Abstract Submission Guidelines

Contents

1. Signing up

1.1. Go to the URL of PAPU below:

http://www.professionalhosting.co.za/PAPUConference/index.xhtml

1.2. You will see the following **login screen**:

1.3. Click **"Create an Account"**. It will bring up the following screen:
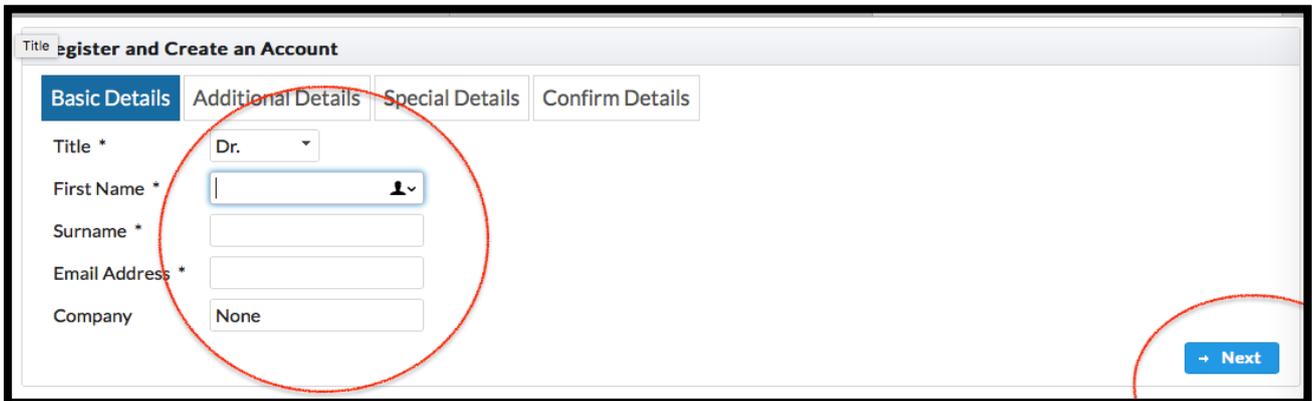
Fill in the details, and press "Next".

1.4. When you press **"Next"**, it will bring up the "**Additional Details**" tab or screen. Please fill those details in as appropriate.

If you have a different email address other than the one that you entered in step (3) above, please enter your alternative email address here in step (4), under "**Other Email Address**". This is necessary in case you forget which email address you used to sign up; that way, no matter which email address you provide at the login screen, you will be able to login.
Cell number is your mobile telephone number. Please ensure you put the **country code**. E.g. +27

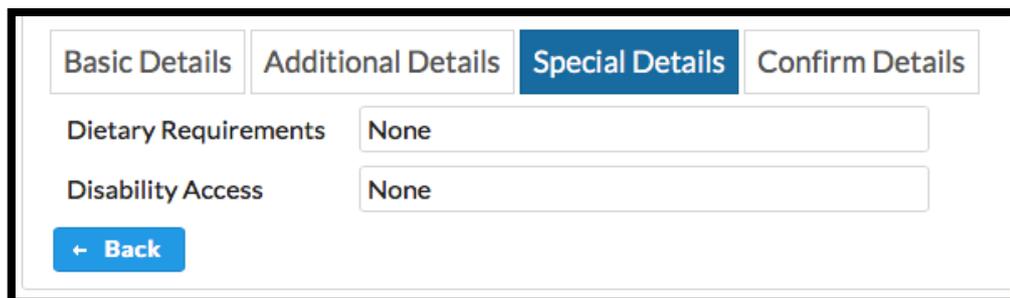1.5. Press "**Next**". It will then ask for special needs, such as disability and diet. Please fill these sections in so that the conference organisers know how to cater for you.
See **dietary requirements**, include any special dietary requirements such as religious or allergy-related requirements. See
Disability Access, please state any special needs you have such as mobility, sensory or other special needs.

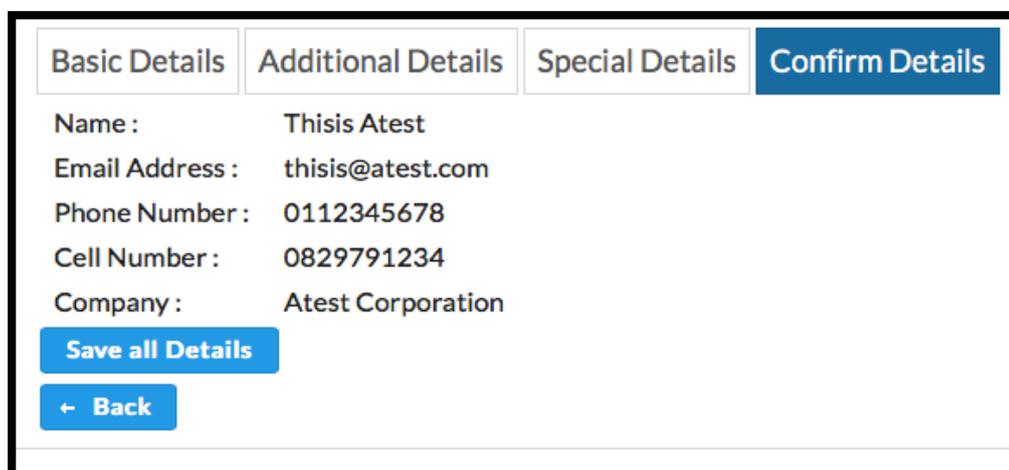1.6. Press **"Next"**. You will then be asked to confirm any details.
If you have made any mistakes, you can press "<-Back" to go back a step.

Basic Details	Additional Details	**Special Details**	Confirm Details

Dietary Requirements   None

Disability Access   None

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2. Using the system

2.1. Starting

Once you have completed the sign-up process, you will automatically be logged in and you may immediately start working on your abstract. The system will email you your password. The first thing you should consider doing is changing the password.
See the screen shot below.

Basic Details	Additional Details	Special Details	**Confirm Details**

Name :   Thisis Atest
Email Address :   thisis@atest.com
Phone Number :   0112345678
Cell Number :   0829791234
Company :   Atest Corporation

Save all Details

← Back

You will notice a number of features on the screen when you log in:

Feature 1: The menu bar. You will see "**User details**"; "**Abstracts**" ; "**Symposium**"

Feature 2: Basic Details: These are the details you used to sign up.

Feature 3: Checklist: these are things you need to do still or have completed. A red triangle means you have not completed something.

Let's discuss each of these in turn.

User Details   Abstracts ▾   Symposium ▾

Basic Details

Name :   Thisis Atest
Email Address :   thisis@atest.com

✎ **Edit User Details**   ✎ **Change User Password**

Checklist

Updated Details   👍 Account Fully enabled

Abstract Submitted   ⚠ No Abstract Created
Symposium Submitted   ⚠ No Symposium Created

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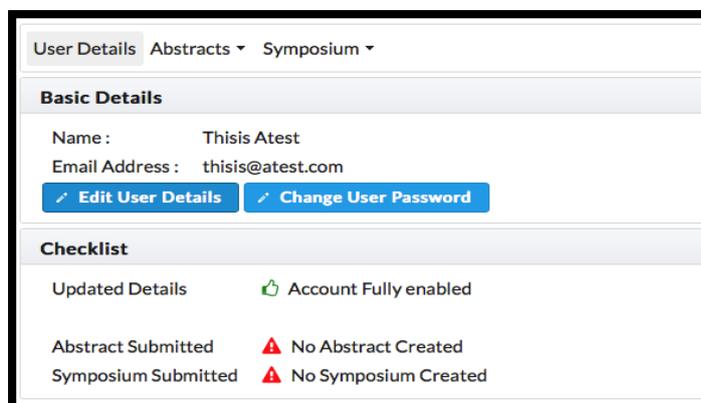
2.2. The Menu Bar

This lets you submit an abstract (a paper or a poster) or submit a symposium. It also lets you check your statements and invoices for the offerings that you have selected. We'll discuss each of these in more detail below.

2.3. The Basic Details

These are your basic demographic details. If you want to change your password, you can do so here.

2.4. Checklist

As discussed above, these are things you need to do still or have completed. A red triangle means you have not completed something. So for example, if "No abstract created" appears, that means that you have not submitted any academic work in that regard.

2.5. Changing your password.

Click on "**Change user password**"

Fill in your **new password, twice**. Please ensure it has at least one digit (1234567890) and one symbol mark e.g. (!@#$%^&*()

If the password change is successful, you will **see the following alert:**
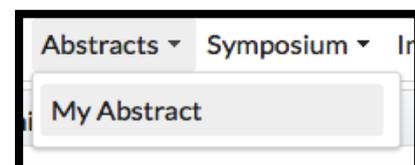
_____
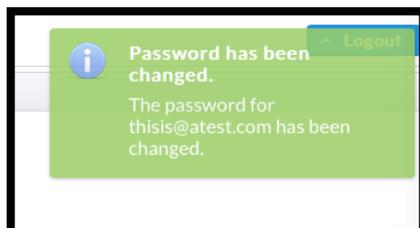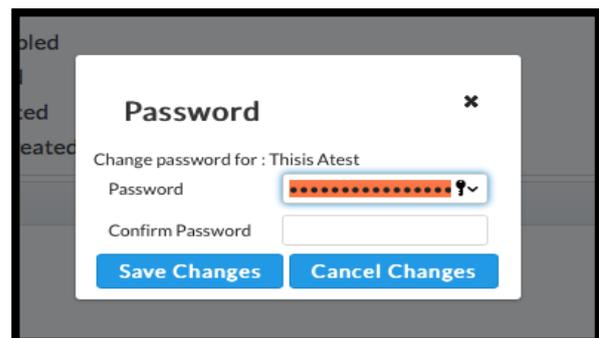
3. Abstract submission

We now discuss how to submit your abstract. If you consult the top of the screen again, you will see Abstracts. You can submit new posters, papers, and symposia using these menus.

3.1 Abstracts (Posters and Papers)

Click "**My Abstract**"

The following screen will come up. This lists the abstracts that are on the system already. If you have no abstracts, it will be empty (as shown).
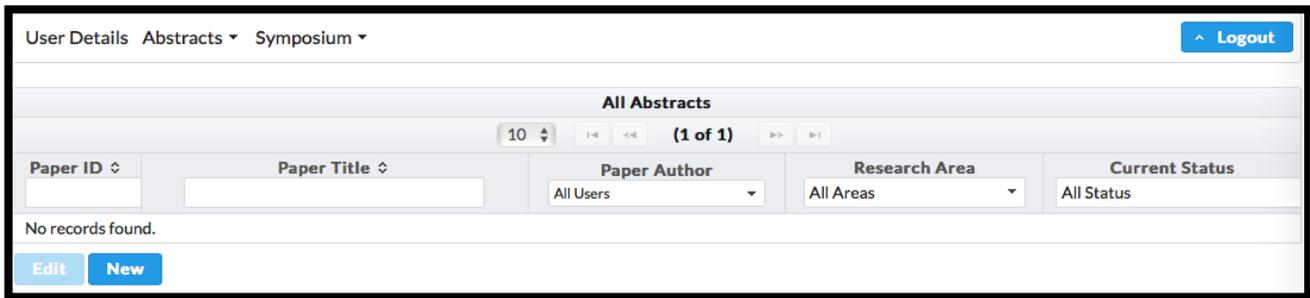
Click "**New**". You can then fill in the details about your academic work.

You will notice the screen that comes up has TABS. The first tab, "**Details**" are about the basic details of the abstract, including the abstract itself, which you fill in under "Abstract brief". You can click the Paste (icon far right) from Word-processor icon if you are copying and pasting your abstract from a word processor. This will preserve things like bold, italics, font style, etc. Alternatively, you can type your abstract here.
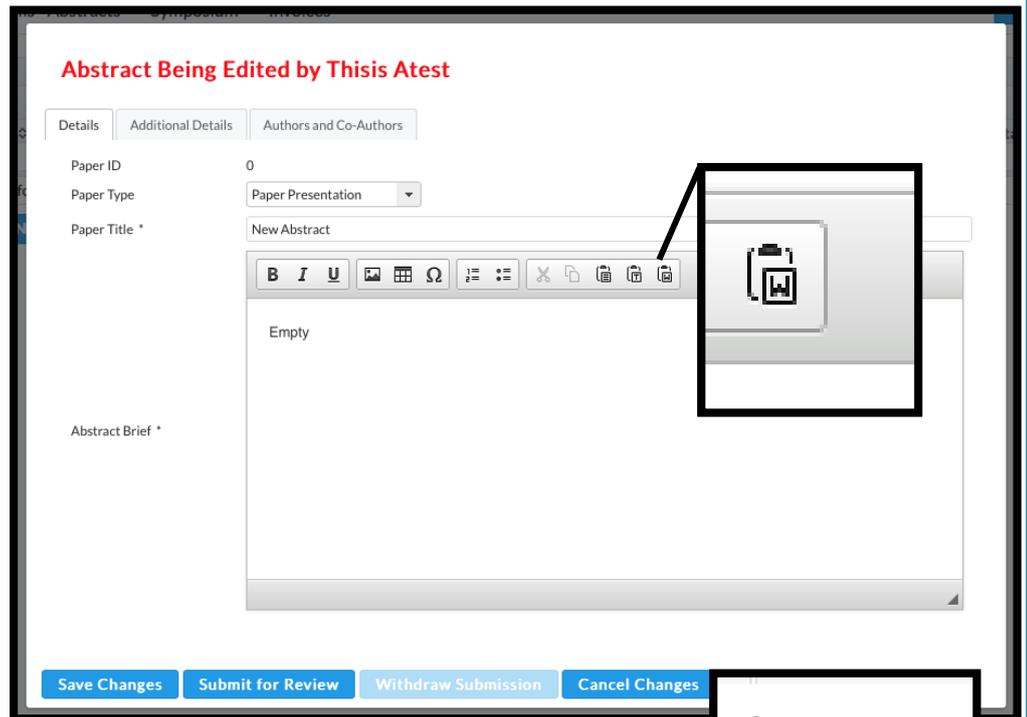
Please ensure that you provide a title for your submission under **"Paper Title**". Note that the system will not let you use the same title as someone else's paper.

Then select your paper presentation type: Poster or Oral.

The other tabs are as follows.
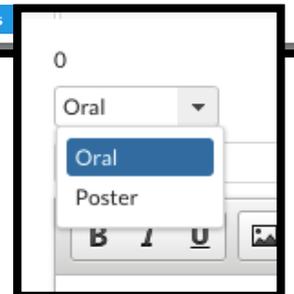
3.2. Additional Details and submission categories

"Additional Details". This screen lets you specify what research area your abstract falls under. For example, you might choose submission categories like "Critical Psychology", "African-centered Psychology", and so on. Please choose a minimum of one and maximum of two of these submission categories. The reason for this is in case:

(a) you aren't sure which area your research falls under, or, (b) there are matters of hierarchy; so, for example, you might choose "Assessment/Psychometrics" in the first menu, and then choose "Cross-Cultural"

Abstract Being Edited by Thisis Atest

| Details | Additional Details | Authors and Co-Authors |

Research Area [▼]   Research Area [▼]

Additional Information *   None

Content Motivation *   None   Conflict Declaration *   None

in the second menu, to be more specific.

Below the submission categories, we see Additional Information, Content Motivation, and Conflict Declaration. Under additional information you can provide anything that is relevant, e.g. ethics clearances. Content Motivation is where you explain the relevance of the research. Conflict Declaration is where you declare your funding interests, or other matters pertaining to conflict of interest.

The next tab "Authors and Coauthors", allows you to select who else was an author on the paper. Persons not already on the system will be emailed invitations to join.

Abstract Being Edited by Thisis Atest

| Details | Additional Details | Authors and Co-Authors |

Current Author : Thisis Atest

Add New Co-Author

| Remove | Name | Presenting |
No records found.

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3.3 Co-authorship

If you have a second or third (or however many) authors, click on "Add New Co-Author". A screen will come up requesting the person's information. Please ensure that you provide their correct email address that they used to sign up onto the system, if they have already signed up on the system.

User Details

First Name *   thisis

Surname *   atest

Institution / Company *   None

Email Address *   mail@here.com

Save Changes   Cancel Changes

Click **"Save Changes"**. Once you have added the co-author, their name will appear on the co-author list. You can then indicate if they are also presenting the paper by clicking on "**Presenting**".

3.4 Submitting a Symposium

Click on the **Symposium menu**:

The same type of screen as we saw appeared for submitting abstracts, will come up:

Like the poster/abstract submission screen, this has a number (ID), a title, a primary author, and a status.

To create a new symposium, just press "**New**". Again, a very similar screen to the abstracts submission screen will appear. Follow the same steps as for 3.1 above. The only difference with a Symposium submission is that it comprises a symposium abstract and many paper presentations. So, in the screenshot below, you will see that there is a tab called "**Papers**". These are going to be abstracts on the system that you can add to your symposium

3.4.1. Click "Papers"
3.4.2. Cick "Add new abstract"
3.4.3. Follow the same steps outlined in step 3.1 as per an individual paper, for each paper that is part of the symposium. Repeat this step until you have added all the relevant papers to the symposium.

3.4.4. **Fill in the other details for the symposium, such as its research area, primary overall abstract, and so on.**

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3.5 Submit for review.

Once you have finished editing your abstract, and you are certain that you have all the correct information in place, including and not limited to:
- Entering the abstract contents / abstract brief
- Selecting co-authors
- Selecting research area / submission categories (this is important for the peer review process)

You can then go on to submit the abstract by pressing "**Submit for Review**":

If however you are not ready to be reviewed, you can just save the changes. If you made a lot of mistakes and want to undo the changes, press **Cancel Changes**.

Lastly, if you have submitted for review, you may later choose to withdraw it if you realize that you cannot afford to travel to the destination country, or you decide that the work is no longer appropriate for the conference. You can do this by clicking on "**Withdraw Submission**".

Once you have saved your abstract, you will see it listed in your list of abstracts. Note that the section **"Current Status": shows you whether the abstract is saved, edited, under review, accepted, rejected, etc.**

All Abstracts				
10 ◇ |◂ ◂◂ **(1 of 1)** ▸▸ ▸|				
Paper ID ⇕	Paper Title ⇕	Paper Author	Research Area	Current Status
		All Users ▾	All Areas ▾	All Status
1	This is my abstract	Thisis Atest		Edited

Edit **New**

ⓘ **Abstract updated.** The abstract, This is my abstract, has been updated