

# Submit CTAC articles to ANZIAM Journal (E)

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The ANZIAM Journal plans to publish the conference proceedings as a special part of the Electronic Supplement. To submit a written version of your conference paper, you must do the following.

1. Read carefully the Instructions for authors.<sup>1</sup>
2. Prepare your LaTeX manuscript, using the template as a guide.<sup>2</sup>
3. Before 31 January, 2023, upload a pdf version of your proposed paper to the journal website.
4. After you receive the referee reports, and assuming your paper is accepted, make any necessary changes, and upload the pdf again.

Some key points to note are the following.

- Your paper must be no more than ten A4 pages in length.
- Before you can submit your paper, you must register with the ANZIAM Journal as both an *Author* and a *Reviewer*, or already be so registered.
- Each person who submits a paper should expect to referee at least two other CTAC2022 papers.
- All referee reports should be completed as soon as possible.
- The journal strictly enforces its Instructions for Authors, and “reserves the right to return to authors poorly presented material for appropriate revision, or even to reject a paper on TeXnical grounds”.

## 1 Submit full articles as a new submission

Prepare PDF, 10 pages max (15 pages for a keynote speaker), 12pt, A4, 14 cm text width.

1. Login to OJS and ensure you are in **Submissions** from the left-menu.
2. Choose **New submission** (on the right).
  - (a) Select **Proceedings CTAC** from the drop down menu, agree to Requirements, and **Save and Continue** at the bottom.
  - (b) Choose **Article Text**, then upload the PDF paper, **Continue** (or **kin**) four times.

- (c) Enter Metadata, use lowercase, ensure you **Add Contributor** for every author, including ORCID, and **Save and Continue**.
- (d) Lastly, **Finish Submission**.

## 2 When requested, review articles

- Expect to review a couple of articles by others, you will be sent emails with an active link.
- Alternatively, anytime, login, ensure you are in **Submissions** from the left-menu, and select article via the title.
  1. Download file, agree, and click **Accept Review, Continue to Step #2**
  2. Click **Continue to Step #3**
  3. – Either upload a file with your report, or paste report into a text box, or both.
    - Select a **Recommendation**.
    - then click **Submit Review**.

## 3 Submit PDF, upload LaTeX only when asked

1. For reviewing we only use PDF, do not yet upload source.
2. If and when an article is finally accepted, only then will you be asked for the source.
  - (a) Login and ensure you are in **Submissions** from the left-menu.
  - (b) Click the title of your article.
  - (c) Click to go to the **Copyediting** page.
  - (d) Download an annotated PDF from the **Copyedited** pane, indicating things you must improve.
  - (e) Improve your  $\text{\LaTeX}$  source and figures—we only accept  $\text{\LaTeX}$ .
  - (f) Upload all source files as one *zipped* file.
  - (g) Inform the copyeditor—essential.

<sup>1</sup><http://journal.austms.org.au/ojs/index.php/ANZIAMJ/about/submissions>

<sup>2</sup><http://journal.austms.org.au/ojs/index.php/ANZIAMJ/article/view/1554>