

# 4th African Conference on Operations and Supply Chain Management 2022 ACOSCM2022

## EasyChair instructions for Authors

The submission and review of papers for ACOSCM2022 will be managed through an online conference paper management system called [EasyChair](#).

This system gives you, the author, complete control over your submission.

You can upload your abstract and check on the review status of your submission.

The submission process consists of four stages:

1. Abstract submission
2. Draft paper submission
3. Revised paper submission
4. Final paper submission

The Scientific Committee will review all abstracts and notify the results to authors. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version. The result of the second revision will be notified after the conference, so that the final version of the paper will benefit from the discussions and opinions collected during the conference. This guide is intended to support authors during the submission process. It has five parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission
- Final paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: [mercyn@uonbi.ac.ke](mailto:mercyn@uonbi.ac.ke)

### **1. Set up an account as an Author**

First, you will need to set up an account (username and password) as an author.

Go to <https://easychair.org/conferences/?conf=acoscm2022>

You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.



## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

A reCAPTCHA form with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. Below the form is a red 'Continue' button.

I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

Figure 1: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.”



## Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (\*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

A registration form with four input fields: 'First name (\*)', 'Last name (\*)', 'Email address (\*)', and 'Retype email address (\*)'. A red 'Continue' button is at the bottom.

First name<sup>†</sup> (\*):

Last name (\*):

Email address (\*):

Retype email address (\*):

Continue


<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

You may also be interested about [our policy for using personal information](#).

Figure 2: Fill in the form.

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.



 EasyChair noreply@easychair.org 7:46 AM (0 minutes ago) ☆ ↶ ▾

to me ▾

Dear User Name,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://www.easychair.org/account/create.cgi?code=TzDXSIPffISRztCzUhMn>


Best regards,  
EasyChair.

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Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

Figure 3: Login email.

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.



### Create an EasyChair Account: Last Step

Hello John Otieno! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its [Terms of Service \(view terms\)](#), [\(download terms\)](#).

I agree to EasyChair Terms of Service

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*Enter your personal data.*

First name\*:

Last name\*:

Organization\*:

Country/region\*:

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page:

---

*Enter your password*

Password\*:

Retype the password\*:

Create my account

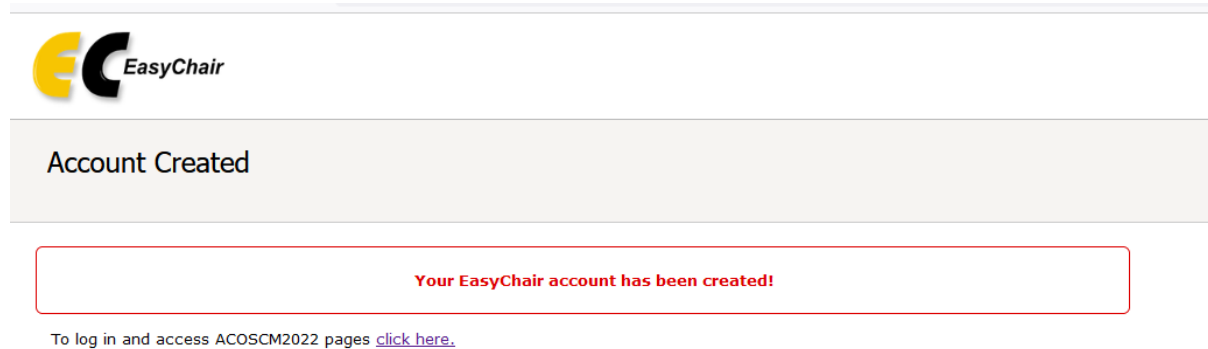
\* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

You may also be interested about [our policy for using personal information](#).

## Figure 4: Create an account.

After the account is registered, you may log in to ACOSCM2022 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=acoscm2022>

or



## Figure 5: Link to the login page.

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

## 2. Submit your abstract(s)

After logging in to the EasyChair website for ACOSCM2022, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).



### Author


- [make a new submission](#)

## Figure 6: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 7) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

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 **ACOSCM2022 (author)**

[New Submission](#) | [ACOSCM2022](#) | [Conference](#) | [News](#) | [EasyChair](#)

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### New Submission for ACOSCM2022

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.

#### Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#))

First name\*:

Last name\*:

Email\*:

Country/region\*:

Organization\*:

Web page:

corresponding author

**Author 2** ([click here to add yourself](#))

First name\*:

Last name\*:

Email\*:

Country/region\*:

Organization\*:

Web page:

corresponding author

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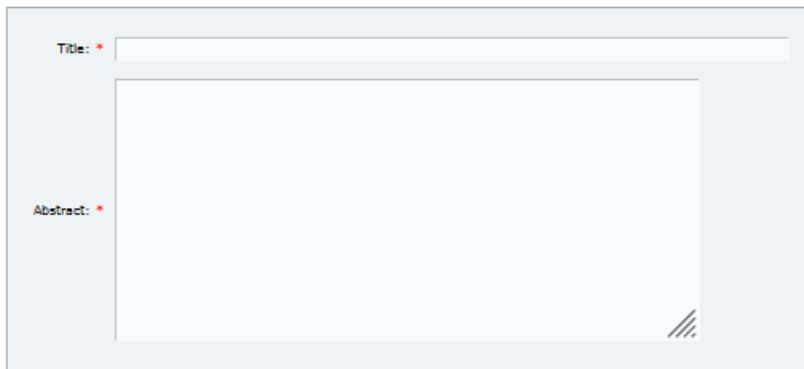
Figure 7: Authors information.

NB: Add more authors by clicking [\*\*click here to add more authors\*\*](#)

Fill out the text abstract, keywords and the related topics (as shown in Figure 8).

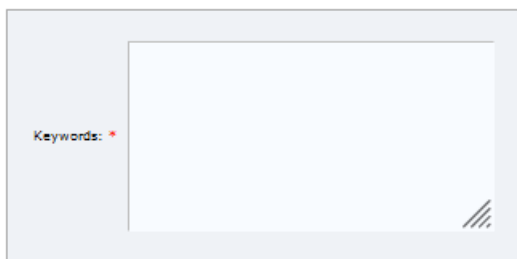
## Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

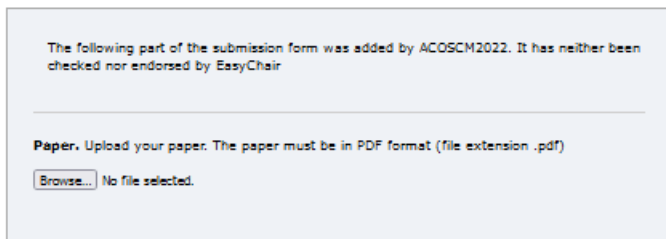


## Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



## Files



## Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

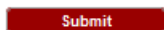


Figure 8: Abstract submission.


Click on the “Submit” link to submit your abstract (as shown in Figure 8).

**Please do not submit the full paper or any other files at this stage. After this process you will get a confirmation email from [acoscm@easychair.com](mailto:acoscm@easychair.com) indicating that a new submission has been made.**

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 9). Click on “Submission #” for changing any information about the submission.

ACOSCM2022 Submission 4

The submission has been saved!

Submission 4	
Title	Database Systems
Paper:	 (Apr 25, 11:57 GMT)
Author keywords	Data Database Systems
Abstract	DATABASE LANGUAGE  odern databases can be accessed through easy-to-use query languages. Query languages are similar to English and require little programing language. Commands entered through a computer terminal direct the machine to:
Submitted	Apr 25, 11:57 GMT
Last update	Apr 25, 11:57 GMT

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
John	Otieno	otieno.mwalimu@gmail.com	Kenya	University of Nairobi		✓

Figure 9: A page for changing your submission(s).

Use the links at the top-right corner for:

- Updating information about your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- Updating author information for your submission: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- Uploading files: the “Add file” link may be used to upload files. Please do not upload any files at this stage.
- Withdrawing the submission: select “Withdraw” to withdraw the submission. At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

### 3 Draft paper submission

You can submit a draft paper only by updating the submission you submitted as an abstract. Once you have completed the abstract submission, the menu bar "Submission #" or "My Submissions" in the case of multiple submissions is created. By clicking on this tab, you will access information about your submission, as shown in Figure 9. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting “Update information” and you may also update authors using the “Update authors” page. Most importantly, you have to submit a draft paper by selecting “Add file”. After clicking on “Add file”, you will be able to select the file you want to upload with the link “Select file”, as shown in Figure 10.

## Update a File for Submission 4

Use the form below to **upload or update** a file for your submission.

To **delete** the file, use the rightmost column.



File	Admissible file extensions	Current version	Delete
<p><b>Paper.</b> Upload your paper. The paper must be in PDF format (file extension .pdf)</p> <p><input type="button" value="Browse..."/> No file selected.</p>	PDF (extension pdf)		

Figure 10: Uploading draft paper(s)

Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link). You will again receive a confirmation email indicating that the “submission #” has been updated. To see previous versions of your submission click **previous versions** link (Figure 11). Once the draft paper review process is completed, you will receive acceptance/ rejection notification with reviews by email.




## ACOSCM2022 Submission 4

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

**The file has been uploaded!**

Submission 4	
Title	Database Systems
Paper:	 (Apr 25, 12:13 GMT) <a href="#">(previous versions)</a>
Author keywords	Data Database Systems
Abstract	DATABASE LANGUAGE  odern databases can be accessed through easy-to-use query languages. Query languages are similar to English and require language. Commands entered through a computer terminal direct the machine to:
Submitted	Apr 25, 11:57 GMT
Last update	Apr 25, 11:57 GMT

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
John	Otieno	otieno.mwalimu@gmail.com	Kenya	University of Nairobi		✓

Figure 11: Viewing Submission Versions

### 4 Revised paper submission

If your draft paper was accepted, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the "Submit" button.

### 5 Final paper submission (for publication)

After the final revision, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your final paper by selecting the "Submit" button.