

AUTHOR GUIDELINES

Registration on the conference web-site
<http://ocs.nau.edu.ua/index.php/ITSEC/ITSEC2016/user/account>

**1st
step**

There is no need to register on the conference website again, if you already did it the previous year. Though this year's conference author's personal page activation is needed: login at [conference website](#), go to «[My Profile](#)», edit your personal information on need, *make sure to put a tick mark next to the following fields* «Reader» and «Author», click «Save».

- While registering one should mention some obligatory data in the following way:

Registration form field/ paragraph	Requirement to data content	Example
	<i>Notice! By presenting data in inappropriate form the author is rejected to participate in conference, and his (her) account is deleted</i>	
Salutation	organization abbreviation	▪ Fraunhofer SIT ▪ NAU
Affiliation	Organization's full official name (without divisions and positions)	National Aviation University
E-mail	Personal e-mail for receiving messages from organizing committee	my.name@gmail.com
Phone	Contact telephones (with the city or operator code)	(063)300-0000; (044)406-0000
Country	Choose a country from the list, where organization you represent is situated	Ukraine
Bio statement (E.g., department and rank)	Academic degree, academic title, position and place of work (structured division, organization name), city or town	Ph.D., associate professor, associate professor of IT-security department, National Aviation University, Kyiv
Tick near statuses	«Reader: Notified by email on publication of presentations» «Author: Able to submit items to the conference»	

Notice. If by registration information about the author is pointed out inappropriately, you can edit user's profile <http://ocs.nau.edu.ua/index.php/ITSEC/ITSEC2016/user/profile>.

Paper submission rules

Step 1.
Starting the
Submission

- Indicate that this submission is ready to be considered by this conference by checking off the paragraph of submission checklist.
- Agree to the terms of copyright notice.
- If an author wants to present not a section report (3-5 min.), but a plenary report (lasting from 20 min.), one should leave an application in the field «Comments for Conference Director».

Step 2.
Uploading
the Submission

- Upload a paper (typed in the special template) to this conference in Microsoft Word Format (.docx).

Step 3.
Entering the
Submission's
Metadata**In section «Authors»:**

- Make sure, that your name, contact data and affiliation to organization are indicated correctly.
- Add a co-author (if any): his (her) name, contact data and affiliation to organization (*according to 1st step data content requirements during registration*).
- Reorder authors to appear in the order they will be listed on publication.
- Indicate the author, who will be a principal contact for editorial correspondence.

In section «Title»: Enter paper title, sticking to orthography norms. **It is forbidden to write the whole name in capitals.** Change Form Language to Russian. In the field «Title» enter same paper title (in English if you don't speak Russian). Change Form Language to English. If you don't do that, the system will keep on getting an error.

In section «Indexing» enter:

- In the field «Academic discipline and sub-disciplines» — **Information security** or **Business intelligence**.
- In the field «Subject classification» — UDC index, the same as in the file with paper;
- **Keywords** that denote all paper content aspects separate with a semi-colon;
- Language code on which paper is written.

Step 5.
Confirming
the Submission

- One can check and correct presented information by returning to the previous submission steps.
- To submit your manuscript to conference click «Finish Submission».

Notice! Materials, submitted not by means of conference official site, will not be considered.

Notice! In case of submission of inadequate or inaccurate data or noncompliance of paper to the set requirements (see below) or to subject matter of the conference, **the authors are rejected to participate (submission are declined).**

Note. If you did not specify metadata appropriately or you did not specify metadata or a co-author at all during the submission, you could edit this information via the author's page: press the link with the paper name; press the link «EDIT METADATA»; correct the information according to the requirements; click «Save Metadata» to save changes.

Note. If you load the wrong file accidentally during the submission, you can load necessary file via the author's page: press the link with the necessary paper name; press above the link «REVIEW»; in the field «Upload Author Version» choose the file and click «Upload»; inform the organizing committee about this via email.

3rd
step

Adding of supplementary material (optional).
Supplementary files are intended to include research instruments, data sets, source texts or figures and tables that form as separate documents for the difficulty of being integrated with the text, or for the merits in their own right. Supplementary Files contribute to more open and robust forms of research and scholarship. The Author will index supplementary files independent of the submitted proposal, thus enabling supplementary files to be found by those looking for these particular type of items.

One should submit materials via the author's page

<http://ocs.nau.edu.ua/index.php/TTSEC/TTSEC2016/author>:

- press the link with the paper title;
- then press the link «Add a Supplementary File»;
- enter title of supplementary material, choose file for uploading and click «Save».

Notice! In case of submission of inadequate data, Organizing Committee reserves the right to reject the paper, even if the author paid organization fee, not waiting for organizing committee response.

4 th step	Following the status of paper submission on the author's page http://ocs.nau.edu.ua/index.php/TTSEC/TTSEC2016/author
	In case of status «Paper In Review: Revisions Required», paper processed accurately and essentially taking into account all comments should be submitted via the author's page http://ocs.nau.edu.ua/index.php/TTSEC/TTSEC2016/author : <ul style="list-style-type: none"> ▪ press the link «Paper In Review: Revisions Required»; ▪ choose file for uploading and click «Upload».
	Then you should track the status and react to the Organizing Committee representatives' messages.
	In case of status «In Editing», i.e. <i>confirmation of paper acceptance (inclusion) to the conference program</i> , one should proceed to step 5.
	In case of status «Declined» or «Archived» — paper was rejected because of nonfulfillment of requirements or conditions of participation

Active submissions statuses and their meaning on the author's page

Submission status	Active submission status meaning
«Awaiting Upload»	Submission is not sent to the organizing committee, as the file with the paper was not downloaded or submission was not completed correctly.
«Awaiting assignment»	Submission has not been considered yet
«Paper In Review»	Paper and enclosed materials are being reviewed by the organizing committee
«Paper In Review: Revisions Required»	Paper should be processed accurately and essentially, and one should download corrected file to the site
«In Editing»	Confirmation of paper acceptance (inclusion) to the conference program. Paper passed through the review, but the final edition has not been confirmed yet

Archive submissions statuses and their meaning on the author's page

Submission status	Archive submission status meaning
«Posted»	Confirmation of paper acceptance for publication in the proceedings of conference
«Declined»	Paper was rejected because of nonfulfillment of requirements or conditions of participation
«Archived»	Rejected paper is moved to the archive

5th
step

Waiting for the submission status «Posted», i.e. confirmation of paper acceptance for publication in the proceedings of conference

Notice! Materials sent in electronic form are considered to be received if the submission gets status «Posted». In the other case — materials are considered to be not delivered, and the author is considered not to fulfill the set requirements, and he (she) is rejected from **the conference participation**.

OFFICIAL CONFERENCE WEB-SITE

<http://ocs.nau.edu.ua/index.php/ITSEC>

AUTHOR GUIDELINES
of conference ITSEC

developed by
Kyrylo Anufrienko