SPRINGER NATURE
Meteor

Dear Author,

Welcome! To the Conference Proceedings system Meteor. The system will let you create your account, paper/chapter, add authors to the papers, upload abstract, initial paper, final paper to the conference project. You will be notified via the emails that are triggered at different points in time from the system. The system will allow you to upload the revised files and declare the declarations and accept the License to Publish via DocuSign. This document contains a short overview of the steps, features, and functionalities of Meteor.

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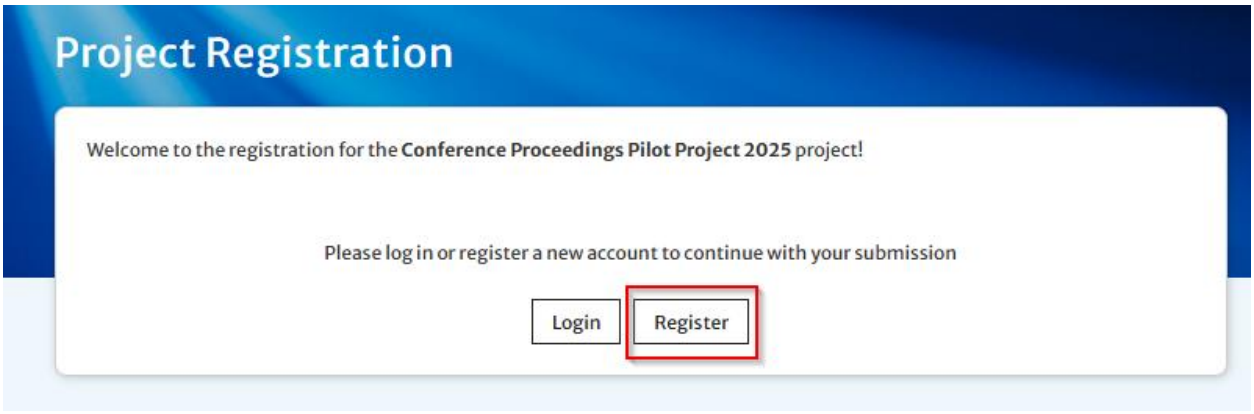
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# Author Registering in a Conference project

You will receive a Call for paper/Project registration link from conference organizers to register and create your meteor account.

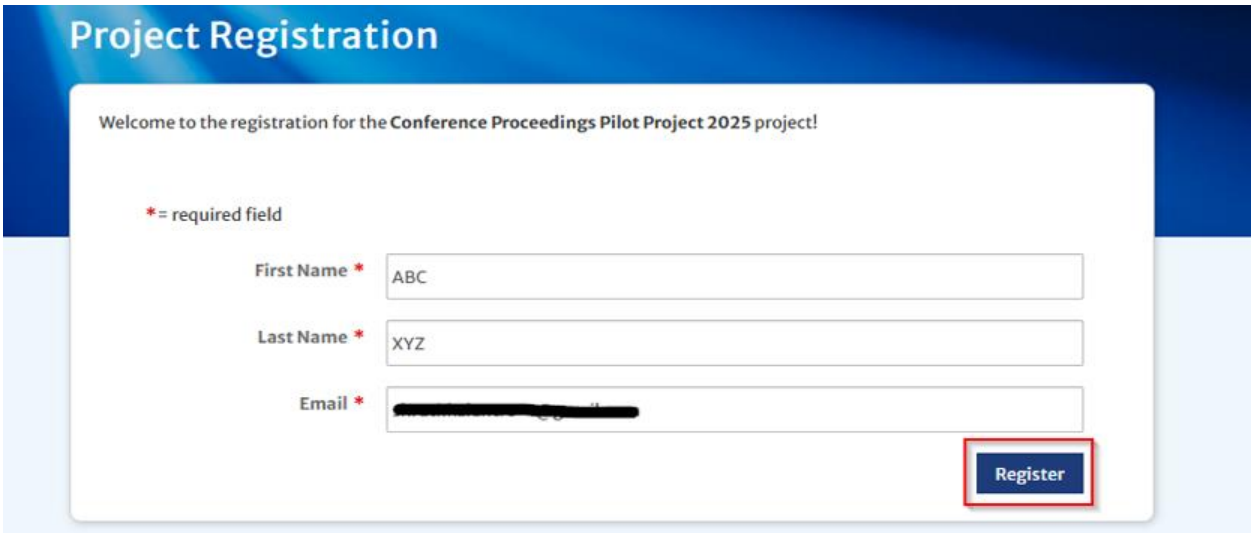
If you already have an account, click on Login, enter your Username and Password. You can also log in by going to https://meteor.springer.com home page and reset your password by using the "(Re)set password" option. Your one meteor account will give you access to all the projects in the system you are assigned to.

For a first-time user of the Meteor, you need to click on Register.




Enter first name, last name and email address details in the form to all the required details and click on Register

You will see the following screen by clicking on the project registration link. This registration will give you access to the project as an author and lets you create papers and upload the files to these.



Once the details are entered and Register button is pressed, you will receive an email to complete your registration process. Click on the link mentioned in the email, it will redirect you to the Editorial Platform to complete your registration process

Dear AB BC,

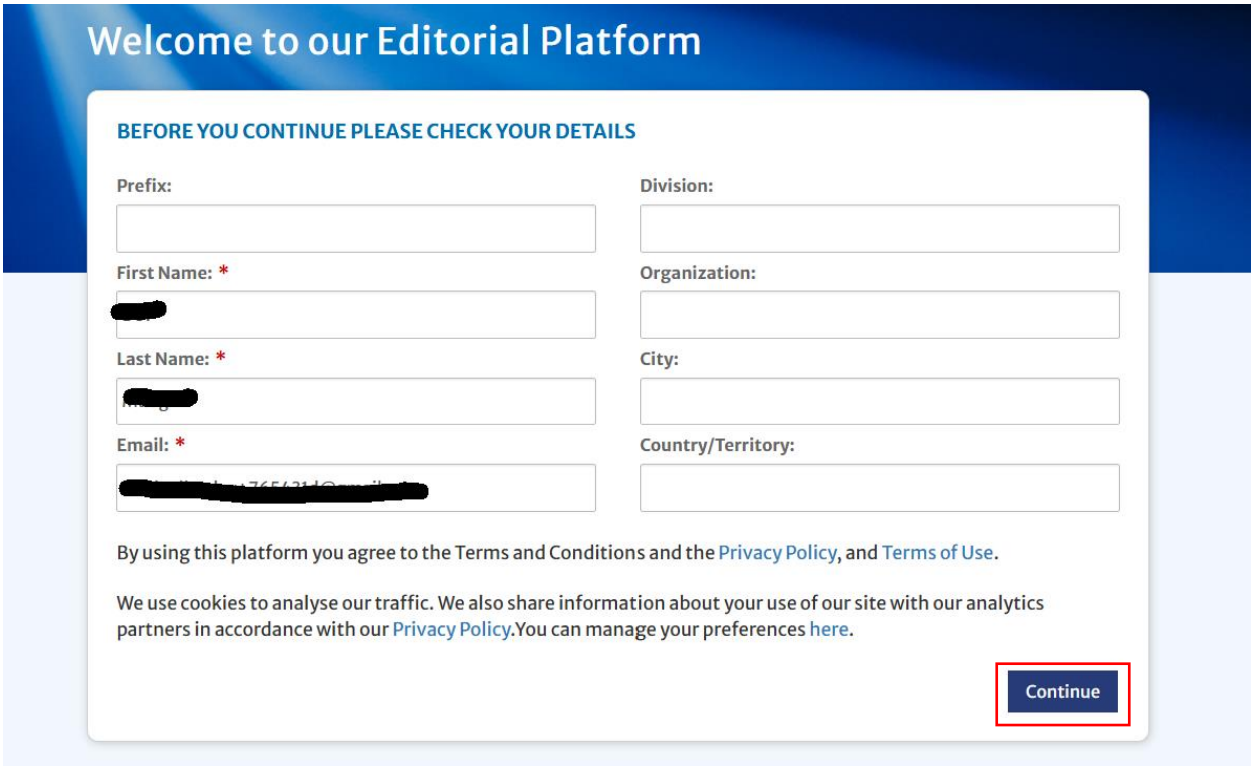
Thank you for registering with Conference Proceedings Project on Meteor!

Please follow the link below within the next 24 hours:
Complete Your Registration

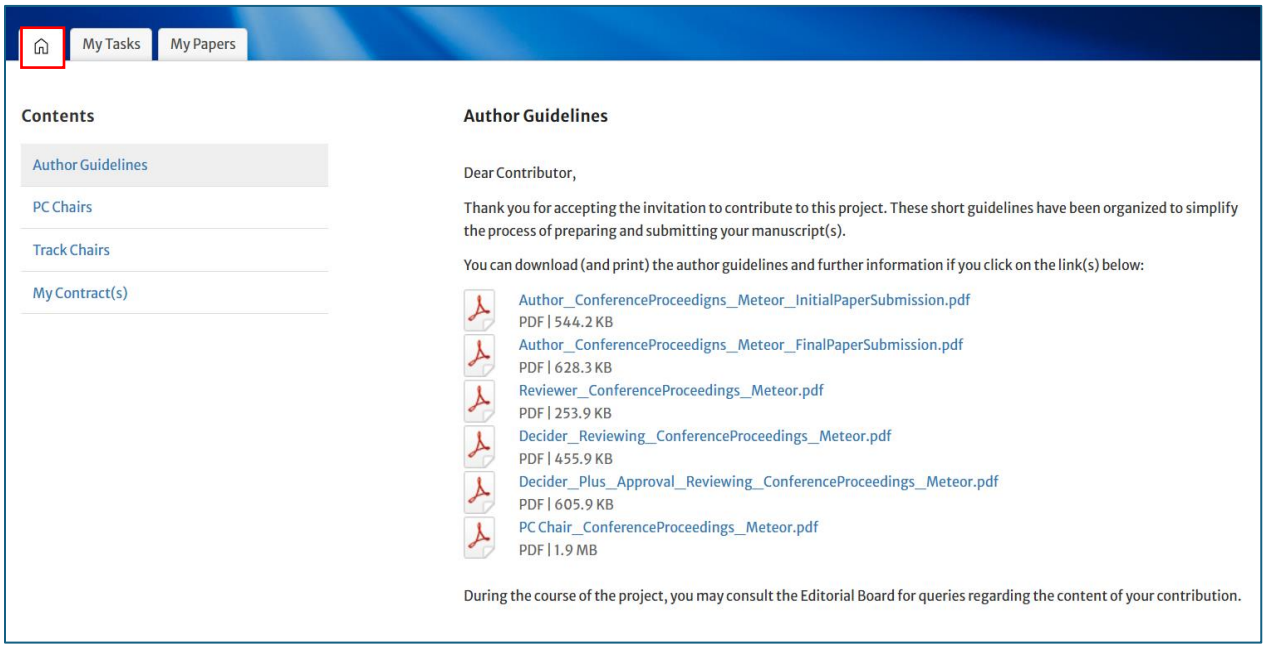
If you did not make this request for a new account, you can simply ignore this email.

Kind regards,
Springer Nature

Fill in all the fields then click on Continue to complete the registration process. By doing so you will agree to the privacy policy and terms of use of the platform. You can also update your affiliation details on this page.

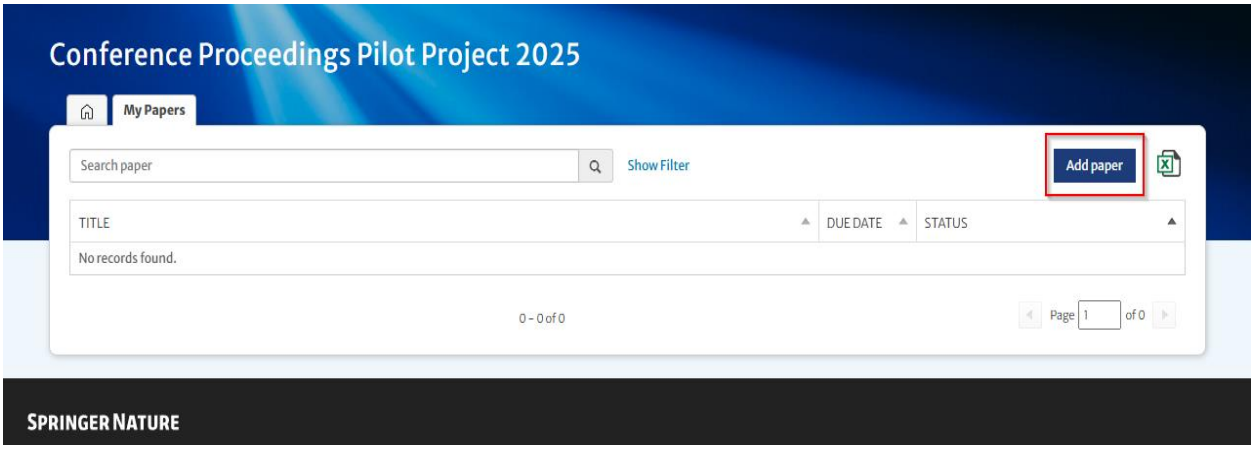


You will now have access to Meteor project, and you will see home and My papers tab. Under home tab you can read the guidelines for the project and other information.



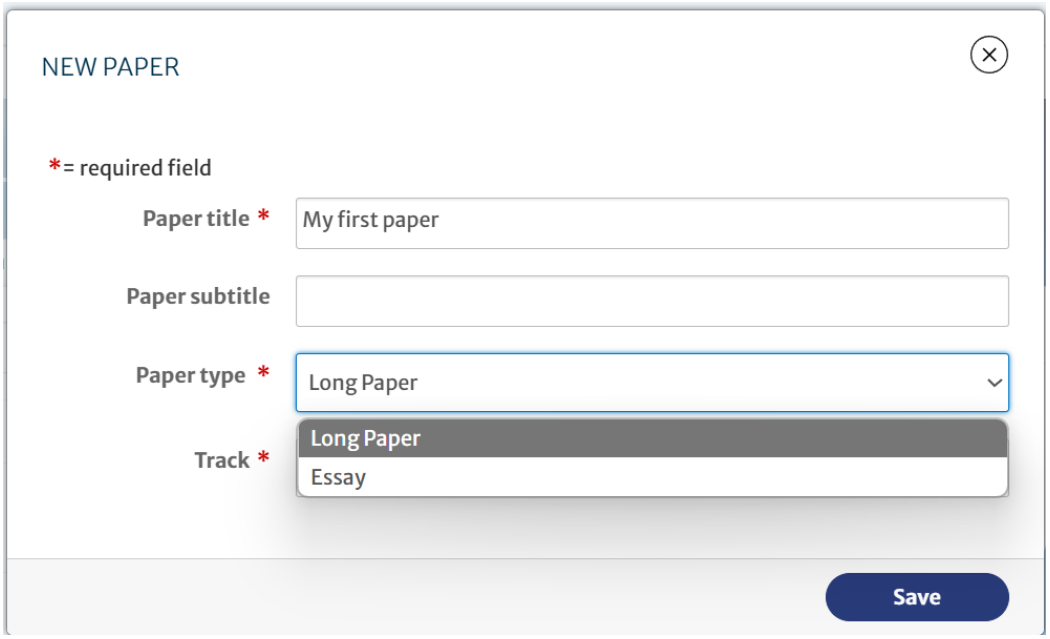

## Author creating a paper in a conference project

Click on “My Papers” to Proceed, use “Add Paper” to create a slot for your paper(s)




Add Paper title and subtitle. If there is more than one track and paper type where submission needs to be made, then the option to select these will be available in the form.

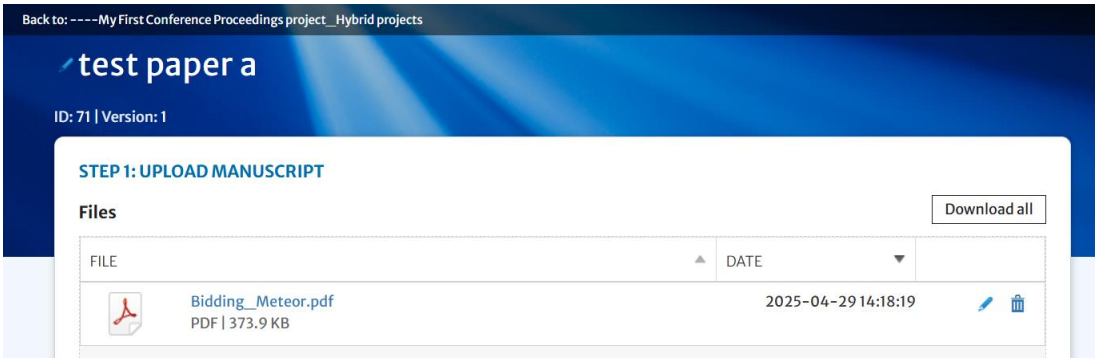
Click on Save to continue. You will see all the created papers by you under “My Papers”




Now, authors have registered to the conference project and created a paper in the respective conference project. The next step is to upload the paper to the conference project. It depends on where your paper submission will need to start. It depends on the conference to conference. In few conferences, authors need to submit the Abstract first, for some Initial paper and for some more only the final paper submission needs to be made by the authors. Depending on the workflow settings enabled for the project, your paper will start from the respective workflow stage. An author can create more than one paper in a conference project.

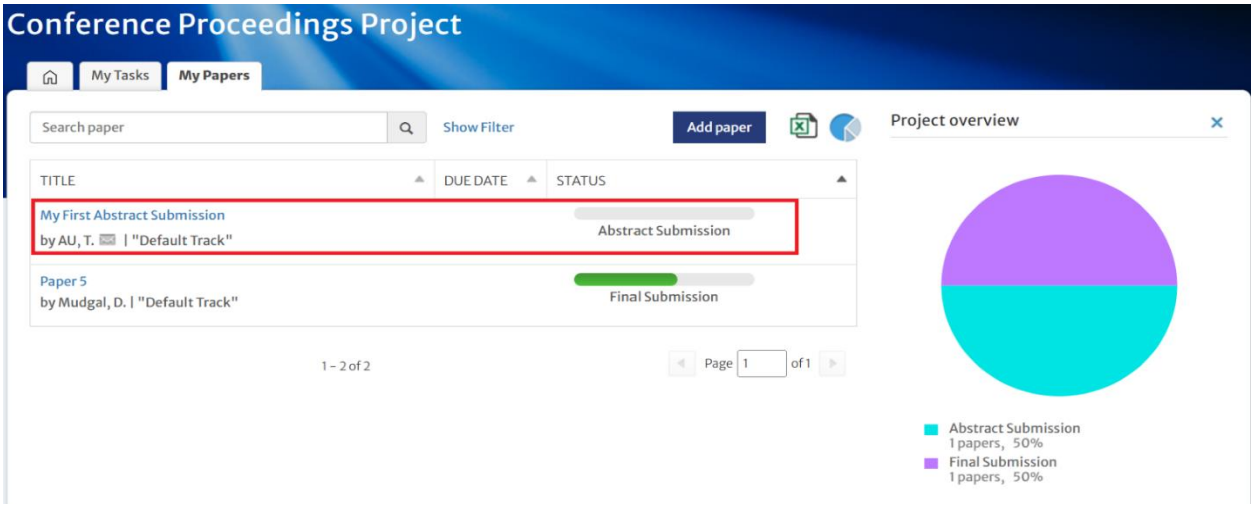
## Author updating paper title in a conference project

Authors can update the paper title by clicking on the pencil icon just before the paper title heading on manuscript upload page.



# Author submitting Abstract to a Conference project

If the submission is to start from Abstract for a conference, then the papers created by the authors will start from Abstract submission.



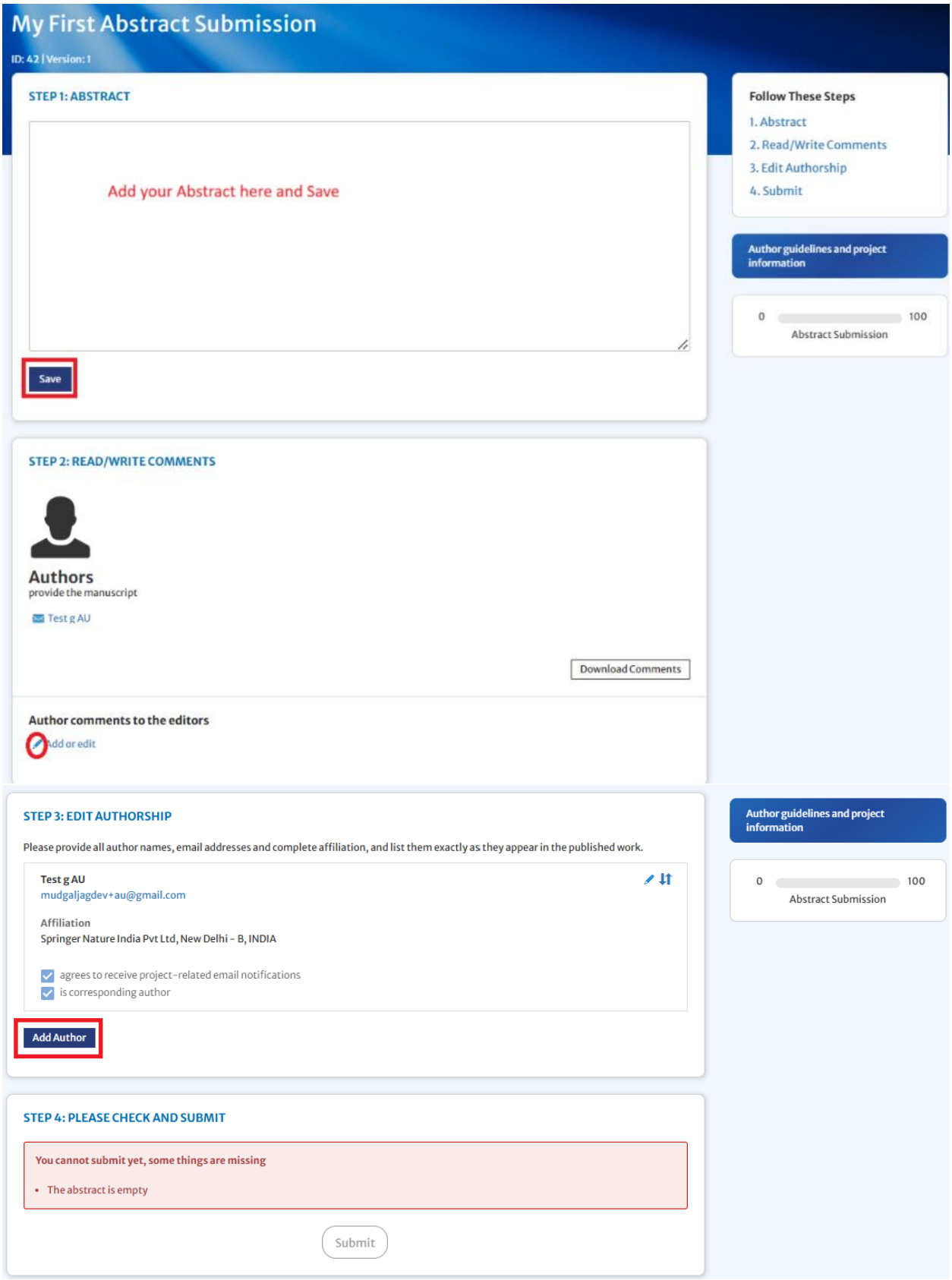

By clicking on the paper title, authors will be redirected to submit the abstract. Abstract submission is a stepwise process:

- Authors can type the Abstract text
- Authors can add any comments to the editors/conference organizers
- Authors can add co-authors
- In case of double anonymous review, authors need to tick the declaration
- Once the above steps are cleared the “Submit” button is activated to complete the Abstract submission process.

Once “Submit” button is pressed, Abstract submission process is completed, and the paper will move to “Abstract Review” workflow stage. An email will be sent to the authors to confirm the abstract submission for the conference project is completed

Now, the next step is to review the abstract. It will be done by conference organizers or the reviewers assigned by conference organized. Once Abstract is reviewed and Accepted by the reviewers/organizers, author will receive an email from the system to submit the paper for the conference. You will see the task in “My tasks” list to make the initial/final paper submission for the respective paper to the conference.

## Abstract submission page



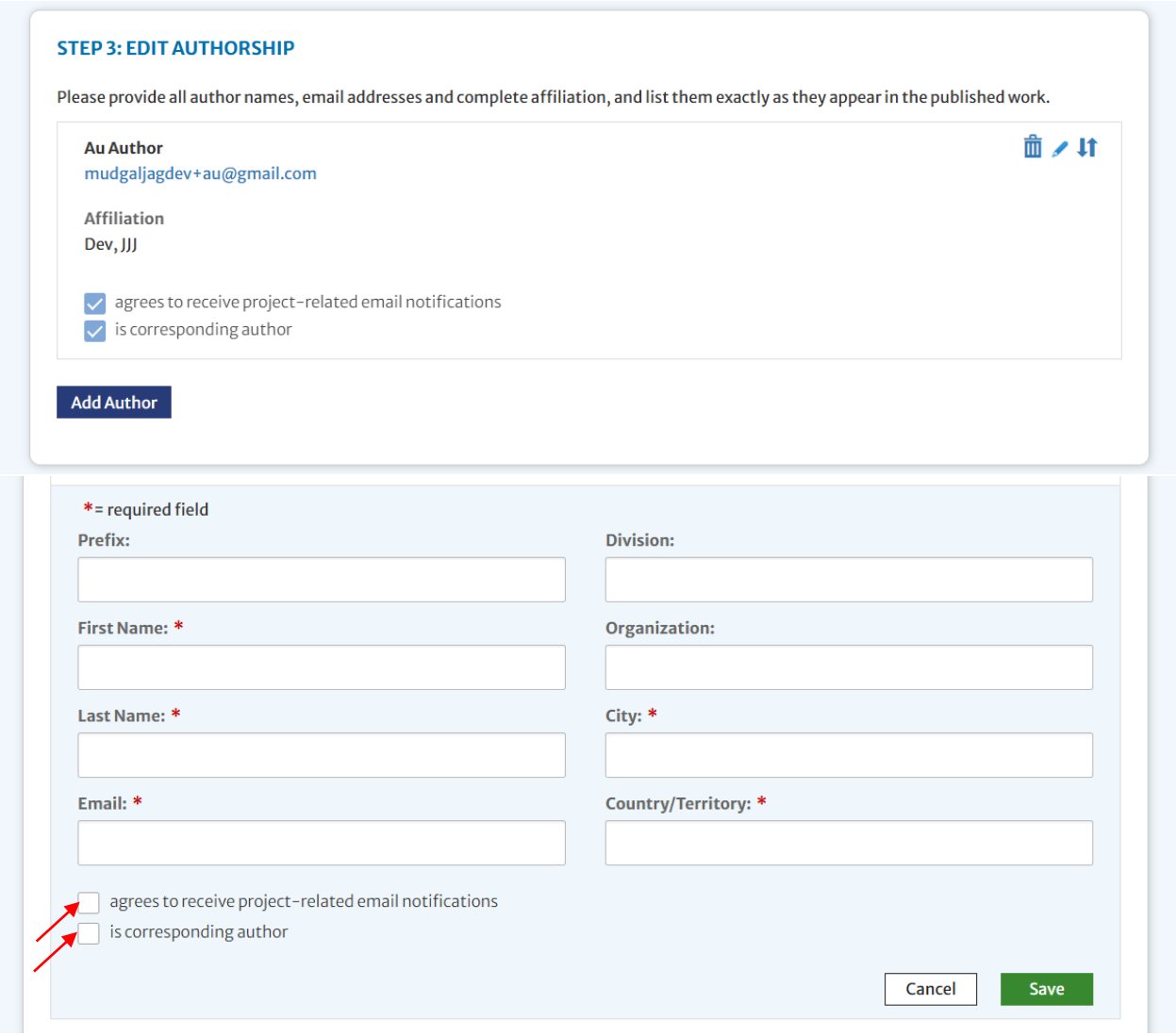
# Author adding co-authors under Edit Authorship step

Authors can add co-authors details by clicking on the “Add author” button. Authors can also make an existing author corresponding and active by selecting the “agrees to receive project related email information”. Inactive authors do not receive automatic communications from the system

If any co-author details are wrong and you are not able to correct them, please ask your co-authors to correct them by going to their profile page.

While adding author details follow the sequence in which you would like them to appear in a published work

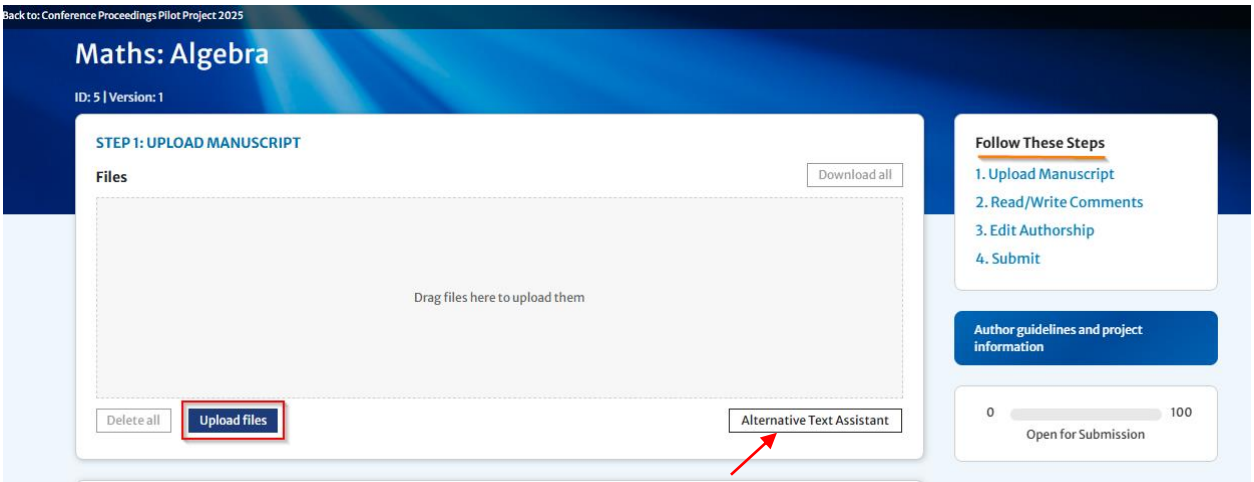
To avoid delays during publication process it’s important to provide the affilations of co-authors while submittint the manuscript



# Author Submitting Initial Paper to a Conference Project

The paper will be in Open for submission stage 1) the paper has been started from Abstract submission stage and abstract has been accepted by the Reviewer/conference organizers. 2) the conference is accepting initial papers from the start and abstract workflow is disabled, so once author creates a paper it will appear in “Open for Submission” stage.

By clicking on the paper under “My Tasks” or under “My papers” that are in Open for Submission stage authors will be redirected to manuscript upload page UI.




Step 1: Click on Upload Files or drag and drop the manuscript files that you want to submit

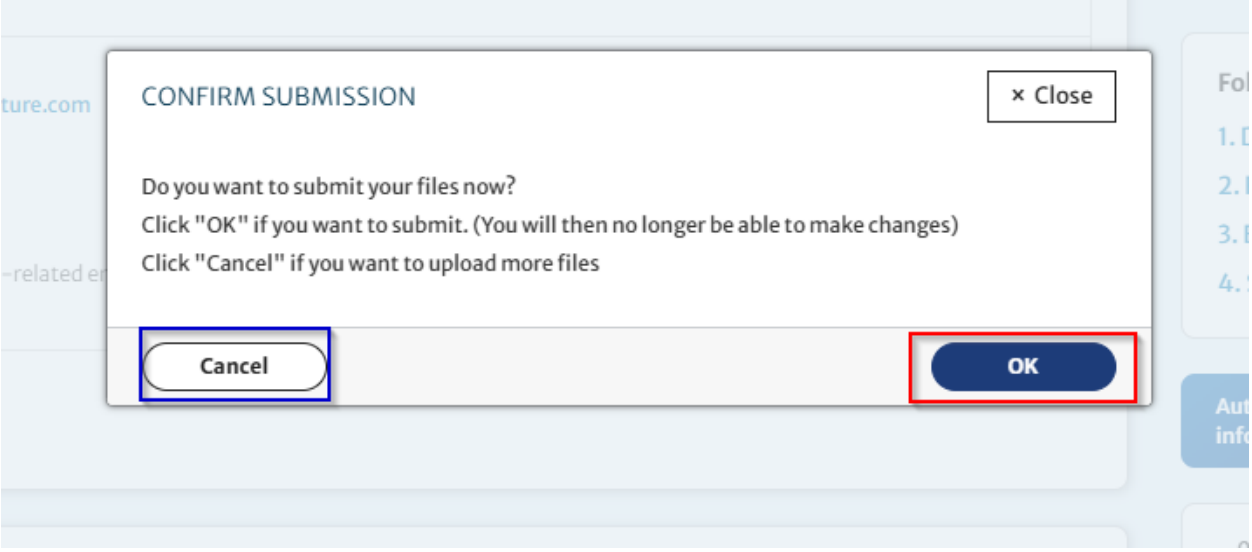
We offer you Alternative Text Assistant Tool powered by AI, which assists in creating alt text. First make sure that the file names of all your images are the same as mentioned in your manuscript, e.g. fig1_1, fig1_2. Avoid identical figure names. Upload the image files (either 1 by 1 or in bulk/batches) to the tool and click the Generate Alternative Text button. Check and edit the created texts. As this is an AI supported service, a manual human check is always required. Export the alt texts to Excel and submit the Excel file with your manuscript.

Step 2: Read/ Write comments for editor, if needed regarding the paper. Author can download comments available in the UI using the download comment button

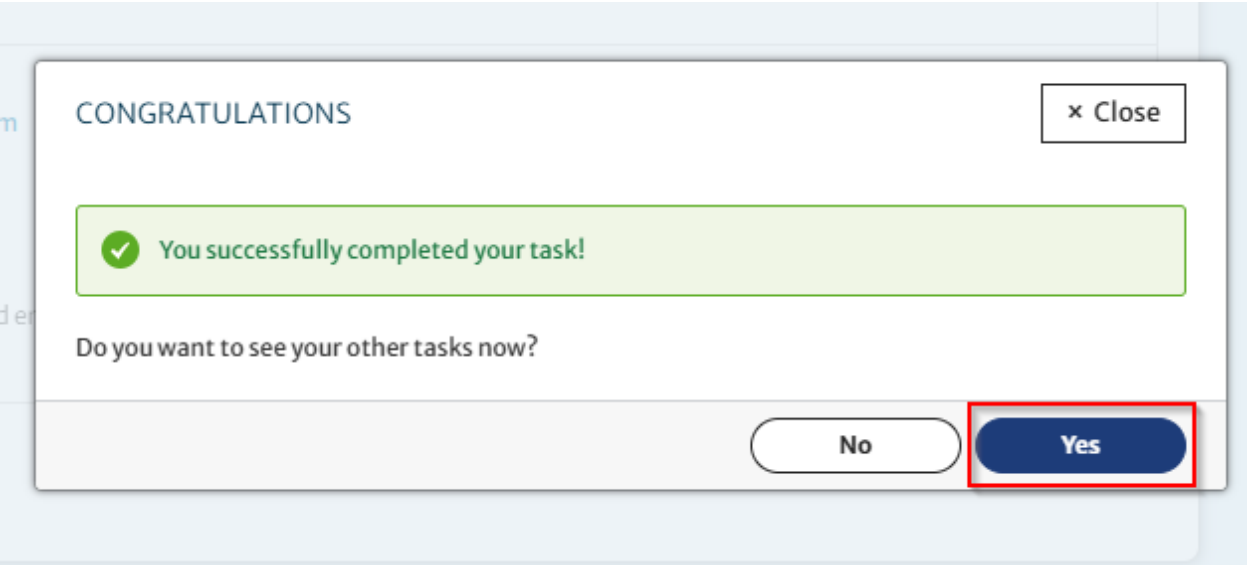
Step 3: Click on Add Author to add details of all the authors. Click on Save.

In case of double-anonymous reviewing workflow authors must declare that authors names are not mentioned in the manuscript

Step 4: Click on Submit to complete the initial Submission process. To confirm the submission, click OK. Remember you would not be able to make any changes to the document until the reviewer asks you to upload the revised manuscript. Click Cancel if you want to upload more files




Once OK is pressed then the initial paper submission is complete, and system will take you to My task view to perform more task. The system will also send you the submission confirmation email that your paper has been submitted. After that your paper will be reviewed and review decision will be shared with you via an email from the system. It could be Revision requested, Accepted, or Rejected.



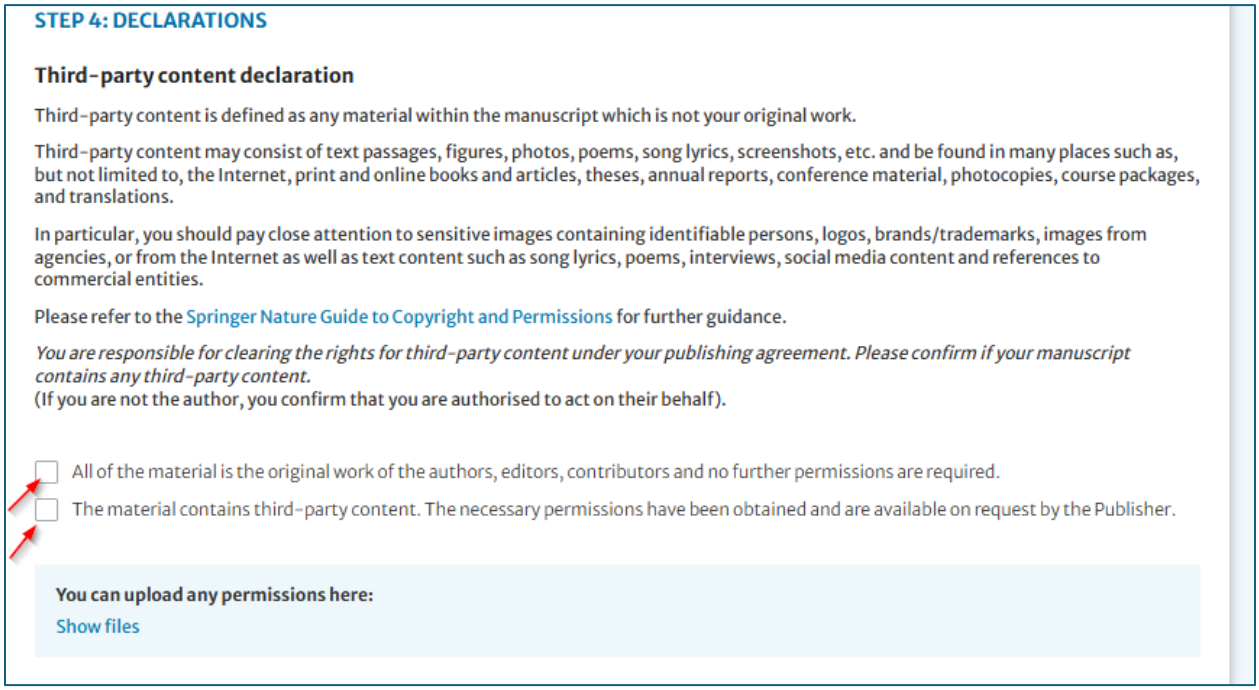
# Author Submitting Final Paper to a Conference Project

You will see the paper in “Final submission” stage, if the paper is started from Initial submission stage and it has been accepted and now authors need to submit the final manuscript.

Or if we don’t need reviewing (it may have been taken place outside of the system or the manuscript has been collected using other systems) on a paper and authors need to upload the final files to the conference project then we will simply ask authors to upload the final paper in “Open for submission” stage only.

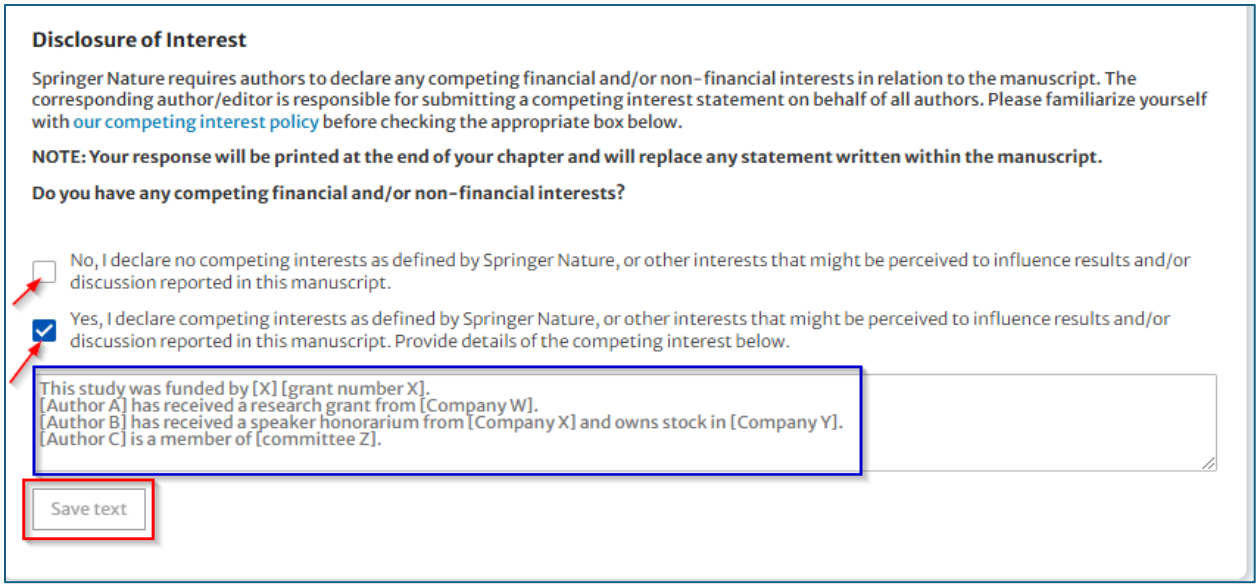
Step 1, 2, 3 to “Upload manuscript”, “Read write comments”, “Add authors” are the same for all type of submissions as mentioned above in these guidelines. Now, during the final paper submission step authors will also see declarations on the manuscript upload page. These need to be declared to complete the submission.

## Step 4: Declarations

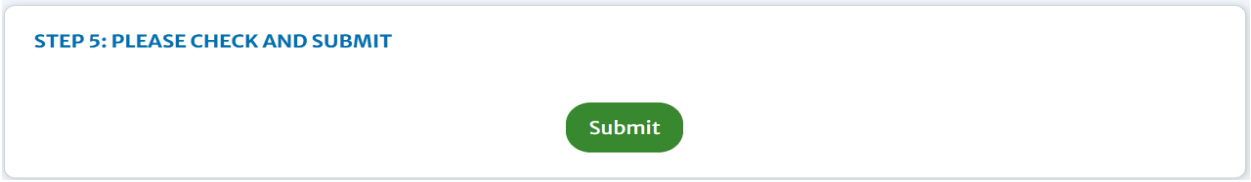



In the Third-party content declaration step authors can select the status and upload the permission files using the show files option.

Authors can also declare the Disclosure of interest by ticking the respective option. If the option Yes is selected, then the further information must be provided in the box.

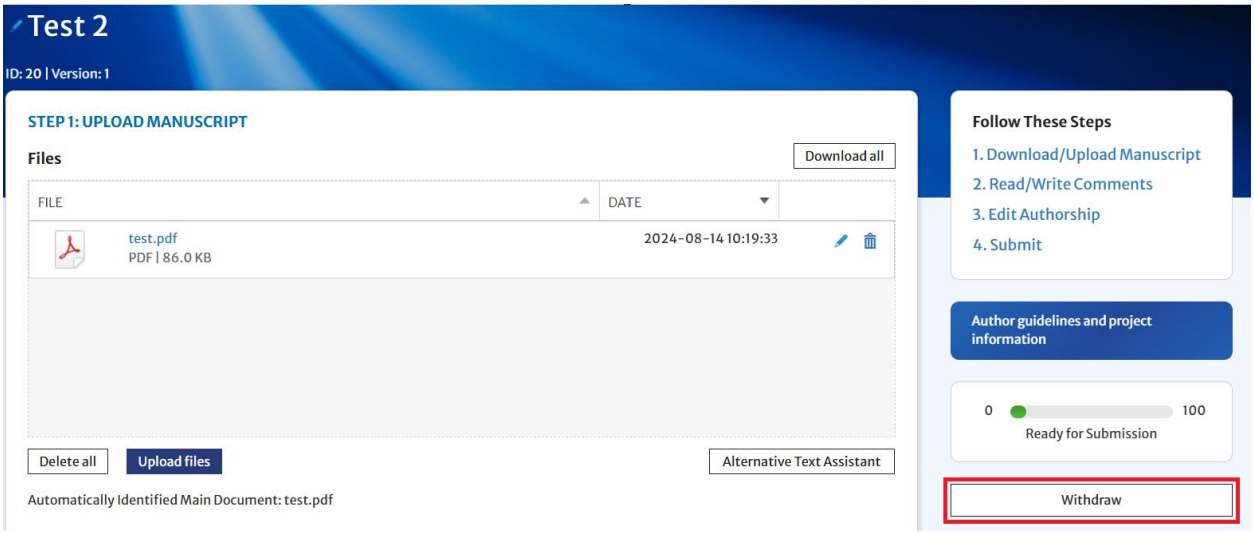



Once declarations are ticked then the submit button will populate and when clicked then confirmation window will be presented to the author to complete the submission process.




## Author Withdrawing a paper in a conference project

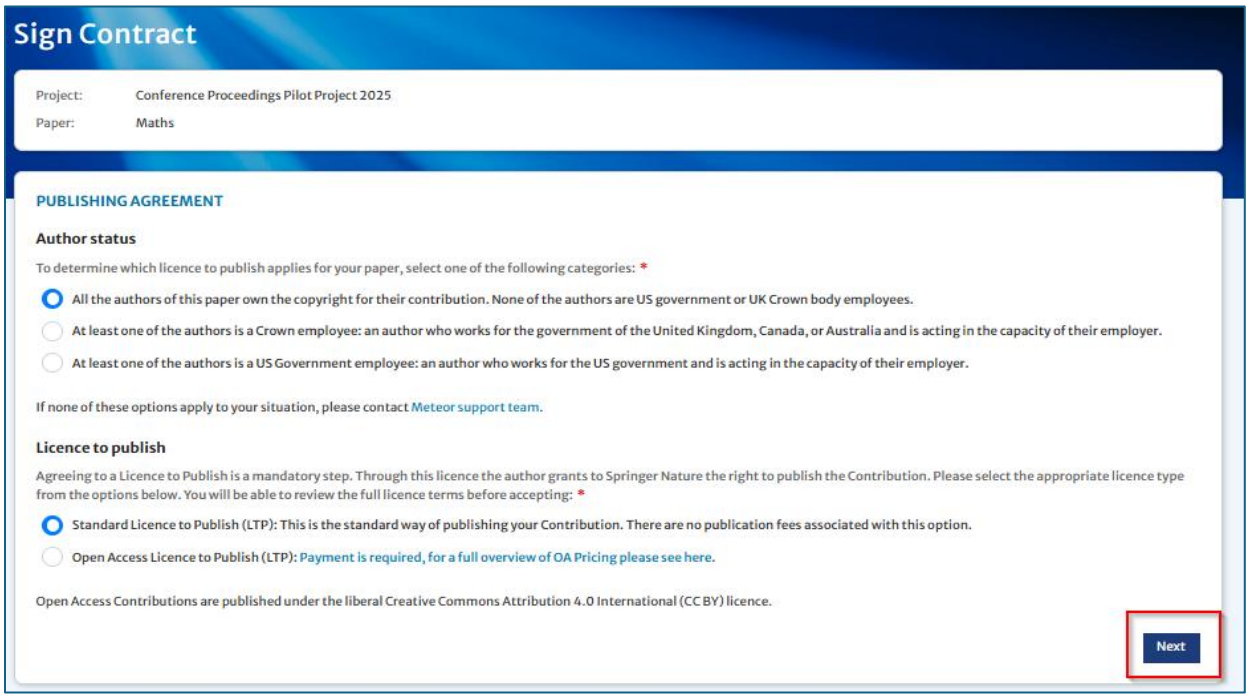
Author can withdraw her/his paper using the “Withdraw” option. To see the withdrawn papers authors can tick the “Show withdrawn papers” option at the bottom of the “My Papers” tab and the respective papers will show up in the paper list.



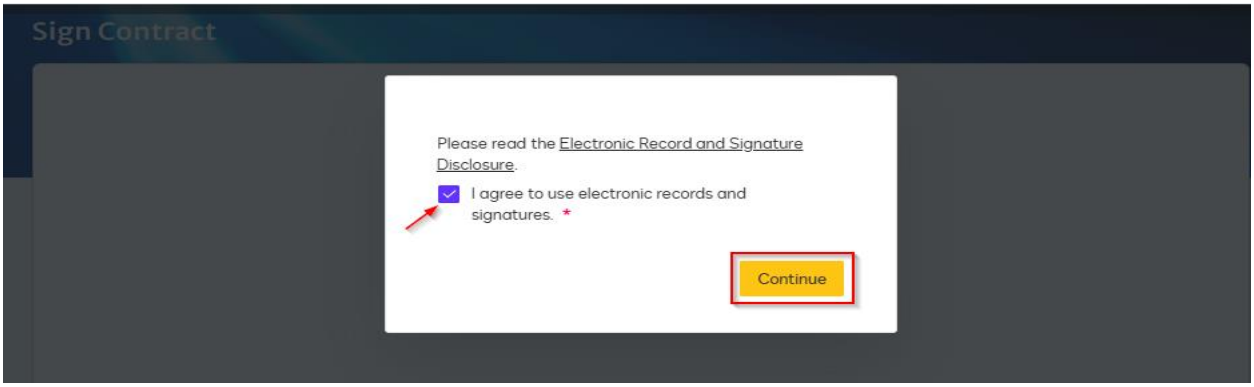
# Author signing Publishing agreement

Upon completing the submission process Corresponding authors will get the option to Sign Contract /Publishing agreement. If the submission is not completed by the corresponding author but the co-authors, then an email will be sent from the system to the Corresponding authors to accept these and a link will be provided in the email. Also, the link will be available on the manuscript upload page for them to accept these.

When “Submit” button is clicked then Corresponding author will get the options to select the license applies to the paper and author status. The selection will fetch the contract text from the master template and by clicking on the “Next” button at the bottom right corner will redirect author to DocuSign to complete the signing process.

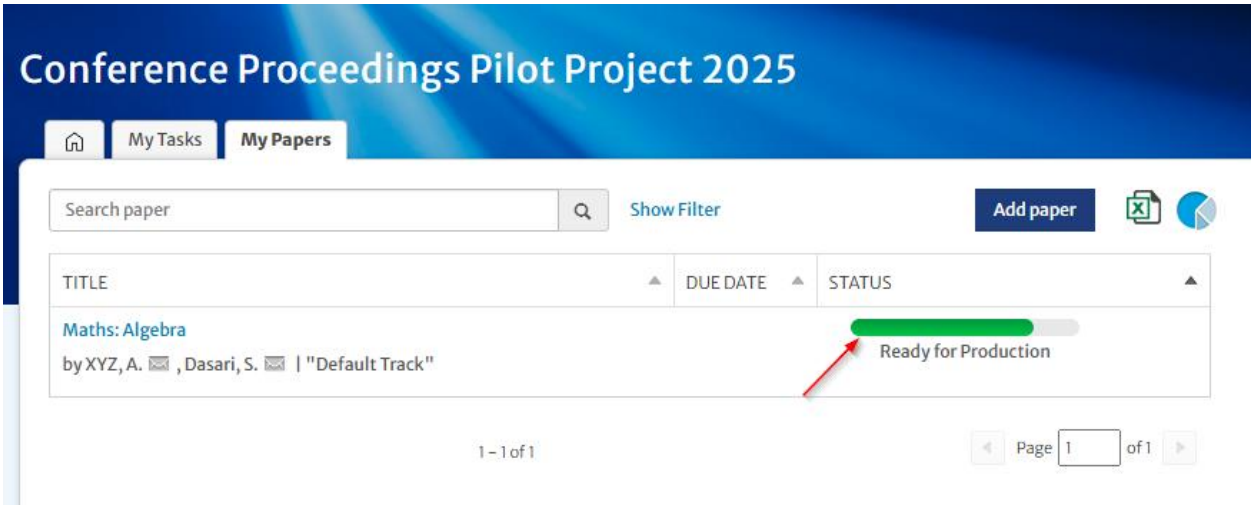



To complete the Signing process, you need to digitally sign the document. Click the checkbox then click Continue to complete the process.



Click on Start Signing to proceed and apply your signatures by clicking on the “Sign” placeholder.  Click on Sign then click Next to adopt the digital signature. Then the Submit button will be populated in the bottom right corner to complete the procedure. Once done you will receive a notification and an email with the accepted copy of your contract. You can download your accepted contracts under the Contracts section from the project home page also.

Now, the final paper is submitted for the book project and the paper will move to “Ready for Production” stage. Now the checks on papers will take place and once completed then all the manuscripts will be exported to production vendor for preparing proofs and you will be contracted in next few months for checking these.




# FAQ.

### How do I get to know whether my Abstract is accepted, rejected for the conference?

An email will be sent out from the system once the reviewer decides on the abstract. An email will be sent out from the system. Once accepted you will see the paper under “My Tasks” list and the system will let you upload the complete manuscript

### How can I upload the revised version of my paper?

Authors are allowed to upload the revised version until the submission due date has passed. A button “Reopen” in the right side on manuscript upload page has been added to reset the paper version. This action will move the paper beck to “Open for Submission”

stage and author can upload the revised paper. If the reopen option is not available, please contact conference organizers or send an email to meteor support address.

### How do I get to know whether I am making an initial submission or final submission to a conference project?

During initial paper submission you will get the option to upload manuscript files. There won't be any declaration (except author names removal from the manuscript) that needs to be selected. However, during the final manuscript submission step author needs to declare the TPR, disclosure of interest and more declarations needs to be ticked. Also, after declarations and submissions, LTPs will need to be accepted.

### How to select a paper type/paper track for my paper in a conference project?

You have the option to select paper type/track for your paper during paper creation. Once paper is created then you don't have the option to change it. please ask PC Chairs

### What are the files that need to be submitted during the initial submission stage?

During the initial submission stage, PDF files are good enough for reviewing the manuscript.

### What are the files that need to be submitted during Final submission stage?

All final manuscript files, including source files, pdf and figures should be uploaded during the submission process. It's important to submit all of these to avoid delays in the production process.

### What if I made a mistake while submitting final submission?

Please contract conference organizers and they can reopen the manuscript upload container and author can upload the revised files.

### What to do if I lost the project landing page for my project?

You can go to https://meteor.springer.com and access the system using your credentials. If you don't have the password in hand, simply generate a new one using the (re)set your password option under meteor home page.

### What will happen if I have more than one role in system?

If you have more than one user role in the system, then you will get the privileges for the project as per the bigger role. Also, you should be able to perform the tasks accordingly. if you are an author for one paper then you can perform author tasks on this paper. And if you are a reviewer on another paper then you should be able to perform review tasks on that paper. System will give you the privileges accordingly.