

# Final Paper Upload

## Checklist

This checklist might seem superfluous, but it's the result of the experiences of lots of past conferences. Please go through it. **If you cannot tick ALL of the points below you should not upload your paper.** Papers that don't match the criteria below may not be considered for publishing without further notice.

### The paper (PDF+Word/LaTeX) itself

- You have added the authors' names
- Authors' names are spelled correctly
- Authors' names are written in this order: first name, (middle name), last name
- The paper is formatted exactly according to the template
- Please do a final language check. We always encourage authors to ask for support from an English language native speaker.
- You have not exceeded the page limits (incl tables, figures, references)
  - ⇒ **Full paper:** 10-12 pages, **Short paper:** max. 8 pages, **WiP:** 6-8 pages, **Poster** 6-8 pages
- Poster papers or Work-in-Progress papers: The title has to be preceded by "Poster: {Your title here}" or "Work-in-Progress: {Your title here}"
- You have carefully considered the remarks of the reviewers to improve the quality of the paper

### Conftool metadata

- In Conftool (the submission system) Authors' names are spelled exactly as in the paper
- In Conftool, first name and last name are not inverted
  - ⇒ **first name** = name = given name
  - ⇒ **last name** = family name = surname
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- Poster papers or Work-in-Progress papers: The title has to be preceded by "Poster: {Your title here}" or "Work-in-Progress: {Your title here}"
- The corresponding author has submitted the paper (if not please contact Sebastian, [ssr@online-engineering.org](mailto:ssr@online-engineering.org), he will change this in Conftool)

### Springer CTP (Consent to Publish Form)

- The CTP is correctly filled in:
  - ⇒ *Names + addresses of all authors:* give **names** and **addresses** of **all** authors
  - ⇒ name of the corresponding author: give **only** the name of the **corresponding author** (*this can be only one person*)
  - ⇒ *Title of the contribution:* Title of your paper
  - ⇒ *Signature:* Signature **by hand**
  - ⇒ *Date:* don't forget it

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