

ST&D 2022 – PUBLISHING PREPRINTS IN EASYCHAIR

Easychair Preprints for ST&D 2022

All authors who have had submissions accepted to ST&D 2022 may publish their submission as an online-only conference preprint in Easychair. Prior to publication, authors are asked to revise their proposal to APA 7.0 style, and to also add a title and abstract page to their working preprint manuscript. Additional content may also be added to the preprint manuscript for up to a total of 2500 words (including references), however this is not required. In order to publish an online preprint using Easychair, authors must accept an open access and distribution license under CC BY-NC-ND 4.0. Full instructions, templates and a video instruction are provided below.

Preprint Format

Preprints should use 1-in. (2.54-cm) margins, be double-spaced, and generally adhere to [APA 7.0 style for Professional Papers](#). Main sections of the preprint should also include the following:

- Title
- Abstract
- Introduction
- Methods
- Results
- Discussion
- References

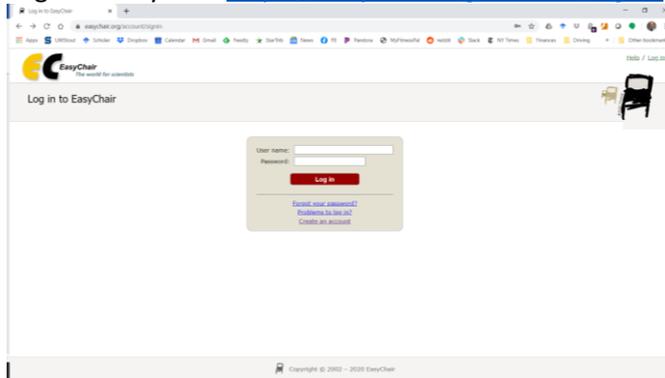
Preprint Video Tutorial

- Easychair Preprint Instruction Video - <https://youtu.be/gnA4Nluypt8>
- This video tutorial walks you through publishing preprints in Easychair. The steps are also written out below with screenshots.

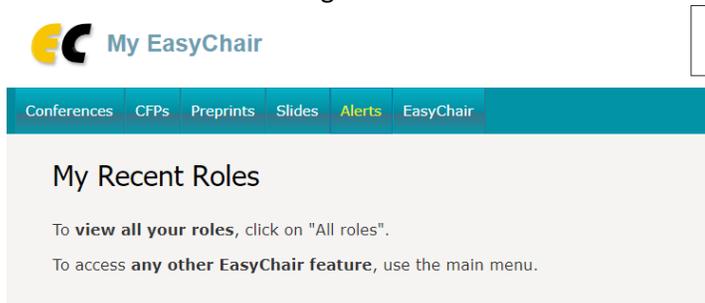
Steps for Publishing Your Preprint In Easychair

1. Revise your original ST&D submission document using the formatting instructions above. You may also add additional content up to 2500 words total, including references.
2. You will need to save your final preprint revision as 2 files: A) First, save your revised preprint manuscript as a MS Word file (.docx) and B) save a second copy of the revised preprint manuscript as a PDF file (.pdf).

3. Login to EasyChair <https://easychair.org/account/signin>



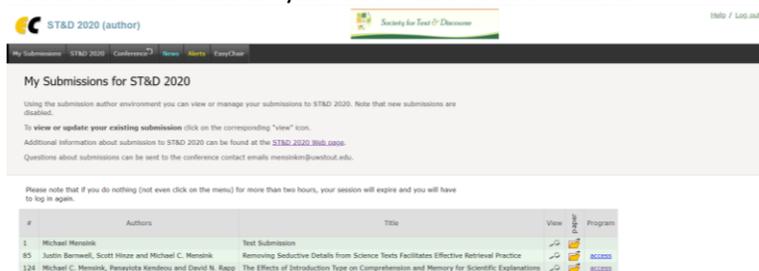
4. Enter ST&D annual meeting as an author.



Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
ST&D 2020	program author
	program manager
	author
	chair
	CFP manager
ST&D 2019	chair

5. You should now see all your submissions as an author.

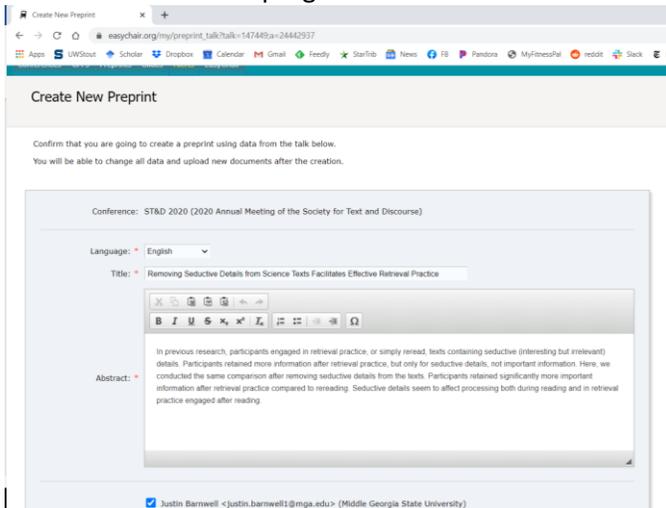


6. Click on [access](#) next to the submission you would like to publish a preprint. You can edit many aspects of your submission on this page and you may also use this page to upload slides if you wish. Changes will be reflected in the online program. If you wish to update your abstract for the online program please do it here.

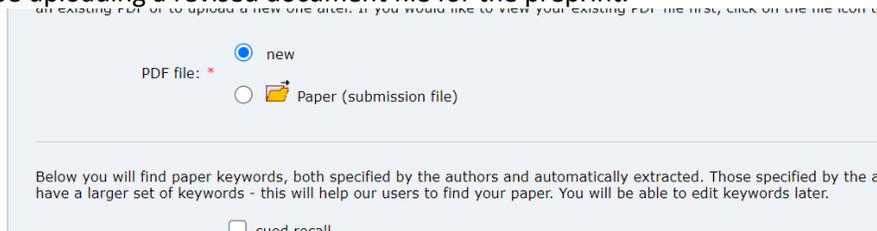
7. Click on Publish preprint in the upper right-hand corner.



8. The next page allows you to change important details about the file. Carefully check that the title matches your file and the program, is capitalized per APA 7.0 standards, and that the abstract matches the program and the 75-word limit.

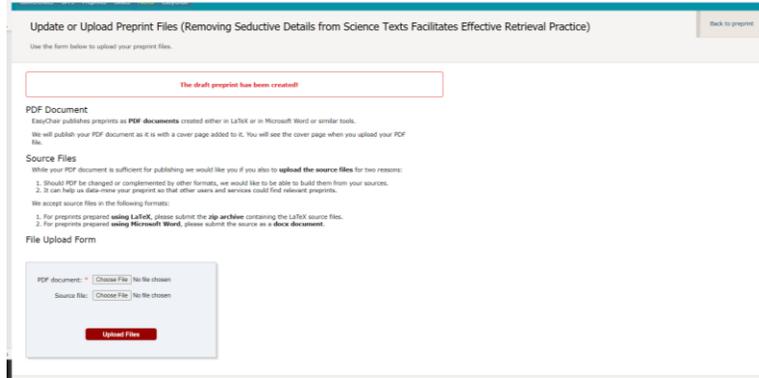


9. Review and update all relevant information for the preprint as well as the automatically generated keywords for accuracy. Make sure to select the new option next to PDF file, as we will be uploading a revised document file for the preprint.

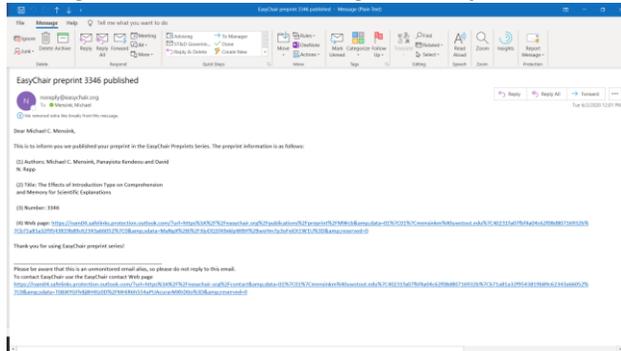


10. Click the Create Preprint button at the bottom of the screen to move to the next step. This will generate a draft file folder in the system, into which we will upload the preprint files in the next screen (i.e., nothing will be published as of this point).

11. You will now upload your final preprint manuscript as a PDF file (.pdf), as well as an identical MS Word file (.docx). Select the files on your computer, then click Upload Files



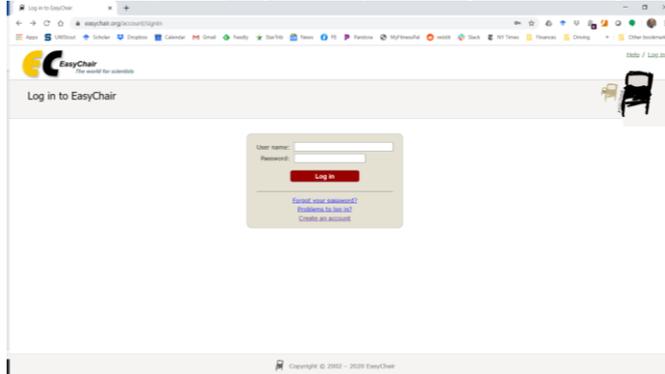
12. Once the files have been uploaded, you will reach the final publication page. You may change information about the preprint at this page, or publish the preprint using the Publish Preprint button. Once a preprint is submitted for publication, EasyChair will process the paper and add a cover page to the final PDF. You will receive an email once the final Preprint is published and made available, including a direct web link to the preprint. The preprint will also be available through the ST&D Online Program. **Preprints cannot be withdrawn once they are published.**



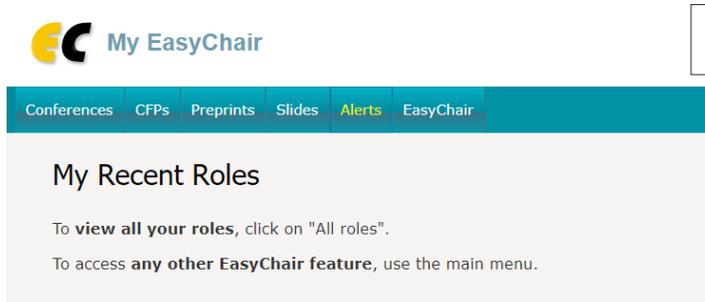
Viewing and Editing Published Preprints in EasyChair

Please use the following steps if you would like to view your preprint or upload an updated file for your preprint. Note: You cannot withdraw a preprint after it has been published by EasyChair. Final versions must be uploaded prior to the first day of the conference.

1. Login to EasyChair <https://easychair.org/account/signin>



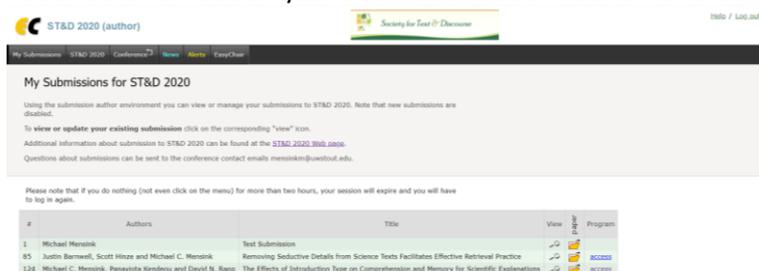
2. Enter ST&D 2022 as an author.



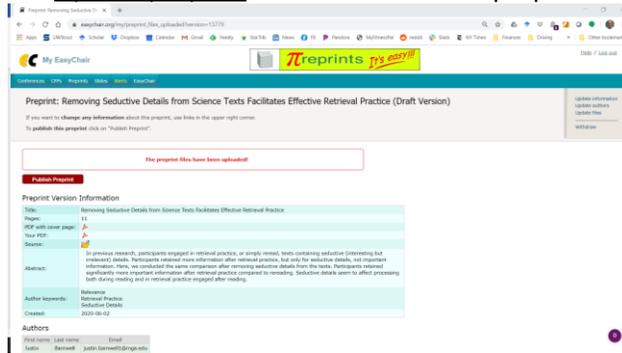
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- Click on access next to the submission you would like to publish a preprint. You can edit many aspects of your submission on this page and you may also use this page to upload slides if you wish. Changes will be reflected in the online program. If you wish to update your abstract for the online program please do it here.
- Click on Published preprint link in the upper right-hand corner to access preprint page. Click on the Update preprint link to create a new preprint version if needed.



- You may publish an updated version of your preprint using the Create New Version option, which will require that you upload a second PDF file and MS Word document, as detailed earlier in these instructions.

