Guidelines for Full Paper Submission (AUBEA 2022)

- Manuscripts should report original work not previously published or presented at other conferences or journals.
- Page limit: **10 pages** only, including references and appendices (if any)
- Papers should be prepared using the template provided.
- At least one author must be in attendance at the conference.
- The manuscript should be prepared in A4 size with a margin of 2.5 cm (1 inch) all around, in portrait orientation, and in single-column format. Landscape orientations may be applied, only, if necessary, for presenting tables and figures effectively. However, section breaks must be introduced before and after changed page orientations.
- Font - All fonts in the full paper must be TIMES NEW ROMAN only

Instructions for submission of full paper to the EasyChair conference portal.

- Log in to the AUBEA 2022 submission portal and select your role as "Author" if displayed on the landing page.
  (https://easychair.org/conferences/?conf=aubea2022conference)
- If you have already submitted an abstract, a new menu bar item ("Submission #" or "My Submissions" in the case of multiple submissions) is displayed (as shown in Figure 1).
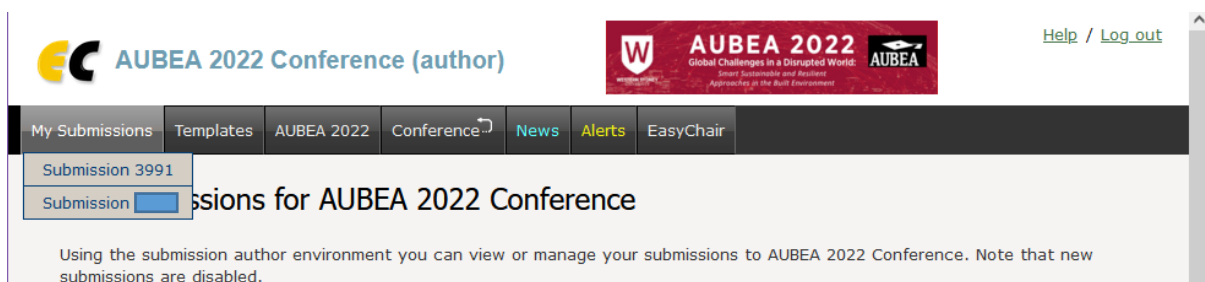

Figure 1: Menu bar view for an author with multiple submissions

- Click on "Submission #" to see the details of your submission (Figure 2). Use the links at the top-right corner to:
  - **Update information about your submission**: select "Update information" from the right-hand menu of the Submission screen to the title, abstract, or keywords of your submission.
  - **Update author information for your submission:** select "Update authors" to modify any information about the author(s) and click "save." In the case of multiple authors, you can add ("Add new author") or remove authors (Click on "X"); then update the order of the authors by selecting the "Reorder authors" button.
  - **Upload files**: the "Add file" link should be used to upload your full paper.

Figure 2: Submission details

- After clicking on "Add file", click the "Browse" button to select the file you want to upload, and click the "Submit" button, as shown in Figure 3.

Figure 3: Add file window

- Once you have uploaded your paper, you will see a message saying "The file has been uploaded!" You may change the file by selecting "Update file" from the right-hand menu of this screen (which will replace the "Add file" link).