

## **Submission Guide for Authors | The 10<sup>th</sup> Research Symposium for Chinese PhD Students and Scholars in Australia**

Date: 18<sup>th</sup> November, 2017

Venue: Monash University (Clayton Campus)

[www.capsaus.org/research-symposium-2017](http://www.capsaus.org/research-symposium-2017)

### **Symposium Sessions**

- Biomedical and Health Sciences
- Chemistry, Chemical Engineering, and Material Sciences
- Civil, Environmental and Agricultural Engineering
- Economics, Business and Management
- Mathematics, Physics, Computer Sciences and IT
- Mechanical, Electrical and Electronic Engineering
- Social Sciences and Humanities (Art, History, Education, Law, Politics and Philosophy)

Papers for oral presentations related to the above areas are invited. Please submit your paper by **15<sup>th</sup> September, 2017**. All manuscripts will be peer reviewed.

If your manuscript does not belong to any of the seven categories, please select the most relevant category, and then contact CAPS to inform us of your field of work.



### **Steps for paper or 3MP Submission**

#### **1. Prepare your manuscripts**

Manuscripts must include an abstract, keywords, and an email address of the corresponding author. They should clearly describe the background of the subject, the authors work, including the methods used, and concluding discussion on the

importance of the work. Submissions should not exceed four pages in total, including tables, figures and references. Click the link below to download a template for preparing manuscripts for submission:

[10th Research Symposium\\_CFP Template.docx](#) (reference only and subject to disciplinary adaption)

Two types of manuscripts are accepted: original papers and extended abstract.

**Original papers** are original submissions for this symposium, which present a general overview of your research fields.

**Extended abstracts** are the extended abstracts for previously published papers (either from conferences or journal papers). We encourage submissions which had been previously published at high impact journals.

## 2. Online registration

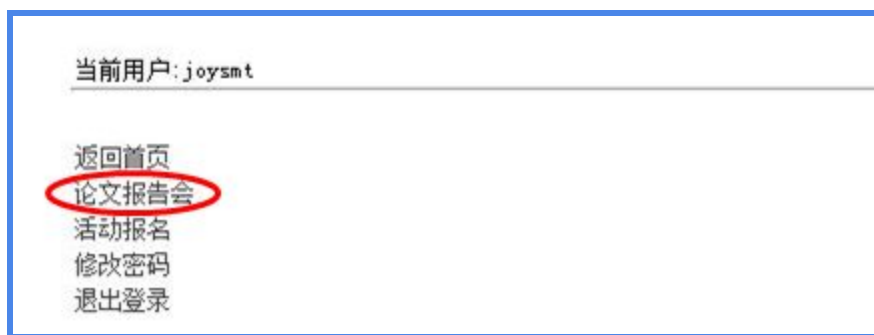
Go to the [HOME page](#) of CAPS and select “**Sign In**” on the upper right corner of the heading bar.



If this is your first time registering, please click “**Register a user account**”.



After log into your **User Account**, click the **“Research Symposium” (论文报告会)** tab on your left to commence the registration.



Choose any session from the following seven categories to attend and click **“Register to attend”** to finish the symposium registration. You will receive a confirmation letter.



当前用户: joysmt

Activity: The 10th Research Symposium for Chinese PhD Students and Scholars in Australia  
 Details: The annual event is hosted by CAPS Australia, supported by Monash University and the Education Office, Consulate-General of P. R. China in Melbourne. The co-organisations are Australia Chinese Association for Biomedical Sciences (ACABS) and the Association of Chinese Government Sponsored Students and Scholars in Melbourne.  
 Time: 18th November 2017  
 Venue: Monash University Clayton Campus  
 Contact: CAPS caps(at)capsaus.org 0411219458

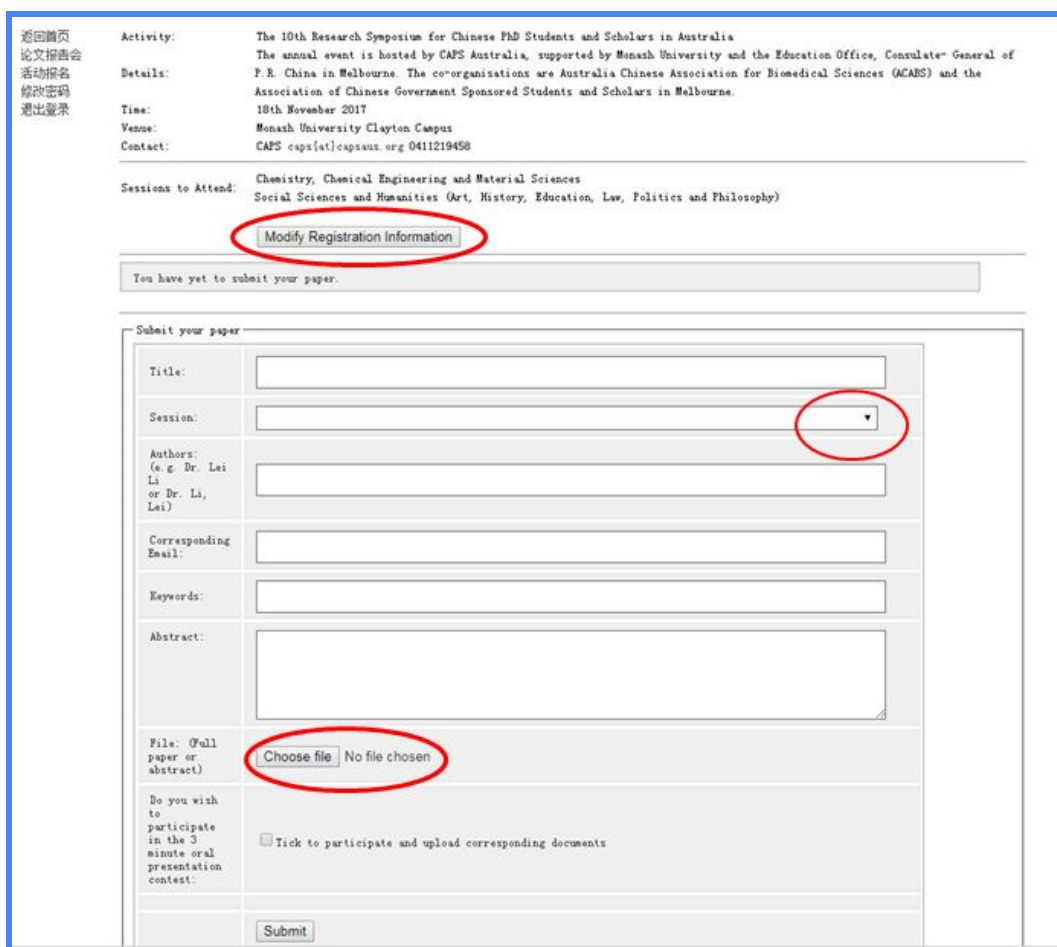
Sessions to Attend:

- Chemistry, Chemical Engineering and Material Sciences
- Civil, Environmental and Agricultural Engineering
- Mechanical, Electrical and Electronic Engineering
- Biomedical and Health Sciences
- Mathematics, Physics, Computing Sciences and IT
- Economics, Business and Management
- Social Sciences and Humanities (Art, History, Education, Law, Politics and Philosophy)

If you want to make any changes (such as choose another sessions to attend) on registration page, please click “**Modify Registration Information**” to go back the registration page for any changes.

### 3. Submit your paper or 3MP slide

After click the “**Register to attend**” for the Symposium Registration, the paper submission page will show as follows. Click the drop-down list of “**Session**” to choose the one where you’d like to present your research work. Then click “**Choose file**” to upload your paper. Click “**Submit**” to complete your submission and a submission record will pop up on the top of this section.



The screenshot shows the registration page for the 10th Research Symposium for Chinese PhD Students and Scholars in Australia. The page includes a navigation menu on the left with links for '返回首页', '论文报告会', '活动报名', '修改密码', and '退出登录'. The main content area displays event details, including the activity name, details, time, venue, and contact information. Below this, there are sections for 'Sessions to Attend' and a 'Modify Registration Information' button. A message states 'You have yet to submit your paper.' The 'Submit your paper' section contains a form with fields for Title, Session (a dropdown menu), Authors, Corresponding Email, Keywords, and Abstract. A 'File' section includes a 'Choose file' button and a 'No file chosen' label. There is also a checkbox for 'Do you wish to participate in the 3 minute oral presentation contest?' and a 'Submit' button at the bottom.

If you wish to participate in the [3-Minute Oral Presentation Competition](#), please tick the box as shown below and then click “*Choose file*” to upload your abstract and single PowerPoint slide. Then click “*Submit*”.



The screenshot shows a web form for submitting a 3-minute oral presentation. It includes a file upload section for the abstract, a checkbox for participation, and two more file upload sections for the abstract and a PowerPoint slide. A red box highlights the participation checkbox.

File: (Full paper or abstract)	<input type="button" value="Choose File"/> No file chosen
Do you wish to participate in the 3 minute oral presentation contest:	<input checked="" type="checkbox"/> Tick to participate and upload corresponding documents
Attend 3-Minute Oral Presentation	
1. Abstract	<input type="button" value="Choose File"/> No file chosen
2. One Static PowerPoint Slide	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>	

Please note you will only be able to amend uploaded submissions. However, you can delete existing records and create a new submission.

#### 4. Review process

Our programme committee consists of professors and senior researchers across different fields of expertise. Each submission will be peer reviewed by at least two programme committee members. Comments will be given in regards to your submission. An email will be sent out on 25th September, 2017 to notify whether your submission has been accepted for presentation or 3MP Competition if applicable.

#### 5. Attending the Symposium

At least one author from the authorship group of a successfully accepted manuscript is expected register and attend the symposium to present their work. For manuscript

which are accepted as a session presentation, you will be required to prepare a presentation of approximately 20 minutes, depending on the allocated symposium session.

## **6. Awards**

There are seven best oral presentation awards. These awards will be judged by on-site reviewers who are either senior programme committee members or invited keynote speakers of each parallel session.

## **7. Enquiries**

Should you require more information or any enquiries, please contact [caps@capsaus.org](mailto:caps@capsaus.org). For further information relating to the symposium, please refer to our website: [www.capsaus.org/research-symposium-2017](http://www.capsaus.org/research-symposium-2017).