EasyChair Guidelines for Authors

This guide is intended to support authors during the submission process. It has four parts:

- Setting up an account
- Abstract submission
- Full paper submission
- Revised paper submission

If you do need help, please contact our team at: CDSD@nuce.edu.vn

1. SET UP AN ACCOUNT

First, you will need to set up an account (username and password) as an author. Go to https://easychair.org/account/signup.

Follow the provided instructions to verify and then click on “Continue”. Complete the form (as shown in Figure 1).

![Create an EasyChair Account: Step 2](image)

*Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.
You may also be interested about our policy for using personal information.

Figure 1: Fill in the form

You will receive a confirmation email. Use the link provided in the email to continue the account registration process. Fill out all of the required information (as shown in Figure 2), and click the “Create my account” button to finalize the account registration process.
If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

Figure 2: Create an account.

After the account is registered, you may log in to **CDSD 2020** simply by clicking on the following link  [https://easychair.org/conferences/?conf=cdsd2020](https://easychair.org/conferences/?conf=cdsd2020). You might need to fill the username and password you set when creating your account in the previous step.
2. SUBMIT YOUR ABSTRACTS

- **Log in to the EasyChair website for CDSD 2020:**
  https://easychair.org/conferences/?conf=cdsd2020
- **Select “make a new submission”**

The link is located under Author title (as shown in Figure 3).

![My EasyChair](image)

**CDSD 2020 (Construction Digitalisation for Sustainable Development: Transforming through Innovation)**

You are logged in to CDSD 2020 (Construction Digitalisation for Sustainable Development: Transforming through Innovation).

Use the links below to access CDSD 2020.

**Author**

- make a new submission

**CFP**

This conference has a call for papers on the EasyChair Smart CFP:

- view call for papers

![CDSD 2020: Construction Digitalisation for Sustainable Development](image)

**CDSD 2020**

- Conference website: [https://cdsd2020.acm.org/](https://cdsd2020.acm.org/)
- Poster: [download](#)
- Abstract registration deadline: August 1, 2020
- Submissions deadline: September 15, 2020
- Notification of full paper review outcomes: September 30, 2020
- Registration open: October 15, 2020
- Registration close: November 15, 2020

![CDSD 2020: Construction Digitalisation for Sustainable Development](image)

**Figure 3: The main page for authors.**

- **Select the track for your submission.**

  In **CDSD 2020**, we have 7 tracks as presented in Figure 4. If your submission relates to more than 1 track, please select the most suitable one, and then click on “Continue” button.

![Select a Track](image)

**Figure 4: Conference tracks**
• **Fill out information about each of the authors.**

You must use the same email address that you signed up with when creating the EasyChair account. Please note that papers submitted to CDSD 2020 should have no more than 5 authors or co-authors.

![Figure 5: Authors information.](image)

• **Fill out the title, text abstract, and keywords for your paper (as shown in Figure 6).**

![Figure 6: Title, abstract and keywords submission.](image)
Select the additional tracks for your paper (as shown in Figure 7):

Beside the chosen track in previous step, you are optional to select one or more other relevant track to your paper. This would help us to find the best reviewers for your papers.

Figure 7: Selecting additional tracks

Please do not add file/submit full paper at this step.

Finally, click on the “Submit” link to submit your abstract (as shown in Figure 8).

Figure 8: Abstract submission.

Update information

After completing a submission, a new menu bar (“Submission #” or “My Submissions” in the case of multiple submissions) is created (as shown in Figure 9). Click on “Submission #” for changing any information about the submission.

Use the links at the top-right corner (update information, update authors, withdraw) if you want to update any information about the submission and authors or withdraw the submission.
At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from CDSD2020@easychair.org. Once the review process is completed, you will also receive acceptance/rejection notification with reviews by email.

Figure 9: A page for changing your submission(s).

3. SUBMIT YOUR FULL PAPERS

The Scientific Committee will review all abstracts and notify the results and paper ID to authors. The authors of accepted abstracts will be invited to submit full papers. Please use the paper template provided on our conference website.

Use the links at the top-right corner, (update information, update authors, add file, and withdraw) as shown in Figure 9, if you want to update any information about the submission, authors, submit or withdraw the submission.

Submit a full paper by selecting “Add file”. You will be able to select the file you want to upload with the link “Choose file”. Please bear in mind that only PDF files are supported in peer review process. Information of authors should not be presented in submission to reviewers.

Once you have uploaded a paper, you may change the file by selecting "Update file" from the right-hand menu of this screen.

Please note that you are unable to update the file after the full paper submission deadline.

The system will send an email to confirm your submission. Once the full paper review process is completed, you will receive acceptance/rejection notification with reviews by email.
Authors should double check the originality of your text with plagiarism check before submitting full paper to CDSD2020 conference. Such website as https://1text.com or Turnitin could be helpful.

4. SUBMIT YOUR REVISED PAPERS

If your full paper is accepted, we will ask you to submit your 1st revised paper. Please revise your paper considering all the reviewers’ comments and modify the manuscript accordingly.

To upload the revised paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen.

We might ask authors to submit your 2nd revised paper electronically if the publisher has further requirements, mostly about technical issues or format of the paper.