Instruction on How to Submit a Conference Paper in Organic Eprints for the NJF seminar 495: Organics for tomorrow's food systems 2017

You’ll find Organic eprints here: http://www.orgprints.org/

Contents
Introduction ..................................................................................................................................... 2
Help ................................................................................................................................................ 2
Quick start: If you are used to using Organic Eprints ....................................................................... 2
Deposit your paper .......................................................................................................................... 6
   Eprint type ................................................................................................................................... 6
   Details ......................................................................................................................................... 7
   Subjects ...................................................................................................................................... 9
   Affiliation ................................................................................................................................... 10
   Upload ...................................................................................................................................... 11
   FP7-projects .............................................................................................................................. 12
   Deposit ...................................................................................................................................... 13
   Save for later ................................................................................................................................ 15

Important dates for Conference Paper Submission

- Deadline for submission: 31st March 2017
- Notification of acceptance: 30th April 2017
- Final revised papers deadline: 15th May 2017
- Conference registration: Early bird 30th April 2017

Please note: Paper submission (abstract paper, not more than 1-2 pages A4, Verdana 10 pt font size, see template here)

Important Websites:
- Organic eprints: www.orgprints.org
- NJF seminar 495: http://njf.nu/seminars/mikkeli2017
Introduction

For submitting conference papers to the NJF seminar 495: Organics for tomorrow's food systems 2017, the Organic Eprints Archive will be used (www.orgprints.org). Accepted papers will be made available at the Archive as open and searchable online proceedings after they are accepted. These guidelines explain the most important steps that need to be taken for submitting a paper to Organic Eprints, including screenshots with explanations.

Help

Should you have problems submitting your contribution or questions related to Organic Eprints, please contact

- Jaakko Nuutila, Finnish Organic Research Institute, jaakko.nuutila@luke.fi
- Carina Tikkanen-Kaukanen, University of Helsinki and Finnish Organic Research Institute, carina.tikkanen-kaukanen@helsinki.fi
- Anita Land, NORSØK, Norway www.norsok.no, anita.land@norsok.no
- Elen Peetsmann, Estonian University of Life Sciences, Estonia, http://mahekeskus.emu.ee/, elen.peetsmann@emu.ee
- Ilse A. Rasmussen, ICROFS, Denmark, http://icrofs.dk/en/, IlseA.Rasmussen@icrofs.org
- Janne Nordlund Othén, EPOK, Sweden, www.slu.se, Janne.nordlund.othen@slu.se

Quick start: If you are used to using Organic Eprints

Login
Deposit "New item"
Choose Eprint type "Submit a paper or a poster to a conference"
If you do not choose this type, your paper will not be found by the conference organisers!
Fill in details – choose "Paper" or "Poster" for "Type of presentation"
Be sure to choose "international conferences -> 2017: NJF Seminar 495 – Organics for tomorrow's food systems-> one of the tracks" as affiliation! If you do not click one of these, your paper can’t be found by the conference organisers!
Upload your paper and deposit. If you do not click the "Deposit item now"-button, your paper will not arrive at the conference organisers!

If you do not get a receipt within 14 days (except over Christmas holiday) contact Carina Tikkanen-Kaukanen, carina.tikkanen-kaukanen@helsinki.fi

If you need more help, go to the full instructions below:
If you are not used to using Organic Eprints, or just need some help, follow the guide below:

Register as user

If you’re not already a registered user, please register by creating an account, otherwise login.

To register: Click “Create account”

Fill in the required fields

Click “Register” and the screen will look like this:

Click “Activate your password” in the email you receive:
Submit paper for NJF seminar 495: Organics for tomorrow’s food systems 2017
12th December 2016

Password Activation
Dear User,

Thank you for your interest in Organic Eprints.

You now need to activate your password. This will expire in 1 week.

Your username is: Ilse2.

After you have successfully confirmed your password, you can deposit items here.

Once you have confirmed your identity you may also subscribe to the email alerts service, to be automatically informed of new deposits in the repository in your chosen subject areas in a daily, weekly or monthly digest.

Have your username and password ready when visiting any of the above pages.

This message was generated automatically by software. If you have any questions, then please contact us.

eprints@orgprints.org

If you do not receive this email, contact Ilse A. Rasmussen, ilsea.rasmussen@icrofs.org

Organic Eprints
http://orgprints.org/
eprints@orgprints.org

Once you are logged in to Organic Eprints, the top of the pages will look like this:

Click on ‘Profile’ to fill in more details.
Click on ‘Edit’ to edit your account information. Please fill in at least your country.

Leaving this blank will not affect your password. To change password, type a new one and click ‘Save’.
Deposit your paper

On the “Manage deposits” page, click “New item”

Eprint type

Choose “Submit a paper or poster to a conference”, and then click “Next”.  
If you do not choose this type, your paper will not be found by the conference organisers!
Details

Enter the title of your paper

Enter additional information
- Language
- Type of presentation – make it clear whether you want a paper or poster presentation
- Enter names and emails of authors
- Enter contact email of corresponding author

This additional information is necessary because the paper will later appear in Organic Eprints.
Enter abstract/summary – you can use the section "Implications" from your paper

- Choose relevant keywords – once you start on a word, relevant words will automatically be suggested.
- If no relevant keywords are suggested, expand the “Keywords” field below and enter free keywords

Click “Next”.
Add relevant subjects by expanding the trees (click the ‘+’) and clicking “Add”. Do not add more than 3-4 subjects.

Click “Next”


Submit paper for NJF seminar 495: Organics for tomorrow's food systems 2017
12th December 2016

Affiliation

Click the + next to "International Conferences" and "2017: NJF Seminar 495 – Organics for tomorrow's food systems" and add the track you want to submit your paper to.

If you do not click one of these, your paper can't be found by the conference organisers!

Find and add your own affiliations, e.g. project, organization etc.

Click “Next”
Upload

Give your paper file a relevant name

**Important:** File names should follow some rules. This includes:

- Do not use special characters in the file name (e.g. blanks, accents, ü, ø etc.)
- Choose a clear name for your file, preferably following the format "authorname_njf495_2017_keyword.doc"

Click “Browse” to find your file, and then click “Open” to upload

Click the “+” next to “Show options”
For “Content type”, choose “Submitted version”
– For “Language”, choose “English”
– For “Type”, choose “Microsoft Word”
– For “Visible to”, choose “Anyone” (it will not be visible to others until it has been accepted)
– If you want, you can choose a Creative commons license
– Do not choose an embargo expiry date

**Important: Click “Update Metadata”**

Click “Next”

**FP7-projects**

If your paper is an output from an FP7-project (EU), click yes and enter the agreement number, otherwise just click “Next”.

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Page 12/15
Deposit

Read the Deposit Agreement, and deposit your paper

After submission you will see these messages:

If you do not click the "Deposit item now"-button, your paper will not arrive at the conference organisers!

Your contribution will not be uploaded into the main archive and thus appear on the public website until shortly before the congress.

Below you can see how your contribution will look:
To check later whether your contribution has been deposited properly, go to “Manage deposits”. Your contribution should be listed as this:

After you have deposited your paper,

- You will receive an email receipt from the congress organizers within 14 days (except for during Christmas holidays) confirming that your paper has been submitted
  - If you do not receive a receipt, please check to make sure that you finished depositing your paper by clicking the “Deposit item now” button.
  - If you still do not receive a receipt, contact Carina Tikkanen-Kaukanen, carina.tikkanen-kaukanen@helsinki.fi

The paper will go through a review process, and you will be notified of the outcome by 30th April 2017.
Save for later

If you choose “Save for later”, you can see a preview and edit if needed (Details tab)

If you log out of Organic eprints without depositing your paper, you’ll find it under “Manage deposits” later

You can then edit it by clicking the “Edit” symbol (Pencil and paper) and deposit it.