

Submissions Requirements for Conference Organisers and Contributors

KnE Publishing working with Knowledge E

After receiving the Publishing Agreement:

We will require the contact details for two organisers (names and institutional email addresses).

If there is a twitter account linked with the event or the organising institution, please provide it so we can use it in our social media and marketing promotions.

We will require confirmation that the accepted papers have all been subjected to a rigorous peer review process. The review process is an important stage in improving the quality of the submitted content (both the content of the article and its adherence to international academic standards). We offer a guidance checklist for reviewers which can be printed off and used for each paper if required. You will be sent a copy of the PDF, and it can also be downloaded [here](#).

Where possible, the Conference Organiser(s) should provide the KnE Publishing style guide to their contributors to ensure they adhere to international academic standards with regards to the structure, formatting and references. You will be sent a copy of the Style Guide for Authors, and the PDF can also be downloaded [here](#).

The Conference Organiser(s) and authors have an obligation to ensure that all information required for proper references is submitted. We will copyedit the references where necessary but cannot provide missing content. Missing content will require us to send the paper back for additional content to be added, which can result in extensive delays to publication.

We request the Conference Organiser(s) to submit a small summary of the conference, its topical focus and the importance of the collected proceedings for the academic field. This is key to attracting reader interest and promoting the relevance of this research, and therefore increasing indexing and citation opportunities. We can help with creating this if required.

Submitting the papers:

When submitting the conference proceedings we request that:

- All papers are submitted in editable word documents and conform to the KnE Style Guide.
- Table and charts are embedded in the word documents in an editable format (rather than a static image) and clearly labelled with the correct titles and sources.
- Where possible we would like authors to provide high resolution versions of any images / figures as separate files, to ensure good quality digital reproduction. These should be clearly labelled (Figure 1, Figure 2 etc). Titles and sources should be included in the body text to highlight correct placement for the PDF proofs. Details regarding the types of file and resolution are available in the style guide.

We ask that the Conference Organiser(s) create a folder containing a file for each paper, clearly labelled (Paper 1, Paper 2), and each folder should contain the word document version of the paper, plus the high resolution versions of the images / figures, each clearly labelled (Figure 1, Figure 2). This folder can then be converted into a zip file and sent to KnE Publishing via WeTransfer (<https://wetransfer.com/>).

We also request the Conference Organiser(s) also get the author(s) of each paper to sign our copyright permissions form ([download PDF here](#)), confirming that where textual or visual material is owned by a third party, this material is reproduced with permission from the rights owner. This can be included in the folder for each paper.

In addition, we ask that the Conference Organiser(s) fill out our Submissions Checklist Excel (**attached**), providing the information in the order they wish the papers to be published on the KnE Publishing platform.

This excel contains:

- List of paper titles
- Confirmation that the author(s) are happy for experienced KnE Publishing Editors to edit their Abstracts to ensure they meet the highest standards of written English
- List of all author names and institutional email addresses
- Author twitter handles, if available, for social media promotions
- At least one ORCID iD for each paper, allowing us to better promote this research to the international academic community by linking it with the author(s) other research. (Additional ORCID iDs can, of course, be supplied).

The ORCID iD is a durable digital identifier. This not only allows the scientific and academic communities to identify individual researchers, but also links the author with their works across multiple platforms. To create an ORCID iD, authors should visit: <https://orcid.org/signin> and create a unique identifier.

After the papers are submitted, they will undergo in-house screening processes followed by copy-editing and typesetting. When the papers are ready for final checks and the galley proofs are sent, we ask that you and your contributors submit corrections as a table in a word document. You will be sent a guide along with the proofs, however it is also available [here](#).