



CCIX – 9TH INTERNATIONAL CONFERENCE ON COMPOSITE CONSTRUCTION IN STEEL AND CONCRETE

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26 – 30 JULY 2021, STROMBERG, GERMANY

9th Conference on Composite Construction in Steel and Concrete (CCIX)

How to submit your Final Paper to ScholarOne Manuscripts

(after acceptance of your Extended Abstract and
Full Paper by the CCIX Organizing Committee)

WILEY

How to submit your Final Paper

to ScholarOne Manuscripts

Please Note

First of all, thank you for submitting your Extend Abstracts and Full Papers to CCIX.

It is important you follow this guide, in order to upload your Full Paper under the same «ID» you have previously uploaded your Extended Abstract and Full Paper, so the CCIX Organizing Committee can correctly assign your **Final Paper** to your previous **Extended Abstract / Full Paper**.

If you have any questions, please do not hesitate to contact [us](#).

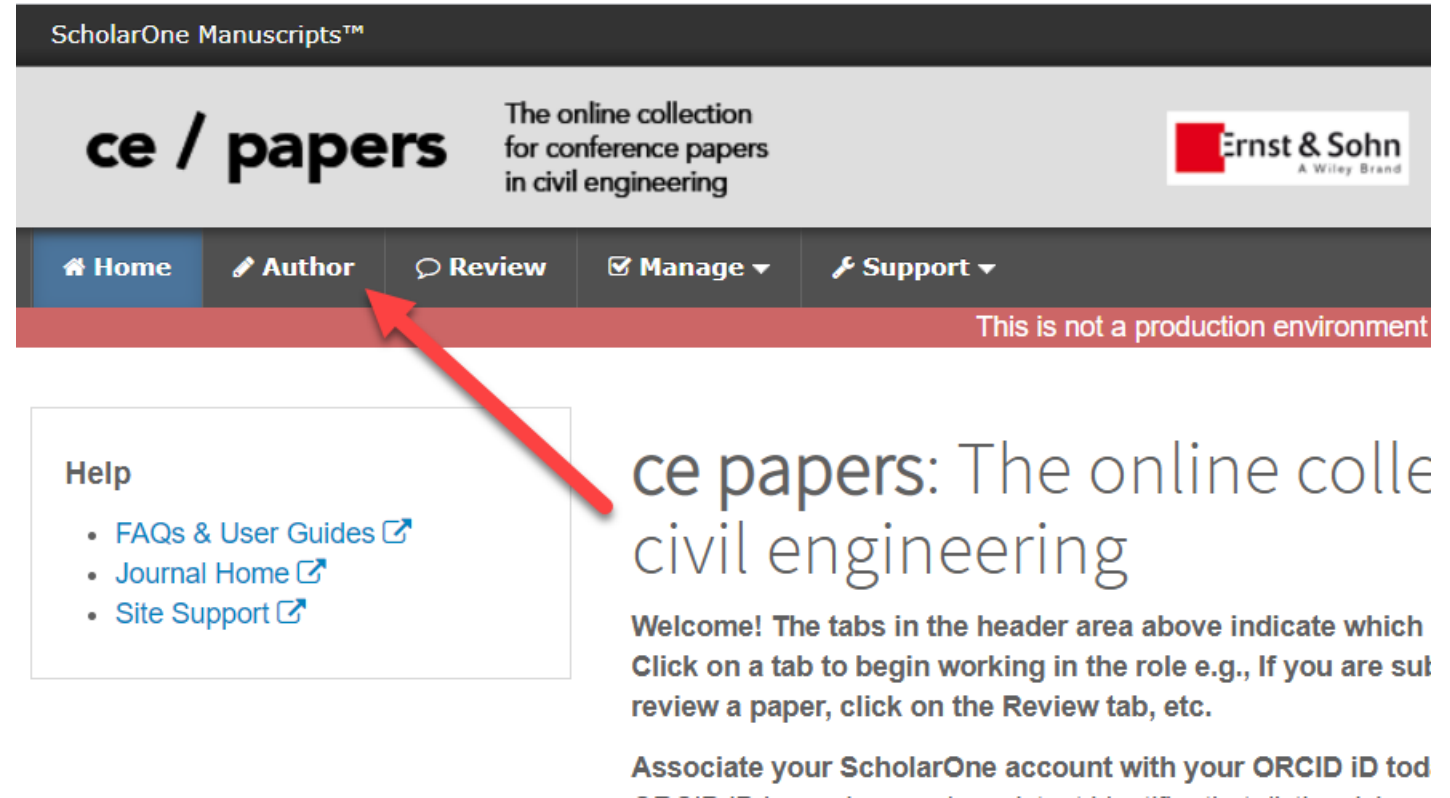
Login (1/2)

- Open a browser and visit <https://mc.manuscriptcentral.com/cepa>
- Login using your credentials
- Press «Log in»

The screenshot shows a web browser window with the URL mc.manuscriptcentral.com/cepa. The page header includes the ScholarOne Manuscripts logo and navigation links for 'Instructions & Forms' and 'Help'. The main header features the 'ce / papers' logo, a description of the site as 'The online collection for conference papers in civil engineering', and the Ernst & Sohn logo. Below the header is a navigation bar with 'Log In', 'Reset Password', and 'Create An Account' links. A yellow 'Important Message' banner from Clarivate is displayed. The 'Log In' section contains a 'User ID' field with a 'Create an Account' link, a 'Password' field with a 'Reset Password' link and a toggle for visibility, a 'Log In' button, and a 'Log In With ORCID ID' button. To the right of the login form, a welcome message states: 'Welcome to the submission site for ce/papers: The online collection for conference papers in civil engineering. To begin, log in with your user ID and password. If you are unsure about whether or not you have an account, or have forgotten your password, go to the Reset Password screen. Please follow the submission tutorial in order to submit your paper.' At the bottom, a 'Resources' section links to 'FAQs & User Guides' and 'Journal Home'.

Login (2/2)

Click on «Author»



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Ernst & Sohn
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Home Author Review Manage Support

This is not a production environment

Help

- [FAQs & User Guides](#)
- [Journal Home](#)
- [Site Support](#)

ce papers: The online collection for civil engineering

Welcome! The tabs in the header area above indicate which role you are working in. Click on a tab to begin working in the role e.g., If you are submitting a paper, click on the Author tab, etc.

Associate your ScholarOne account with your ORCID iD today

Submission of Final Paper

1. Click on «Manuscripts with Decisions» on the left-hand menu (if not already selected automatically)
2. Click on «create revision» of your manuscript in the right-hand overview in order to start the submission process for your Full Paper.

The screenshot shows the 'ce / papers' submission portal. The top navigation bar includes 'Home', 'Author', 'Review', 'Manage', and 'Support'. The 'Author' tab is selected, leading to the 'Author Dashboard'. A red banner at the top of the dashboard states 'This is not a production environment'. On the left, the 'Author Dashboard' menu is visible, with '3 Manuscripts with Decisions' highlighted by a red arrow and a '1.' label. The main content area, titled 'Manuscripts with Decisions', contains a table with columns: ACTION, STATUS, ID, TITLE, SUBMITTED, and DECISIONED. A red arrow points to the 'create a revision' link in the ACTION column, labeled with a '2.'. The table lists a manuscript titled 'Testpaper for Tutorial' with ID 'cepa.202000111', submitted on '22-Dec-2020', and decided on '22-Dec-2020'. The STATUS column shows 'Organizing Committee, CCIX' and 'Abstract accepted (22-Dec-2020)'. The due date is '02-Apr-2021'. Links for 'View Submission' and 'View Original Files' are provided.

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
create a revision	Organizing Committee, CCIX Abstract accepted (22-Dec-2020) Due on: 02-Apr-2021	cepa.202000111	Testpaper for Tutorial View Submission View Original Files	22-Dec-2020	22-Dec-2020

Submission of Final Paper

- If you need to change the **title** of your submission, please follow page six of [this](#) documentation.
- If you need to change the keywords of your submission, please follow page 9 of this documentation
- If you need to change the list of authors of your submission, please follow page 10 of this documentation.

Submission of Final Paper

The submission process for **the Final Paper** is nearly the same as for the **Extended Abstract or Full Paper** with one small difference:

1. Click on «Step 2: Type, Title & Abstract»
2. Change your Manuscript Type from «Abstract» to «**Final Paper**»
3. Scroll to the bottom of the page and click «Save & continue»

Home Author Review Manage Support

Author Dashboard / Submission

This is not a production environment

Submission

- Step 1: View and Respond to Decision Letter
- ✓ Step 2: Type, Title, & Abstract
- ✓ Step 3: File Upload
- ✓ Step 4: Attributes
- ✓ Step 5: Authors & Institutions
- ✓ Step 6: Details & Comments
- Step 7: Review & Submit

Step 2: Type, Title, & Abstract

Welcome to the web submission and review site of **ce / papers**

* = Required Fields

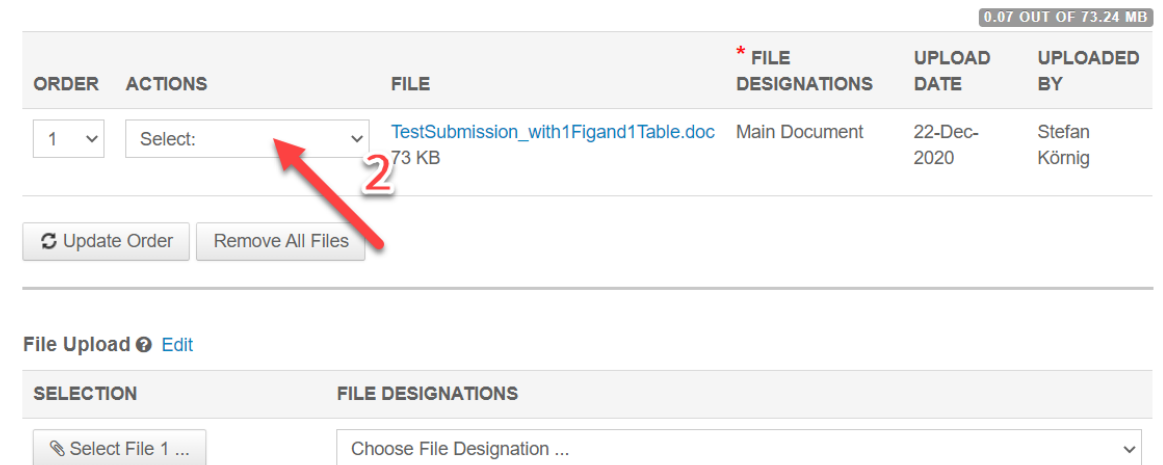
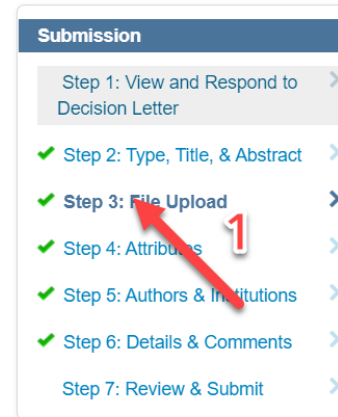
* Type: [Edit](#)

CHOICE	TYPE
<input checked="" type="radio"/>	Final Paper
<input type="radio"/>	Full Paper


Submission of Final Paper

When you have prepared your Final Paper and you're ready to upload:

1. Click on «Step 3: File Upload»
2. You can remove the previous file of your Extended Abstract and Full Paper in this dialogue. Although it is no longer shown here, the CCIX Organizing Committee will have access to the accepted version of your Extended Abstract.



1. Click on «Select File 1» in order to select your main document (.docx) from your computer. Repeat the process in case you need to upload several files, such as images.
2. Click on «Upload» in order to upload your selected files.
3. Click on «Update Order» in case you see an error message.
4. Click on «Save & Continue» in order to proceed with the next step.

Files 

0.00 OUT OF 73.24 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATIONS	UPLOAD DATE	UPLOADED BY
No files uploaded					
Update Order		Remove All Files			

File Upload

SELECTION	FILE DESIGNATIONS
Select File 1 ...	* Main Document
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...
Select File 4 ...	Choose File Designation ...
Select File 5 ...	Choose File Designation ...
Select File 6 ...	Choose File Designation ...
Select File 7 ...	Choose File Designation ...
Select File 8 ...	Choose File Designation ...
Select File 9 ...	Choose File Designation ...
Select File 10 ...	Choose File Designation ...

[Upload Selected Files](#)

[Previous Step](#) [Save](#) [Save & Continue](#)

Finally, you are almost done.

On this last page, you can review all entries you have made so far.

Please edit if necessary in order to make sure the list of authors is still correct as well as any other information regarding your submission.

Scroll down to the bottom of the page:

1. Click on «View PDF Proof». The browser opens a PDF. Make sure to cross-check whether the PDF looks alright as this is the basis for the review. Close the window. Go back to «Step 2» in case you need to re-upload your submission.
2. Once everything is fine, click on «Submit» in order to submit your manuscript to the CCIX Organizing Committee.

The screenshot displays the submission interface. On the left, a vertical list titled 'Submission' shows the progress of the submission process:

- ✓ Step 1: View and Respond to Decision Letter >
- ✓ Step 2: Type, Title, & Abstract >
- ✓ Step 3: File Upload >
- ✓ Step 4: Attributes >
- ✓ Step 5: Authors & Institutions >
- ✓ Step 6: Details & Comments >
- Step 7: Review & Submit >

The main content area is titled '* View Proof' and contains the instruction: 'You must view the PDF proof before you can submit'. Below this instruction, there are two buttons: 'View PDF Proof' and 'Submit >'. A red arrow labeled '1' points to the 'View PDF Proof' button, and another red arrow labeled '2' points to the 'Submit >' button. A 'Previous Step' button is also visible on the left side of the main content area.

Thank you for the submission of your Final Paper.

- Please contact ccix@rub.de if you have any questions regarding your submission or the conference.
- Please contact Mrs. Esther Schleidweiler (eschleidwe@wiley.com) if you have any queries regarding this tutorial or the submission system.