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# Saga Conferences

Online management of your scientific event



[www.edpsciences.org](http://www.edpsciences.org)



[www.webofconferences.org](http://www.webofconferences.org)

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# 1 Presentation of Saga Conferences

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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

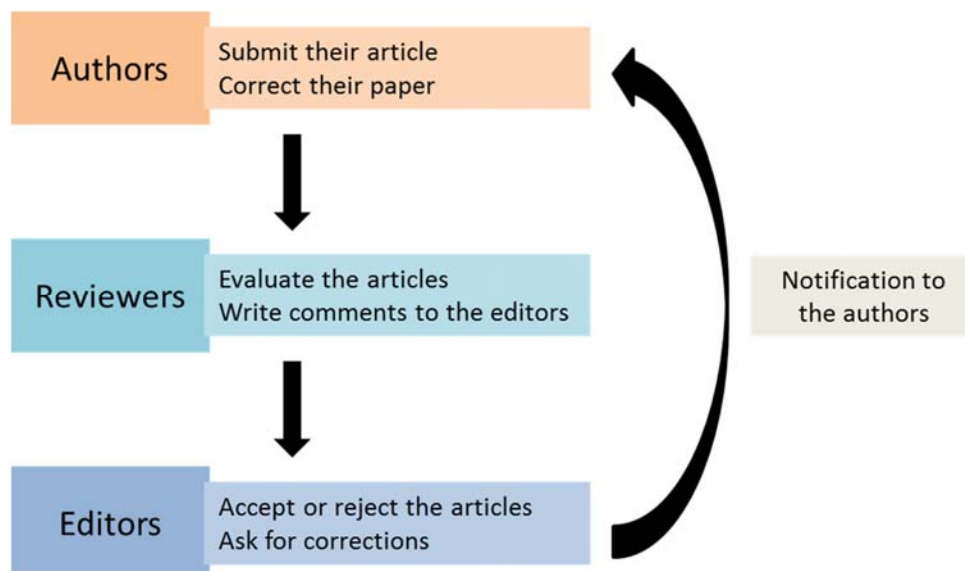
Each author has an account with login and password that allows him to record his personal data and submit his paper. After the submission, the author is notified by e-mail at every step of the reviewing process.

## 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.

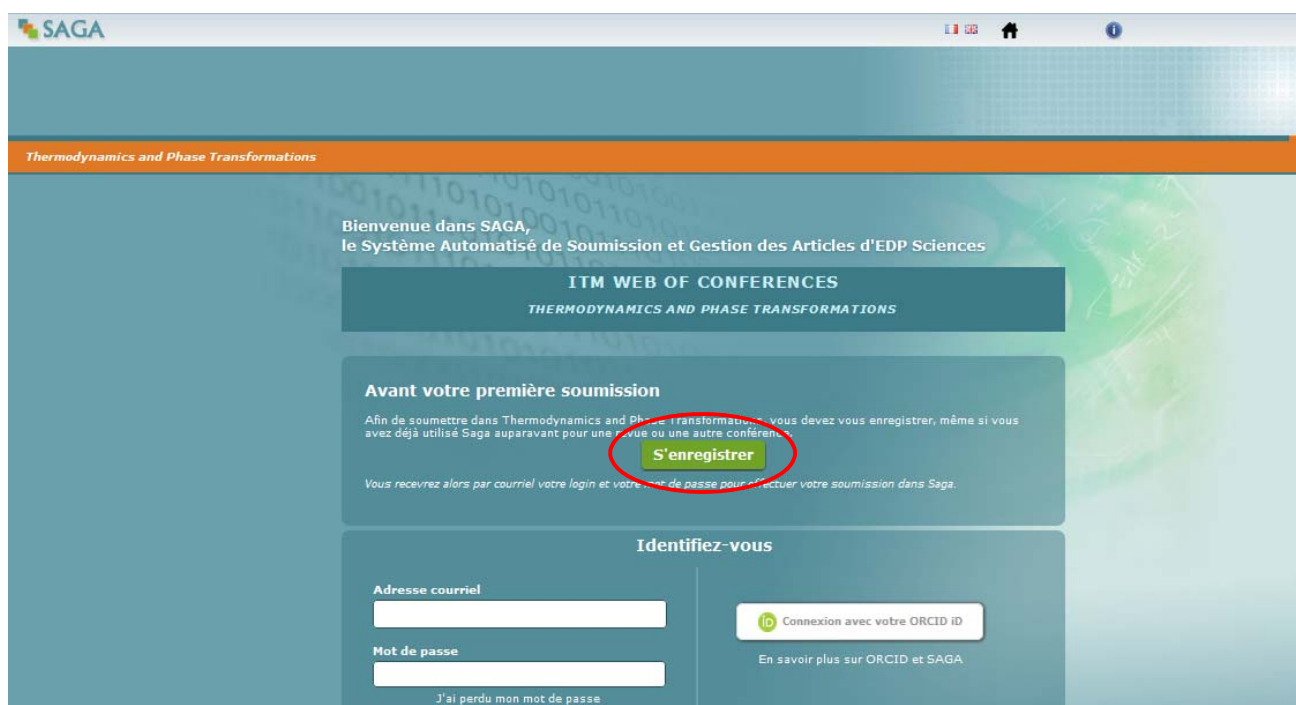
### 1. First time user

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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	<b>Type *</b> Oral presentation ▾
Authors	<b>Title *</b>
	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"/>

---

- 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 .






- 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 in 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

- After having entered all the data, you have to **Validate** in order to access to the next step and upload your article.
- 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)

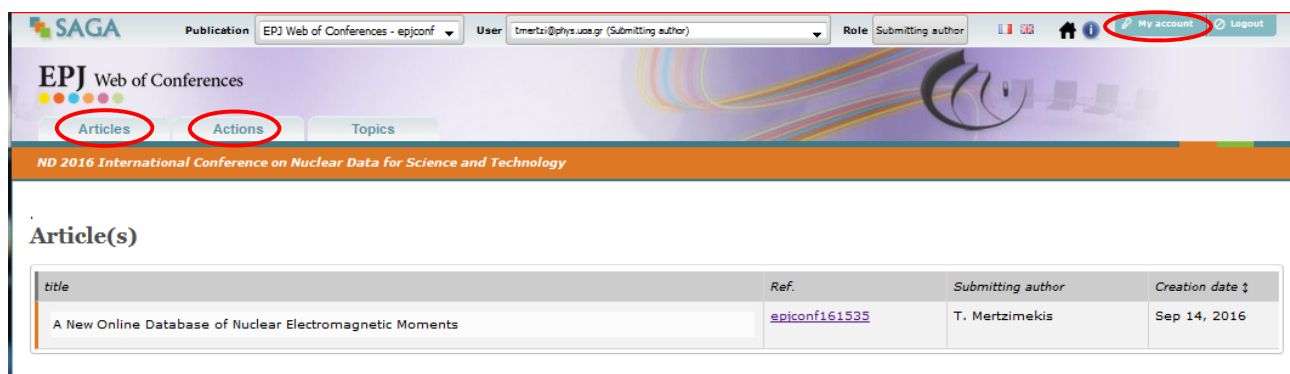
6

## 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.

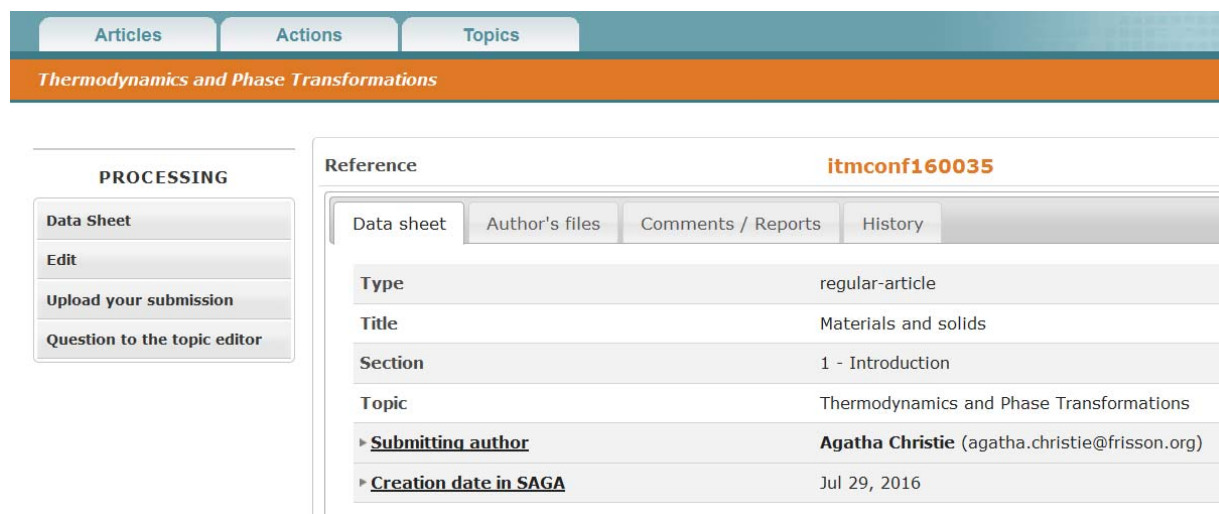
The tab **Actions** enables you to propose a new submission to the editorial committee, and the tab **Articles** enables you to access to the list of your submissions.



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' field (tmertzi@phys.uos.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', and 'Topics'. The main content area is titled 'Article(s)' and contains a table with the following data:

title	Ref.	Submitting author	Creation date ↓
A New Online Database of Nuclear Electromagnetic Moments	<a href="#">epjconf161535</a>	T. Mertzimekis	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'. The main content area is titled 'Reference' and contains the following information:

**Reference** **itmconf160035**

**Data sheet** | Author's files | Comments / Reports | History

**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.

**To-Do List**

VLVNT - 2015 : Very Large Volume Neutrino Telescope (1 Articles)

Reference	Action to do	Last status date
vlvnt2015160013	Add the revised version	04/11/2016

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.

**Reference** vlvnt2015160013

Data sheet | Author's files | Comments / Reports | Documents | History

**Type** Oral presentation

**Title** test

**Topic** No topic

**All authors** Antonio Capone

**Submitting author** Antonio Capone (antonio.capone@roma1.infn.it)

**Creation date in SAGA** Apr 11, 2016

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.

**To-Do List**

VLVNT - 2015 : Very Large Volume Neutrino Telescope (1 Articles)

Reference	Action to do	Last status date
vlvnt2015160013	Upload source files	04/11/2016
	Upload signed copyright	04/11/2016



### 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.

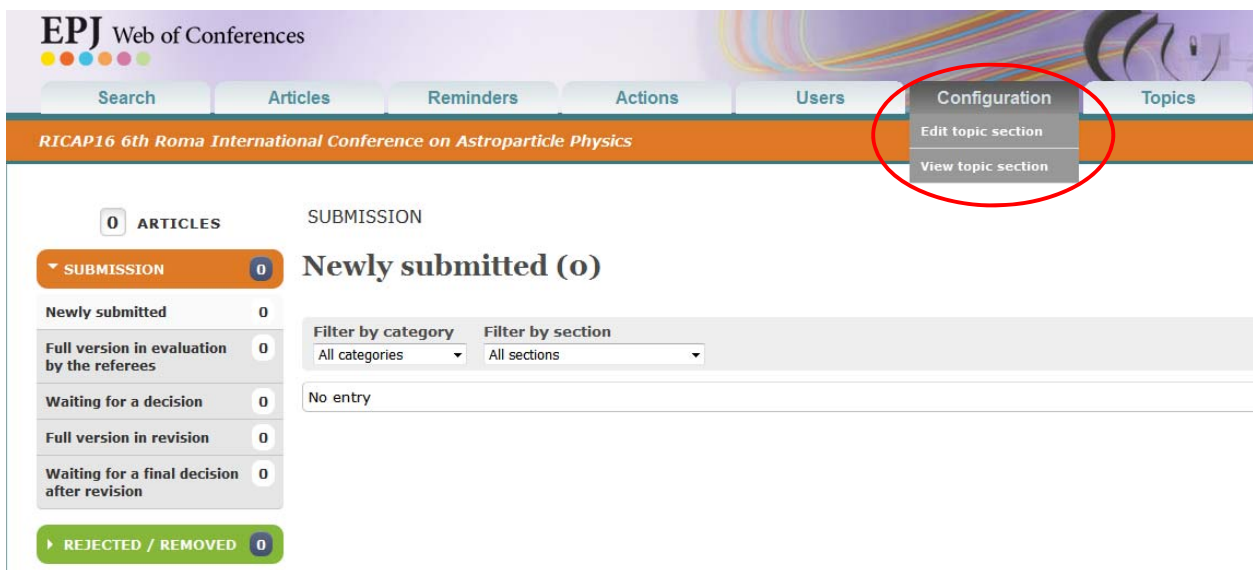
#### 1. Management of the sections

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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.



The screenshot displays the EPJ Web of Conferences interface for the "RICAP16 6th Roma International Conference on Astroparticle Physics". The navigation bar includes tabs for Search, Articles, Reminders, Actions, Users, Configuration, and Topics. The Configuration tab is highlighted with a red circle, and its dropdown menu is open, showing options for "Edit topic section" and "View topic section". Below the navigation bar, the "ARTICLES" section is visible, with a "SUBMISSION" sub-section. The "SUBMISSION" section shows a "Newly submitted (0)" status and a list of submission stages: "Newly submitted", "Full version in evaluation by the referees", "Waiting for a decision", "Full version in revision", and "Waiting for a final decision after revision", each with a count of 0. There are also filters for "Filter by category" and "Filter by section", and a "REJECTED / REMOVED" section with a count of 0.

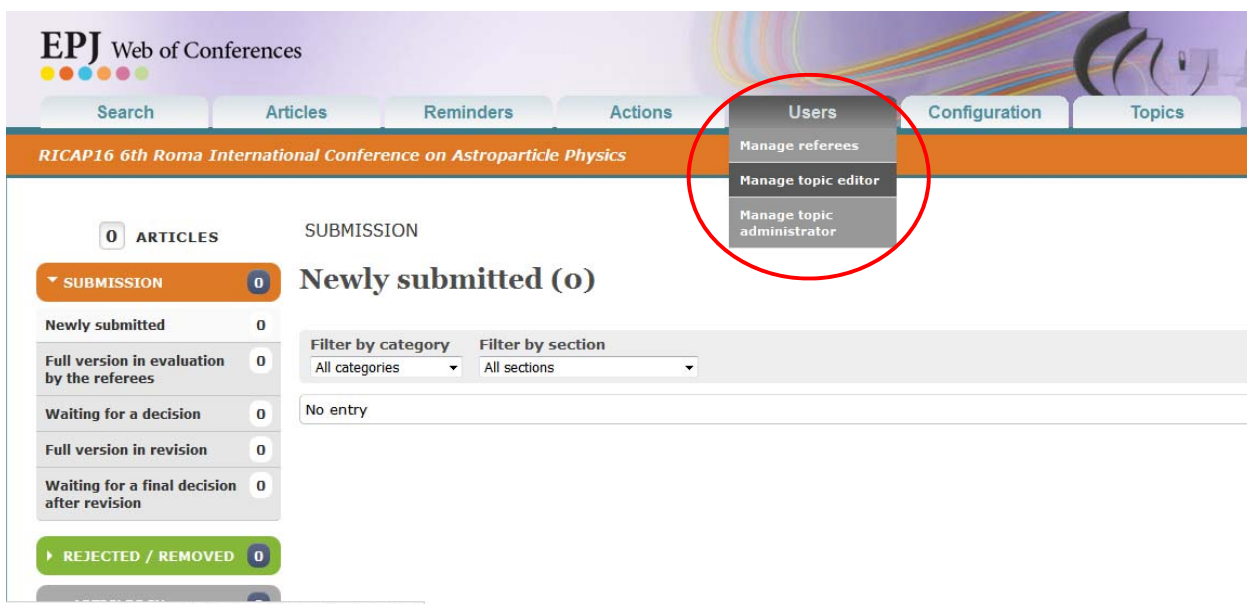
#### 2. Management of the Topic Editors

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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.

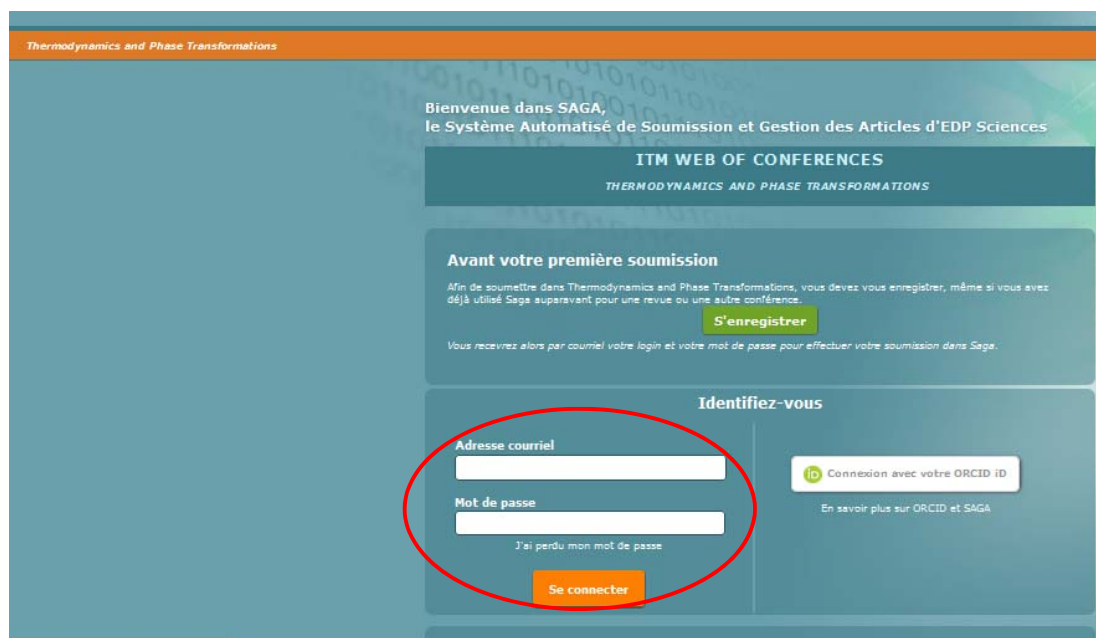


## 4 You are a Topic Editor of the conference

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 to 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.

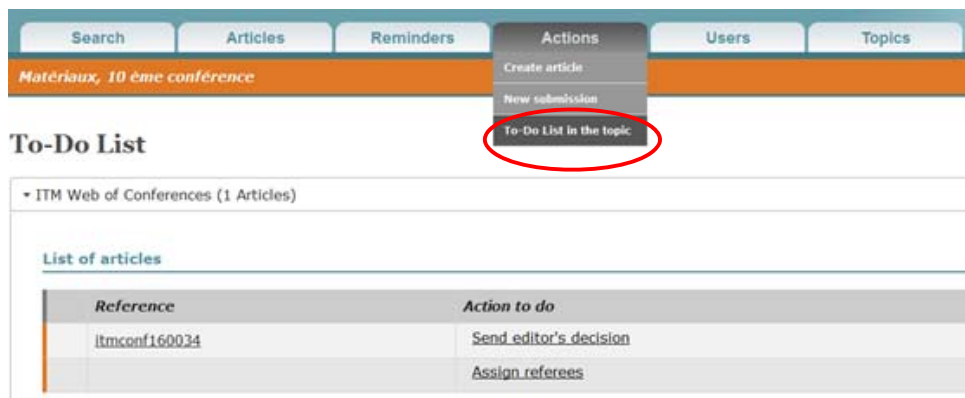
*Article accepted, awaiting source files:* the authors have been informed that their article has been accepted. If the publisher needs the source files of the articles, authors have been invited to upload their source files for the typesetting of their article.

*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

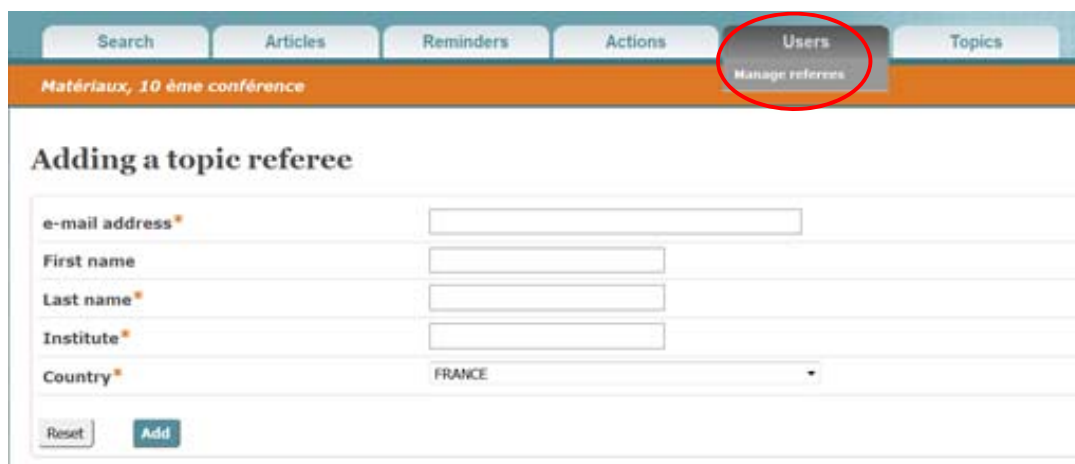
At any time, you have access to the previous versions of an article in the tab **Author's files** of the **Data sheet**. You also have access to the reports of the referees in the **Refereeing Process** and to all e-mails and key dates of the process in the **History**.



#### 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**.

The screenshot shows the EPJ Web of Conferences interface. At the top, there are navigation tabs: Search, Articles, Reminders, Actions, Users, and Topics. The 'Actions' menu is open, showing options: 'Create article', 'New submission' (highlighted with a red circle), and 'To-Do List in the topic'. Below the navigation, there is a 'SUBMISSION' section with 'Newly submitted' and a 'PROCESSING' section with buttons for 'Data Sheet', 'Edit', 'Assign referees', 'Comment for the submitting author', 'Comment to the Managing editor', and 'Send editor's decision'. The main content area is titled 'Reference' for 'epjconf161535' and includes tabs for 'Data sheet', 'Author's files', 'Comments / Reports', 'Refereeing Process', and 'History'. The article details are as follows:

Type	Oral communication
Title	A New Online Database of Nuclear Electromagnetic Moments
Section	2 - Evaluation
Topic	ND 2016 International Conference on Nuclear Data for Science and Technology
Referees	No referee assigned.
Submitting author	Theo Mertzimekis (tmertzi@phys.uoa.gr)
Creation date in SAGA	Sep 14, 2016

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.

The screenshot shows the SAGA interface. At the top, there are fields for 'Publication' (EPJ Web of Conferences - epjconf), 'User' (arjan.plompen@ec.europa.eu (Topic editor/Topic administrator/Topic administrator)), and 'Role' (Topic editor, highlighted with a red circle). Below the navigation tabs, there is a 'SUBMISSION' section with 'Newly submitted' and a 'PROCESSING' section with buttons for 'Data Sheet' and 'Edit'. The main content area is titled 'Reference' for 'epjconf161535' and includes tabs for 'Data sheet', 'Author's files', 'Comments / Reports', 'Refereeing Process', and 'History'. The article details are as follows:

Type	Oral communication
Title	A New Online Database of Nuclear Electromagnetic Moments

## 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.

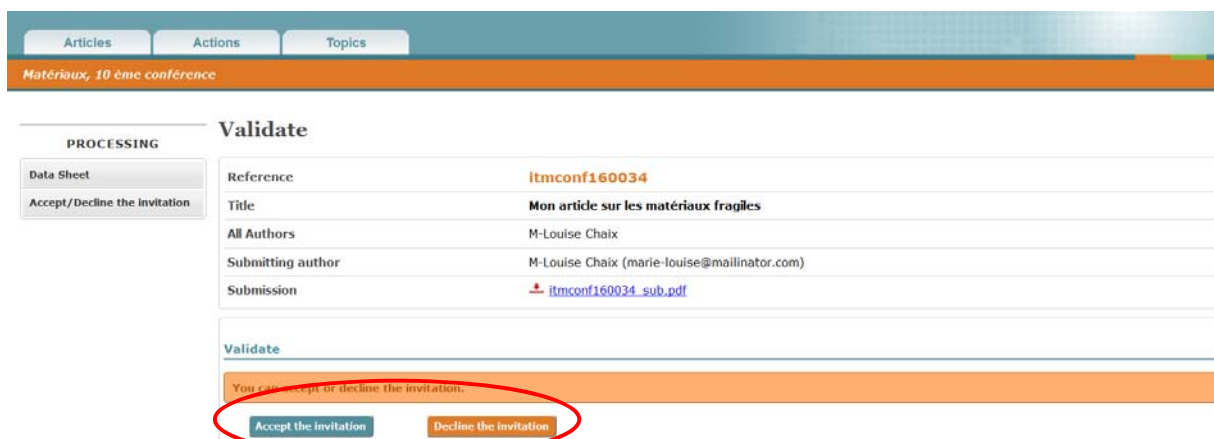
Note that the author will receive an e-mail acknowledging the submission in Saga.



## 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 then accept or decline the invitation to evaluate the article



Articles Actions Topics

Matériaux, 10<sup>ème</sup> conférence

PROCESSING

Data Sheet

Accept/Decline the Invitation

### Validate

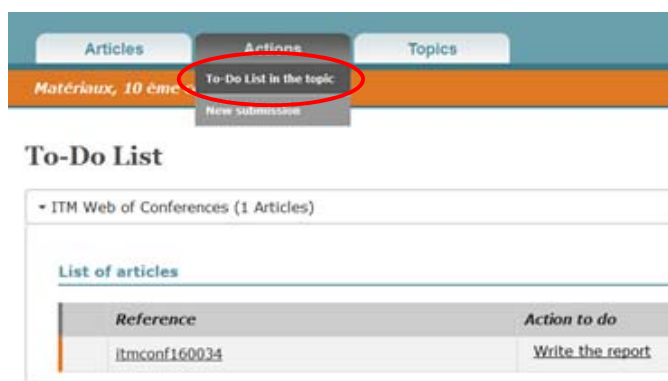
Reference	itmconf160034
Title	Mon article sur les matériaux fragiles
All Authors	M-Louise Chaix
Submitting author	M-Louise Chaix (marie-louise@mailinator.com)
Submission	<a href="#">itmconf160034_sub.pdf</a>

Validate

You can accept or decline the invitation.

Accept the invitation Decline the invitation

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



Articles Actions Topics

Matériaux, 10<sup>ème</sup> conférence

To-Do List in the topic

New submissions

### To-Do List

• ITM Web of Conferences (1 Articles)

List of articles

Reference	Action to do
itmconf160034	<a href="#">Write the report</a>

### 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**.



Articles Actions Topics

ND 2016 International Conference on Nuclear Data for Science and Technology

PROCESSING

Data Sheet

Write the report

### Write the evaluation report

Reference	epjconf161449
Title	Progress on China nuclear data processing code system
Section	Evaluation
All Authors	Ping Liu
Submitting author	Ping Liu (ping@ciae.ac.cn)
Submission	<a href="#">epjconf161449_sub.pdf</a>

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**.

The screenshot shows the EPJ Web of Conferences interface. At the top, there are navigation tabs for 'Articles', 'Actions', and 'Topics'. The 'Actions' tab is active, and the 'New submission' button is circled in red. Below this, there is a 'PROCESSING' section with buttons for 'Data Sheet' and 'Write the report'. The main content area is titled 'Write the evaluation report' and contains a form with the following details:

Reference	epjconf161449
Title	Progress on China nuclear data processing code system
Section	Evaluation
All Authors	Ping Liu
Submitting author	Ping Liu (ping@ciae.ac.cn)
Submission	<a href="#">epjconf161449_sub.pdf</a>

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.

The screenshot shows the SAGA interface. At the top, there is a 'Role' dropdown menu with 'Editor' selected. The 'Submitting author' option is circled in red. Below this, there is a 'Newly submitted abstract (3)' section with filters for categories and sections. The table below shows the details of the submitted abstracts:

Ref.	Article Category	Submitting author	Creation date	Status date	Referee
<a href="#">nextlab2014130011</a>	Poster	M. Chaix	Jul 18, 2013	Jul 18, 2013	—
<a href="#">nextlab2014130009</a>	Communication orale	M. Chaix	Jul 18, 2013	Jul 18, 2013	—
<a href="#">nextlab2014130007</a>	Communication orale	I. Augusto	Jul 15, 2013	Jul 15, 2013	I. Augusto