# Final Paper Upload Checklist

**If you cannot tick ALL of the points below you should not upload your paper.** Papers that don't match the criteria below may not be considered for publishing without further notice.

## One very important thing

Always spell authors' names the same way: **same spelling, same order** (first name, last name), **same names.** And this **everywhere**: in the **paper**, in **conftool**, in the **Springer CtP**. And this **for all your papers** if you have more than one.

### The paper (PDF+Word/LaTeX) itself

- □ You have added the authors' names and email addresses
- □ Authors' names are spelled correctly
- □ Authors' names are written in this order: first name, (middle name), last name
- □ The paper is formatted exactly according to the template
- □ You have done a final language check. We always encourage authors to ask for support from an English language native speaker.
- □ You have not exceeded the page limits (incl tables, figures, references)
  - ⇒ Full paper, Special session paper: 10-12 pages, Short paper, WiP, Poster: 6-8 pages
- Poster papers or Work-in-Progress papers: The title has to be preceded by "Poster: " or "Work-in-Progress: "
- □ You have carefully considered the remarks of the reviewers to improve the quality of the paper

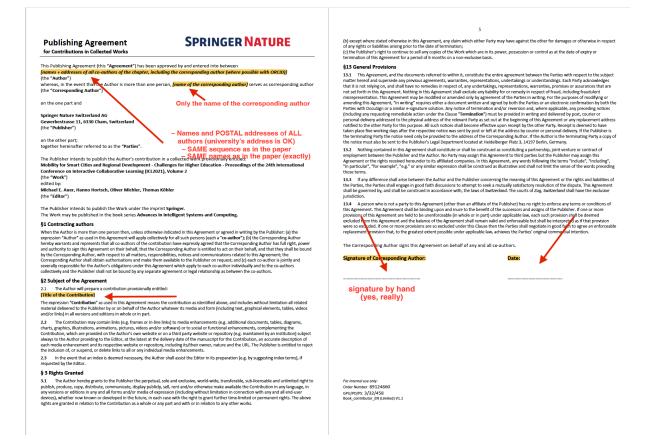
### Conftool metadata

- □ In Conftool (the submission system) Authors' names are spelled exactly as in the paper
- □ In Conftool, first name and last name are not inverted
  - ⇒ **first name** = name = given name
  - ⇒ **last name** = family name = surname
- if you have more than one paper: Authors' names are spelled the same in the metadata of all your submissions – check back with the submitting author of the other papers
- □ Poster papers or Work-in-Progress papers: The title has to be preceded by "Poster: {*Your title here*}" or "Work-in-Progress: {*Your title here*}"
- □ The corresponding author has submitted the paper (if not please contact Sebastian, <u>ssr@online-engineering.org</u>, he will change this in Conftool)

### Springer CTP (Consent to Publish Form) see also figure on next page

The CTP is correctly filled in:

- ⇒ *Names + addresses of all authors*: give **names** and **postal addresses** of **all** authors
- $\Rightarrow$  The authors' sequence is the same as in the paper
- ⇒ Name of the corresponding author: give only the name of the corresponding author (this can be only one person)
- $\Rightarrow$  *Title of the contribution:* Title of your paper
- $\Rightarrow$  Signature: Signature by hand
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