

AUTHORS GUIDELINES FOR 2014 EIRP CONFERENCE

PUBLICATIONS

All accepted papers will be published in the Conference Proceedings, [EIRP Proceedings](#), under the ISSN reference 2067 – 9211, included in international data bases (BDI) *as long as the final paper (camera-ready) submission has been received by the organizers, the fee has been paid and the registration as participant has been completed.*

PAPER TYPES

There are four types of paper for the Conference, namely:

- **Full Papers:** Papers allocated 6-8 pages in the conference proceedings;
- **Short Papers:** Papers allocated 4-6 pages in the conference proceedings;
- **Posters:** Papers [presented](#) as poster are assigned a 4-page limit in the conference proceedings.
- **Student Papers:** Papers allocated 4-6 pages in the conference proceedings.

The total number of pages will be considered after the paper is correctly formatted according to the template.

Every presenter will be given 12 minutes for presentation plus 3 minutes for questions and answers.

The author who has an accepted paper, irrespective of the paper type (full paper, short paper, poster or student paper), must be registered as a participant.

A maximum of 4 co-authors per paper is allowed.

Each author has the right to submit no more than 3 papers (one paper and two additional papers).

PAPER TEMPLATE

The provided template should be used for all paper formats:

[MS Word TEMPLATE](#)

The preliminary paper submission format is the same as the final paper (camera-ready) submission format.

Authors are requested not to modify the given template while formatting their final paper (camera-ready) submission. Each submission will be analyzed and if any formatting error is found, it may be sent to the authors for proper re-formatting.

If the template is not used then the authors have to assure the correct papers formatting otherwise the final paper (camera-ready) submission may not be accepted for inclusion in the [EIRP Proceedings](#) (EIRP Proceedings being included in international data bases).

ONLINE SUBMISSION PROCEDURE

All papers must be submitted electronically, by clicking the “[Step one of the submission process](#)” button on the bottom of the [Call for Papers](#).

Authors should submit an original paper in English or French, carefully checked for correct grammar and spelling, using the conference site’s online submission procedure. The title, abstract, keywords and bibliography must be in English, regardless of the language of the article.

Papers that are out of the conference’s scope or contain any form of plagiarism will be rejected without being reviewed.

1. Preliminary Paper submission (for review and acceptance in the conference)

A preliminary paper presents a work where *the research is completed* but it needs to be evaluated by our reviewers before being accepted at EIRP 2014. It may be accepted as a "full paper", a "short paper", a "poster" or as a “student papers”.

The Conference uses the blind peer review process (three international and national reviewers for each paper). To facilitate that, the authors are kindly requested to provide the paper, WITHOUT any reference to any data of the authors. This means that is necessary to remove the authors’ personal details, the acknowledgements section and any reference that may disclose the authors’ identity. Only DOC/DOCX file format is accepted.

The online submission procedure automatically sends an acknowledgement, by e-mail, to the contact author. The authors are required to follow the reviewers’ recommendations in order to improve their papers.

2. Final Paper (Camera-ready) submission (for publishing)

After the preliminary paper reviewing process is completed, the corresponding author (the author who submitted the paper) of each paper will be notified of the result, by e-mail. The authors are required to follow the reviews in order to improve their paper if necessary and to submit the final paper with all the information about all its authors, before **April 21st, 2014**.

To upload your final paper, simply log in to your [EIRP Proceedings](#) site account with your username and password. If you do not have one, go to log in and access the [Not a user? Register with this site](#). Once you have logged into [EIRP Proceedings](#), click on “New submission”. Follow the same steps as for any new submission and upload your final paper (with all the data on the author and co- author/s and according to the recommendations of the reviewers); do not forget to click on “finish submission” button at the end. Please acknowledge that the **Preliminary Paper submission** has been subscribed in **the site of the Conference**, and the **final paper** has to be subscribed **in the site of the Proceedings**, [EIRP Proceedings](#).

3. Registration of participation

After the notification of acceptance received by e-mail and the Final Paper (Camera-ready) submission, authors are kindly asked to register to attend the conference, by pressing the “[Register](#)” button that can be found at the bottom of the [Registration page](#). Please do not forget to send us by email the proof of your payment, at mariacraciun@univ-danubius.ro (Ms. Luminita Crăciun) or at isvoranu.monica@univ-danubius.ro (Ms. Isvoranu Monica). *Student, MA student or PhD student authors are kindly required to email also the scanned copy of their student identification card.*

IN BRIEF:

Authors who have their papers accepted may start preparing for the conference. Here is a simple checklist and guideline for reference:

Send your paper for publication - Upload the final (camera ready) paper by April 21st, 2014

- You may send your paper for publication immediately after receiving the preliminary acceptance.
- The camera ready paper must be uploaded only through the conference site (not by email).
- The papers will be submitted in English or French (the title, abstract, keywords and bibliography must be in English, regardless of the language of the article).

Review your paper if necessary

- Take into account the suggestions and corrections highlighted by the reviewers.
- The length of the final paper should be no more than 8 pages in A4 size, including tables, graphs, bibliographies and references (see the Paper Types for details).

Verify the format of your paper

- Download the [MS Word TEMPLATE](#).

Register as participant and pay the conference fee by May 4th, 2014

- All registration must be done through the conference site (not by email).
- Participants assume full responsibility for paying all bank charges associated with the transaction.
- Registration deadline / Deadline for paying the fee: May 4th, 2014. The fee will not be paid upon arrival.
- Authors who need an invoice for their payments are kindly asked to request the invoice before they make the payments! If the request is made after the payments, the invoice will not be provided!
- Please email the proof of payment to mariacraciun@univ-danubius.ro (Ms. Luminita Crăciun) or to isvoranu.monica@univ-danubius.ro (Ms. Isvoranu Monica). *Student, MA student or PhD student authors are kindly required to email also the scanned copy of their student identification card.*

Arrange your travel and accommodation

- Depending on your nationality, you may be required to apply for a visa in advance to enter Romania. For general information regarding the conditions of entry on the territory of Romania please visit the [Romania Ministry of Foreign Affairs website](#).
- Letter of Invitation - If you need a letter of invitation in order to process your visa, please let us know as soon as possible.
- Accommodation can be booked either through the hotel's official website or through the many hotel reservation sites such as Booking.com, etc. (Click [here](#) and [here](#) to see Hotels in Galati).

Update the information about the author who is going to present the paper

- When submitting the final paper, please state who among the authors will be attending and presenting the paper. Each paper must be presented by at least one author at the conference's sessions.
- Make sure the presenter's name is correct as it will be used in the certificate of attendance/presentation.

Prepare your presentation slides

- Every presenter will be given 12 minutes for presentation plus 3 minutes for questions and answers. Please prepare your slides to fit into that duration.
- An effective oral presentation should be structured accordingly: introduction, outline of main points, detail of main points, conclusion.

IMPORTANT

On the day of your presentation, please report to your assigned room 10 or 15 minutes before the session is scheduled to begin. Introduce yourself to the Chairman of the section your paper belongs to, and check that any audio-visual equipment you need to use is setup and working properly.

Please load your presentation onto the hard drive so that the transition between presentations is smooth.