How to submit a conference paper

Guides for authors, reviewers and readers

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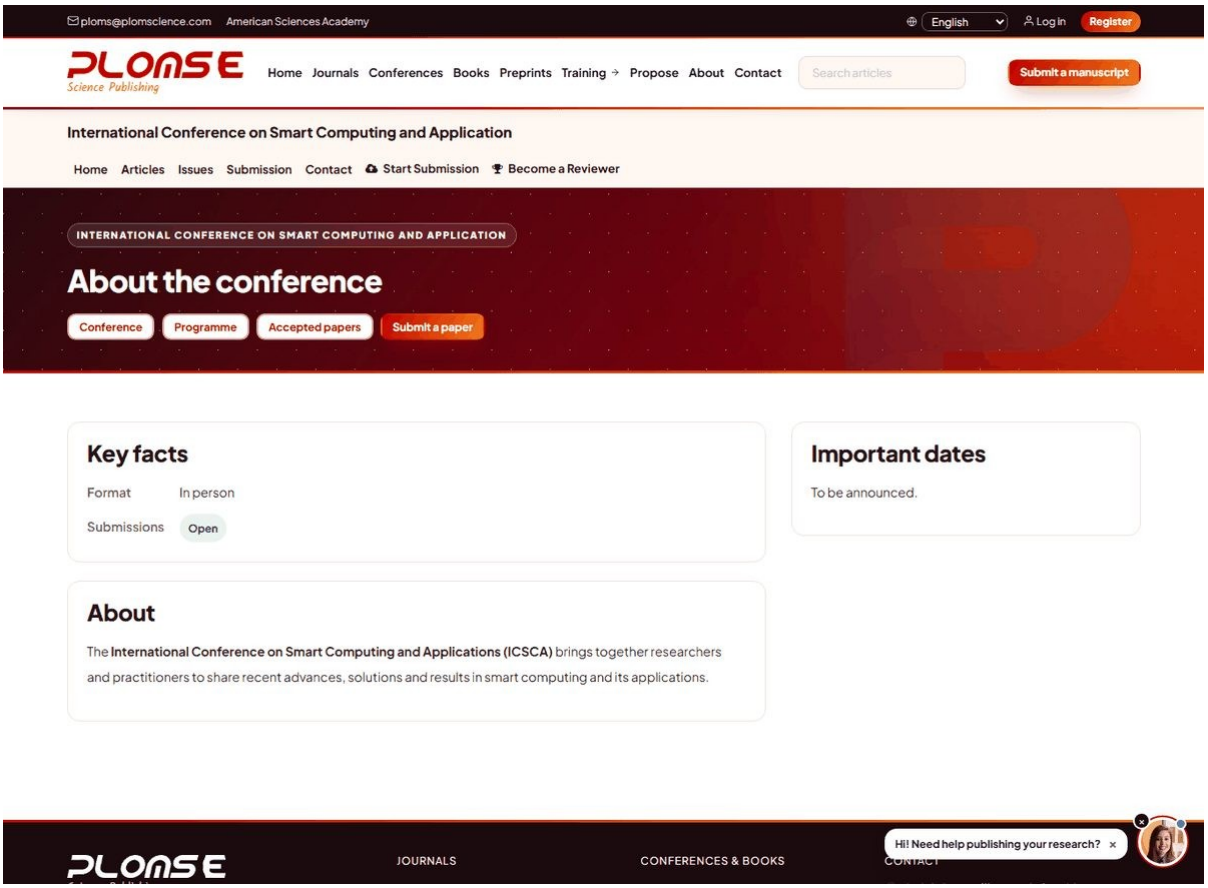
Find the conference, check the important dates and the call for papers, submit your paper and prepare the camera-ready version for the proceedings.

PLOMSE publishes the peer-reviewed proceedings of international conferences. Each conference works like a journal on the platform: it has its own home page, call for papers, editors and submission form. Papers accepted for the conference are published open access in a proceedings issue (volume) with a DOI.

Find the conference

Open **Conferences** in the main menu. Each card leads to the conference home page. A conference page shows:

- **About the conference** and **Key facts** – dates, format (in person, online or hybrid), venue and contact;
- whether submissions are **Open** or **Closed**;
- **Important dates** – abstract deadline, full-paper deadline, notification of acceptance, camera-ready deadline, registration deadline and the conference dates;
- the **Organisers**, the **Programme** (when published) and the list of **Accepted papers**.



Deadlines are enforced

When the full-paper deadline has passed, the conference may close submissions automatically the next day. Times are given in the conference's time zone.

Prepare the paper

Read the call for papers and the author guidelines on the conference's **Submissions** page, and use the conference template (download link on that page). Respect the page limit and the anonymity rules of the conference (remove author names if the review is double-anonymous).

Submit

Click **Submit a paper** (or **Submit a manuscript** in the header while you are on the conference site) and follow the same steps as for a journal: agreement, article information (choose the right **Section**, which for conferences usually corresponds to the track or paper type), authors, files and the final check. The steps are explained in detail in How to submit a manuscript.

Your submission appears on your dashboard, and you can follow its status there.

Review and notification

Conference papers are peer reviewed by the programme committee or invited reviewers. You are notified of the decision by email on or around the **Notification of acceptance** date. If changes are required, respond to the revision request as described in Respond to a revision request.

Camera-ready version

After acceptance, prepare the final (camera-ready) version that includes the reviewers' requested changes, the full author names and affiliations, and follows the template exactly. Upload it before the **Camera-ready deadline** – usually as a revised file in the revision or copyediting task you receive by email. Then check the proofs when asked (see Copyediting review and proofs).

Programme and presentation

When the programme is published, the **Programme** page lists the sessions with time, room and chair, and the papers presented in each session. You can add all sessions to your calendar with **Add all sessions to your calendar (.ics)**. Registration for the event itself follows the organisers' instructions.

Publication in the proceedings

Accepted papers are published in the conference proceedings volume. Each paper has its own article page, PDF and DOI, and the volume appears in the conference's issue archive. The **Accepted papers** page lists the

papers accepted for the conference.