

**Instruction on How to Submit a Full Paper Submission in Organic Eprints for the  
4<sup>th</sup> African Organic Conference 2018**

You'll find Organic eprints here: <http://www.orgprints.org/>

**Contents**

Introduction .....	2
Help .....	2
Deposit your paper.....	6
Eprint type.....	6
Details.....	7
Subjects .....	9
Affiliation .....	10
Upload .....	11
FP7-projects.....	12
Deposit.....	13
Save for later .....	15

**Important dates for Full Paper Submission**

- *Deadline for submission: April 30, 2018*
- *Final decision: June 30, 2018*
- *Conference registration: Early payment May 31, 2018*

**Please note: Paper submission (full paper, not more than 6 pages in A4, 1.5 spacing, Times New Romans 12 font size)**

**Important Websites:**

- Organic eprints: [www.orgprints.org](http://www.orgprints.org)
- Registration: <http://www.afronet.bio/events.html>

## Introduction

For submitting papers to the fourth African Organic Conference (4<sup>th</sup> AOC) to be held on November 5 - 8, 2018 in Cameroon, the Organic Eprints Archive will be used ([www.orgprints.org](http://www.orgprints.org)). Accepted papers will be made available at the Archive as open and searchable online proceedings after they are accepted. You can find the papers and proceedings from the 3<sup>rd</sup> AOC [here](#). These guidelines explain the most important steps that need to be taken for submitting a paper to Organic Eprints, including screenshots with explanations.

## Help

Should you have problems submitting your contribution or questions related to Organic Eprints, please contact

- **Timothy Ipoola Olabiyi**, Ladoko Akintola University of Technology, Nigeria  
[www.lautech.edu.ng](http://www.lautech.edu.ng), E-Mail: [t.olabiyi@yahoo.co.uk](mailto:t.olabiyi@yahoo.co.uk)
- **Victor Olowe**, Federal University of Agriculture, Nigeria, E-mail:  
[owebaba@yahoo.com](mailto:owebaba@yahoo.com)
- **Khalid Azim**, INRA-CRRA, Morocco, E-mail: [azim.khalid@yahoo.fr](mailto:azim.khalid@yahoo.fr)
- **Ilse A. Rasmussen**, ICROFS, Denmark. <http://www.icrofs.org> E-mail:  
[IlseA.Rasmussen@icrofs.org](mailto:IlseA.Rasmussen@icrofs.org)

## Short explanation

Login to Organic Eprints (new users: register, see p. 3)

Click "Manage deposits" and "New item" (see p. 6)

IMPORTANT: choose eprint type "Submit a paper or poster to a conference" (see p. 6)

Add relevant details (see p. 7-9)

IMPORTANT: choose affiliation "International conferences" -> "2018: 4<sup>th</sup> African Organic Conference" (see p. 10)

Upload your paper (see p. 11-12)

IMPORTANT: click "Deposit item now" (see p. 13)

After you have deposited your paper,

- You will receive an email receipt from the congress organizers within 7 days confirming that your paper has been submitted
  - If you do not receive a receipt, please check to make sure that you finished depositing your paper by clicking the "Deposit item now" button.
  - If you still do not receive a receipt, contact **Timothy Ipoola Olabiyi**  
[t.olabiyi@yahoo.co.uk](mailto:t.olabiyi@yahoo.co.uk)

The paper will go through a review process, and you will be notified of the outcome by June 30, 2018.

## Register as user

If you're not already a registered user, please register by creating an account, otherwise login.



home about browse search latest help

Login | **Create Account**

Welcome to Organic Eprints version 3

To register: Click "Create account"

### Fill in the required fields

Create Account

You need to register in order to be able to deposit items in the repository.

As a registered user you will be able to manage your items, up to the point of submitting them for Editorial Review. If the review is successful your item will be deposited in the repository, if it is unsuccessful it will be returned to you with editorial comments.

In addition to managing your items a registered user can set up alert options, so that email notifications are sent when new items are placed in the repository.

Please complete the details on this page to register with Organic Eprints.

The registration process uses email to send you details of how to activate your account. You must then check your email and activate your password. Once activated you can start to use the registered features of the repository.

If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

Name:	Title	Given Name(s) or Initials	Family Name
✦ Email address:	<input type="text"/>		
✦ Username:	<input type="text"/>		
✦ Password:	<input type="text"/>		

Register

Click "Register" and the screen will look like this:



home about browse search latest help

Login | Create Account

Register

You have registered with username Ilse2.

This registration will not be activated until you visit the confirmation URL which has been emailed to ilse2@ilse2@mail1.0e1c.dk

Click "Activate your password" in the email you receive:

Password Activation

Dear User,

Thank you for your interest in Organic Eprints.

You now need to [activate your password](#). This will expire in 1 week.

Your username is: **Ilse2**.

After you have successfully confirmed your password, you can deposit items [here](#).

Once you have confirmed your identity you may also subscribe to the email alerts service, to be automatically informed of new deposits in the repository in your chosen subject areas in a daily, weekly or monthly digest.

Have your username and password ready when visiting any of the above pages.

This message was generated automatically by software. If you have any questions, then please contact us.

[eprints@orgprints.org](mailto:eprints@orgprints.org)

---

Organic Eprints

<http://orgprints.org/>

[eprints@orgprints.org](mailto:eprints@orgprints.org)

Once you are logged in to Organic Eprints, the top of the pages will look like this:



---

[home](#) [about](#) [browse](#) [search](#) [latest](#) [help](#)

Logged in as Rasmussen, Researcher Ilse A. | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Welcome to Organic Eprints version 3

Click on 'Profile' to fill in more details.

Users - Rasmussen, Ilse  
<http://orgprints.org/id/user/24281>

Edit

Details

Profile		Edit
Email address:	ilse.rasmussen@mail.dk	
Name:	Rasmussen, Ilse	
Hide Email:	Yes	
Unspecified fields:	Department, Organisation, Address, Country, Homepage URL	
Other defined fields		
User ID Number:	24281	
Revision:	1	
Username:	ilse3	
User Type:	User	
Registration Date:	19 March 2013 08:38:45 UTC	
Frequency of items under-review mailings:	Never	
Mail Empty Results:	No	
Manage deposits Fields:	Last Modified, Title, EPrint Type, Item Status	

Click on 'Edit' to edit your account information. Please fill in at least your country.

★ Account Details

★ Email address:  ?

Hide Email:  ?

Password:

Leaving this blank will not affect your password. To change password, type a new one and click 'Save'.

★ Personal Details

★ Name:

Department:

Organisation:

Address:

Country:

Homepage URL:

## Deposit your paper

On the "Manage deposits" page, click "New item"



home about browse search latest help

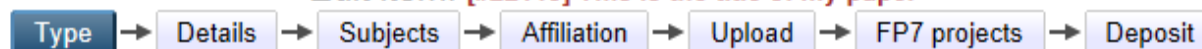
Logged in as Rasmussen, Ilse | **Manage deposits** | Profile | Saved searches | Logout

### Manage deposits

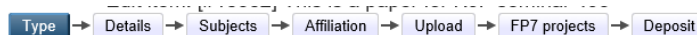
**New Item**

Import from BibTeX

## Eprint type



Choose "Submit a paper or poster to a conference", and then click "Next".

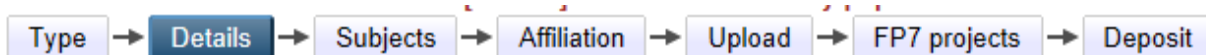


Save and Return Cancel Next >

#### EPrint Type

- Journal paper**  
An article published (or submitted for publication or a draft) in a scientific journal. A journal is characterized by being issued continuously as a series with a common name and by having a year, volume and usually issue (or month). Most scientific journals have an ISSN. Internet journals qualify as journals. If you deposit a draft of a paper for a journal, you should put it in this eprint type. If you do not yet know which journal you will submit the paper to, fill out Title of Publication with nonsense (e.g. 'to be decided' or 'xxx') (since it is mandatory) or put the name of the journal you think it is most likely you will publish in.
- Newspaper or magazine article**  
An article published in a regularly published publication that is not a scientific journal. This could be a newspaper, a magazine, a farmers journal etc. Newspapers and magazines may or may not have information about volume, but will usually have issue or month or date.
- Working paper**  
NOT a draft, but a finalized paper that is typically published in a series by a research institute. Also known as research paper, research memorandum or discussion paper. Working papers may also be unpublished, and not intended to be published.
- Conference paper, poster, etc.**  
An article or abstract from a conference, workshop etc. A presentation or poster can be attached to the article as an extra document.
- Submit a paper or a poster to a conference**  
NOTE: ONLY publications submitted to the conference(s) named below  
Presently you can submit for 4th African Organic Conference 2018

## Details



Enter the title of your paper

Title			
<input type="text"/>			
+ Title translation			
Document Language			
English			
German - Deutsch			
Danish - Dansk			
Czech - Český			
Type of presentation			
Paper			
Poster			
Workshop			
Lecture			
Speech			
Keynote presentation			
Other			
+ Other Type			
Publication Details			
Authors:			
	Family Name	Given Name(s) or Initials	Email
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
More input rows			
Contact Email Address:			
<input type="text"/>			

Enter additional information

- Language
- Type of presentation
- Enter names and emails of authors
- Enter contact email of corresponding author

Enter abstract/summary

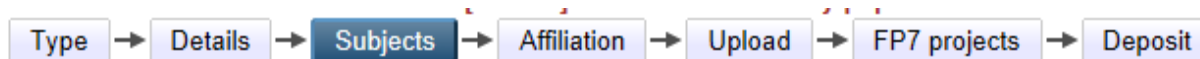
- Choose relevant keywords
  - o expand the "Keywords" field and enter free keywords

The image shows a screenshot of a web form interface. At the top, there is a tab labeled "Summary" with a question mark icon on the right. Below this tab is a large, empty text input area with a vertical scrollbar on the right side. Below the "Summary" field is another tab labeled "Keywords" with a question mark icon on the right. Below this tab is a smaller, empty text input area with a vertical scrollbar on the right side. Red circles are drawn around the "Summary" and "Keywords" labels in the tab headers.

Click "Next".



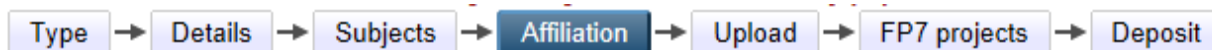
## Subjects



Add relevant subjects by expanding the trees (click the '+') and clicking "Add".  
Do not add more than 3-4 subjects.

Click "Next"

## Affiliation



Add the 2018: 4th African organic Conference under the International Conference

< Previous   Save and Return   Cancel   Next >

★ Research affiliation

Search project or organization

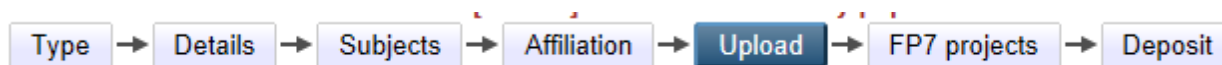
- + International Conferences
  - Add 2018: 4th African Organic Conference**
  - Add 2017: 19th IFOAM OWC Scientific Track
- + 2017: Scientific Conference German Speaking Countries
  - Add 2017: NJF Seminar 495 - Organics for tomorrow's food systems
- Add 2015: 3rd African Organic Conference
- Add 2015: BIOFACH

Find and add your own affiliations, e.g. project, organization etc.

- + Add Czech Republic
- + Add Denmark
  - + Add Organic RDD
  - + Add DARCOF III (2005-2010)
  - + Add DARCOF II (2000-2005)
  - + Add DARCOF I (1996-2001)
  - Add Agrologica
  - + Add AU - Aarhus University**
  - Add DIIS - Danish Institute for International Studies
  - Add DTU - Technical University of Denmark
  - Add DTU, DFVF - Danish Institute for Food and Veterinary Research
  - Add DTU, RISØ - Risø National Laboratory
  - Add ICROFS - International Centre for Research in Organic Food Safety
  - Add KU - University of Copenhagen
  - Add SDU - University of Southern Denmark
  - Add SOAR - Research School for Organic Agriculture
- + Add KU-LIFE - Faculty of Life Sciences
- + Add Other organizations
- Add Egypt

Click "Next"

## Upload



Give your paper file a relevant name

**Important:** File names should follow some rules. This includes:

- Do not use special characters in the file name (e.g. blanks, accents, ü, ø etc.)
- Choose a clear name for your file, preferably following the format "authorname\_aoc\_year\_keyword.doc"

Click "Browse" to find your file, and then click "Open" to upload

Logged in as Rasmussen, Ilse | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Edit item: [Submit a paper or a poster to a conference #22468]

Click the "+" next to "Show options"

- For "Content type", choose "Submitted version"
- For "Language", choose "English"
- For "Type", choose "Microsoft Word"
- For "Visible to", choose "Anyone" (it will not be visible to others until it has been accepted)
- If you want, you can choose a Creative commons license
- Do not choose an embargo expiry date

**Important: Click "Update Metadata"**

Hide options

Content type: UNSPECIFIED

★ Language: English

★ Type: Microsoft Word

Other content or format type:

★ Visible to: Anyone

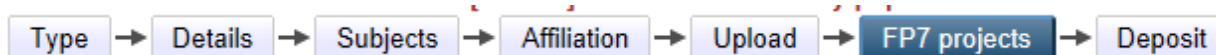
License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified Day: ?

Update Metadata

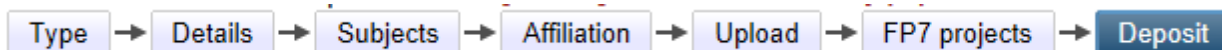
Click "Next"

## FP7-projects



If your paper is an output from an EU-project (FP7 or H2020), click yes and enter the agreement number, otherwise just click "Next".

## Deposit



Read the Deposit Agreement, and deposit your paper

Deposit item: [#22468] This is the title

**Deposit Agreement**

In depositing this eprint (a collection of files and associated bibliographic metadata), I grant Organic Eprints the right to make it permanently available on-line, with open access to all or in accordance with any access restrictions that I have specified. (Removal of eprints from the public archive is strongly discouraged, but will be granted upon request.)  
I understand that Organic Eprints does not assume any responsibility if there is any breach of copyright in distributing these files or metadata.

**For work being deposited by its own first author:** I declare that this eprint is my own intellectual property and that I have the right to make it available in Organic Eprints in the manner chosen.

**For work being deposited by someone other than its first author:** I declare that I have gained the proper permissions from someone with the right to make this eprint available in Organic Eprints in the manner chosen - or that the material is in the public domain.

Clicking on the deposit button indicates your agreement to these terms. If you do not wish to deposit the eprint right now you can **return to your user area**, where you will find this eprint in your workspace. You can then later edit, clone and deposit it.

After submission you will see these messages:

**Item has been deposited.**

**Your item will not appear on the public website until it has been checked by an editor.**

Your contribution will not be uploaded into the main archive and thus appear on the public website until shortly before the congress.

Below you can see how your contribution will look:

This item is in review. It will not appear in the repository until it has been checked by an editor.

Preview Details Actions History

Waweru, Esther Wanjiku (2015) this is the title. Paper submission

 **Microsoft Word**  
1478Kb

**Summary**

This is the summary

EPrint Type: Submit a paper or a poster to a conference

Type of presentation: Paper

Agrovoc keywords:

Language	Value	URI
English	Organic agriculture	http://aims.fao.org/aos/agrovoc/c_15911

Subjects: **Farming Systems**

Research affiliation: **International Conferences > 2015: 3rd African Organic Conference**


Deposited By: **Waweru, Miss Esther**

ID Code: 28069

Last Modified: 14 Jan 2015 11:33

Document Language: English

To check later whether your contribution has been deposited properly, go to “Manage deposits”. Your contribution should be listed as this:

Last Modified	Title	EPrint Type	Item Status	
11 Feb 2013 15:07	This is the title of my paper	Submit a paper or a poster to a conference	Under Review	

After you have deposited your paper,

- You will receive an email receipt from the congress organizers within 7 days confirming that your paper has been submitted
  - If you do not receive a receipt, please check to make sure that you finished depositing your paper by clicking the “Deposit item now” button.
  - If you still do not receive a receipt, contact **Timothy Ipoola Olabiya** [t.olabiya@yahoo.co.uk](mailto:t.olabiya@yahoo.co.uk)

The paper will go through a review process, and you will be notified of the outcome by June 30, 2018.

## Save for later


If you choose “Save for later”, you can see a preview and edit if needed (Details tab)

This item is still in your work area. It will not appear in the repository until you deposit it.

**Deposit item**

Preview   Details   **Actions**   History   Issues

Waweru, Esther Wanjiku (2015) this is the title. Paper submission

 **Microsoft Word**  
1478Kb

**Summary**

This is the summary

EPrint Type: Submit a paper or a poster to a conference

Type of presentation: Paper

Agrovoc keywords:

Language	Value	URI
English	Organic agriculture	http://aims.fao.org/aos/agrovoc/c_15911

Subjects: **Farming Systems**

Research affiliation: **International Conferences > 2015: 3rd African Organic Conference**

Deposited By: **Waweru, Miss Esther**

ID Code: 28069

Last Modified: 14 Jan 2015 11:38

Document Language: English


If you log out of Organic eprints without depositing your paper, you'll find it under “Manage deposits” later

Manage deposits

**New Item**

Import from: BibTeX

User Workarea.  Under Review.  Live Archive.  Retired.

Last Modified	Title	EPrint Type	Item Status	
19 Mar 2013 09:42	This is the title	Submit a paper or a poster to a conference	User Workarea	

Access rights

You can then edit it by clicking the “Edit” symbol (Pencil and paper) and deposit it.