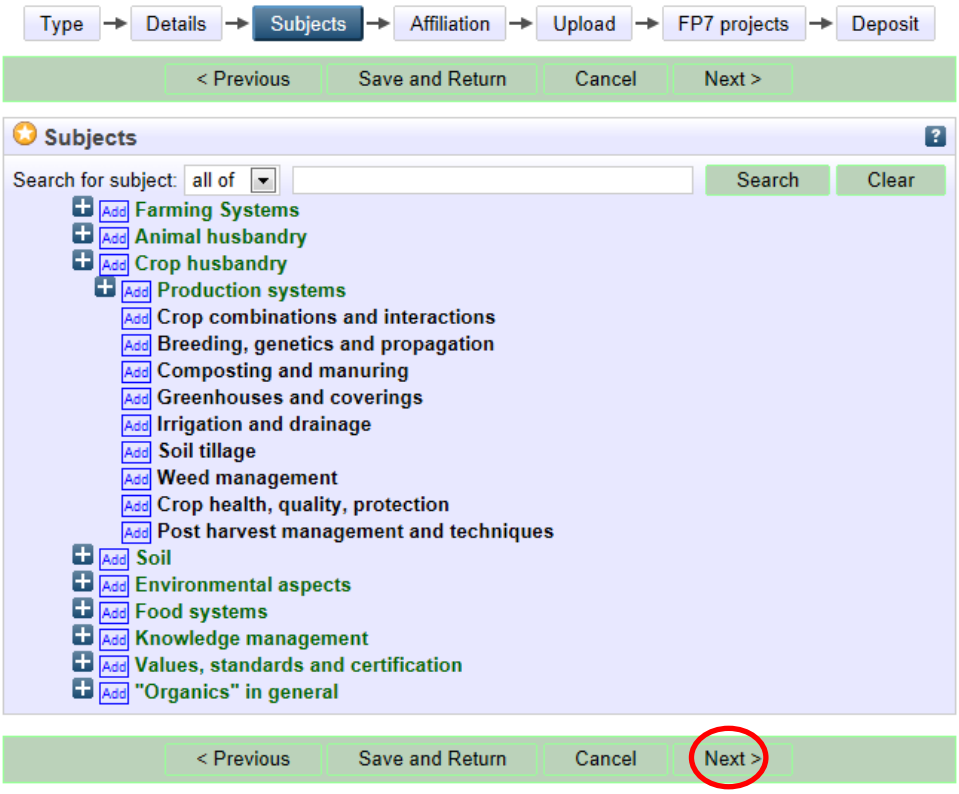


Click "Next".

Subjects

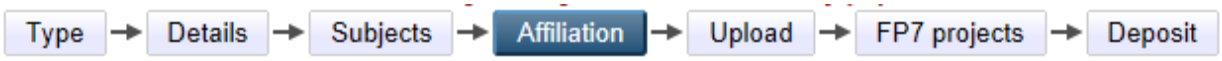


Add relevant subjects by expanding the trees (click the '+') and clicking "Add".
Do not add more than 3-4 subjects.



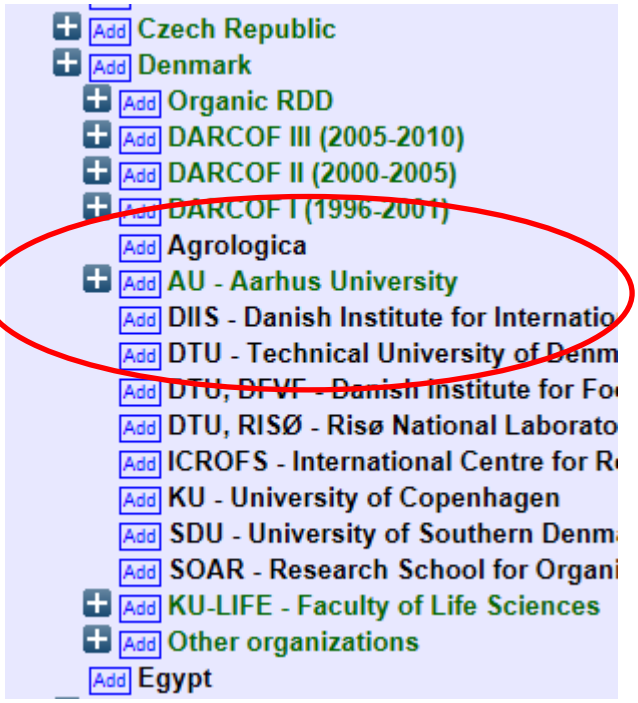
Click "Next"

Affiliation



Add the 2015: 3rd African organic Conference under the Interenational Conference

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



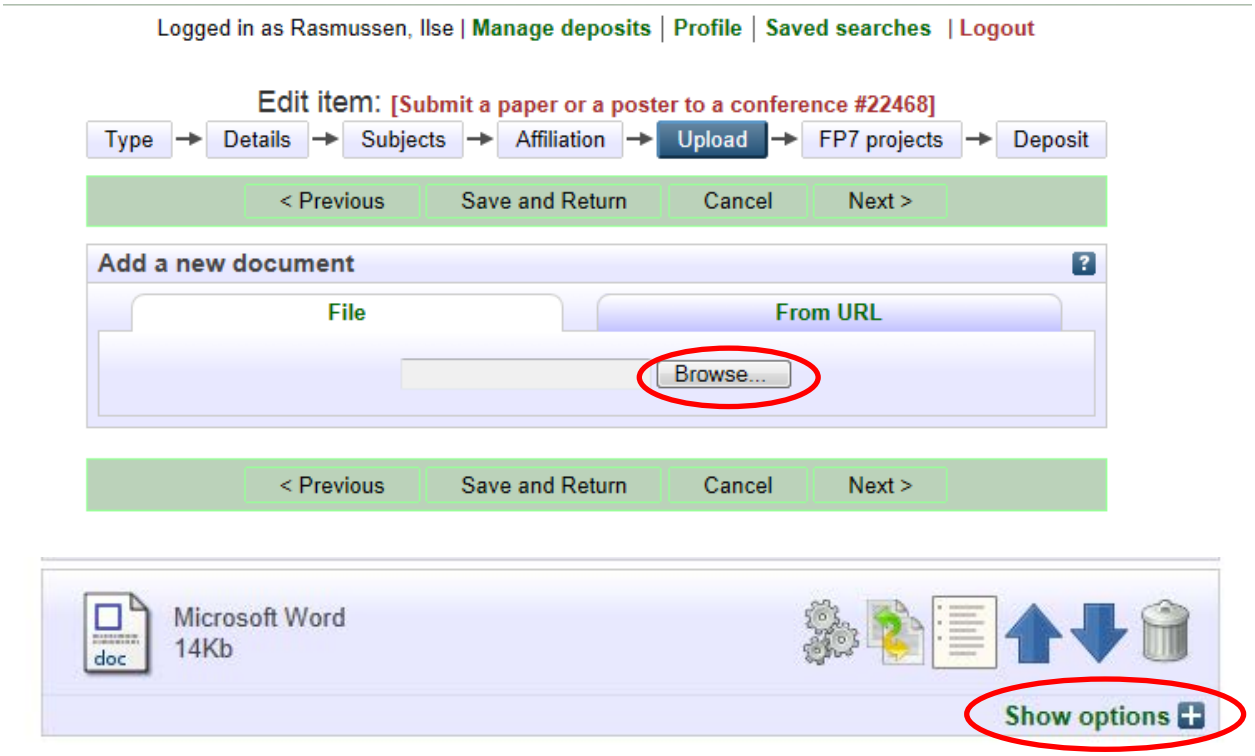
Click "Next"

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"*

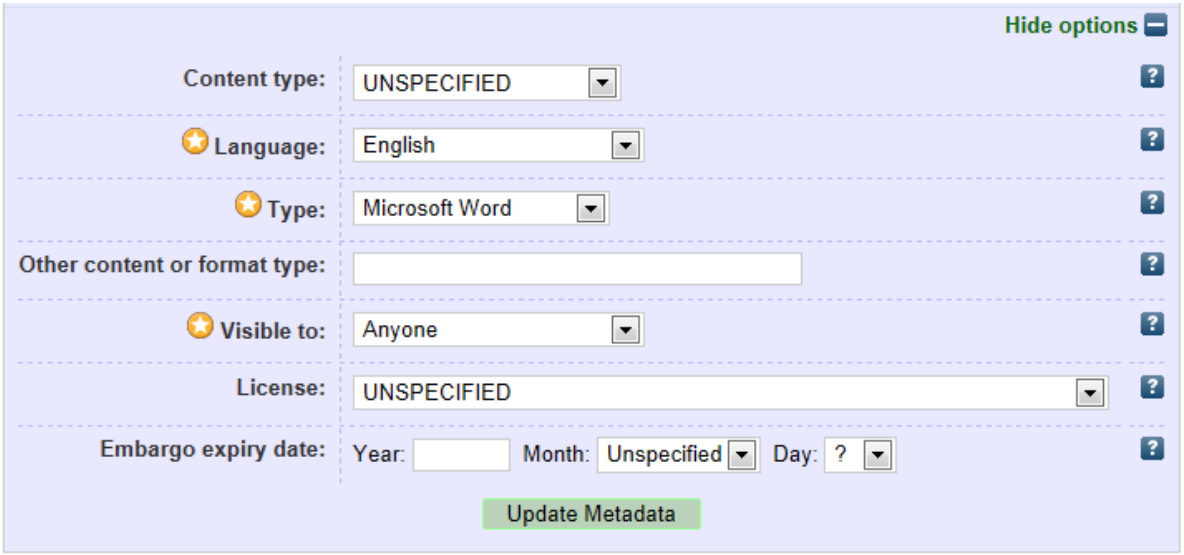
Click "Browse" to find your file, and then click "Open" to upload



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"

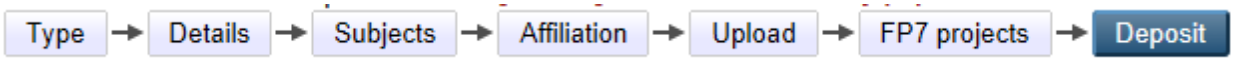


Click "Next"

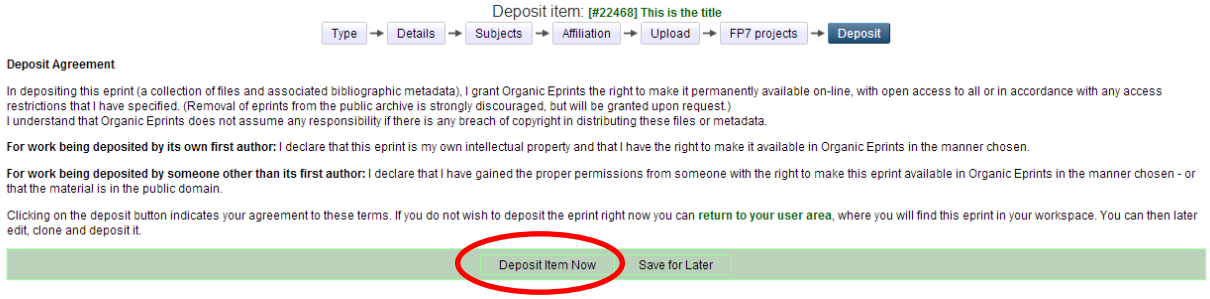
FP7-projects

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

Deposit



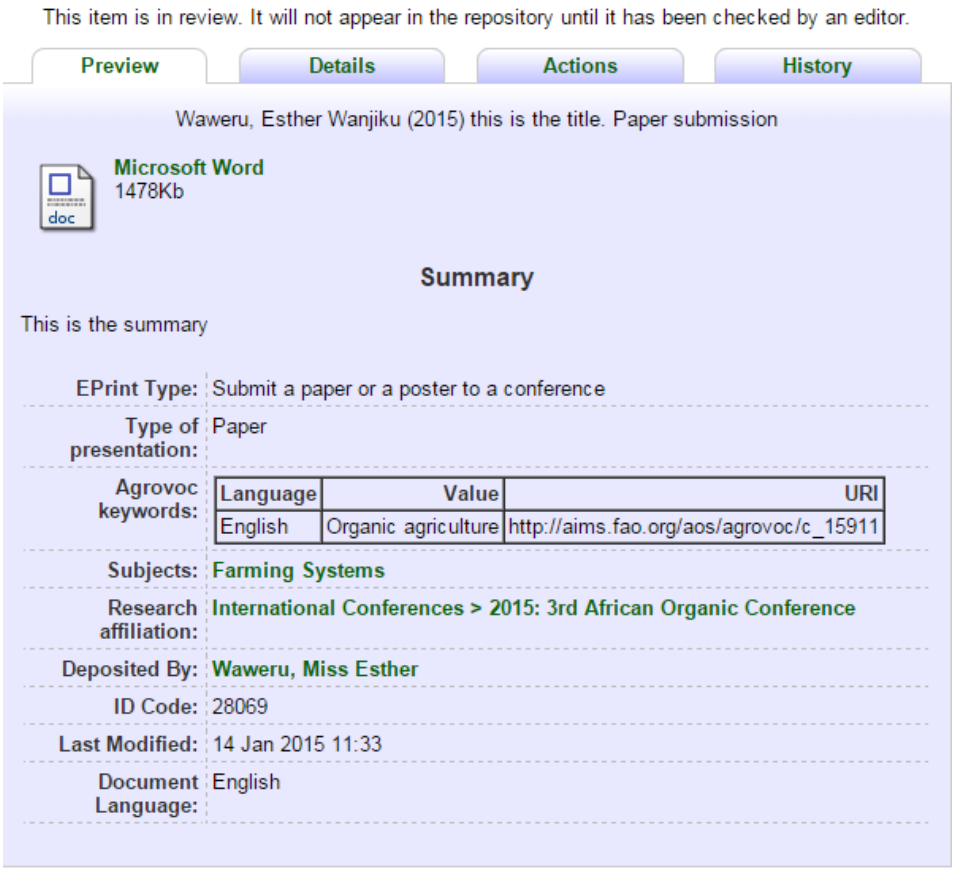
Read the Deposit Agreement, and deposit your paper



After submission you will see these messages:

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.

Preview | Details | Actions | History

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: English; Value: Organic agriculture; URI: http://aims.fao.org/aos/agrovoc/c_15911
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	

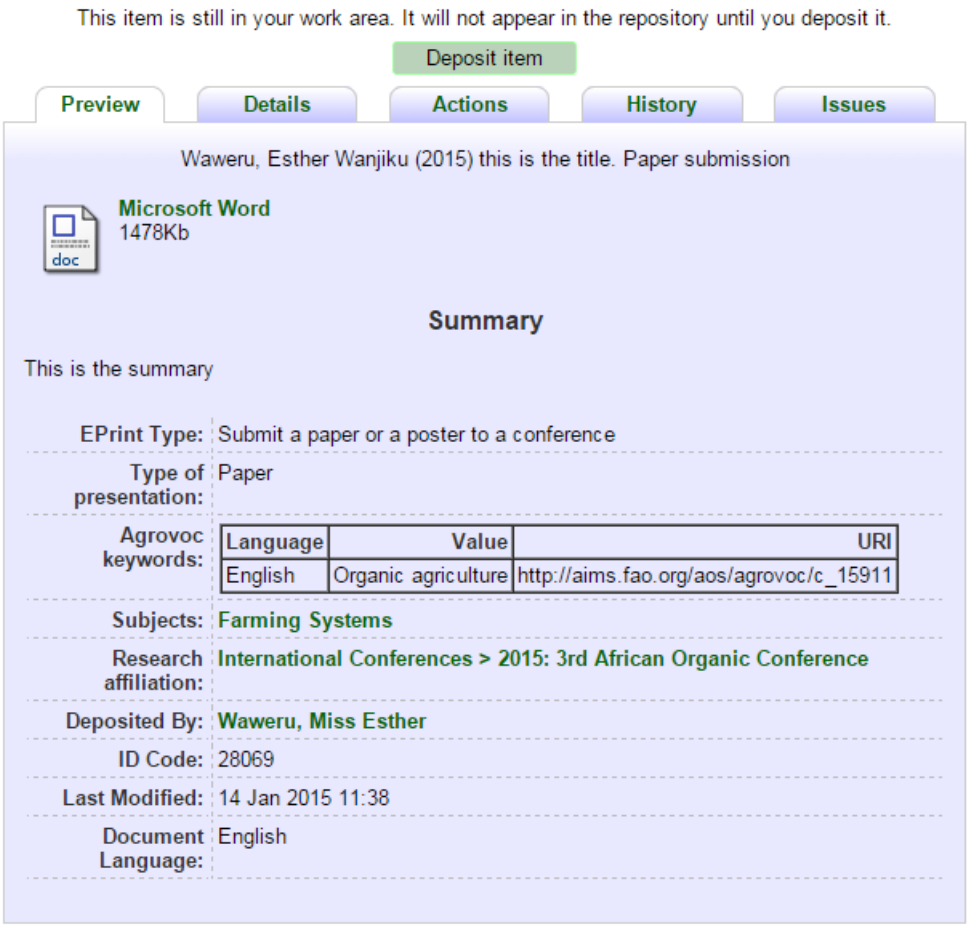
After you have deposited your paper,

- *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 Olabiyi t.olabiyi@yahoo.co.uk***

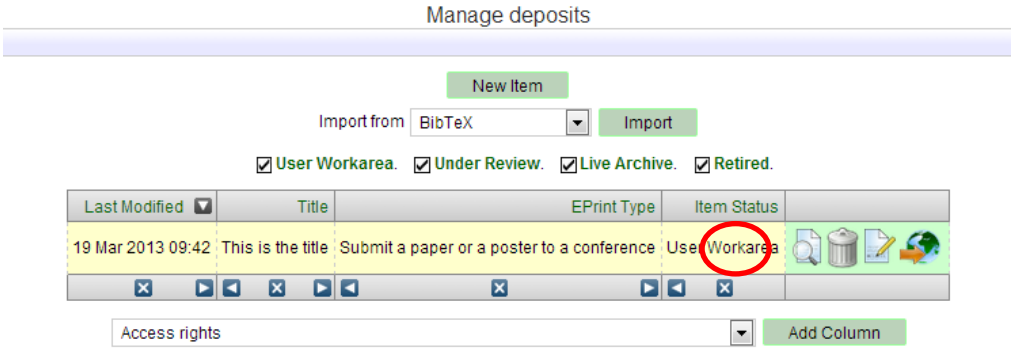
The paper will go through a review process, and you will be notified of the outcome by 31st May 2015

Save for later

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



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



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