

INCOSE Events Portfolio

Paper Preparation Guidelines

Purpose

This document is intended to help authors prepare a technical paper for an INCOSE Event. To access documents referenced below, please visit: <https://www.incose.org/publications/proceedings>.

A LaTeX and Microsoft Word document template with the guidelines to prepare a paper is available at <https://www.incose.org/publications/proceedings>. Before finalizing the paper, review the “Paper Review Guide” which is also available at the above link.

IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for the INCOSE event. INCOSE does not share information with third parties.

A double-blind peer review process will be used for paper submissions; the author’s identity will be concealed from the reviewer and the reviewer’s identity will be concealed from the author. To facilitate the double-blind review process, the first submission of a paper must be anonymized according to the guidelines provided in these instructions so that it does not contain any reference to the author’s name or organizational affiliation. The goal of this approach is to remove potential bias from the review process to ensure papers accepted for the event are selected based on their merit.

The submitted papers **MUST** be close to final drafts. Submissions of abstracts or presentations are **NOT** acceptable and will not be reviewed. Papers that have been published previously are not candidates for submission to this symposium.

The importance of crediting sources cannot be stressed enough. Use of wording or ideas without proper citation of their origin is plagiarism. INCOSE will reject any paper that evidences plagiarism.

All attendees, including presenters, must register and pay for at least the one day they are attending and presenting at the INCOSE event.

Submission Process

To submit a paper:

1. Download the paper template from <https://www.incose.org/publications/proceedings>. Choose the template in the appropriate paper size for your typical print configuration (A4 or Letter).
2. Follow the guidelines below to complete the paper and save it as a PDF file. Delete all instructions and sample text in the template before finalizing the paper. To facilitate the double-blind review process, make sure the paper you initially submit for review has been “anonymized” as described in these instructions.
3. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing the submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.
4. Access the online submission site and select the **Papers** track and log into EasyChair. Links to the online submission sites are available at the specific INCOSE Event’s website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

Note: Make sure to select the correct track. Proposals submitted in the wrong category can be moved but additional information will be necessary to be submitted before the submission can be accepted.

5. If you are not automatically directed to the submission page upon logging into EasyChair, click **Add a Submission** on the menu at the top right of the page.
6. Complete the necessary fields in EasyChair for your initial submission and upload your paper. Papers must be in PDF format. Review and confirm that all of your entries are correct, then click **Submit**.

Note: Review the Submission Worksheet below for important instructions regarding EasyChair fields.

7. After the submission is complete, a confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact INCOSE’s Events Team (events@incose.net) for confirmation.

If necessary, use the options in the top-right corner of the confirmation page to modify your submission any time before the submission due date.

8. If your paper is accepted:
 - a. It **must** be updated to address all feedback and suggestions from the reviewers, and to add relevant author information. Upload the final version of the paper with your submission in EasyChair, ensuring it replaces the initial submission file. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
 - b. You must provide a zip file containing a signed IP release form from each author. Upload the zip file with your submission in EasyChair.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact INCOSE’s Events Team (events@incose.net) for assistance.

Submission Worksheet

Note: This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

Author Information

Add or delete columns as necessary for fewer or additional authors.

Contact Details	Author 1	Author 2	Author 3
First Name (as it should appear in the symposium program and advertising)			
Last Name (as it should appear in the symposium program and advertising)			
Email <u>Note:</u> This email address will be used as the primary means of communication with each author.			
Country/Region <u>Note:</u> This information will be used to assess geographical representation in the Technical Program.			
Affiliation (complete business, school, or organization name as it should appear in the symposium program and advertising)			
Corresponding Author Indicate whether each author should be included on correspondence regarding the submission and symposium. If there are multiple authors, select at least 2 corresponding authors.			
Speaker Identify the planned speaker that will represent the paper at the symposium.			

Submission Information

Title Copy and paste the title from your paper. See additional title guidelines below.	
Abstract Copy and paste the abstract from your paper. See additional abstract guidelines below.	
Keywords Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.	
Topics & Domains Select no more than 3 topics and 3 domains. Only select topics and domains relevant to your submission, as this information will help symposium organizers optimize the placement of the session. For options, refer to the "Submission Review Categories" document available from the INCOSE IS website.	
Academic or Industry Paper An academic paper will be reviewed on academic/theoretical contributions to solutions to SE challenges; An Industry paper will be reviewed on applicability of solutions to SE challenges in practice.	
In person or virtual presentation Will the presentation be in person at the IS or will the presenter attend and present the material virtually?	
Primary Sector Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the main author of the paper.	
Program Description This description will be used in the official program to advertise your session should it be selected. This should be compelling but will not be used during the review process.	
Student Author Indicate if the primary author of the paper is currently enrolled in at least 2/3 full-time undergraduate, graduate, or post-graduate studies. This information is used to identify candidates for the Brian Mar Best Student Paper Award.	

Suggestions for future Topics or Domains Your suggestion will be considered for next year's submission process, especially if we receive many similar requests.	
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