

# Final Paper Upload

## Checklist

**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.

### One very important thing

Always spell authors' names the same way: **same spelling, same order** (first name, last name), **same names**. And this **everywhere**: in the **paper**, in **conftool**, in the **Springer CtP**. And this **for all your papers** if you have more than one.

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

- You have added the authors' names and email addresses
- 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
- You have done 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, Special session paper**: 10-12 pages, **Short paper, WiP, Poster**: 6-8 pages
- Poster papers or Work-in-Progress papers: The title has to be preceded by "Poster: " or "Work-in-Progress: "
- 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
- if you have more than one paper: Authors' names are spelled the same in the metadata of all your submissions – check back with the submitting author of the other papers
- 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) see also the Sample Springer CtP on the conference web site.

### The CtP is correctly filled in:

- ⇒ *Names + addresses of all authors*: give **names** and **postal addresses** of **all** authors
- ⇒ **The authors' sequence and spelling are the same as in the paper**
- ⇒ *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