

Final Paper Upload

Checklist

This checklist might seem superfluous, but it's the result of the experiences of lots of past conferences. Please go through it. **If you cannot tick ALL of the points below you should not upload your paper.** Papers that don't match the criteria below may not be considered for publishing without further notice.

The paper (PDF+Word/LaTeX) itself

- You have added the authors' names
- Authors' names are spelled correctly
- Authors' names are written in this order: first name, (middle name), last name
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- You have done a final language check. We always encourage authors to ask for support from an English language native speaker.
- You have not exceeded the page limits (incl tables, figures, references)
 - ⇒ **Full paper:** 10-12 pages, **Short paper:** max. 8 pages, **WiP:** 6-8 pages, **Poster** 6-8 pages
- Poster papers or Work-in-Progress papers: The title has to be preceded by "Poster: {Your title here}" or "Work-in-Progress: {Your title here}"
- You have carefully considered the remarks of the reviewers to improve the quality of the paper

Conftool metadata

- In Conftool (the submission system) Authors' names are spelled exactly as in the paper
- In Conftool, first name and last name are not inverted
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 - ⇒ **last name** = family name = surname
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- Poster papers or Work-in-Progress papers: The title has to be preceded by "Poster: {Your title here}" or "Work-in-Progress: {Your title here}"
- The corresponding author has submitted the paper (if not please contact Sebastian, ssr@online-engineering.org, he will change this in Conftool)

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 - ⇒ *Name of the corresponding author:* give **only** the name of the **corresponding author** (**this can be only one person**)
 - ⇒ *Title of the contribution:* Title of your paper
 - ⇒ *Signature:* Signature **by hand**
 - ⇒ *Date:* don't forget it

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