## **7ISC Submission Process Guidelines**

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- 3. Submit your abstract or manuscript (full paper)
  - a. Make sure you are in the Abstract Proceedings International Scholars Conference Dashboard Page, so the new submission button appears, then click new submission

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- b. Enter the "Start" Section
  - Convey the message to the Editor in accordance with the requirements clearly.
  - Don't forget to check the "Yes, I agree to have my data collected and stored according to the privacy statement."

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- c. "Upload Submission" Section
  - Upload File In the Article Component select "Article Text"

- Click Upload File
- Make sure your document is in Microsoft Word (.docx) format
- The filename of your abstract/full paper should be in this format:
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- Click Continue
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d. "Enter Metadata" Section

- \* Denotes required field;
- Fill in the Title (Using Sentence Case) do not use Uppercase;
- Fill in the Abstract with only Abstract, without title nor keywords

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- Sign the "**Principal contact for editorial correspondence**" if you are only the representative of the author
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- e. "Confirmation" Section
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- f. "Next Steps" Section
  - **Abstract or Full Paper Submission process has been completed.** Then the Review Process will continue to state whether your article will be accepted, refined, or rejected.

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