

Submission Panel - Instructions for Conference Editor

In APPB the submissions (papers) are processed using an online tool called **Submission Panel**:

<https://www.actaphys.uj.edu.pl/sp/>

Your account will be created automatically and you will have to set your password:

https://www.actaphys.uj.edu.pl/sp/reset_password.php

Remember to use the proper e-mail address. Then you will be able to sign-in

https://www.actaphys.uj.edu.pl/sp/sign_in.php

Every participant of the conference who wants to publish his/her results in the proceedings is expected to register in our Submission Panel and submit a paper. Details can be found here:

<https://www.actaphys.uj.edu.pl/submission.html>

As a Conference Editor you will only have access to particular submissions which are seen in the form of a table where each entry is a single submission. Each submission is uniquely identified by its SID (Submission Identifier) which is a four-digit number. Clicking on a particular SID reveals details of a given submission: author(s), title, files and other metadata. The table with submissions will grow with consecutive uploads from participants.

The role of the Conference Editor (served by You) is to check and decide that paper is substantively correct and ready for further editorial processing. You should express your decision upon the paper, whether it should be accepted or improved, in the **submission history** - a communication tool between you and our technical board. This tool can be found at the bottom of the particular submission, under the submission's metadata. Communication Editor—Author, and Editor—Referee—Editor concerning the reviewing process should be done outside the Submission Panel (e.g. e-mail). The Conference Editor can change the status of a submission. Available statuses are: "WITH AUTHOR" (allows the submitter to introduce all necessary changes), "ACCEPTED", "WITH REFEREE", "WITH EDITOR", and "WITH SECTION EDITOR". For critical changes (rejection or withdrawing the paper) the Editorial Office should be informed.

Additional information can be found in our internal help:

<https://www.actaphys.uj.edu.pl/sp/panel.php?help> (requires authorization).

Please, contact us in case of any problems or questions.

APPB Team