Saga Conferences
Online management of your scientific event
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1 Presentation of Saga Conferences

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.

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 an article in 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.

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.

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

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.
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.

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

   When your document is submitted, you cannot modify it anymore
2. **Author already registered in Saga**

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, and the tab **Articles** enables you to access to the list of your submissions.

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

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**.

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.
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.

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

### 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 some conferences, the source files of your article may be needed by the publisher in addition to the PDF file. In this case, 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.
3 You are the Topic Administrator

The Topic Administrator is an editor, who has extended functionalities in order to manage conference and users.
First, the Topic Administrator has to complete the creation of the conference. The button Topics shows you the list of conferences (topics) for which you have a Topic Administrator role.

1. Management of the sections

If the conference has sections, the first step is to create these sections.
The tab Configuration enable you to Edit section, in order to manage the sections of the topic (with the buttons edit, add and remove).
You can edit the sections and change the section of an article during the submission process.

2. Management of the Topic Editors

The tab Users enable you to Manage Topic Editors (and also Topic Administrator and Topic Referees if needed). You can add/remove topic editors, and assign sections.
When a Topic Editor is created, she/he will receive automatically an e-mail with her/his login password, and a link to the Conference in Saga.
The sections have to be created first if you want to assign the Topic Editors and the Topic Referees to sections. You need to create the editors before the first paper is submitted otherwise they will not be able to access to the submissions, but you can create the referees after the papers are submitted.
4 You are a Topic Editor of the conference

The main functions of the editors are: assign referees, accept or reject submissions, ask for corrections, etc.

1. Log in of the Topic Editors

Saga has sent you a login (your e-mail address) and a password. Please connect to Saga with these login/password.

The button **Topics** shows you the list of conferences (topics) for which you have a Topic Editor role.

The button **Articles by status** shows you the list of submitted articles, sorted according to their status:
**Newly submitted**: they are the submitted articles for which no action has been made yet.

**In evaluation by the referees**: you assigned the referees to these articles, and they are currently evaluating these submissions.

**Waiting for a decision**: the referees sent their report, and the articles are waiting for your decision.

**In revision**: you asked corrections to the authors and Saga is waiting for a revised version of the article.

**Waiting for a final decision after revision**: the authors have uploaded a new version of their article and these articles are waiting for your final decision.

**Rejected/Removed**: list of articles rejected or removed.

**Article accepted, awaiting source files**: the authors have been informed that their article has been accepted. If the publisher needs the source files of the articles, authors have been invited to upload their source files for the typesetting of their article.

**Source files provided**: the authors have uploaded their source files, and the submission is complete.

### 2. Newly submitted articles

The new submissions appear in your **To Do list** in the topic. You have to assign referees in order to start the evaluation process, or evaluate yourself the article.

Press the reference of the submission and its data sheet appears.
Press **Assign referees**, and you will be able to choose referees among the list previously entered. You may also create a new referee, enter data (name, email) and assign the submitted article to the referee.

You may also directly evaluate the submission (Send editor’s decision) or send a **Comment to the submitting author** or to the Managing editor (Isaline Augusto at EDP Sciences).

### 3. Accept an article

After having evaluated an article, the topic referees enter their report in Saga, and the tool sends it to you automatically by e-mail. The reports of the referees are also available in the data sheet of each article (but not visible by the authors).

Then, you have to accept or reject the article or ask for a revision. You have to enter a comment and choose an action.
The author is automatically informed of your decision via an e-mail from Saga, with your comments.

If the article is accepted, the author is invited to fill in and to upload the publication right form.

If the conference requires the submission of the source files of the paper after the acceptance of the article, the author will be informed by email, and he will have to upload the source files on the Saga platform.

The Topic Editor may also Remove an article, Ask for corrections, or send a Comment for the submitting author or to the Managing editor (Isaline Augusto at EDP Sciences) if needed.

At any time, you have access to the previous versions of an article in the tab Author’s files of the Data sheet. You also have access to the reports of the referees in the Refereeing Process and to all e-mails and key dates of the process in the History.

4. Management of the Topic Referees

You have to enter the list of the referees with the tab Users, prior to be able to assign them to an article (if your list of referees is long, you may send it as an Excel file to EDP Sciences).

Users also enables you to view the list of referees and remove referees if needed. You can also affect the referees to sections.
The Topic Referees will receive automatically by e-mail their login and password in order to connect to Saga. They will have access to the articles they are assigned to.

Under the tab **Reminders**, you can remind the referees to review a submission or send their report.

⚠️ The Topic Editors are the only ones who can accept or reject a submission, or ask for corrections. They may take their decision prior to receiving the report from the Topic Referees.

### 5. Submission of an article by a Topic Editor

Editors may also be authors and submit an article via the button **New submission**.

![New submission button](image)

For your next connections to Saga, you will be able to choose the role you want between **Topic Editor** or **Author** (according the actions you have to make) with the button **Role** in the upper panel of the screen.

![Role button](image)

### 6. Create an article

The Topic Editor can also submit an article on behalf of an author (someone else, not the person connected as an editor).

Under the tab **Action**, choose "Create article", and proceed to the submission on behalf of the author. You will be asked to fill the personal data of the author (email, name, institute ...), to enter the details of the article and to upload the files.

Note that the author will receive an e-mail acknowledging the submission in Saga.
5 You are a Topic Referee

1. Log in of the referees

Saga has sent to you a login (your e-mail address) and a password. Please, connect to Saga via the link provided by e-mail or log in with this password. You can than accept or decline the invitation to evaluate the article.

To do List in the topic shows you the list of your assigned articles.

2. Write a report

You have to write to the editors of the topic/conference a report on your assigned articles, in order to indicate why they should accept or reject the submission. The authors do not have access to your reports.

Click the reference of the article you want to evaluate and choose Write a report.
Your report is automatically sent to the editor by e-mail, and it is also available in the data sheet of each article (but not visible by the authors).

3. Submission of an article by a Topic Referee

The referees may also be authors and submit an article via the button **New submission**.

For your next connections to Saga, you will be able to choose the role you want between **Referee** or **Author** (according the actions you have to make) with the button **Role** in the upper panel of the screen.