# **Final Paper Preparation and Submission Instructions**

Dear Author,

Congratulations for the acceptance of your paper/poster for publication in the proceedings of the 2023 International Conference on Communications, Computing, Cybersecurity, and Informatics to be held on October 18-20, 2023.

The following information is provided to help you in the preparation and submission of your final paper as it will be published in the proceedings of CCCI 2023. Please follow all **STEPs** to ensure the submission process is completed successfully.

# **STEP 1: Important Dates and Information**

- At least one author per paper must pay the registration fee. Registration is required for the publication of your paper; failure to register will result in your paper being removed from the proceedings.
- Final manuscripts must be submitted by **September 25, 2023** (Hard deadline).
- IEEE copyright transfer form must be submitted by September 25, 2023 (Hard deadline).

## **STEP 2: Formatting Your Paper**

The papers of CCCI 2023 will be electronically published by **IEEE Xplore**. This means that accepted papers must exactly fulfil the IEEE requirements regarding the final submitted version. The maximum length is 8 pages. Extra pages will be charged extra fees.

Please follow strictly the following steps:

- 1. If authors want to designate a corresponding author, then put an asterisk on his/her name or email. For example: name1, name2\* (in this case, name2 is the corresponding author).
- 2. **Modify** your paper according the reviewers comments and generate the Camera-Ready version of your paper using one of these <u>NEW templates</u> (use A4 paper size templates, no page numbers, no headers).
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**ATTENTION:** Papers not using the right template or that do not pass the IEEE PDF eXpress checklist will be **excluded** from the conference and the proceedings.

# STEP 3: Renaming your PDF File for Submission

Once your paper has been converted into an IEEE Xplore-compatible PDF file, you will need to rename your file for final submission as follows:

#### Paper with EDAS number:

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where 1234567890 is your EDAS paper number (contained in the acknowledgement message to your submission) and surname is the author's last name.

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#### STEP 4: Submitting a Signed Copyright Release Form

Copyright Form: Every CCCI 2023 paper accepted for presentation and publication MUST have attached to it an IEEE Copyright transfer form. You are required to submit the IEEE Copyright transfer form by September 25, 2023. Failure to submit the IEEE Copyright transfer form by the deadline will result in an automatic withdrawal of your paper for presentation and publication.

- 1. Go to the on-line submission system <u>EDAS</u> and log-in using your EDAS account (this should be the same account you have used to submit the initial and final papers). Your username will be your email. If you cannot remember your password then ask EDAS to email it to you by following the link <u>EDAS PASSWORD RESET</u>.
- 2. Click on the "My Papers" menu item at the top of the page. This will produce a list of all your papers on the EDAS system.
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  - Additional information can be found <u>here</u>.

## **STEP 5: Final Paper and File Submission.**

**Final Paper Submission:** You are required to submit the IEEE Xplore-compliant PDF file of your final paper by **September 25, 2023**(**Hard deadline**). Failure to meet the deadline will result in an automatic withdrawal of your paper for presentation and publication.

Please follow the steps below to submit your final paper electronically:

- 1. Go to the on-line submission system <u>EDAS</u> and log-in using your EDAS account (this should be the same account you have used to submit the initial paper proposal). Your username will be your email. If you cannot remember your password then ask EDAS to email it to you by following the link <u>EDAS</u> PASSWORD RESET.
- 2. Click on the "My Papers" menu item at the top of the page. This will produce a list of all your papers on the EDAS system.
- 3. Click on the title of the paper that you want to submit. This will take you to the individual paper page that contains all details of the paper.
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6. Click on the "Upload Manuscript" icon within the "Final Manuscript" field. This will take you to a new page. Click on the "Browse" button and browse to your IEEE Xplore-compliant final PDF file. Click on the "Upload Manuscript" button to upload the selected file to the system. Depending on the size of your file and your Internet connection speed, the file upload may take a few minutes. If the file is uploaded successfully then a confirmation message will be displayed. You will also receive an e-mail confirmation with the details of your submission. If you do not see the confirmation page after uploading your file, you may not have successfully completed your file upload. If you encounter issues, please contact the Publication Chair.

## **Final Paper Inspection**

Similar to the proposal submission, your final document will be checked to ensure that it meets all formatting and compatibility requirements to be included in a visually pleasing and IEEE Xplore-compliant proceedings. If we encounter errors in the appearance or compatibility of your document file, you will be contacted by email.

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