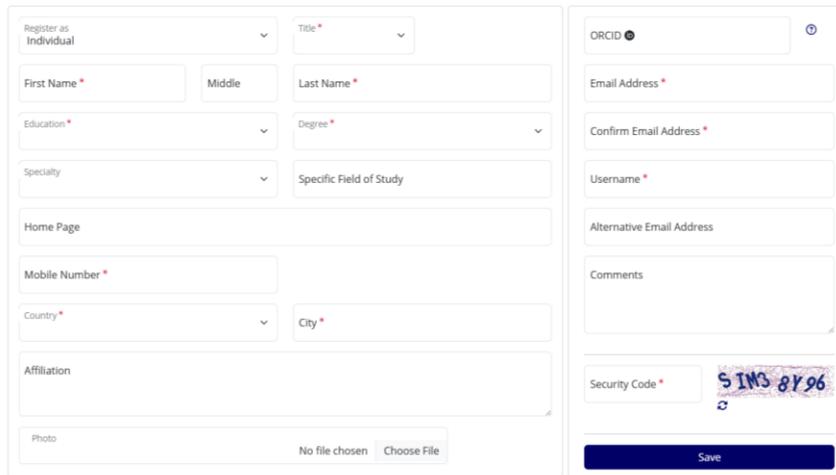


## Submission Guideline

Dear Friends,

For submitting your paper, please follow these steps:

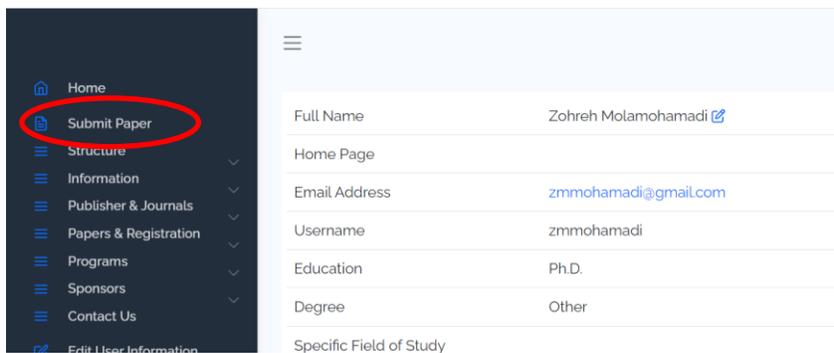
- 1- Please register first.



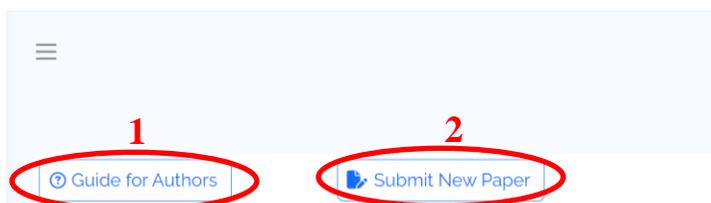
The registration form includes the following fields:

- Register as: Individual (dropdown)
- Title: (dropdown)
- First Name: (text input)
- Middle: (text input)
- Last Name: (text input)
- Education: (dropdown)
- Degree: (dropdown)
- Specialty: (dropdown)
- Specific Field of Study: (text input)
- Home Page: (text input)
- Mobile Number: (text input)
- Country: (dropdown)
- City: (text input)
- Affiliation: (text input)
- Photo: (file upload area with "No file chosen" and "Choose File" buttons)
- ORCID: (text input)
- Email Address: (text input)
- Confirm Email Address: (text input)
- Username: (text input)
- Alternative Email Address: (text input)
- Comments: (text area)
- Security Code: (text input with a security code "SINS 8Y96" and a refresh icon)
- Save: (button)

- 2- Then login to your profile and press “**Submit Paper**”.



- 3- Check the “**Guide for Authors**” to make sure you have considered all the requirements, and then click on “**Submit New Paper**”.



4- Fill in all the required information carefully and press Next.

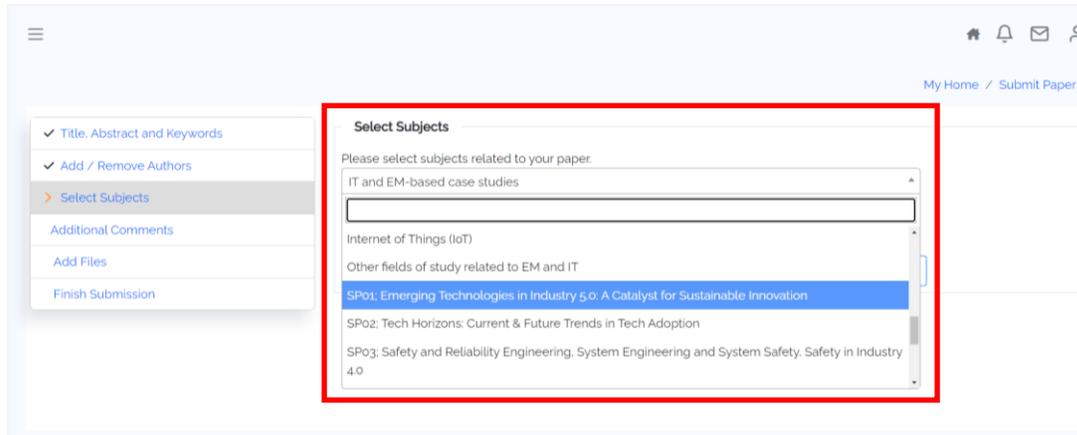
The screenshot shows a web form titled "Enter Title, Abstract and Keywords". On the left is a sidebar menu with options: "Title, Abstract and Keywords" (selected), "Add / Remove Authors", "Select Subjects", "Additional Comments", "Add Files", and "Finish Submission". The main form area has a red border and contains the following elements: "Enter Full Title" label, "Paper Title" input field, a blue notification box with the text "The allowable abstract words is 100 to 350 words.", "Abstract" label and a large text area, and "Keywords" label and input field. At the bottom right, a "Next >" button is circled in red.

5- Follow the steps by filling in all parts and pressing Next.

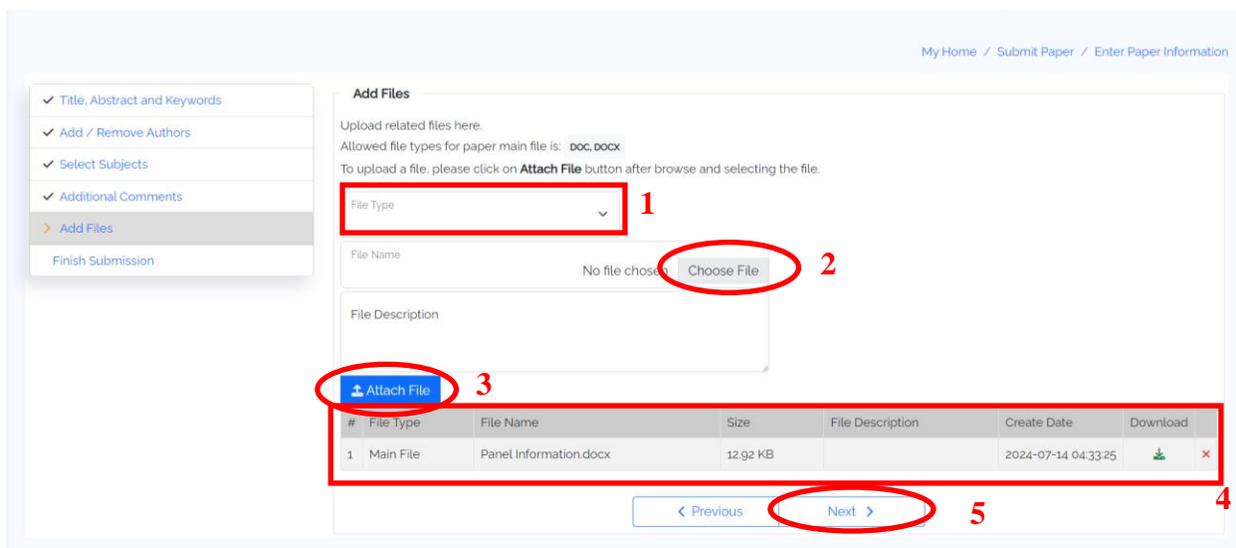
**Key Point 1:** Please enter the details of all authors in “**Add/Remove Authors**” section. *It is mandatory to enter the authors one by one in the same order they appear in your paper*, as we consider the data in the system for scheduling and publishing the certificates.

The screenshot shows a web form titled "Add / Remove Authors". On the left is a sidebar menu with options: "Title, Abstract and Keywords", "Add / Remove Authors" (selected), "Select Subjects", "Additional Comments", "Add Files", and "Finish Submission". The main form area has a red border and contains the following elements: "Add / Remove Authors" title, a red-bordered box around the title, a blue notification bar with the text "Please enter the details of all authors (other than you) who contributed to the work reported in your paper. After you enter each author's details, click Add Author", a note "Please note that only the Corresponding Author can access the paper for submission and edit/submit revisions.", "Email Address" input field, "Title" dropdown menu, "First Name" and "Middle" input fields, "Last Name" input field, "Education" and "Degree" dropdown menus, "Mobile Number" and "Phone Number" input fields, "Country" dropdown menu and "City" input field, "Affiliation" input field, a "This Author is Corresponding Author" checkbox, and a blue "Add Author" button circled in red. At the bottom, there is a note: "To change the order of the authors, you can drag and drop each row by the mouse or using icon."

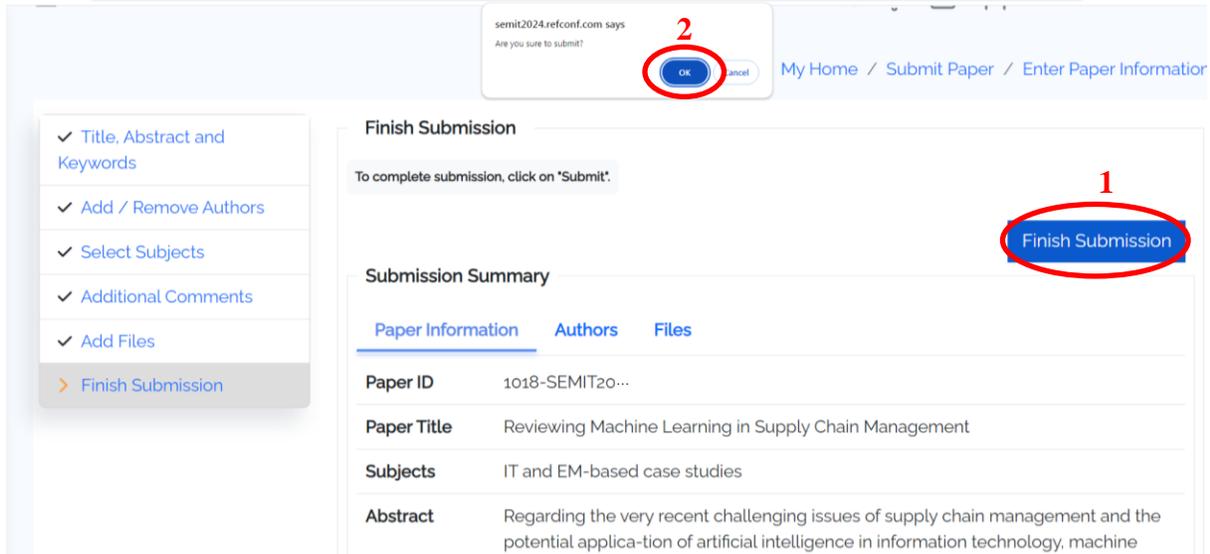
**Key Point 2:** If you are going to submit your paper for a special panel or symposium, related to your paper, please select if from the list in “**Select Subject**” section.



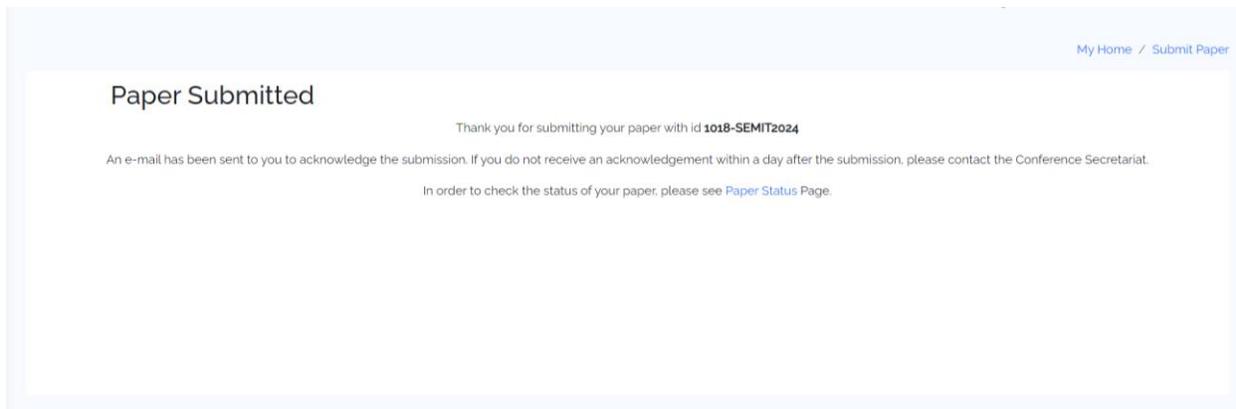
- 6- In the “**Add Files**” section, select the “File Type” as “Main File” and click on “Choose File” to attach your new file.  
Please do not forget to press “**Attach File**” at the end to see your attached file in the table.  
Then click on Next.



- 7- You can see all the information of your submission and press “**Finish Submission**” if everything is correct. Click on **Ok** when the system asks “**Are you sure to submit?**”.



8- You will see **the following page** and will receive an **email of acknowledgement**.



When you successfully submit your paper/abstract, after going to the "**Submit Paper**" section, you will see the status as "**Papers Being Processed**".

If you do not complete the submission, it will be listed in "**Incomplete Papers**" and it will not be entering the review process. So, make sure to complete it to be appeared in "**Papers Being Processed**".