Isaline Augusto
EDP Sciences – Web of Conferences
Isaline.augusto@edpsciences.org

Saga Conferences

Online management of your scientific event

edp sciences

Web of Conferences

www.edpsciences.org   www.webofconferences.org

Table of Contents

1   Presentation of Saga Conferences

Saga Conferences is dedicated to the online management of conferences proceedings for further publication in Web of Conferences' series. It facilitates various steps of the scientific secretariat (submission, reviewing and selection), and automates a number of exchanges between authors, referees and organizers.

Please note that each conference hosted in Saga Conferences is referred as a **Topic**.
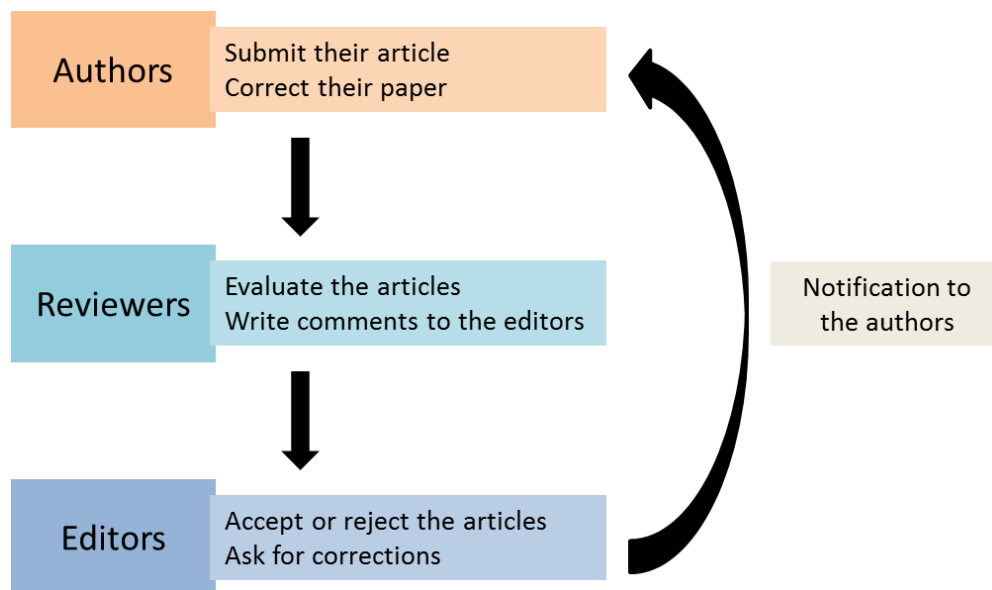
Submission of articles

Each author has an account with login and password that allows him to record his personal data and submit his paper. After the submission, the author is notified by e-mail at every step of the reviewing process.

Review process

The organizers / Topic Editors maintain a list of referees who have also a personal account at Saga. Topic Referees have access to the articles submitted and they will perform their evaluation work online at Saga platform. Their comments will be automatically sent to the editors.

Selection of papers

The Topic Editors have also an account that allows them to follow the submission process, manage the list of Topic Referees and track the evaluation work. They can accept, reject, and request corrections to the authors. A message will be automatically sent to the authors concerning the final decision.

Authors	Submit their article Correct their paper
Reviewers	Evaluate the articles Write comments to the editors
Editors	Accept or reject the articles Ask for corrections

Notification to the authors

2   You are an Author

You want to submit an article in S**aga** Conferences.

If this is your first connection to Saga for this specific conference/topic, you are a **First time user**, even if you have used Saga for a journal or another conference. You must register in Saga Conferences at the specific interface for this new conference.

2.1   First time user

This is your first connection to Saga for this specific conference/topic.

2.1.1   Creation of an account

For your first use of Saga for this specific conference/topic, choose **Register** at the home page of the Saga platform dedicated to the conference.
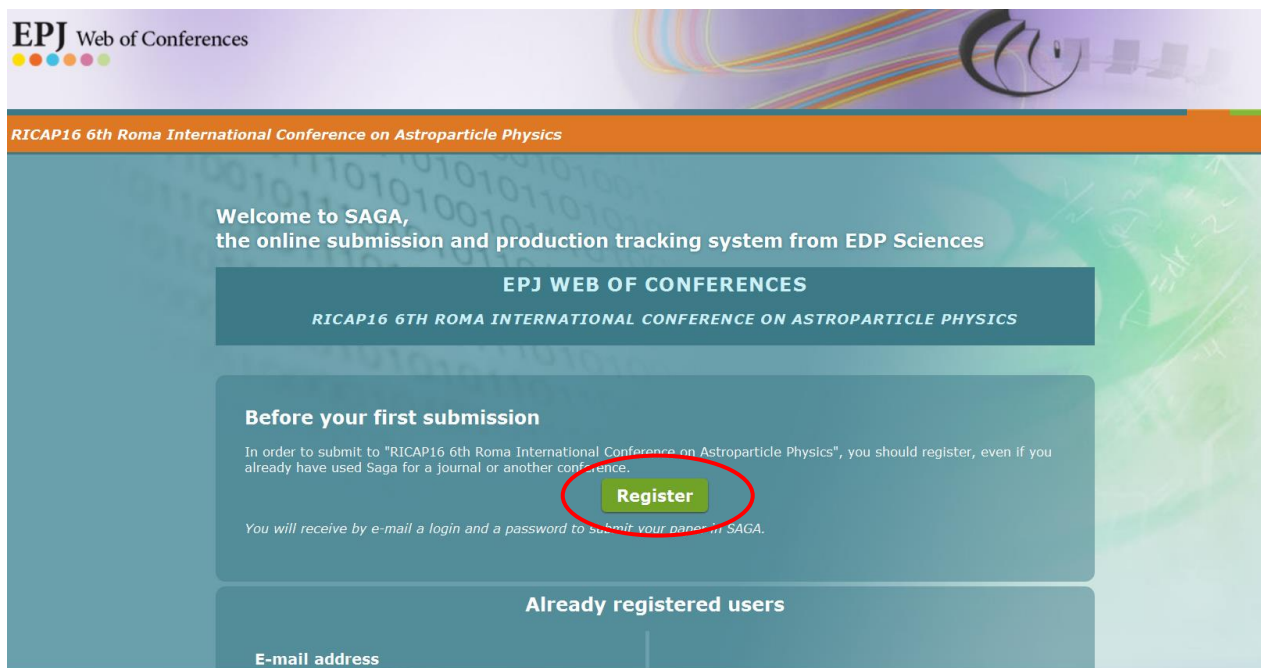
The next screen enables to enter the data required to the creation of an account in Saga.

You have to enter your e-mail address, your first name and your last name. You will then receive an e-mail with a deeplink to complete your registration and your password. This e-mail gives you also your login and password to connect at other steps of the submission process.

2.1.2 Registration of your personal data

With this deeplink, you are able to access your account at the Saga platform and to continue the registration of your personal data.

2.1.3 Submission of your article

The next step is the submission of your article:

1. You have to complete the **Type** of submission, the **section** (if there is any in your conference), and the **Title** of your article.

2. You have to complete the affiliations of the authors. The address of your institution already appears in the **Institution List** and you have to add the institutions of the other authors with the icon ⊕ (a second screen appears where to enter the address of the new institution).

You may also modify an institution with the icon ✎ or delete an institution with the icon ⊖.

3. Then, you have to add the names of the authors with the icon ⊕ (second screen appears where to enter the data of the new author). You may also modify an author with the icon ✎ delete with the icon ⊖, or change the order of the list of authors with the icon ⬇ ⬆ .

4. After having entered all the data, you have to **Validate** in order to access to the next step and upload your article.

Institution List

You can enter the name and the address of the different institutions by clicking on the ⊕ icon. The order of the institutes may be changed by clicking the arrows (⬇ ⬆). To modify an institute, click the ✎ icon. To remove an institute, click the ⊖ icon.

> ⊕
>
> *University of Bologna*   ✎ ⊖
> Via Kepler
> Toruń PL

Author List *

The list of all the authors is mandatory.

You can enter a whole list of authors in a few clicks by using the "Copy and Paste" 📋 functionality. The corresponding author appearing in the list in will be automaticaly detected.

You can enter the names of the author(s) one by one by filling out the required information. To add multiple authors, click the ⊕ icon. The order of the authors may be changed by clicking the arrows (⬇ ⬆). To modify an author, click the ✎ icon. To remove an author, click the ⊖ icon.

NOTE: In order to select more than one institution by author, you need first to enter the names and addresses of these institutions in the "Institution List" part above.

> ⊕ 📋
>
> *Dr N Copernicus (Corresponding author)*   ✎ ⊖
> Email   n.copernicus@bologna.pl
> Affiliation   University of Bologna, Toruń, PL
> ORCID ⓘ

[Validate]

5. You have to upload your article as a **PDF file** with the button $\boxed{+ \text{Add files}}$. If needed, you may also upload supplementary material.

⚠️ When your document is submitted, you cannot modify it anymore

2.2   Author already registered in Saga for this conference

You have to connect to the Saga platform by using the login and the password sent to you by e-mail after your registration.

At any time, you can modify your data with the button **My account** in the upper part of the screen.

The tab **Actions** enables you to propose a new submission to the editorial committee (proceed like in 2.1.3), and the tab **Articles** enables you to access to the list of your submissions.

When you press the reference of a submission, you have access to the **Data sheet** of your document.

Depending on the status of your submission, you may **Edit** in order to modify your data, **Upload your submission**, send a **Question to the topic editor**, or **Delete** your submission.

In the data sheet of your submission, you also have access to your **Author's files**, all e-mails related to your submission in the **Comments/Reports**, all **Documents,** and the key dates of the process in the **History**.

2.3   The Topic Editor asks corrections

You received an e-mail, which indicates to you that you have to correct your submission. You have to connect to Saga with your login and password and access to your submissions.

The status of your submission has changed, and it is indicated **Add the revised version** in the **To Do List** of your account**.**

Press the reference of your submission in order to **Correct submission data**, ask **Question to the topic editor** or **Add the revised version** of your article.

The menu **Documents** in the data sheet enables you to see all the versions of your submission

2.4 Accepted/rejected

When your article has been accepted by the topic editor, you are alerted by e-mail, and you are invited to fill in and upload the Publication Right Form.

For some conferences, the source files of your article may be needed by the publisher in addition to the PDF file. In this case, the e-mail of acceptance invites you to upload the source files of your articles via Saga.

Please, connect to Saga with the same login and password as previously**.**

The status of your submission has changed, and it is indicated **Upload source files** and **Upload publication rights form** in the **To Do List** of your account.

3 You are the Topic Administrator

The Topic Administrator is an editor, who has extended functionalities in order to manage conference and users.

First, the Topic Administrator has to complete the creation of the conference. The button **Topics** shows you the list of conferences (topics) for which you have a Topic Administrator role.

3.1 Management of the sections

If the conference has sections, the first step is to create these sections.

The tab **Configuration** enable you to **Edit section**, in order to manage the sections of the topic (with the buttons edit, add and remove).

You can edit the sections and change the section of an article during the submission process.
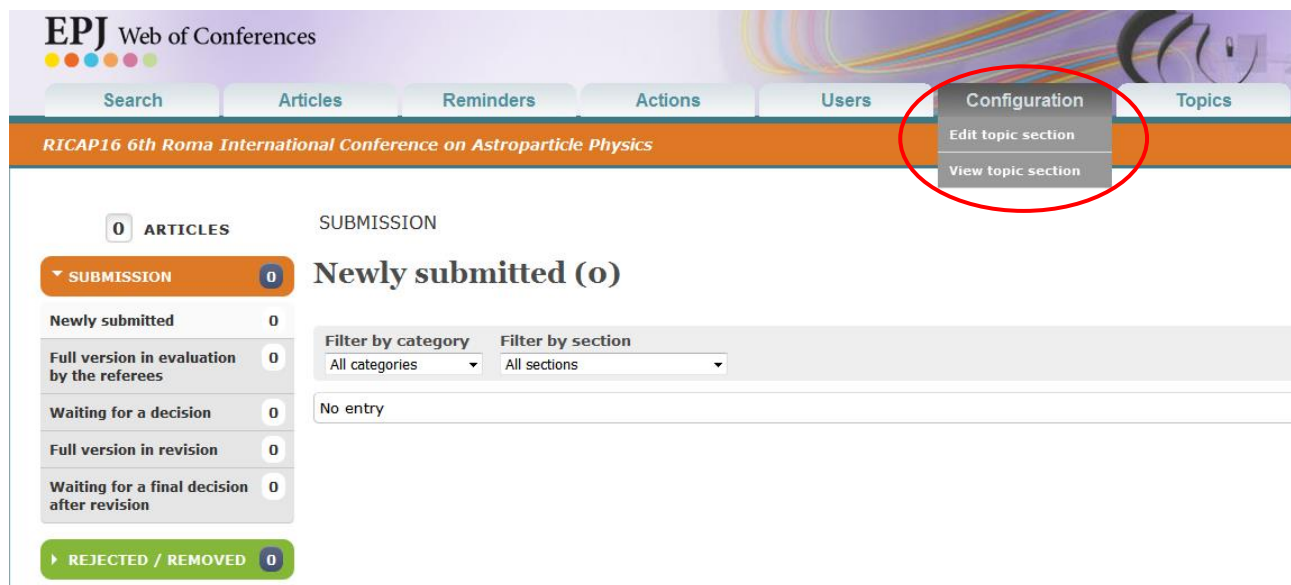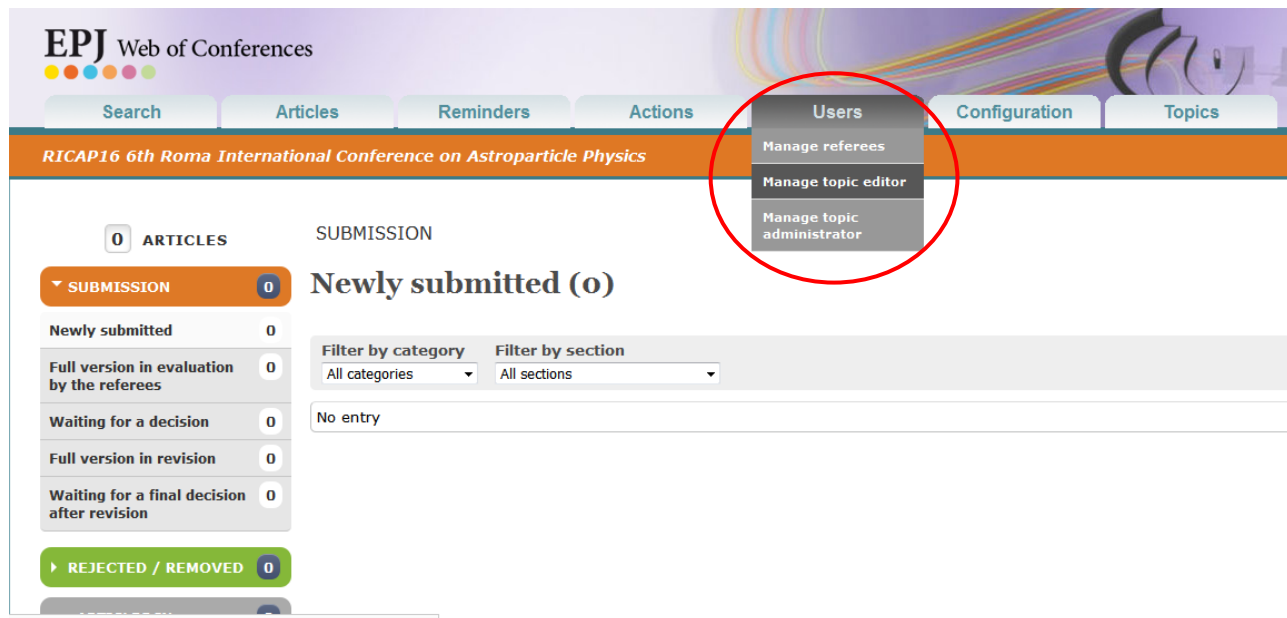

3.2 Management of the Topic Editors

The tab **Users** enable you to **Manage Topic Editors** (and also Topic Administrator and Topic Referees if needed). You can add/remove topic editors, and assign sections.

When a Topic Editor is created, she/he will receive automatically an e-mail with her/his login password, and a link to the Conference in Saga.

The sections have to be created first if you want to assign the Topic Editors and the Topic Referees to sections. You need to create the editors before the first paper is submitted otherwise they will not be able to access to the submissions, but you can create the referees after the papers are submitted.

3.3 Management of the final steps

Once an article is accepted by the editors, its status becomes:

- "**Awaiting section validation**" if the conference has sections.

- "**Awaiting source files**" if the conference does not have section and is not a "Camera ready" production

- "**Awaiting issue validation**" if the conference does not have section and is a "Camera ready" production

Note: A conference is a "Camera ready" production when the files submitted by the authors are used as source files (no other files are requested to the author after acceptation of their submission).

At this step you can modify the title of the sections, add sections, and change the section of the articles.
To modify the sections: click the Tab "Configuration", choose "Edit topic sections". You can modify the section and save by clicking the button "Save section", you can also add sections. Note that to delete a section you must first remove all articles from this section.

Source files

If the conference is a "Camera ready" production, the files initially submitted by the authors will be used as source files, no source file will be requested to the authors.
If the conference is not a "Camera ready" production, when the article is accepted an e-mail is sent to the submitting author announcing that the article is accepted and asking to upload the source files.
You can validate the section of the articles and re-order the contents, even if the articles do not have source files yet.
Note that, to start the production, EDP Sciences will need all the sources files. You can check that all articles have source files: tab "Articles" / "Articles by status" select the status group "Pre-production" on the status column on the left and see if any article remains in the status "Awaiting source files". You can send source file reminders to the authors in each article page.

11

Source file reminder

On the article page, an action button "Source files reminder" is available (clicking this button will open a page where you can see the e-mail and add other recipients' addresses before sending). The Topic administrator has access to the source file manager (action button "Source file manager" on the article page) and can upload the source files of an article.

Publication rights

Once the submission is accepted, the license form is created and available for the author to download on the article page. The author uploads the signed publication rights form with the "Upload signed publication form" button and a small red logo is displayed on the list of the articles.

The "Validate the publication rights form" action button allows you to mark that you received well the signed publication form and the logo becomes green.

For articles with no green or red logo, use the "Publication rights reminder" button to remember authors not to forget to upload their signed rignts. But the lack of signed publication form does not stop the production of the articles.

As topic administrator, the "Download publication rights form" and the "Upload signed publication form" action buttons are available if you need to perform the actions on behalf of the authors.

Choose and validate the sections of the articles
(This paragraph concerns only the production of conferences with sections)

When an article is accepted, its status becomes "**Awaiting section validation**".
At this step you can modify the title of the sections, add sections, and change the section of the articles.
To modify the sections: click the Tab "Configuration", choose "Edit topic sections". You can modify the section and save by clicking the button "Save section", you can also add sections. Note that to delete a section, you must first remove all articles from this section.

You can change the section of the article on the article page with the section display menu.

You can validate the section of the article in the article page by clicking "Validate the section" in the article page.

You can also validate the section of the articles in the list of articles by status. Click the "Pre-production" block and click the "Awaiting section validation status" to display all articles in this status.

You can filter the list by section and by category (i.e. Poster, Oral communication, …).
To validate articles section, select the articles by ticking the checkbox, left to the article reference or tick the top checkbox to select all the articles of the list. Then Click the button "Validate article section" to validate the section of all selected articles.

NOTE that once the article section is validated, YOU WILL NOT BE ABLE CHANGE IT ANY MORE.

Once its section is validated, the status of the article becomes "Awaiting source files" if the author has not yet uploaded the source files, or "Awaiting issue validation" if the article has source files.

Contents: ordering the articles within the sections

When the articles have their section validated (or as soon as they are accepted if the conference does not have sections), they are available for managing the contents.

To manage the contents click the tab "Issues / Table of contents"

Click on a section to order the articles within the section and reorder the articles by drag and drop. **Click "Save" to save the changes**.

Once all the articles are ordered and have their source files (if the conference is not a "Camera ready" production), your contents is ready for composition, contact the production team. All articles should be in the status "**Awaiting issue validation**". The last part of the production of the conference will be done by the EDP production team.
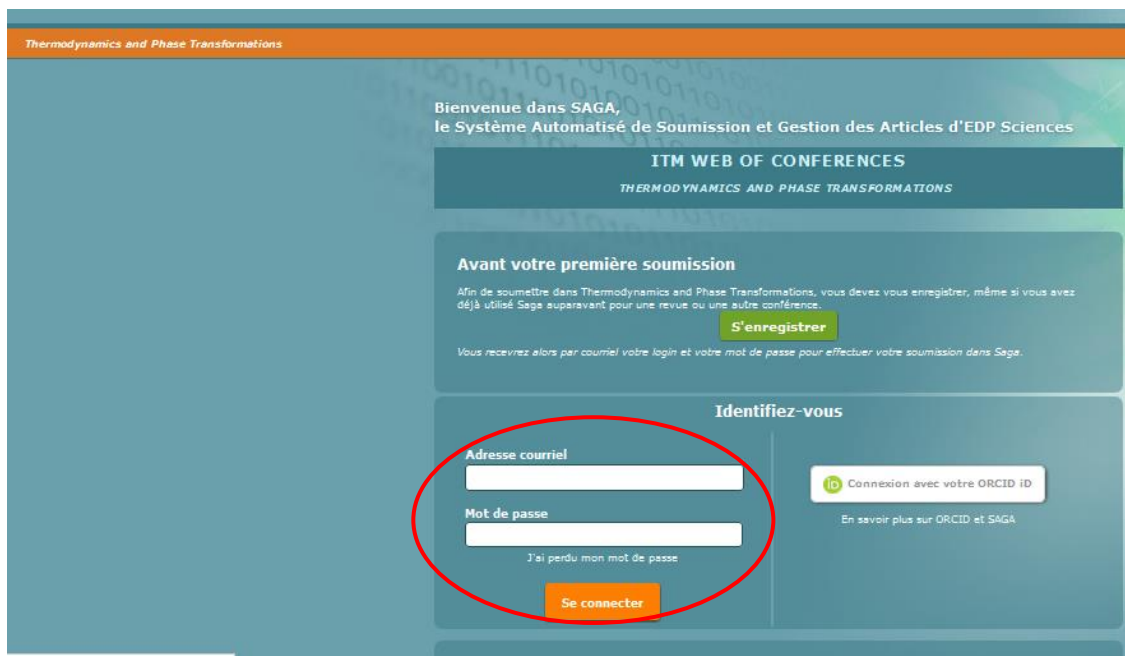
Note that you can check that all articles have source files: tab "Articles" / "Articles by status" select the status group "Pre-production" on the status column on the left and see if any article remains in the status "Awaiting source files". You can send source file reminders to the authors in each article page.

4 You are a Topic Editor of the conference

The main functions of the editors are: assign referees, accept or reject submissions, ask for corrections, etc.

4.1 Log in of the Topic Editors

Saga has sent to you a login (your e-mail address) and a password. Please connect to Saga with these login/password.

The button **Topics** shows you the list of conferences (topics) for which you have a Topic Editor role.

The button **Articles by status** shows you the list of submitted articles, sorted according to their status:

Newly submitted: they are the submitted articles for which no action has been made yet.

In evaluation by the referees: you assigned the referees to these articles, and they are currently evaluating these submissions*.*

Waiting for a decision: the referees sent their report, and the articles are waiting for your decision.

In revision: you asked corrections to the authors and Saga is waiting for a revised version of the article.

Waiting for a final decision after revision: the authors have uploaded a new version of their article and these articles are waiting for your final decision.

Rejected/Removed: list of articles rejected or removed.

Article accepted, awaiting source files: the authors have been informed that their article has been accepted. If the publisher needs the source files of the articles, authors have been invited to upload their source files for the typesetting of their article.

Source files provided: the authors have uploaded their source files, and the submission is complete.

4.2 Newly submitted articles

The new submissions appear in your **To Do list** in the topic. You have to assign referees in order to start the evaluation process, or evaluate yourself the article.

Press the reference of the submission and its data sheet appears.

Press **Assign referees**, and you will be able to choose referees among the list previously entered. You may also create a new referee, enter data (name, email) and assign the submitted article to the referee.

You may also directly evaluate the submission (Send editor's decision) or send a **Comment to the submitting author** or to the Managing editor (Isaline Augusto at EDP Sciences).

4.3 Accept an article

After having evaluated an article, the topic referees enter their report in Saga, and the tool sends it to you automatically by e-mail. The reports of the referees are also available in the data sheet of each article (but not visible by the authors).

Then, you have to accept or reject the article or ask for a revision. You have to enter a comment and choose an action.

The author is automatically informed of your decision via an e-mail from Saga, with your comments.

If the article is accepted, the author is invited to fill in and to upload the publication right form.

If the conference requires the submission of the source files of the paper after the acceptance of the article, the author will be informed by email, and he will have to upload the source files on the Saga platform.

The Topic Editor may also **Remove** an article, **Ask for corrections**, or send a **Comment for the submitting author** or to the **Managing editor (Isaline Augusto at EDP Sciences)** if needed

At any time, you have access to the previous versions of an article in the tab **Author's files** of the **Data sheet.** You also have access to the reports of the referees in the **Refereeing Process** and to all e-mails and key dates of the process in the **History.**

4.4   Management of the Topic Referees

You have to enter the list of the referees with the tab **Users**, prior to be able to assign them to an article (if your list of referees is long, you may send it as an Excel file to EDP Sciences).

Users also enables you to view the list of referees and remove referees if needed. You can also affect the referees to sections.

The Topic Referees will receive automatically by e-mail their login and password in order to connect to Saga. They will have access to the articles they are assigned to.

Under the tab **Reminders**, you can remind the referees to review a submission or send their report.

⚠️ The Topic Editors are the only ones who can accept or reject a submission, or ask for corrections. They may take their decision prior to receiving the report from the Topic Referees.

4.5 Submission of an article by a Topic Editor

Editors may also be authors and submit an article via the button **New submission**.

For your next connections to Saga, you will be able to choose the role you want between **Topic Editor** or **Author** (according the actions you have to make) with the button **Role** in the upper panel of the screen.

4.6 Create an article

The Topic Editor can also submit an article on behalf of an author (someone else, not the person connected as an editor).

Under the tab **Action**, choose "Create article", and proceed to the submission on behalf of the author. You will be asked to fill the personal data of the author (email, name, institute ...), to enter the details of the article and to upload the files.

Note that the author will receive an e-mail acknowledging the submission in Saga.

5 You are a Topic Referee

5.1 Log in of the referees

Saga has sent to you a login (your e-mail address) and a password. Please, connect to Saga via the link provided by e-mail or log in with this password. You can than accept or decline the invitation to evaluate the article

To do List in the topic shows you the list of your assigned articles.

5.2 Write a report

You have to write to the editors of the topic/conference a report on your assigned articles, in order to indicate why they should accept or reject the submission. **The authors do not have access to your reports**

Click the reference of the article you want to evaluate and choose **Write a report**.

Your report is automatically sent to the editor by e-mail, and it is also available in the data sheet of each article (but not visible by the authors).

5.3   Submission of an article by a Topic Referee

The referees may also be authors and submit an article via the button **New submission**.

For your next connections to Saga, you will be able to choose the role you want between **Referee** or **Author** (according the actions you have to make) with the button **Role** in the upper panel of the screen.