



INSTRUCTIONS FOR UPLOADING YOUR ABSTRACT ON THE www.acofipapers.org

The acofipapers platform has changed; its interface has been updated,
and some processes for abstract submission have changed.

If you were already registered previously, your user account still exists.
If you have forgotten your password, you must access the corresponding link to retrieve it.

Please read these instructions carefully.

If you have not already done so, please register on the acofipapers.org site and follow the instructions.

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If you are already registered, log in with your credentials.

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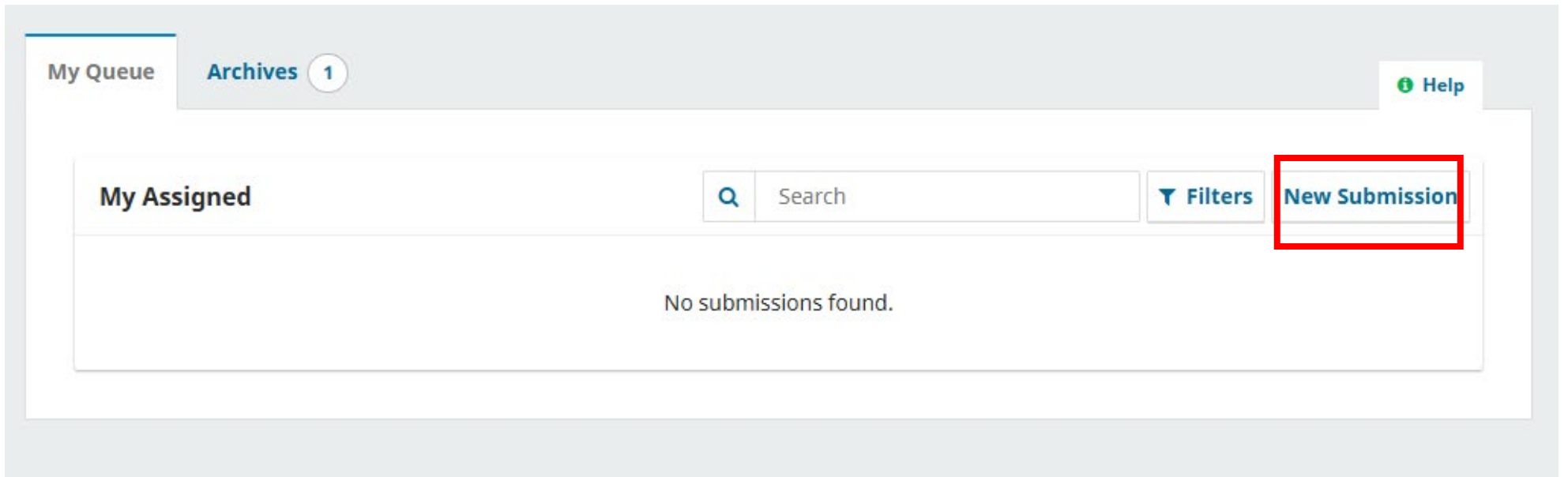
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To begin the process of uploading your abstract, you must click on 'New Submission'



The screenshot displays a user interface with a top navigation bar containing 'My Queue' and 'Archives 1'. A 'Help' icon is located in the top right corner. Below the navigation bar is a section titled 'My Assigned'. This section includes a search bar with a magnifying glass icon and the text 'Search', a 'Filters' button with a downward arrow, and a 'New Submission' button. The 'New Submission' button is highlighted with a red rectangular border. Below the search and filter controls, the text 'No submissions found.' is centered.

The following screen will be displayed where you must choose: the language in which your application is written (Spanish or English), the category in which you wish to submit your abstract (Section), check the submission requirements, and click on Save and continue.

Submit a proposal

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section

*Proposals must be submitted to one of the events themes. **

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file must be in Microsoft Word format

Comments for the organizer

Rich text editor toolbar with icons for Bold, Italic, Underline, Link, Unlink, Code, Undo, Redo, Image, and Upload. Below the toolbar is a large text area for entering comments, with a blue checkmark icon in the bottom right corner.

- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue

Cancel

On the next screen, you will be asked to upload your abstract file in MS Word, according to the established format.

Submit a proposal

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)


Save and continue Cancel


Upon uploading it, you must click on 'Submission text - abstract'. Then click save and continue.

Submit a proposal

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files Add File

 xxxx.docx Edit Remove

 What kind of file is this? [Submission text- abstract](#) [Other](#)

Save and continue Cancel

You will reach the 'Enter Metadata' tab.
Here you must complete: The Title of the work, and you must copy the text of the abstract.

Submit a proposal

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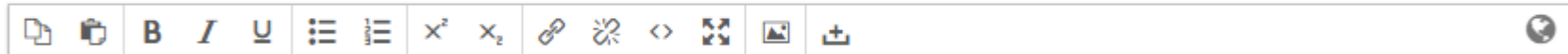
Prefix

Examples: A, The

Title *

Subtitle

Abstract *





You must also add **ALL AUTHORS OF THE PAPER**. You can do this by using the "**Add Contributor' button**"

This step is very important; you must not forget to include any author.

The organization does not allow the addition or subtraction of authors after the process is finished

On the next page, you will find instructions for adding new authors.

You can also include keywords in lowercase unless they are proper nouns, acronyms, etc.

When finished, you must click on the 'Save and continue' button.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Jose Solano	ICJMSOLANO@yahoo.es	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Refinements

Keywords *

Add additional information for your submission. Press 'enter' after each term.

References

Add authors

By default, the person who logs in and starts the process will automatically be listed as an author. If there are one or more additional authors, you must follow this process.

You must fill in the data for each of the authors: Names and Surnames (Last Names), email address, country, affiliation (institution), and ORCID Identifier, check the author box, and click the save button.

You must proceed this way with as many authors as necessary.

Add Contributor

Affiliation

Name

Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Country *

User Details

Homepage URL ORCID ID

Bio Statement (e.g., department and rank)

Contributor's role *

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

Required fields are marked with an asterisk: *

Save **Cancel**

Once the metadata process is finished, all that remains is to Finish Submission in the 'Confirmation' tab.

Submit a proposal

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission

Cancel