

DCS Submission Guide

1. Go to the website <https://eventos.cimpa.ucr.ac.cr/index.php/index/index/login>:

The screenshot shows a web browser window with the URL <https://eventos.cimpa.ucr.ac.cr/index.php/index/index/login>. The page header includes the UCR and CIMPA logos. The main content area is titled "Log In" and contains a login form with fields for "Username" and "Password", a "Remember my username and password" checkbox, and a "Log In" button. Below the form are links for "Not a user? Create an account with this site" and "Forgot your password?". On the right side, there are sections for "OPEN CONFERENCE SYSTEMS", "Conference Help", "USER" (with fields for Username, Password, and a Remember me checkbox), "LANGUAGE" (set to English), and "CONFERENCE CONTENT" (with a search bar).

2. If you already have an account, you can enter the required information and click on the "Login" button.

This is a close-up of the login form. It shows the "Home > Log In" breadcrumb, the "Log In" title, and the input fields for "Username" and "Password". There is a checkbox for "Remember my username and password" and a "Log In" button. Below the button are links for "Not a user? Create an account with this site" and "Forgot your password?".

3. Once you have logged in, a page like the following will be displayed:

The screenshot shows the user's profile page after logging in. The header includes the UCR and CIMPA logos. The main content area is titled "Conferences CIMPA" and contains a description of the center. Below the description is a section for the "1. SIMMAC Symposium" held from February 20, 2023, to February 24, 2023. The page also includes a "VIEW CONFERENCE" link. On the right side, there are sections for "OPEN CONFERENCE SYSTEMS", "Conference Help", "USER" (showing the user is logged in as "cimpa" with links for "My Profile" and "Log Out"), "LANGUAGE" (set to English), and "CONFERENCE CONTENT" (with a search bar).

4. There are two ways to start the submission process: see steps 5 or 7:
5. Select the desired event and click on the link "Call for papers", this link will only be available for a certain period.

February 20, 2023 – February 24, 2023

The XXIV International Symposium of Mathematical Methods Applied to Sciences (XXIV SIMMAC) is the most important applied mathematics event in Central America. It is organized by the Center for Research in Pure and Applied Mathematics (CIMPA) of the University of Costa Rica (UCR) every two years, with the collaboration of the School of Mathematics (EMat).



Location: Guanacaste Campus, Liberia, University of Costa Rica (UCR).
Date: February 20-24, 2023.

» Program

Conference Information

***** Call for Papers (January 21, 2023 - January 22, 2023) *****

- » Overview
- » Organization

6. Then click on the link "STEP ONE OF THE SUBMISSION PROCESS".

Call for Papers

Start here to submit a paper to this conference.

STEP ONE OF THE SUBMISSION PROCESS

Author Guidelines

Session Types

- Guest Sessions
- Short courses or Workshops (3 hours)
- Short presentations (20 min)

Abstract

- You can use "LaTeX" code. Upload it as a Supplementary File

Keywords

- Separated by commas
- Max. 5

Bibliography

- APA Format: Last name, name, year
- Max. 5
- For example: Chen, W. H., Smith, C. H., and Fralick, S. C. (1977). A fast computational algorithm for the discrete cosine transform". IEEE Transactions on communications, 25(9), 1004-1009

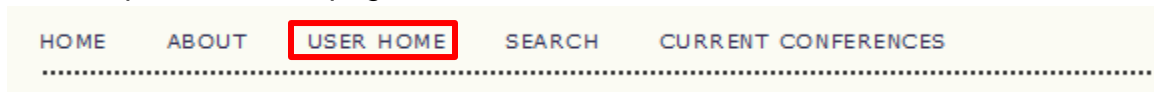
Other Authors (Optional)

- Last name, name, institution, city, country, e-mail

The submitted papers can be sent to the Mathematical Journal, after the SLALM, where they will go through an evaluation process by academic peers.

For more information you can visit <https://revistas.ucr.ac.cr/index.php/matematica/index> or send a message to rmta.cimpa@ucr.ac.cr.

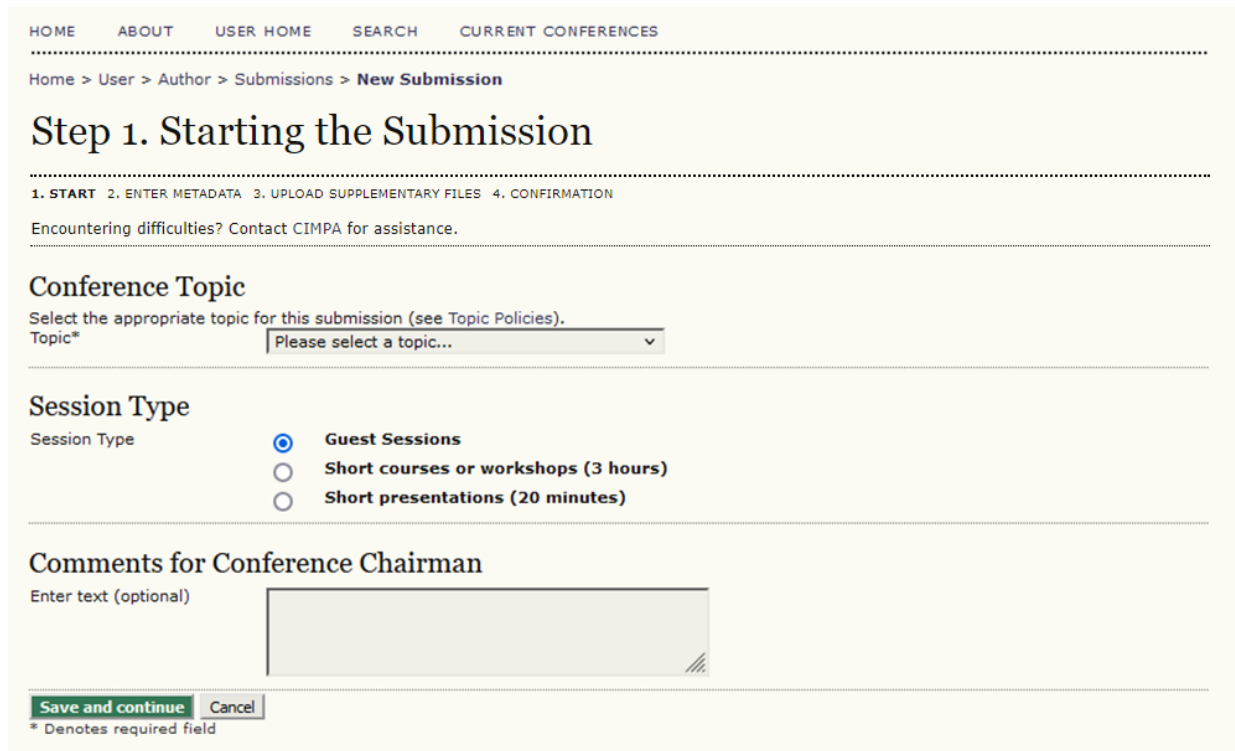
7. In the top menu of the page, click on the link "USER HOME".



8. This will display a page like the following. Under the desired event click on the "New submission" link.



9. In Step 1 you must select the submission topic and the session type. Additionally, you can add comments for the conference chairman.



10. Step 2 is a form to enter the submission information. The first field determines the language of the information entered. The required fields must be filled in with the English language selected, it is not necessary to enter anything in the Spanish language. You can fill in the form information in English, then change the language and fill it in Spanish; the information entered will be saved for both languages.

1. START 2. **ENTER METADATA** 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

Form Language

English

To enter the information below in additional languages, first select the language.

The Required fields must be entered in English, filling the information in Spanish is optional. You can (1) fill the information in English, then (2) change the language to Spanish, and finally (3) click the "Save and continue" button.

Authors

Step 2. Entering the Submission's Metadata

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

Form Language
To enter the information below in additional languages, first select the language. The Required fields must be entered in English, filling the information in Spanish is optional. You can (1) fill the information in English, then (2) change the language to Spanish, and finally (3) click the "Save and continue" button.

Authors

First name*
Middle name
Last name*
Email*
Affiliation (University or institution, and Department, e.g. "Simon Fraser University")

Country

Title and Abstract

Title*

Abstract*

You can use "LaTeX" code. To upload a .tex File select it in Step 4

Indexing

Keywords

Separated by commas. Max 5

References

References

Use APA Format [Last Name, (Name Initial) (Year) ...]. Max 5
For example: Chen, W. H., Smith, C. H., and Fralick, S. C. (1977). A fast computational algorithm for the discrete cosine transform". IEEE Transactions on communications, 25(9), 1004-1009

* Denotes required field

11. In Step 3 you can upload supplementary files in different formats.

Step 3. Uploading Supplementary Files (Optional)

1. START 2. ENTER METADATA 3. **UPLOAD SUPPLEMENTARY FILES** 4. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

In this step you can upload .tex, .docx, .odt, .pdf or any other type of file. For example, you can upload the abstract in "LaTeX" code as a .tex file.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				
Upload supplementary file		<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>	
<input type="button" value="Save and continue"/>		<input type="button" value="Cancel"/>		

12. At any time, you can click on the links above to go back to previous steps and modify the information entered. By doing this you can add or remove supplementary files, change the summary and theme, among others.

Step 3. Uploading Supplementary Files (Optional)

1. START 2. ENTER METADATA 3. **UPLOAD SUPPLEMENTARY FILES** 4. CONFIRMATION

13. If you click the "Cancel" button or leave this page, the submission will be saved, and you will be able to edit it again. When you are ready to finalize, click on the "Finish submission" button.

Step 4. Confirming the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. **CONFIRMATION**

To submit your manuscript to SIMMAC Symposium click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with SIMMAC Symposium.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
<i>No files have been attached to this submission.</i>				
<input type="button" value="Finish Submission"/>		<input type="button" value="Cancel"/>		

14. On the "USER HOME" page you can view your current submissions. You can click on the link "Author" or "Active" to view the submissions you have created.

The screenshot shows a navigation bar with a link labeled "» Author" highlighted by a red box. To its right, a status indicator shows "1 Active" also highlighted by a red box. Further right is a link for "[New Submission]". Below the navigation bar is a section titled "My Account" with three sub-links: "» Edit My Profile", "» Change My Password", and "» Log Out".

15. In the following image you can see the active submissions page. The submission shown is in "AWAITING UPLOAD" status, this means that the submission process has not been completed, if you select it you can delete it or modify it again, steps (10 to 15).

The screenshot displays the "ACTIVE" submissions page. At the top, there are tabs for "ACTIVE" and "ARCHIVE". Below is a table with columns: ID, MM-DD SUBMIT, TOPIC, AUTHORS, TITLE, and STATUS. A single submission is listed with ID 282, MM-DD SUBMIT as a dash, TOPIC as "Set Theory", and AUTHORS as "M". The STATUS column for this submission is highlighted with a red box and contains the text "AWAITING UPLOAD" and "DELETE" below it. To the right of the table, there is a sidebar with "AUTHOR Submissions" (Active (1), Archive (0), New Submission) and "Submission statuses:" (Submitted (Awaiting assignment) - Editable, Paper In Review, Paper In Review: Revisions Required - Editable, Accepted, Declined, Posted). At the bottom right, there is a "LANGUAGE" dropdown menu set to "English".

16. Once the process of a submission has been finalized it goes to the status "Awaiting assignment". When the organizing team assigns a reviewer to the submission it goes to the status "Paper In Review". If the reviewer notifies (by email) that changes need to be made to the submission, it will go to the status "Paper In Review - Revisions Required". The reviewer can also change the status to "Declined" or "Posted".

The screenshot shows the "ACTIVE" submissions page with a table containing one submission. The submission has ID 19, MM-DD SUBMIT as "04-10", TOPIC as "Computability", and AUTHORS as "1". The STATUS column for this submission is highlighted with a red box and contains the text "Awaiting assignment". Below the table, there is a sidebar with "A submission may have one of the following statuses:" (Awaiting assignment - Editable, Paper In Review, Paper In Review: Revisions Required - Editable, In Editing, Declined, Posted) highlighted with a red box. At the bottom left, there is a link: "Start here to submit a paper to this conference. STEP ONE OF THE SUBMISSION PROCESS".

17. If you select a submission, the Summary will be displayed:

#19 Summary

SUMMARY

Submission

Authors	Autor 1
Title	Title
Original file	None
Supp. files	None
Submitter	1 Autor 1 
Date submitted	April 10, 2022 - 11:42 PM
Topic	Computability
Session Type	Guest Sessions
Director	None assigned

[ADD A SUPPLEMENTARY FILE](#)

Status

Status	Awaiting assignment
Initiated	2022-04-10
Last modified	2022-04-10

Submission Metadata

[EDIT METADATA](#)

Authors


Name	Autor 1 
Affiliation	—
Country	—

Principal contact for editorial correspondence.

18. In this page you will be able to add supplementary files and edit information of the submission such as authors, keywords, among others:

SUMMARY

Submission


Authors	Autor 1
Title	Title
Original file	None
Supp. files	None
Submitter	1 Autor 1 
Date submitted	April 10, 2022 - 11:42 PM
Topic	Computability
Session Type	Guest Sessions
Director	None assigned

[ADD A SUPPLEMENTARY FILE](#)

Submission Metadata

[EDIT METADATA](#)

Authors

Name	Autor 1 
Affiliation	—
Country	—



Principal contact for editorial correspondence.

Title and Abstract

Title	Title
Abstract	Abstract

19. In the section "Revision", you can see information on the review process carried out by the reviewers.

Revision

Decision —
Notify Director  Director/Author Email Record  No Comments

20. A submission is only editable if it is in the status "Awaiting Assignment" or "Paper In Review - Revisions Required", otherwise you will not be able to edit the submission.

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TOPIC	AUTHORS	TITLE	STATUS
19	04-10	Computability	1	TITLE	PAPER IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items



Start here to submit a paper to this conference.
STEP ONE OF THE SUBMISSION PROCESS

A submission may have one of the following statuses:

- Awaiting assignment - Editable
- Paper In Review
- Paper In Review: Revisions Required - Editable
- In Editing
- Declined
- Posted

21. Clicking on the conversation icon will open a window with messages sent by the organizers of the event. These messages will typically show the decisions that the reviewers have made and the changes that need to be applied.

Revision

Decision Revisions Required 2023-05-14
Notify Director  Director/Author Email Record  2023-05-14

Director/Author Correspondence

Reviewer Subject: Editorial Decision on Paper DELETED
2022-04-11
01:13 AM 1 Autor 1:



After a careful review of your submission, "Title" will be considered for presentation at if the following revisions are successfully implemented.

Thank you and looking forward to your participation in this event.



P1 Prof 1
Fax ID
prof@med.com

Close

22. Clicking on this icon allows you to send an e-mail message to the desired person.

Revision
Decision Revisions Required 2023-05-14
Notify Director  Director/Author Email Record  2023-05-14

23. If the submission is in the "Paper In Review - Revisions Required" status, a message will appear at the bottom of the page. When you have finished making the changes requested by the reviewer, click the "Save" button; this will return the submission to the "Paper In Review" status, so you will not be able to make any changes unless the reviewer requests you to do so.

Revision
Decision Revisions Required 2023-05-14
Notify Director  Director/Author Email Record  2023-05-14

The reviewer has requested revisions. Make the necessary changes and send an email to the reviewer, then click the "Save" Button.

Save