

# Steps to take to submit an Abstract or a Full Paper to ce/papers

Go to: <https://mc.manuscriptcentral.com/cepa>

and create an account

The screenshot shows the 'ce / papers' submission site. The header includes the site name, a description 'The online collection for conference papers in civil engineering', and the 'Ernst & Sohn' logo. Navigation links for 'Log In', 'Reset Password', and 'Create An Account' are visible. The 'Log In' section contains fields for 'User ID' and 'Password', with a 'Log In' button and a 'Log In With ORCID ID' option. A 'Create an Account' link is highlighted in yellow next to the User ID field. To the right, a welcome message and instructions are provided. A 'Resources' section at the bottom lists links for FAQs, User Guides, Instructions & Forms, Journal Home, and Site Support.

Fill in steps 1 to 3; ORCID ID is not required. It is a tool for scientific researchers to accumulate all their publications under one ID for easy reference, while ensuring authorship due to the uniqueness of the ID. Again, it is not required to participate.

The 'Create an Account' form is divided into three steps. Step 1, 'E-Mail / Name', is the active step and contains a single text field for the email address, followed by a 'Next' button. Step 2, 'Address', is partially visible. Step 3, 'User ID & Password', is also partially visible. The 'ORCID®' section offers options to 'Create an ORCID ID' or 'Associate your existing ORCID ID'. Below this, a detailed 'Name' section includes a 'Prefix' dropdown (set to 'Dr.'), and fields for 'First (Given) Name', 'Middle Name', 'Last (Family) Name', and 'Degree'. The 'E-Mail' section includes fields for 'Primary E-Mail Address', 'Primary E-Mail Address (again)', 'Primary Cc E-Mail Address', 'Secondary E-Mail Address', 'Secondary E-Mail Address (again)', and 'Secondary Cc E-Mail Address'. A 'Special Characters' link is provided for the name field. The form concludes with a 'Next' button.

Marked up is the required information, Step 3

Create an Account

1 E-Mail / Name

2 Address

3 User ID & Password

Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers). If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. When you are finished, click "Finish."

Previous Finish

User ID / Password for this site, not ORCID

User ID: req

Password: req

Confirm Password: req

Areas of Expertise

Special Characters

req Required Clear

req Field Clear

Clear

Clear

Clear

req We appreciate your involvement with this publication, which is published by a John Wiley & Sons company ("Wiley"). Wiley (including where applicable its externally operated editorial offices or journal proprietor organisations) would like to contact you by email with details of publications and services that may be of interest to you, specific to your subject area. Wiley will not pass your personal information to any third-party companies (except its externally operated editorial offices or journal proprietor organisations, where applicable) and as part of any communications you will be given the opportunity to unsubscribe from receiving further contact. Please indicate whether you consent to receive this information.

☐ Yes

☐ No

External IDs

The following settings may be read only. Please contact Support if the information is incorrect.

External User ID:

Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From: To:

Signature. The journal can choose to use the text you enter in this field in e-mail correspondence.

Privacy Acknowledgement

To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

[Wiley Privacy Policy](#)

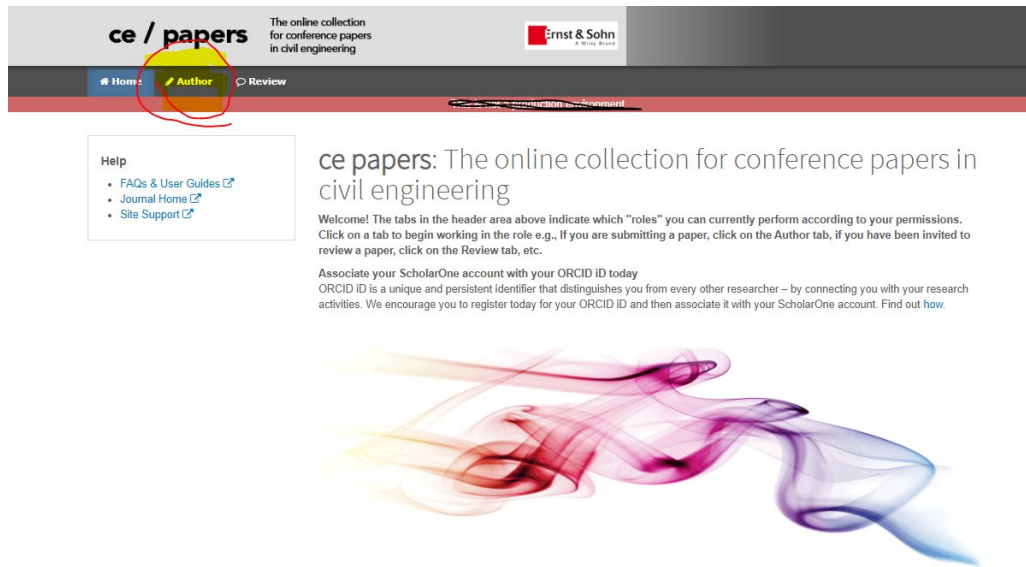
[Clarivate Analytics - ScholarOne Privacy Notice](#)

req ☒ Yes, I have read and now acknowledge the linked privacy policies.

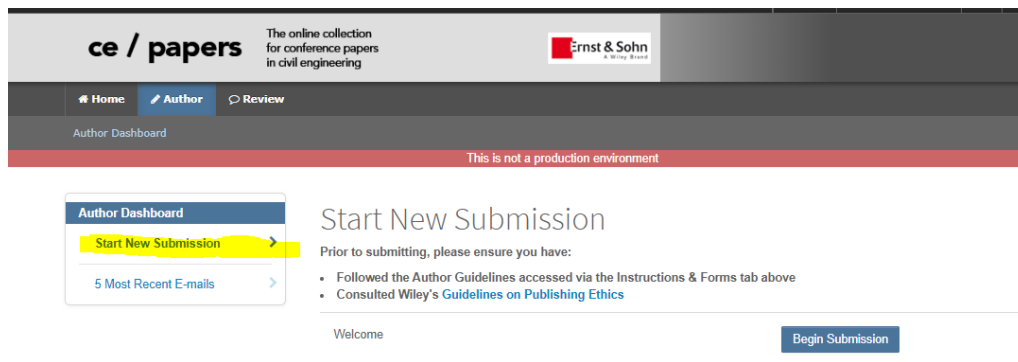
Previous Finish

You have now successfully created an account, please [login](#) (click [login](#))

You will see this screen; (click **Author**)



Click **Start New Submission**



Select „Abstract / Call for Papers“ („Full Paper“ cannot be selected until your abstract has been accepted for the 7ICAAC);  
Fill in Title and Abstract (copy & paste from the template);  
Select „7. ICAAC, 2023, Prague“ in the conference contribution drop-down menu.

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Details & Comments >

Step 6: Review & Submit >

\* Type:

CHOICE	TYPE
<input type="radio"/>	Full Paper
<input checked="" type="radio"/>	Abstract / Call for Papers <a href="#">(download template here)</a>
<input type="radio"/>	Final Paper (GCIX)

\* Title

Preview

Ω Special Characters

0 OUT OF 180 CHARACTERS

\* Abstract

Write or Paste Abstract

Preview

Ω Special Characters

0 OUT OF 2000 CHARACTERS

\* Conference contribution

\* I am submitting a paper for the following conference:

7. ICAAC 2023, Prague

Upload the files – even though the Abstract has been included in Step 1, please upload it as a file as well. Select the content of the file to be uploaded from the drop-down menu, click **Upload Selected Files**

ORDER	ACTIONS	FILE	FILE DESIGNATIONS	UPLOAD DATE	UPLOADED BY
No files uploaded					
<div> <div>Update Order</div> <div>Remove All Files</div> </div>					
<div>File Upload <a href="#">Edit</a></div>					
SELECTION	FILE DESIGNATIONS				
<div> <div>Abstract ICAAC.docx</div> <div>✕ Remove</div> </div>	Abstract file				
<div>Select File 2 ...</div>	Choose File Designation ...				
<div>Select File 3 ...</div>	Choose File Designation ...				
<div>Select File 4 ...</div>	Choose File Designation ...				
<div>Select File 5 ...</div>	Choose File Designation ...				
<div>Select File 6 ...</div>	Choose File Designation ...				
<div>Select File 7 ...</div>	Choose File Designation ...				
<div>Select File 8 ...</div>	Choose File Designation ...				
<div>Select File 9 ...</div>	Choose File Designation ...				
<div>Select File 10 ...</div>	Choose File Designation ...				
<div> <div>Save</div> <div>Save &amp; Continue &gt;</div> </div>					

Choose at least 2 keywords the describe the content of the paper

Submission

Step 1: Type, Title, & Abstract

Step 2: File Upload

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Details & Comments

Step 6: Review & Submit

## Step 3: Attributes

Please enter manuscript keywords as cited on your manuscript title page. Providing your keywords in this electronic format assists us in identifying and assigning appropriate reviewers for your work.

\* = Required Fields

\* **Keywords** [Edit](#)

REQUIRED 2. MAX 6

KEYWORDS

Previous Step

Save

Save & Continue

Add you co-authors by searching them via the email address:

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Details & Comments >
- Step 6: Review & Submit >

### Step 4: Authors & Institutions

Optional: enter your co-authors' information in the boxes below, then click "Add to My Authors."  
To skip this page or when you are finished, click "Save and Continue."

\* = Required Fields

#### Authors

\* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Schleidweiler, Esther (Corresponding Author) <a href="mailto:eschleidwe@wiley.com">eschleidwe@wiley.com</a>	1. Ernst & Sohn Berlin, DE 10245

**Add Author**

Find using Author's email address

[< Previous Step](#) [Save](#) [Save & Continue >](#)

If that address cannot be found, click create a **new co-author** and fill in the form with the required information

#### Add Author

⚠ No co-author found. Please search again using another e-mail address or create a new co-author

Find using Author's email address

Click **+Add Created Author**

**Create New Author** [Edit](#)

Department:

\* Country/Region:

State/Province:

\* City:

Phone Number:

[Add Another Institution](#) (Optional. 2 Maximum)

[< Close](#) [+ Add Created Author >](#)

Provide some details to your paper, check off the boxes

Submission

✓ Step 1: Type, Title, & Abstract >

✓ Step 2: File Upload >

✓ Step 3: Attributes >

✓ Step 4: Authors & Institutions >

Step 5: Details & Comments >

Step 6: Review & Submit >

## Step 5: Details & Comments

Cover letter  
The cover letter is meant for the Editor, not for the Reviewer! Please enter your cover letter text into the cover letter text area below

Manuscript Metadata section  
When entering your manuscript information use numbers only to answer "Number of" questions such as Number of Figures, Number of Tables, or Number of Words fields. Please do not enter text in these fields. Enter "0" (zero) where suitable.

Answer any remaining questions appropriately.

Information on the Journal's policy concerning transfer on copyright, and style and format requirements can be found on the [Journal's homepage](#)

When you are finished, click "Next."

\* = Required Fields

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Cover Letter [Edit](#)

Write Cover Letter

Preview

Ω Special Characters

0 OUT OF 32768 CHARACTERS

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Funding [Edit](#)

\* Is there funding to report for this submission? Please use the 'Add Funder' button below to add the names of all your funding sources. Whenever possible, please make use of the type-ahead search feature to locate and select your funder from the pre-defined list. Above all ensure that the information entered here exactly matches that included in your manuscript.

Yes, indeed, you are almost done:

Submission

✓ Step 1: Type, Title, & Abstract >

✓ Step 2: File Upload >

✓ Step 3: Attributes >

✓ Step 4: Authors & Institutions >

✓ Step 5: Details & Comments >

Step 6: Review & Submit >

You're almost done! Please view your proof below.

## Step 6: Review & Submit

Review the information below for correctness and make changes as needed. **After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.**

\* = Required Fields

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\* Verify Step Information

✓ Step 1: Type, Title, & Abstract

[Edit](#)

But, do not forget to click **Submit** after the final check

\* View Proof

You must view the PDF proof before you can submit

[View PDF Proof](#)

[◀ Previous Step](#)

[Submit ▶](#)