

Instruction of Online Submission System for Author

The International Scientific Committee thanks you to submit the abstract for the IHTC-15. Some of regions require proper Associate Editors (AEs) because the peer review of full manuscript will be done in each region. The International Scientific Committee members are now selecting the AEs to keep the level of the conference proceedings high enough by the peer review process. After selecting the AEs, the full manuscript can be submitted to the system.

The deadline of full manuscript submission is 15 December, 2013. To suppress access concentration to Online Submission System near deadline, the authors can “upload” the full manuscript to the system before deadline. The authors can store their full manuscript in the system and edit (replace / erase) it until 15 December, 2013. When the authors are ready to submit, they can “submit” their manuscript. After submission, the authors CANNOT edit their manuscript.

At this point in time, the authors can “upload” their manuscript, and they will be able to “submit” the manuscript at the beginning of December, 2013.

Here is the instruction to “upload” the full manuscript.

Author can login to the individual page shown in Fig.1.

<http://submission.ihtcdigitallibrary.com/usr/login.html>



The screenshot shows the login page for the IHTC-15 Online Submission System. At the top left is the IHTC-15 logo and the text "Online Submission System". A navigation bar at the top right contains links for "Home", "New User", "Contact", "Inprovs", and "Digital Library". Below the navigation bar is a welcome message: "Welcome to the IHTC Online Submission System". The main content area includes a greeting "Dear Colleagues," followed by a notice: "The registration for the abstract submission for the the 15th International Heat Transfer Conference, Kyoto 2014 (IHTC-15) has been closed." Below this notice is a "Login form" with fields for "User Name:" and "Password:", a "Forgot password" link, and a "Login >>" button. The page features a decorative background with a blue circular graphic on the left and a floral pattern on the right.

Fig. 1 Author's login page

The main page of the author is shown in Fig. 2. After the abstract is accepted it will appear on the author's home page with the status “Abstract Accepted”– see Fig. 2. To open the details of the abstract, author should click on the abstract title or manuscript ID. The abstract description page will appear.

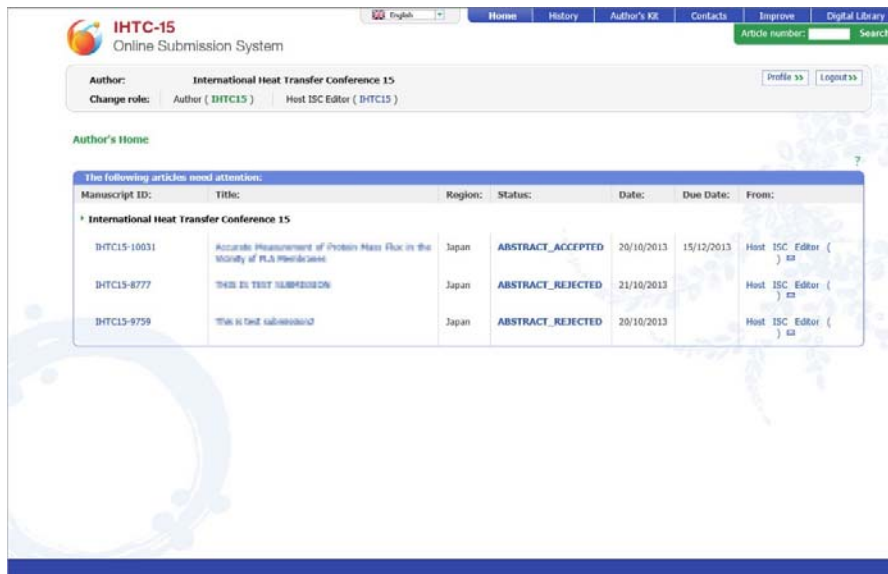


Fig. 2 Author's main page

Figure 3 shows the abstract description page. **To upload the full manuscript**, author should open the tab "Files" (red square in Fig.3).

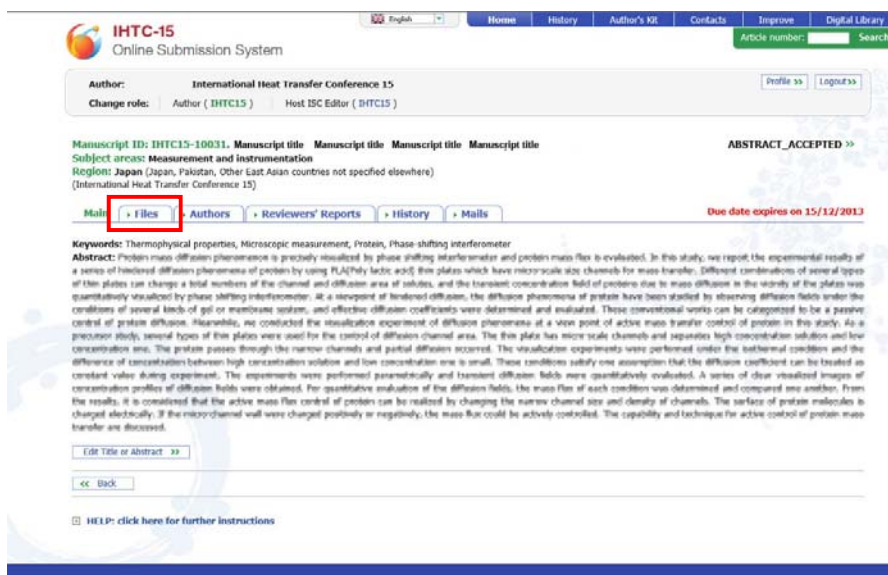


Fig. 3 Abstract description page

Figure 4 shows the PDF upload page. The author should upload the full manuscript PDF file by clicking the "Upload>>" button. Then, the page with files list shown in Fig. 5 will appear. The system store PDF files unless the author does not delete them in the future.



Fig. 4 PDF upload page

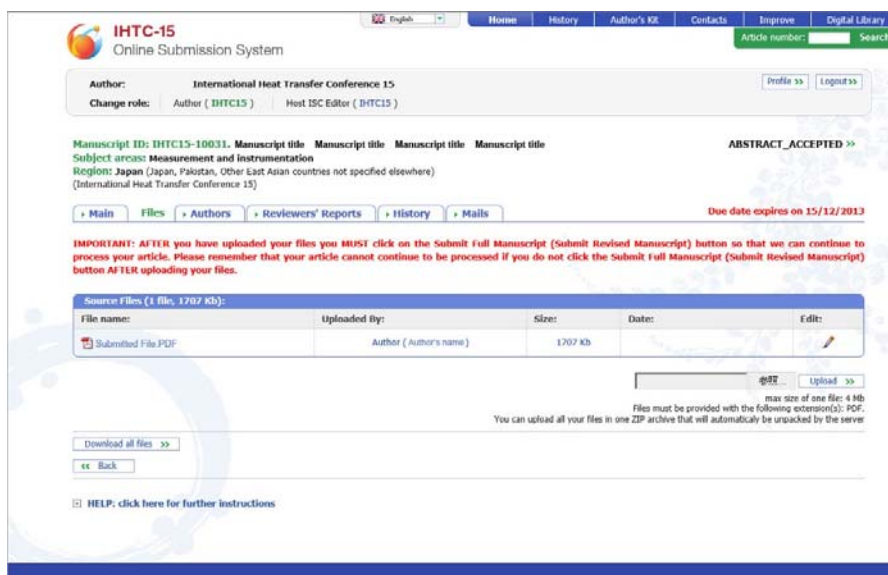


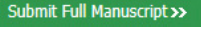
Fig. 5 PDF file list page

On this page the author can edit (replace / erase) the uploaded PDF files. After clicking on the button “Edit” on this screen, the PDF editing page will appear.

Please note that the authors can edit their uploaded file before 15 December, 2013.

On this screen, the author can find following notification.

IMPORTANT: AFTER you have uploaded your files you **MUST** click on the Submit Full Manuscript (Submit Revised Manuscript) button so that we can continue to process your article. Please remember that your article cannot continue to be processed if you do not click the Submit Full Manuscript (Submit Revised Manuscript) button **ATER** uploading your files.

The “Submit Full Manuscript” button (green colored button ) will appear on this page in the beginning of December, 2013. The authors should complete the uploading and submission of their manuscript **before 15 December, 2013**.

NOTE: When the author **submits** the full manuscript, the author **CANNOT** replace the file. Immediately, the file will be transferred to the Regional Editor in your region.