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Saga Conferences

Online management of your scientific event



www.edpsciences.org



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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

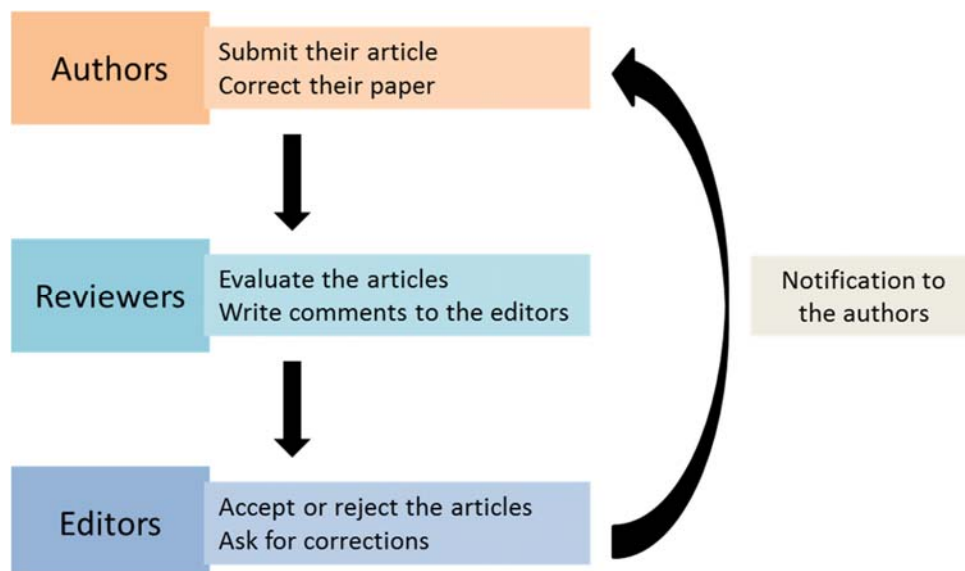
Each author has an account with login and password that allows him to record his personal data and submit his paper. After the submission, the author is notified by e-mail at every step of the reviewing process.

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.

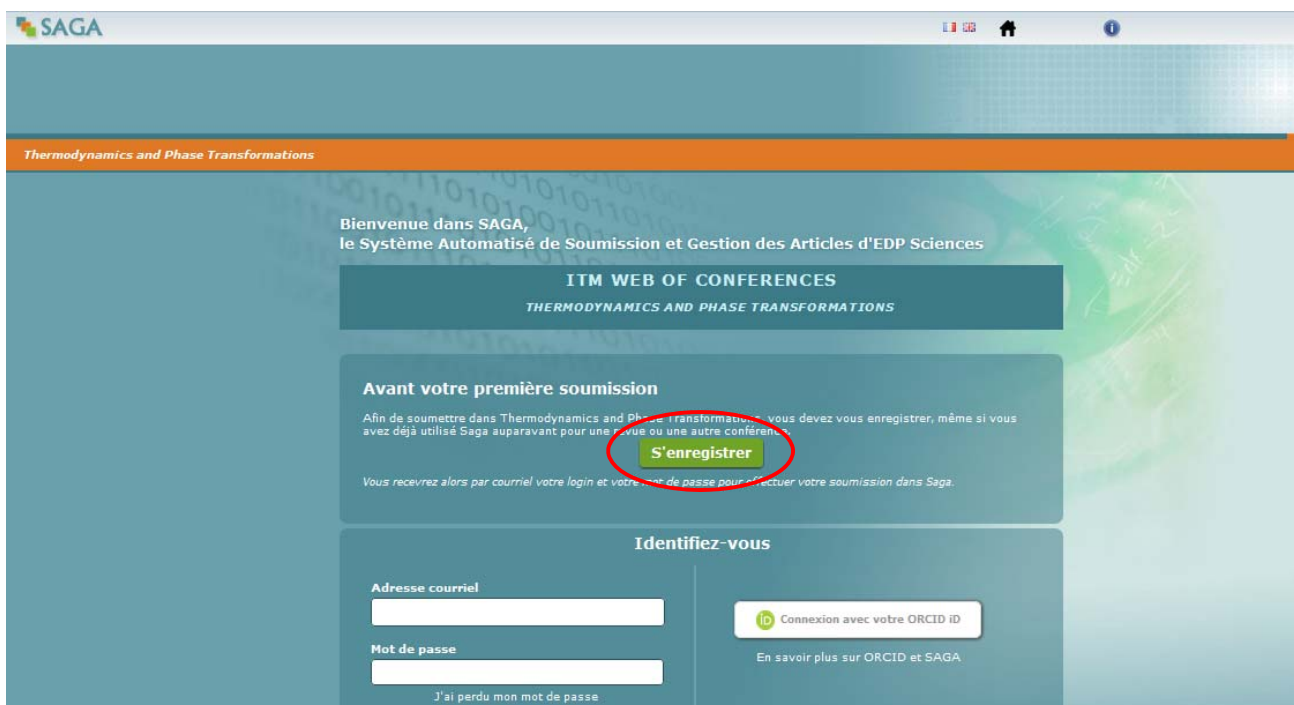
If this is your first connection to Saga for this specific conference/topic, you are a **First time user**, even if you have used Saga for a journal or another conference. You must register in Saga Conferences at the specific interface for this new conference.

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.

Pre-registration Page

Please enter your names and your e-mail. You will receive an e-mail to continue and submit your article.

e-mail address*

Title

Dr

First name

Last name*

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.

	Mrs ▾
First name	Isaline
Last name *	Augusto
Second e-mail address	
Phone	
Fax	
Institution *	EDP Sciences
Address *	17 avenue du Hoggar
City *	Les Ulis
Zipcode	
Country *	FRANCE ▾
<input type="button" value="Validate"/>	

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.






New submission

Fields asterisked* are mandatory

Article information	Type * Oral presentation ▾
Authors	Title *
	Please enter the title of your article in the box below.
	<input type="text"/>
	<input type="button" value="Next page"/> <input type="button" value="Validate"/>

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  .






New submission

Fields asterisked* are mandatory

Article information

Authors


Institution List






You can enter the name and the address of the different institutions by clicking on the  icon. The order of the institutes may be changed by clicking the arrows ( ). To modify an institute, click the  icon. To remove an institute, click the  icon.

Physics Department, University "La Sapienza" of Roma, and INFN
Piazzale Aldo Moro 2
00185 Roma IT

Author List *

The list of all the authors is mandatory.

You can enter a whole list of authors in a few clicks by using the "Copy and Paste"  functionality. The corresponding author appearing in the list will be automatically detected.

You can enter the names of the author(s) one by one by filling out the required information. To add multiple authors, click the  icon. The order of the authors may be changed by clicking the arrows ( ). To modify an author, click the  icon. To remove an author, click the  icon.

NOTE: In order to select more than one institution by author, you need first to enter the names and addresses of these institutions in the "Institution List" part above.

Dr Isaline Augusto
isaline.augusto@edpsciences.org
Physics Department, University "La Sapienza" of Roma, and INFN, Roma, IT

Previous page Validate

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

PROCESSING

Your submission (PDF) → Your supplementary material (optional)

Data Sheet

Edit

Upload your submission

Question to the editor

Delete

Upload the PDF file for your submission

You must upload a PDF containing the submitted article.
If you have supplementary material (such as movies) to upload, click 'Upload supplementary material (optional)'. Otherwise, click 'Send your submission' to send your submission to the editor.

Please note that in order to upload files within SAGA, you need to use one of the following browsers: Firefox 3.6 and later, Internet Explorer 9 and later, Opera 10.50 and later, Safari 4.1 and later, and any version of Chrome. In case of problem with the upload, please contact [the SAGA support](#).

+ Add files...

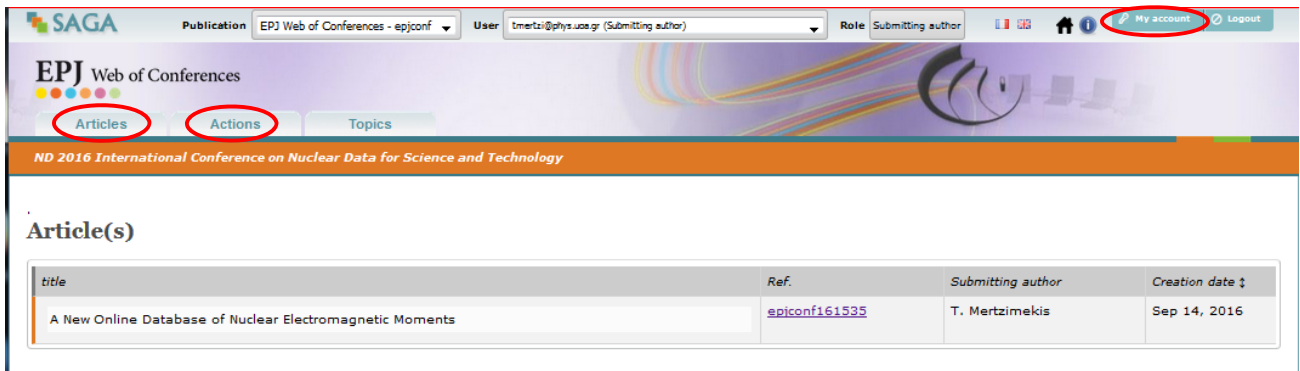
Send your submission Upload supplementary material (optional)

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.

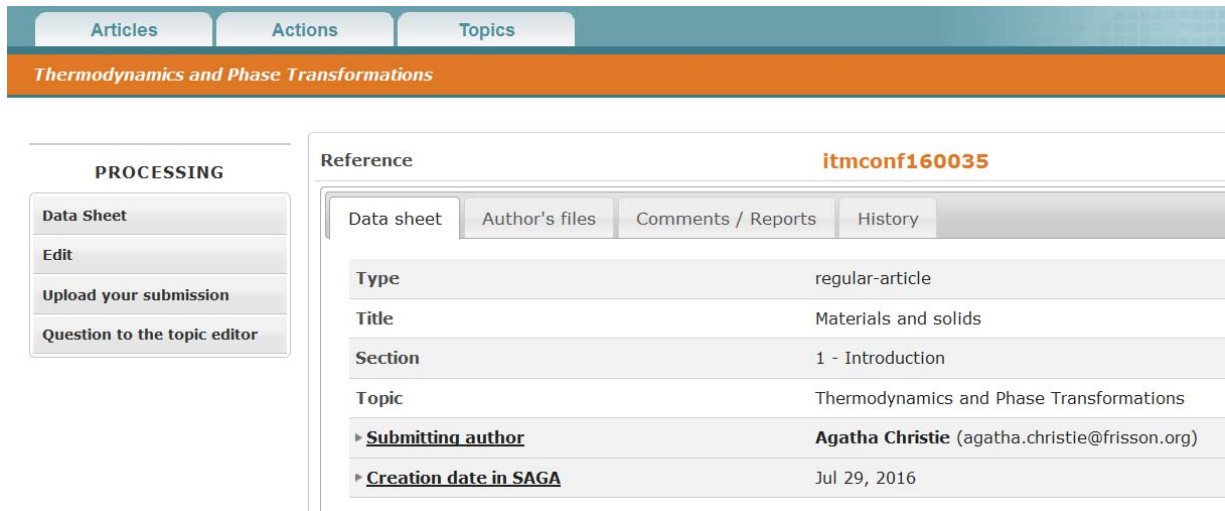
At any time, you can modify your data with the button **My account** in the upper part of the screen.

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.



The screenshot shows the SAGA EPJ Web of Conferences interface. At the top, there is a navigation bar with the SAGA logo, a dropdown menu for 'Publication' (EPJ Web of Conferences - epjconf), a 'User' dropdown (tmertz@phys.uosr.gr (Submitting author)), a 'Role' dropdown (Submitting author), and a 'My account' button circled in red. Below the navigation bar, there are three tabs: 'Articles' (circled in red), 'Actions' (circled in red), and 'Topics'. The main content area displays a table of articles under the heading 'Article(s)'. The table has four columns: 'title', 'Ref.', 'Submitting author', and 'Creation date'. One article is listed with the title 'A New Online Database of Nuclear Electromagnetic Moments', reference 'epjconf161535', author 'T. Mertzimekis', and creation date 'Sep 14, 2016'.

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



The screenshot shows the 'Data sheet' for a submission. At the top, there are three tabs: 'Articles', 'Actions', and 'Topics'. Below the tabs, there is a header for 'Thermodynamics and Phase Transformations'. On the left side, there is a 'PROCESSING' sidebar with buttons for 'Data Sheet', 'Edit', 'Upload your submission', and 'Question to the topic editor'. The main content area is titled 'Reference' and shows the submission ID 'itmconf160035'. Below the title, there are four tabs: 'Data sheet', 'Author's files', 'Comments / Reports', and 'History'. The 'Data sheet' tab is active, displaying the following information:

Type	regular-article
Title	Materials and solids
Section	1 - Introduction
Topic	Thermodynamics and Phase Transformations
Submitting author	Agatha Christie (agatha.christie@frisson.org)
Creation date in SAGA	Jul 29, 2016

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.