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
  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:
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”

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

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V. 1.3 (14th January 2015)

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

Language

Type of presentation

Enter names and emails of authors

Enter contact email of corresponding author

Enter additional information
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”
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Affiliation

Add the 2015: 3rd African Organic Conference under the International 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”
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- 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:

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

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.