



TECHNICAL GUIDE FOR PAPER SUBMISSION PROCESS

Academic Studies Congress 2025

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1. Creating an Account and Logging into the System

a. Creating an Account

- Access the Indico system via [this link](#).
- Click on the “Log In” tab located at the top right corner of the page.
- Select the option “If you do not have an Indico account, you can create one.”
- Enter your email address.
- Activate your account by clicking the confirmation link sent to your email.
- On the next screen, fill in your name, surname, institution, username, and password, then click “Create My Indico Profile.”

b. Logging In

- Log in using your registered username and password.

2. Steps for Abstract Submission

- Click on the “Submit New Abstract” button to proceed to the abstract submission page.

a. Title Section

- Completing the title section is mandatory.
- Enter the title of your abstract in this section.

b. Content Section

- Completing the content section is mandatory.
- **Only the extended abstract (500–1500 words)** should be added in this section.
- The main document to be uploaded should include the following headings: Introduction, Method, Findings, Discussion, Conclusion, and References.
- Figures, tables, and references must adhere to the **APA 7** format.

c. Authors Section

- Completing the authors section is mandatory.
- Add all authors in the order they appear in the study. Select the “author” option for the corresponding author and the “co-author” option for other authors.
- The corresponding author can add their information and the information of co-authors by selecting “Add Myself,” “Add from Search,” or “Enter Manually.”
- Ensure that the information of all authors is entered completely and correctly according to the order in the study.
- The corresponding author must verify that all author information has been correctly entered into the system.

Adding or Removing Authors

- **Once the submission is complete, authors cannot be added or removed.** Therefore, ensure that all authors are correctly entered before submitting the abstract.
- This requirement ensures transparency during the peer-review process and consistency in publication procedures.

Role of the Corresponding Author

- The author who uploads the abstract is considered the corresponding author.
- The corresponding author is responsible for accurately entering the author list into the system.
- The order of authors must be entered correctly by the corresponding author.
- The author list entered into the system will be used during the peer-review process and for the publication of accepted abstracts.

d. Comments Section

- Completing the comments section is optional.
- This section should only be filled if you wish to convey a message to the congress organizers.

e. Attachments Section

- Completing the attachments section is optional.
- You may upload your extended abstract in Word format or any other documents you wish to include in this section.
- Multiple files can be uploaded in this section.

f. Additional Information

- Enter the following information for the **corresponding author**:
 - Full name, email, phone number, and academic title.
- Enter the following information for **all authors** according to the order in the study:
 - ORCID (in the format XXXX-XXXX-XXXX-XXXX), country, and institution.
- Specify the following information regarding the abstract:
 - Presentation language, publication preference for the full text, participation type, the theme of the congress that the abstract fits into, the sub-theme under the main theme, and copyright transfer declaration.

Copyright Transfer Declaration

- The checkbox confirming the following statement must be selected: “I hereby confirm that this study is original, has not been published elsewhere, and that copyright is transferred to the Academician Studies Congress organization.”

3. Post-Submission Process

a. Final Check

- Review the uploaded information and documents.
- After confirming compliance with the requirements, click the “Submit” button.

b. Confirmation Notification

- If the submission is successful, a confirmation screen will appear.
- Additionally, you will receive an email notification confirming the successful submission.

Example email: *“Your extended abstract has been successfully submitted. You will be notified of the outcome after the peer-review process is completed.”*

4. Information on the Peer-Review Process

a. When the Peer-Review Process Begins

- Once your abstract is successfully submitted, the peer-review process will begin.
- The system will provide updates regarding the peer-review process via email.

b. Revision Requests

- If revisions are requested based on the reviewers’ reports, the system will send you a revision notification via email.
 - After making the necessary revisions, you can resubmit the abstract in the same section.
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5. Support and Contact Information

- If you encounter any technical issues, you can contact us using the information below:
E-mail: academicianstudies@gmail.com
Phone: +90 544 347 14 87
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6. Tips and Recommendations

- **Email Check:** System emails may sometimes be directed to the spam folder. Ensure you check your spam folder regularly.
- **Timely Submission:** Submit your abstracts before the deadline. Early submission is recommended to avoid last-minute technical issues.
- **Correct Format:** Ensure that the file format and content requirements specified during the submission process are followed.