Instruction on How to Submit a Full Paper Submission in Organic Eprints for the 4th African Organic Conference 2018

You’ll find Organic eprints here: http://www.orgprints.org/

Contents
Introduction..................................................................................................................................... 2
Help ................................................................................................................................................ 2
Deposit your paper .......................................................................................................................... 6
   Eprint type................................................................................................................................... 6
   Details ......................................................................................................................................... 7
Subjects ...................................................................................................................................... 9
Affiliation ................................................................................................................................... 10
Upload ...................................................................................................................................... 11
FP7-projects .............................................................................................................................. 12
Deposit ...................................................................................................................................... 13
Save for later ................................................................................................................................ 15

Important dates for Full Paper Submission

- Deadline for submission: June 30, 2018
- Final decision: August 15, 2018
- Conference registration: Early payment August 31, 2018

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
- Registration: http://www.afronet.bio/events.html
Introduction

For submitting papers to the fourth African Organic Conference (4th AOC) to be held on November 5 - 8, 2018 in Cameroon, 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. You can find the papers and proceedings from the 3rd AOC here. 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 Ipooa Olabiyi, Ladoke Akintola University of Technology, Nigeria
  www.lautech.edu.ng, E-Mail: t.olabiyi@yahoo.co.uk
- Victor Olowe, Federal University of Agriculture, Nigeria, E-mail: owebaba@yahoo.com
- Khalid Azim, INRA-CRRA, Morocco, E-mail: azim.khalid@yahoo.fr
- Ilse A. Rasmussen, ICROFS, Denmark. http://www.icrofs.org E-mail: IlseA.Rasmussen@icrofs.org.

Short explanation

Login to Organic Eprints (new users: register, see p. 3)
Click “Manage deposits” and “New item” (see p. 6)
IMPORTANT: choose eprint type “Submit a paper or poster to a conference” (see p. 6)
Add relevant details (see p. 7-9)
Upload your paper (see p. 11-12)
IMPORTANT: click “Deposit item now” (see p. 13)

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 Ipooa Olabiyi
    t.olabiyi@yahoo.co.uk

The paper will go through a review process, and you will be notified of the outcome by August 31, 2018.
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.

Leaving this blank will not affect your password. To change password, type a new one and click ‘Save’.
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”.

Submit a paper or a poster to a conference

NOTE: ONLY publications submitted to the conference(s) named below.

Presently you can submit for 4th African Organic Conference 2018
Details

Enter the title of your paper

- Language
- Type of presentation
- Enter names and emails of authors
- Enter contact email of corresponding author
Enter abstract/summary
  - Choose relevant keywords
    o expand the “Keywords” field 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 2018: 4th African organic Conference under the International Conference

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

Click “Next”
Submit a full paper for 4th African Organic Conference 2018

---

**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_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”**

![Update Metadata](image)

Click “Next”

**FP7-projects**

If your paper is an output from an EU-project (FP7 or H2020), 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 August 31, 2018.
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.