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# **GSI Scientific Report 2017**

## **Instructions for authors**

**Questions to [sr-2017@gsi.de](mailto:sr-2017@gsi.de) or K. Große/GSI**

# 1.+2. Login and entry page

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1. Login at GSI's indico server with a GSI weblogin account (user name= email without @gsi.de)

<https://indico.gsi.de/signIn.py?returnURL=http://indico.gsi.de/index.py?categId%3D0>

without: External users have to create a new account:

<https://indico.gsi.de/userRegistration.py>

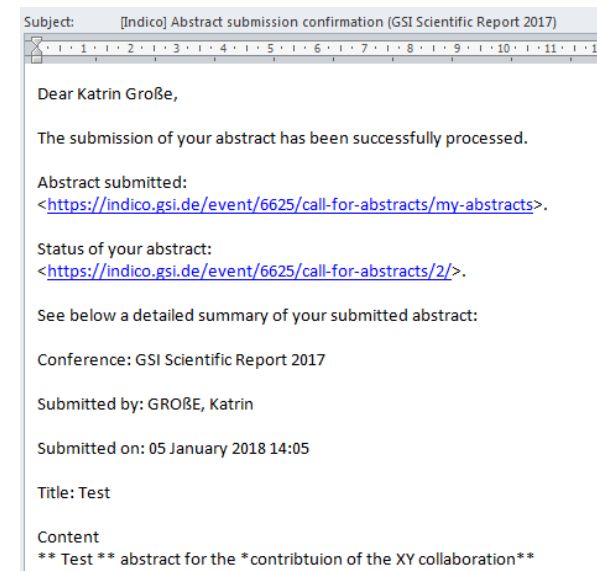
2. Go to the main page for submitting:

<https://www.gsi.de/scirep>

# 3. Abstract submission

Go to the page <https://indico.gsi.de/event/6625/call-for-abstracts/submit> and enter your abstract information. You have to select you as presenter.

After submission you will get a confirmation by e-mail!



# 4. Write your contribution

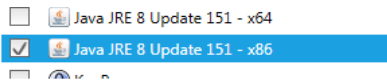
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Download one of these templates: Templates

- SR2017LibreOffice.zip <https://indico.gsi.de/event/6625/material/1/2.zip>
- SR2017winWord-NEW.zip  
<https://indico.gsi.de/event/6625/material/1/1.zip>

**Other templates/no template will not be accepted!**

If you want to work with the LibreOffice Installation at the GSI, check if the Java installation in the software center for the x86 version:



Make a zip file with your LibreOffice/Word file and a PDF.

# 5. Abstract acceptance and upload

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When your abstract has been accepted for a track for the GSI Scientific Report you will get an e-mail with the upload link:

GSI Scientific Report 2017

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y.leifels@gsi.de

An: Grosse, Katrin

Cc: Leifels, Yvonne Dr.

Dear Katrin Große,

your abstract 13 has been accepted. Please, proceed to  
<https://indico.gsi.de/event/6625/contribution/13>

Best regards,  
the management team

# 5. Abstract acceptance and upload

Follow the link of the confirmation email and login. Upload your zip file at the button ,Upload paper' (not at files):

## Test

The screenshot displays a user interface for a conference or journal submission system. It is divided into several sections:

- Speakers:** Lists Katrin GROßE.
- Co-authors:** Lists A. TESTFRAU (GSI) and B. BTEST (Beinrichtung).
- Primary authors:** Lists Katrin GROßE (GSI, Darmstadt).
- Reviewing:** Contains a 'Don't know' button at the top right, a 'Paper not yet submitted' status bar, and an 'Upload paper' button with a paper icon.
- Files:** A section at the bottom with an edit icon.

A blue rectangular box highlights the 'Reviewing' section and the 'Upload paper' button, indicating the area where the user should upload their zip file.

# 5. Abstract acceptance and upload

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The deadline for paper submission is March 15th.

If you upload a paper, you declare by this:

1. That your contribution do not infringe rights of third-parties (e.g. copyrights of images)
2. You declare the compliance to the rules for good scientific practice:  
[http://www.dfg.de/en/research\\_funding/principles\\_dfg\\_funding/good\\_scientific\\_practice/](http://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/)
3. That your report has not yet published or submitted anywhere else (e.g. not for CBM progress report etc.)
4. All authors accept that the contribution will be published as ccby 4.0  
<https://creativecommons.org/licenses/by/4.0/>

# 6. Waiting/changing for the review

If your content reviewer, the layout reviewer or the referee will send an e-mail with to-be-corrected by the system, please change your report and re-upload your file. If the content and the layout is fine you will get no e-mail for this (only visible in the system).

----- Forwarded message -----  
From: Indico <[indico-mailer@gsi.de](mailto:indico-mailer@gsi.de)>  
Date: 2018-01-08 13:06 GMT+01:00  
Subject: Layout Assessment of your paper "Test externe Email" for "GSI Scientific Report 2017"

**Your report is accepted finally, when you got an e-mail with:**

----- Forwarded message -----  
From: Indico <[indico-mailer@gsi.de](mailto:indico-mailer@gsi.de)>  
Date: 2018-01-08 13:07 GMT+01:00  
Subject: Your paper "Test externe Email" for "GSI Scientific Report 2017" has been completely reviewed

Dear B. Btest,

The Referee has ACCEPTED your paper entitled "Test externe Email" (id: 3), submitted for "GSI Scientific Report 2017".

**Thank you for your contribution!**