

Author guidelines

The Ninth World Congress "AVIATION IN THE XXI-st CENTURY" –
 "Safety in Aviation and Space Technologies",
 (<http://congress.nau.edu.ua>)

1st step	Registration on the congress website http://conference.nau.edu.ua/index.php/Congress/Congress2020/schedConf/cfp	
	There is no need to register on the congress website again, if you already did it the previous year. Though this year's congress author's personal page activation is needed: login at http://conference.nau.edu.ua/index.php/Congress/Congress2020/schedConf/cfp go to « My Profile », edit your personal information on need, make sure to put a tick mark next to the following fields «Reader» and «Author», click «Save».	
<ul style="list-style-type: none"> • While registering one should mention some obligatory data in the following way: 		
Registration form field/paragraph	Requirement to data content	Example
<i>Notice!</i> By presenting data in inappropriate form the author is rejected to participate in congress, and his (her) account is deleted		
Salutation	organization abbreviation	NAU
Affiliation	Organization's full official name (without divisions and positions)	National Aviation University
E-mail	Personal e-mail for receiving messages from organizing committee	example@gmail.com
Phone	Contact telephones (with the city or operator code)	(063)300-0000; (044)406-0000
Country	Choose a country from the list, where organization you represent is situated	Ukraine
Bio statement (E.g., department and rank)	ORCID iD Profile (must be specified when publishing in SCOPUS and Web of Science) Register for an ORCID iD https://orcid.org/signin Academic degree, academic title, position and place of work (structured division, organization name), city or town	https://orcid.org/0000-0002-9529-5969 Ph.D., associate professor, associate professor of IT-security department, National Aviation University, Kyiv
Tick near statuses	« Reader: Notified by email on publication of presentations»	
	« Author: Able to submit items to the congress»	

Notice. If by registration information about the author is pointed out inappropriately, you can edit user's profile

<http://conference.nau.edu.ua/index.php/Congress/Congress2020/user/profile>

Step 2

Paper submission rules

<http://conference.nau.edu.ua/index.php/Congress/Congress2020/author>
in several sub-steps

Paper submission rules

Step 1 Starting the Submission

Start here to submit a paper to this Congress
"STEP ONE OF THE SUBMISSION PROCESS"
<http://conference.nau.edu.ua/index.php/Congress/Congress2020/author/submit>

Select the section for your submission

* - marked sections in which it is possible to publish the materials of the Congress in Conference journal: IOP Conference Series: Materials Science and Engineering (MSE). Publications indexed in the SCOPUS scientometric database.

In the field "**Comments for Conference Director**" write "journal publication" or "SCOPUS" for journal publication, or leave blank if submitting materials to Congress.

Click the "Save and Continue" button to proceed to the next step.

Step 2 Uploading the Submission

Upload a paper in Microsoft Word Format (.doc or .docx) use template:
<http://congress.nau.edu.ua/2020/info/WordGuidelines.zip>

Memorandum for participants
<http://congress.nau.edu.ua/2020/en/memorandum-for-participants/>

* References you can upload in step 4

Click the "Save and Continue" button to proceed to the next step.

Step 3 Entering the Submission's Metadata

In section «Authors»:

- Make sure, that your name, contact data and affiliation to organization are indicated correctly.
- In the field "Bio statement" write an **ORCID iD profile** if it was not added during registration (must be specified when publishing in SCOPUS and Web of Science)

Register for an ORCID iD <https://orcid.org/signin>

Co-author

Press button "Add Author" to add a co-author (if any):

- specify his (her) name, contact data and affiliation to organization and Bio statement (ORCID iD).
- Reorder authors to appear in the order they will be listed on publication.
- Indicate the author, who will be a principal contact for editorial correspondence.

In section «Title»:

Enter paper title (in English), sticking to orthography norms. It is forbidden to write the whole name in capitals.

Change Form Language to Russian. In the field «Title» enter same paper title (in

	English). Change Form Language to English. If you don't do that, the system will keep on getting an error.
	<p>In section «Indexing» enter:</p> <ul style="list-style-type: none"> - Keywords that denote all paper content aspects separate with a semi-colon; - Language code on which paper is written (EN). <p>Click the "Save and Continue" button to proceed to the next step.</p>
Step 4 Upload supplementary	Upload supplementary - References.
	<p>How to write the References section http://congress.nau.edu.ua/2020/en/memorandum-for-participants/</p> <p>Click the "Save and Continue" button to proceed to the next step.</p>
Step 5 Confirming the Submission	- One can check and correct presented information by returning to the previous submission steps.
	- To submit your manuscript to congress click «Finish Submission».

Notice!

The author must receive a confirmation letter about sending materials to the Organizing Committee. Materials, submitted not by means of congress official site, will not be considered.

In case of submission of inadequate or inaccurate data or noncompliance of paper to the set requirements (see below) or to subject matter of the congress, **the authors are rejected to participate (submission are declined).**

Note. If you did not specify metadata appropriately or you did not specify metadata or a co-author at all during the submission, you could edit this information via the author's page: press the link with the paper name; press the link «EDIT METADATA»; correct the information according to the requirements; click «Save Metadata» to save changes.

Note. If you load the wrong file accidentally during the submission, you can load necessary file via the author's page: press the link with the necessary paper name; press above the link «REVIEW»; in the field «Upload Author Version» choose the file and click «Upload»; inform the organizing committee about this via email.

Step 3	Following the status of paper submission on the author's page http://conference.nau.edu.ua/index.php/Congress/Congress2020/author
	<p>In case of status «Paper In Review: Revisions Required», paper processed accurately and essentially taking into account all comments should be submitted via the author's page http://conference.nau.edu.ua/index.php/Congress/Congress2020/author:</p> <ul style="list-style-type: none"> - press the link «Paper In Review: Revisions Required»; - choose file for uploading and click «Upload».
	Then you should track the status and react to the Organizing Committee representatives' messages.
	In case of status « In Editing », i.e. <i>confirmation of paper acceptance (inclusion) to the congress program</i> , one should proceed to step 4.

In case of status «**Declined**» or «**Archived**» - paper was rejected because of nonfulfillment of requirements or conditions of participation

Active submissions statuses and their meaning on the author's page

<http://conference.nau.edu.ua/index.php/Congress/Congress2020/author>

Submission status	Active submission status meaning
«A waiting Upload»	Submission is not sent to the organizing committee, as the file with the paper was not downloaded or submission was not completed correctly.
«A waiting assignment»	Submission has not been considered yet
«Paper In Review»	Paper and enclosed materials are being reviewed by the organizing committee
«Paper In Review: Revisions Required»	Paper should be processed accurately and essentially, and one should download corrected file to the site
«In Editing»	Confirmation of paper acceptance (inclusion) to the congress program. Paper passed through the review, but the final edition has not been confirmed yet

Archive submissions statuses and their meaning on the author's page

Submission status	Archive submission status meaning
«Posted»	Confirmation of paper acceptance for publication in the proceedings of congress
«Declined»	Paper was rejected because of nonfulfillment of requirements or conditions of participation
«Archived»	Rejected paper is moved to the archive

Step 4

Waiting for the submission status «Posted» , i.e. confirmation of paper acceptance for publication in the **Proceedings of Congress** or in **Conference journal** “IOP Conference Series: Materials Science and Engineering (MSE)”