



Procedure to submit final version – Articles type A1

Section 1. Full papers with publication in Springer book (June 15th and July 7th)

Step 1: Change your paper/abstract according to the reviewer's comments

Step 2: Prepare an abstract of the article in the preferred language, to be published in the CIMODE abstract book, formatted according to CIMODE formatting rules. The templates can be found at the Phase 2 section of the CIMODE website:

<http://www.design.uminho.pt/cimode2020/en-US/phase2/>

Until June 15th

Upload to the Easychair site (see step 6)

Abstract of the article in the preferred language, to be published in the CIMODE book, formatted according to CIMODE formatting rules, in Word format, *.doc or *.docx. On the same sheet, fill in the name of the author who presents and indicate whether the presentation is presential or online.

Filename: *ArticleNumber*_ABSTRACT

Until July, 7th

Step 3: If the original language of your paper is not English, prepare a version of your paper in professional-level English. Papers will be reviewed regarding the quality of English. If it is not acceptable, **papers may not be published.**

Step 4: Format your article and references according to the Springer instructions

Incorrectly formatted articles may be returned to the authors and **may not be published** if the authors do not resubmit a correct version in time.

The **Springer instructions** can be downloaded at the section “Submission Phase 2” of the CIMODE website. Please access: <http://www.design.uminho.pt/cimode2020/en-US/phase2/>

Step 5: Prepare the following documents

Prepare a single ZIP archive with the name *ArticleNumber*_FINAL containing:

1. **Final version of the document in English, formatted according to the Springer instructions, in Word format, *.doc or *.docx**
Filename: *ArticleNumber*_BOOK
2. **Final version of the document in English, formatted according to the Springer instructions, in PDF format**
Filename: *ArticleNumber*_BOOK

3. **Files for all the images** used in the paper, in high resolution JPG.
Filename: *ArticleNumber*_FigureNumber
4. **Abstract of the article in the preferred language**, to be published in the CIMODE book, **formatted according to CIMODE formatting rules, in Word format, *.doc or *.docx** (to maintain this file on the site)
Filename: *ArticleNumber*_ABSTRACT
5. **“Consent to publish” form, printed, signed and scanned** in PDF format
Nome do arquivo: *ArticleNumber*_CONSENT
6. **Printed, signed and scanned final information form**, in PDF format
Filename: *ArticleNumber*_INFORMATIONFORM

7. Word document Word **explaining how to use the names:** *ArticleNumber*_Names

Names are spelt out in the article, however Springer needs to present it in other forms.

Examples:

Helder Carvalho (in the article) -> Carvalho, Helder -> H Carvalho

João Lopes Cunha (in the article) -> Lopes Cunha, João -> J Lopes Cunha

João Miguel Campos (in the article) -> Campos, João Miguel -> J M Campos

8. Word document **defining who is the corresponding author** that Springer should contact when necessary

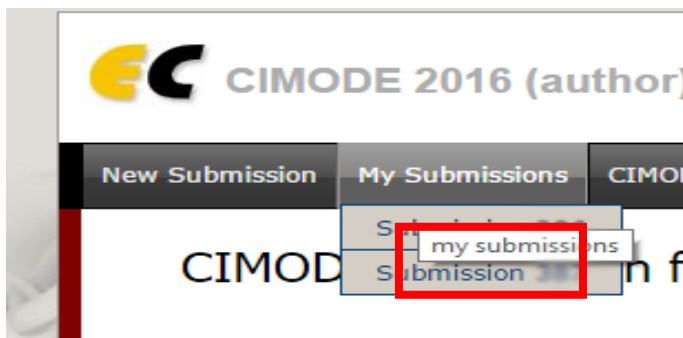
Filename: *ArticleNumber*_Corresponding

Notes:

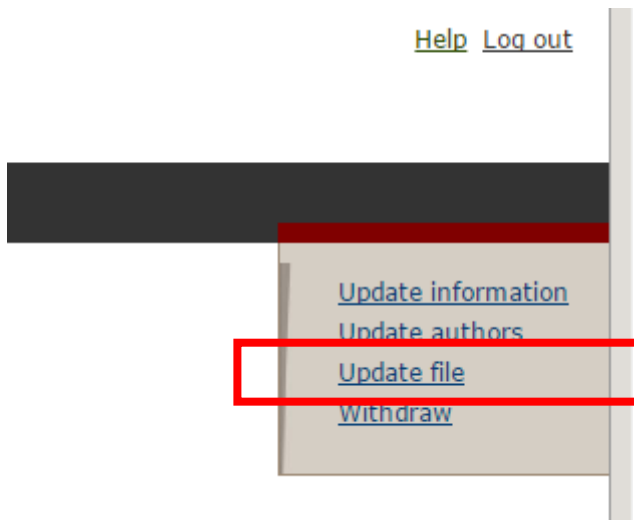
- The authors may state their ORCID Ids in the paper header (according to the Springer Template)
- Make sure that institutional affiliations are correct
- Use the names always in the same order, in the article as well as in the “Consent to Publish” form
- Define the same corresponding author in the article as in the “Consent to Publish”

Step 6: Access your author area at Easychair and submit the ZIP archive

- a) Select the paper



- b) Submit the new version (the ZIP archive)



File Size

EasyChair does not allow more than 50MB for submitting a paper. Submissions with bigger files will be accepted, but the appended file will not be transferred. In these cases please contact cimode.informatica@gmail.com.