



GUIDELINES FOR FULL PAPER SUBMISSION

1. Submission of Papers

Step 1. Access www.acofipapers.org using your username and password. Once logged in, your assigned submission(s) will appear; click on the **"View"** button.

The screenshot displays the 'Submissions' dashboard. At the top, there are tabs for 'My Queue' (2) and 'Archives' (5), along with a 'Help' icon. Below this is the 'My Assigned' section, which includes a search bar, 'Filters', and a 'New Submission' button. A submission entry is shown with the ID '4866', author 'Solano', and title 'ZZZ TTT MMM'. A warning message states: 'The submission must be resubmitted for another review round.' To the right of the entry, there is a '0/1' indicator, a 'Review' button, and a 'View' button. A large blue arrow points to the 'View' button.

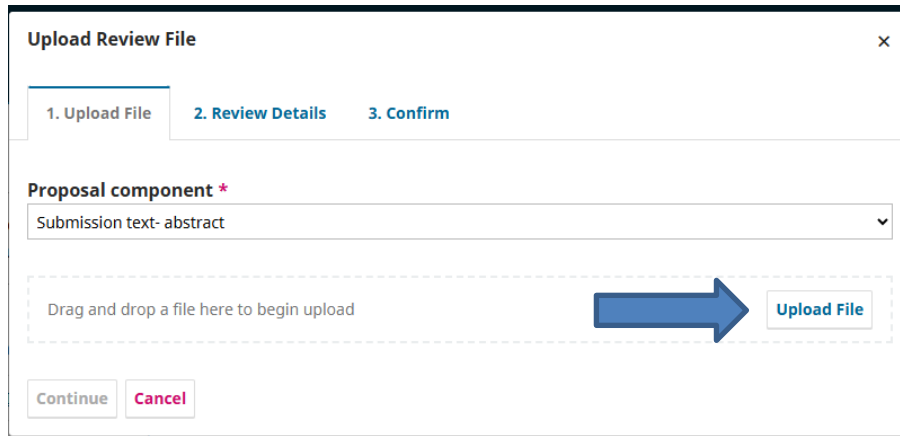
Step 2. On the next screen, you must upload the PDF file of your full paper, formatted according to the proposed template. To do this, click on **“Upload File”**.

The screenshot shows a submission management interface. At the top, there are navigation tabs for 'Workflow' and 'Publication'. Under 'Publication', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Round 1' tab is also visible. The main content area includes a 'Round 1 Status' box with the message: 'The submission must be resubmitted for another review round.' Below this is a 'Notifications' section with two entries: '[EIEI] Decisión del editor/a' dated 2026-02-10 06:46 AM. There are also sections for 'Reviewer's Attachments', 'Revisions', and 'Review Discussions', each with a search button and a 'No Files' or 'No Items' message. A blue arrow points to the 'Upload File' button in the 'Revisions' section.

Step 3. Here, you must follow the steps to upload the file. First, select **“Submission text - abstract”** from the drop-down menu.

The screenshot shows a dialog box titled 'Upload Review File' with a close button (X) in the top right corner. It has three steps: '1. Upload File', '2. Review Details', and '3. Confirm'. The '1. Upload File' step is active. It features a 'Proposal component *' dropdown menu with 'Submission text- abstract' selected. Below the dropdown is a text input field with the placeholder 'Select article component'. A blue arrow points to the 'Upload File' button. At the bottom, there are 'Continue' and 'Cancel' buttons.

"Then, click on **'Upload File'**, locate the file on your computer, and attach it."



Upload Review File

1. Upload File 2. Review Details 3. Confirm

Proposal component *

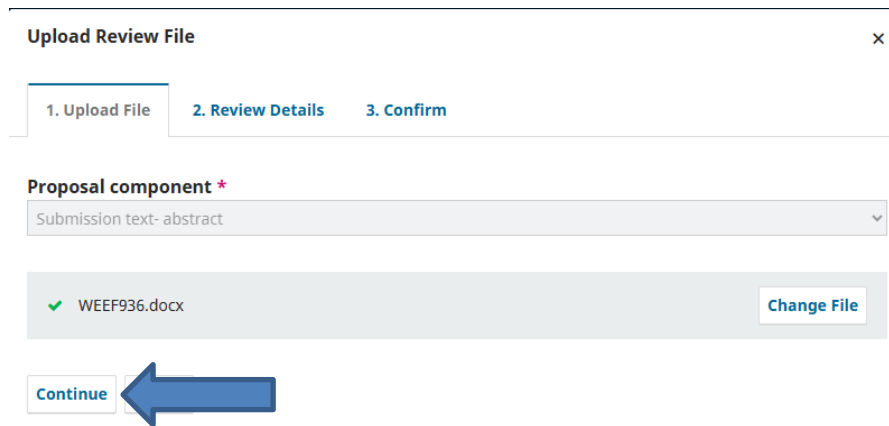
Submission text- abstract

Drag and drop a file here to begin upload

Upload File

Continue Cancel

Next, click on **"Continue"**.



Upload Review File

1. Upload File 2. Review Details 3. Confirm

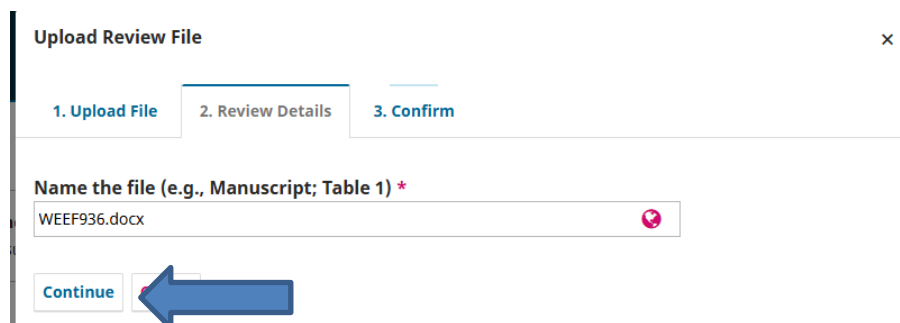
Proposal component *

Submission text- abstract

WEEF936.docx Change File

Continue

Then, click **'Continue'** again after verifying that it is the correct file.



Upload Review File

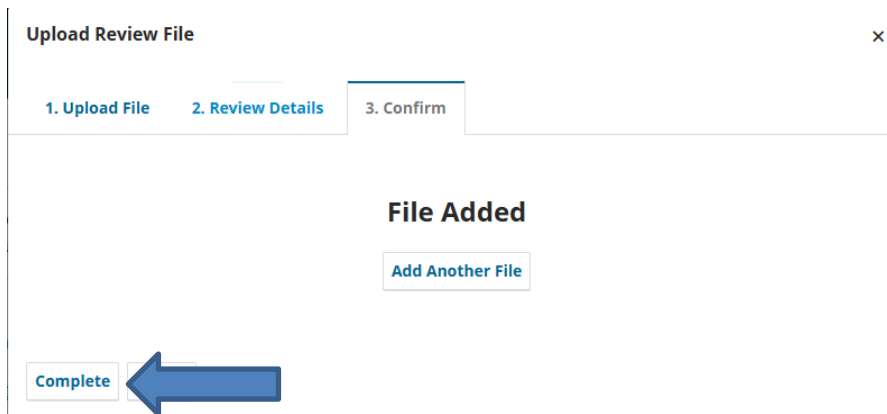
1. Upload File 2. Review Details 3. Confirm

Name the file (e.g., Manuscript; Table 1) *

WEEF936.docx

Continue

And finally, click on **'Complete'** to finish the process of uploading your full paper to the platform.



THE DEADLINE TO UPLOAD PAPERS TO THE PLATFORM IS MAY 10, 2026.

Accepted papers that comply with all the specifications outlined in these guidelines will be published in the Conference Proceedings.

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