

## **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 **31<sup>st</sup> August, 2017**. All manuscripts will be peer reviewed.



### **Submission Guide for Authors**

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

Manuscripts must include an abstract, keywords, an email address of the corresponding author and should not exceed four (4) pages, including tables, figures and references. Click the links below to download templates for preparing manuscripts for submission:

<a href="#">Microsoft Word (DOC, 56 KB)</a>	<a href="#">LaTeX Archive Contents (ZIP, 700KB)</a>	<a href="#">LateX Bibliography Files (ZIP, 309 KB)</a>
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Two types of manuscripts are accepted: regular paper and extended abstract.

**Contributed papers** are original submissions for this workshop, which present a general overview of your research fields. The page limit for regular paper is four (4) pages.

**Extended abstracts** are the extended abstracts for previously published papers (either conference or journal papers). We encourage the submissions that outline your work and its significant contributions published at high-quality venues.

## 2. Submit your manuscripts or 3MP slide

Go to <http://capsaus.org/SSO.aspx> to create a user account to submit your papers through CAPS Member System. This LOGIN page can also be accessed via HOME Page of CAPS Website <http://capsaus.org>, selecting “**Sign In**” on the upper right corner of the heading bar.

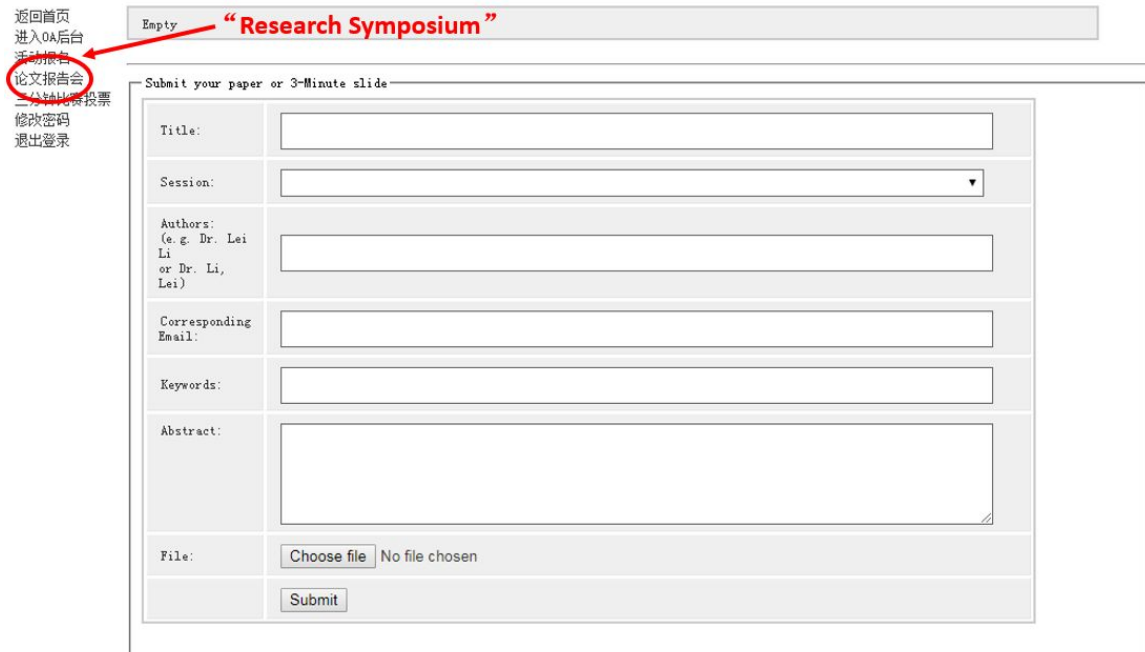


The screenshot shows the website header for CAPS Australia, titled "澳大利亚中国博士沙龙" (Australia Chinese Doctor Salon). The navigation bar includes links for "首页" (Home), "关于沙龙" (About Salon), "学术活动" (Academic Activities), "留学就业" (Study and Employment), "创新创业" (Innovation and Entrepreneurship), "加入沙龙" (Join Salon), and "Sign In" (circled in red). Below the navigation bar, there are sections for "第十届论文报告会即将举办" (The 10th Paper Report Meeting is about to be held) and "公告栏" (Notice Board).

After you log into the system, click “Research Symposium” to move to the submission form. Select your submission from the following seven (7) categories: 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).

Fill in the form with required details, click “*Choose file*” to upload your manuscript, and then click “*Submit*” to complete your submission. A submission record will pop up on the top of the page.



The screenshot shows a web interface for submitting a paper. At the top, there is a navigation menu with the following items: 返回首页, 进入OA后台, 活动报告, 论文报告会 (circled in red), 二分钟演讲投票, 修改密码, and 退出登录. A red arrow points from the '论文报告会' link to a header box that says 'Empty' and '“Research Symposium”'. Below this is a form titled 'Submit your paper or 3-Minute slide'. The form contains the following fields: Title (text input), Session (dropdown menu), Authors (text input with example: 'e.g. Dr. Lei Li or Dr. Li, Lei'), Corresponding Email (text input), Keywords (text input), Abstract (text area), and File (with a 'Choose file' button and 'No file chosen' text). A 'Submit' button is located at the bottom of the form.

\* If you would like to participate in the “3-Minute Oral Presentation Competition”, please generate a different submission and include “3M” in the title. This time, click “Choose file” to upload your single static PowerPoint slide.

\*Note: If your manuscript does not belong to any of the seven (7) categories, please select the most relevant category, and then contact CAPS to ensure your suitability ([caps@capsaus.org](mailto:caps@capsaus.org)).

### 3. Review process

Our programme committee consists of professors and senior researchers. Each submission will be peer reviewed by at least two programme committee members.

Comments will be given about your submission. An email will be sent out by 25th September, 2017 to notify whether your submission has been accepted or not for session presentation (or 3MP Competition if applicable) .

#### **4. Attending the Symposium**

Submission of a manuscript should be regarded as an undertaking that, should the paper be accepted, at least one of the authors is registered for the symposium to present the work. For manuscripts accepted as session presentation, you are required to prepare a presentation for approximately 20 minute, depending on the allocated symposium session.

#### **5. Awards**

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

#### **6. Enquiries**

Should you require more detailed information or have general 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).