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# **Saga Conferences**

Online management of your scientific event



[www.edpsciences.org](http://www.edpsciences.org)



[www.webofconferences.org](http://www.webofconferences.org)

# 1 Presentation of Saga Conferences

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Saga Conferences is dedicated to the online management of conferences proceedings for further publication in Web of Conferences' series. It facilitates various steps of the scientific secretariat (submission, reviewing and selection), and automates a number of exchanges between authors, referees and organizers.

Please note that each conference hosted in Saga Conferences is referred as a **Topic**.

Hereafter, "**topic**" refers to APCCHE 2019.

## Submission of articles

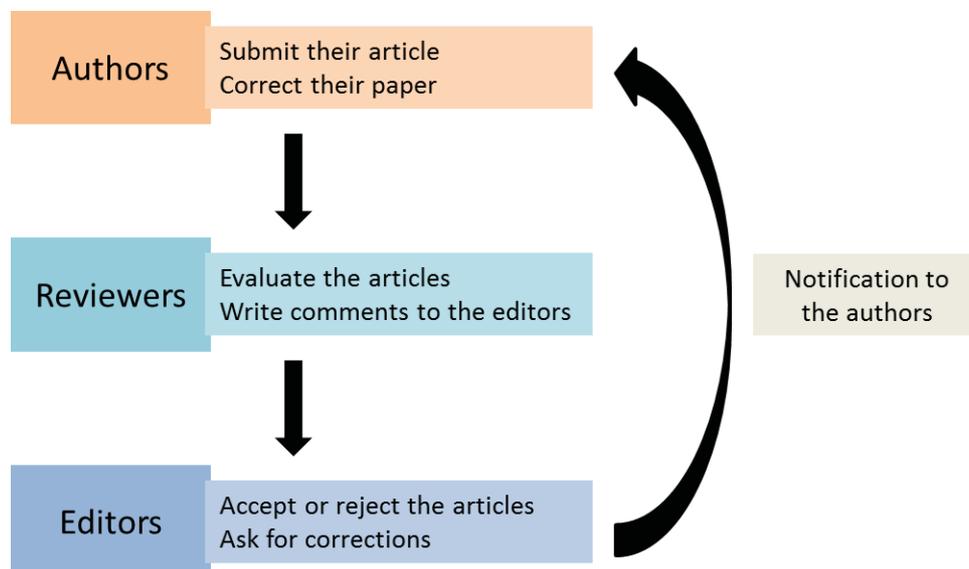
Each author has an account with login and password that allows him to record his personal data and submit his paper. After the submission, the author is notified by e-mail at every step of the reviewing process.

## Review process

The organizers / Topic Editors maintain a list of referees who have also a personal account at Saga. Topic Referees have access to the articles submitted and they will perform their evaluation work online at Saga platform. Their comments will be automatically sent to the editors.

## Selection of papers

The Topic Editors have also an account that allows them to follow the submission process, manage the list of Topic Referees and track the evaluation work. They can accept, reject, and request corrections to the authors. A message will be automatically sent to the authors concerning the final decision.



## 2 You are an Author

You want to submit **a proceedings manuscript in APCChE 2019, one of the Saga Conferences.**

If this is your first connection to Saga for this specific conference/topic, you are a **First time user**, even if you have used Saga for a journal or another conference. You must register in Saga Conferences at the specific interface for this new conference, **APCChE 2019.**

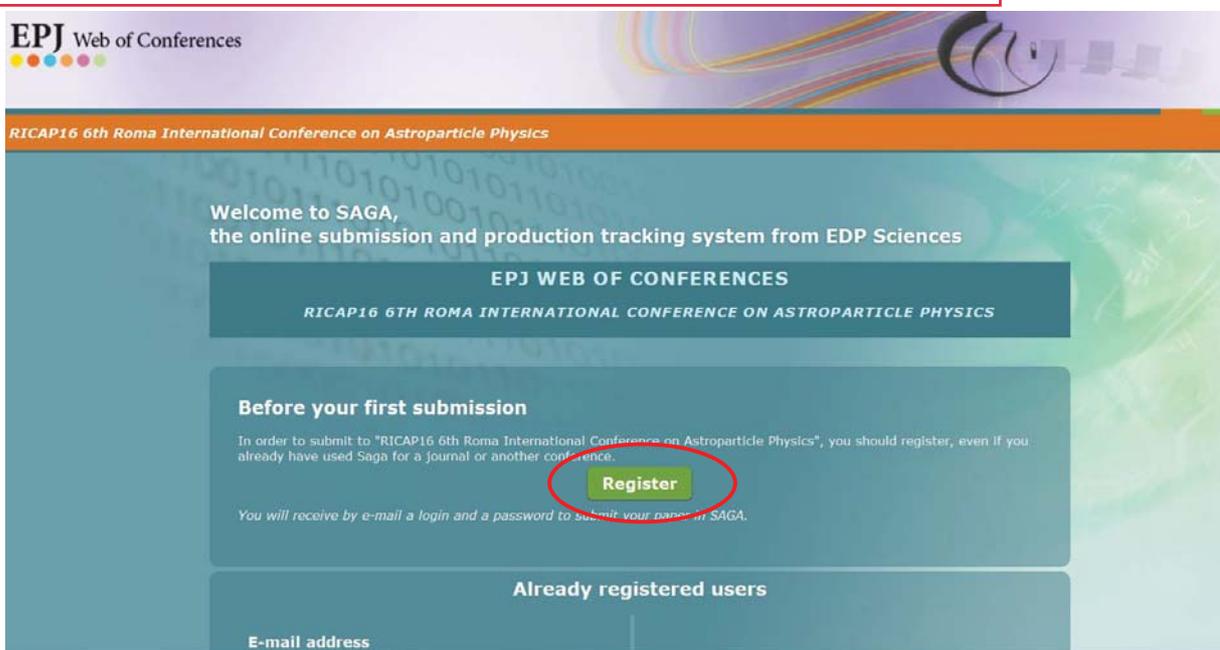
### 2.1 First time user

This is your first connection to Saga for this specific conference/topic.

#### 2.1.1 Creation of an account

For your first use of Saga for this specific conference/topic, choose **Register** at the home page of the Saga platform dedicated to the conference.

**You need to create your account separately from your account for the Abstract Submission.**



The next screen enables to enter the data required to the creation of an account in Saga.

The screenshot shows the 'Pre-registration Page' form. It has a blue header with the text 'Pre-registration Page'. Below the header, there is a message: 'Please enter your names and your e-mail. You will receive an e-mail to continue and submit your article.' The form contains the following fields: 'e-mail address\*' (text input), 'Title' (dropdown menu with 'Dr' selected), 'First name' (text input), and 'Last name\*' (text input). At the bottom of the form, there is a 'Register' button.

You have to enter your e-mail address, your first name and your last name. You will then receive an e-mail with a deeplink to complete your registration and your password. This e-mail gives you also your login and password to connect at other steps of the submission process.

### 2.1.2 Registration of your personal data

With this deeplink, you are able to access your account at the Saga platform and to continue the registration of your personal data.

	Mrs ▾
First name	Isaline
Last name *	Augusto
Second e-mail address	
Phone	
Fax	
Institution *	EDP Sciences
Address *	17 avenue du Hoggar
City *	Les Ulis
Zipcode	
Country *	FRANCE ▾
<input type="button" value="Validate"/>	

### 2.1.3 Submission of your article

The next step is the submission of your article:

1. You have to complete the **Type** of submission, the **section** (if there is any in your conference), and the **Title** of your article.

## New submission

Fields asterisked\* are mandatory

**Type \*** Oral communication ▾

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**Section \*** Choose a section... ▾

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**Title \***

Please enter the title of your article in the box below.

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Title|

**Title** must be exactly the same as that of the corresponding abstract.

**section** is the "Preferred category 1" you specified for your abstract that corresponds to this proceedings manuscript; If you cannot find this category in the drop-down menu, contact [ap\\_proceedings@scej.org](mailto:ap_proceedings@scej.org)

2. You have to complete the affiliations of the authors. The address of your institution already appears in the **Institution List** and you have to add the institutions of the other authors with the icon  (a second screen appears where to enter the address of the new institution).

You may also modify an institution with the icon  or delete an institution with the icon .

3. Then, you have to add the names of the authors with the icon  (second screen appears where to enter the data of the new author). You may also modify an author with the icon  delete with the icon , or change the order of the list of authors with the icon  .

4. After having entered all the data, you have to **Validate** in order to access to the next step and upload your article.

The information of the coauthors must be consistent with that of the corresponding abstract.

→ **Institution List**

You can enter the name and the address of the different institutions by clicking on the  icon. The order of the institutes may be changed by clicking the arrows ( ). To modify an institute, click the  icon. To remove an institute, click the  icon.

	
University of Bologna	 
Via Kepler	
Toruń PL	

→ **Author List \***

The list of all the authors is mandatory.

You can enter a whole list of authors in a few clicks by using the "Copy and Paste"  functionality. The corresponding author appearing in the list in will be automatically detected.

You can enter the names of the author(s) one by one by filling out the required information. To add multiple authors, click the  icon. The order of the authors may be changed by clicking the arrows ( ). To modify an author, click the  icon. To remove an author, click the  icon.

**NOTE: In order to select more than one institution by author, you need first to enter the names and addresses of these institutions in the "Institution List" part above.**

	 
Dr N Copernicus (Corresponding author)	 
Email	n.copernicus@bologna.pl
Affiliation	University of Bologna, Toruń, PL
ORCID 	

**Validate**

5. You have to upload your article as a **PDF file** with the button **+ Add files**. ~~If needed, you may also upload supplementary material.~~



Before uploading, make sure carefully that your manuscript in the PDF file follows the format prescribed in the **Template File**.

When your document is submitted, you cannot modify it anymore

The screenshot shows the submission process in the SAGA system. On the left, a sidebar under 'PROCESSING' includes links for 'Data Sheet', 'Edit', 'Upload your submission', 'Question to the editor', and 'Delete'. The main area has two tabs: 'Your submission (PDF)' (selected) and 'Your supplementary material (optional)'. Below the tabs, instructions state: 'You must upload a PDF containing the submitted article. If you have supplementary material (such as movies) to upload, click 'Upload supplementary material (optional)'. Otherwise, click 'Send your submission' to send your submission to the editor.' An orange box notes browser requirements: 'Please note that in order to upload files within SAGA, you need to use one of the following browsers: Firefox 3.6 and later, Internet Explorer 9 and later, Opera 10.50 and later, Safari 4.1 and later, and any version of Chrome. In case of problem with the upload, please contact [the SAGA support](#).' Below this is an 'Add files...' button. At the bottom, the 'Send your submission' button is circled in red, along with the 'Upload supplementary material (optional)' button.

## 2.2 Author already registered in Saga for this conference

You have to connect to the Saga platform by using the login and the password sent to you by e-mail after your registration.

At any time, you can modify your data with the button **My account** in the upper part of the screen.

The tab **Actions** enables you to propose a new submission to the editorial committee (proceed like in 2.1.3), and the tab **Articles** enables you to access to the list of your submissions.

The screenshot shows the SAGA user interface. At the top, there's a navigation bar with 'SAGA' logo, 'Publication' dropdown (EPJ Web of Conferences - epjconf), 'User' dropdown (tmetzi@phys.uszgr (Submitting author)), 'Role' dropdown (Submitting author), and 'My account' button (circled in red) next to a 'Logout' link. Below the navigation bar, there are three tabs: 'Articles' (circled in red), 'Actions' (circled in red), and 'Topics'. The main content area is titled 'Article(s)' and contains a table with one row of submission data.

title	Ref.	Submitting author	Creation date ↓
A New Online Database of Nuclear Electromagnetic Moments	<a href="#">epjconf161535</a>	T. Mertzimekis	Sep 14, 2016

When you press the reference of a submission, you have access to the **Data sheet** of your document.

Articles Actions Topics

**Thermodynamics and Phase Transformations**

**PROCESSING**

Data Sheet

Edit

Upload your submission

Question to the topic editor

Reference **itmconf160035**

Data sheet Author's files Comments / Reports History

Type regular-article

Title Materials and solids

Section 1 - Introduction

Topic Thermodynamics and Phase Transformations

▶ **Submitting author** **Agatha Christie** (agatha.christie@frisson.org)

▶ **Creation date in SAGA** Jul 29, 2016

Depending on the status of your submission, you may **Edit** in order to modify your data, **Upload your submission**, send a **Question to the topic editor**, or **Delete** your submission.

In the data sheet of your submission, you also have access to your **Author's files**, all e-mails related to your submission in the **Comments/Reports**, all **Documents**, and the key dates of the process in the **History**.

### 2.3 The Topic Editor asks corrections

You received an e-mail, which indicates to you that you have to correct your submission. You have to connect to Saga with your login and password and access to your submissions.

The status of your submission has changed, and it is indicated **Add the revised version** in the **To Do List** of your account.

Articles Actions

New submission

To-Do List in the publication

▼ VLVNT - 2015 : Very Large Volume Neutrino Telescope (1 Articles)

List of articles

Reference	Action to do	Last status date
vlvnt2015160013	Add the revised version	04/11/2016

Press the reference of your submission in order to **Correct submission data**, ask **Question to the topic editor** or **Add the revised version** of your article.

Reference <b>vlvnt2015160013</b>	
Type	Oral presentation
Title	test
Topic	No topic
All authors	Antonio Capone
▶ <b>Submitting author</b>	<b>Antonio Capone</b> (antonio.capone@roma1.infn.it)
▶ <b>Creation date in SAGA</b>	Apr 11, 2016

The menu **Documents** in the data sheet enables you to see all the versions of your submission

## 2.4 Accepted/rejected

When your article has been accepted by the topic editor, you are alerted by e-mail, and you are invited to fill in and upload the Publication Right Form.

For **APCChE 2019**, the source files of your article **is** needed by the publisher in addition to the PDF file. **The** e-mail of acceptance invites you to upload the source files of your articles via Saga.

Please, connect to Saga with the same login and password as previously.

The status of your submission has changed, and it is indicated **Upload source files** and **Upload publication rights form** in the **To Do List** of your account.

Reference	Action to do	Last status date
vlvnt2015160013	Upload source files	04/11/2016
	Upload signed copyright	04/11/2016