International Conference on Social Sciences and Languages



ICSSL 2023 ICSSL

Conference Management Toolkit (Using Microsoft CMT)

A Step-by-Step Guide for Authors

Prepared by

Ms. K. T. Dananjali Centre for Computer Studies Sabaragamuwa University of Sri Lanka

Dr. R.A.H.M. Rupasingha Department of Economics and Statistics Sabaragamuwa University of Sri Lanka

Language Editing

Ms. A.D. Maxworth Department of English Language Teaching Sabaragamuwa University of Sri Lanka

Design and Formatting

Mr. V.P. Gihan Priyankara Department of Economics and Statistics Sabaragamuwa University of Sri Lanka



Faculty of Social Sciences and Languages Sabaragamuwa University of Sri Lanka International Conference on Social Sciences and Languages (ICSSL 2023) Faculty of Social Sciences and Languages, Sabaragamuwa University of Sri Lanka

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CMT ACCOUNT CREATION

This document is a step-by-step guide for authors who are interested in submitting their research work to **ICSSL 2023**.

1.1 If you already have a CMT Account:

please use the following link to submit your paper to ICSSL2023:

https://cmt3.research.microsoft.com/ICSSL2023

OR

1.2 If you are new to CMT,

Follow the guidelines to make a new account and add your submission.

NAVIGATION

2.1 Registration Link

Click on the following link and navigate to "Register" page of the CMT.

https://cmt3.research.microsoft.com/ICSSL2023

OR

2.2 Scan QR Code



Figure 2.1 : Registration Link QR Code

REGISTRATION IN CMT

Here, Click the Register Button since you are newly registering an account.

Microsoft CMT
Email *
Email
Password *
Password
Log In
Forgot your password? New to CMT? Register
GET IT ON App Store Google Play

Figure 3.1: CMT Registration Window

Then you will see a create account window in next step.

CREATING A NEW ACCOUNT

- Fill out the "Create New Account" page with your relevant information.
- Fields with an asterisk "*" are required while the others are optional.
- After completion, click on the "Register" button at the bottom of the page.

cogni information		
" Email	Email	This email will be used to login into CMT
* Password	Password]
* Confirm Password	Confirm Password]
Personal Informati	on	
- Eint Mana	Elect Name	1
Piras Positive		
Middle Initial		1
* Last Name	Last Name	J
Nickname	Nickname	J
* Organization Name	Organization Name	
* Country/Region	Select 💙]
External Profile Inf	formation	
Google Scholar Id	Google Scholar Id]
Google Scholar Id Semantic Scholar Id	Google Scholar Id Semantic Scholar Id]
Google Scholar Id Semantic Scholar Id DBLP Id	Google Scholar Id Semantic Scholar Id DBLP Id)))
Google Scholar Id Semantic Scholar Id DBLP Id	Google Scholar Id Semantic Scholar Id DBLP Id]
Google Scholar Id Semantic Scholar Id DBLP Id Verification Enter the characters you se New Audio	Google Scholar Id Semantic Scholar Id DBLP Id	
Google Scholar Id Semantic Scholar Id DBLP Id Verification Enter the characters you se New Audio	Google Scholar Id Semantic Scholar Id DBLP Id e*	
Google Scholar Id Semantic Scholar Id DBLP Id Verification Enter the characters you se New Audio	Google Scholar Id Semantic Scholar Id DBLP Id e* I agree to the Microsoft CMTs /	uthor's Statement, Terms Of Use and Privacy & Cookies

Figure 4.1: Creating New Account

REGISTRATION COMPLETION

• Once you complete your registration correctly, the page will appear like this,

Login Registration Reset Password					
Welcome to CMT !					
Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.					
If you do not receive the activation link					
If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.					
 You typed in an incorrect email address. Slow mail processing at your email server. Your mailbox has exceeded quota. Spani filters configured at your mailbox or email server have marked the email as spam. There are connection issue with your email server. 					
CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.					

Figure 5.1: Registration Complete

- Now, you will receive an account verification email from Microsoft CMT to your given email address.
- Log in to your email account and click on the email verification link to verify your email address.
- If needed, you can update your email address and account details with your CMT account.

You have successfully created a Microsoft CMT Account!

PAPER SUBMISSION

6.1 Author Console

- First, log in to your CMT account.
- Then you will see the "Author Console Page". Click on "Create new submission" button

Submissions		Help Center~	Select Your Role : A	uthor - ICSSL2023	3 • Thanuja Dananjali •
Author Console					
+ Create new submission•		0 - 0 of 0 «« « 1	» »» Show:	25 50 100	All Clear All Filters
Paper ID	Title	Track			
Clear	Cier			Files	Actions

Figure 6.1: Adding New Submission

6.2 Selecting Track

• Since the ICSSL 2023 has six conference tracks, the track relevant to your research paper needs to be selected before submission

Submissions	Heip Center - Select Your Role : Author -	ICSSL2023 -	Thanuja Dananjali 👻
Author Console			
+ Create new submission•	0 - 0 of 0 «« « 1 » »» Show: 23	50 100	All Clear All Filters
1 - Economics and Management for Development 2 - Statistics and Information Technology 3 - Geography and Environmental Management 4 - Society: State and Politics	Track	Files	Actions
5 - Language and Literature 6 - English Language Teaching and Innovative Education Practices			

Figure 6.2 : Selecting Track

6.3 New Submission

• Once you select a track, it will move to "Create New Submission" page

Submissions		Help Center-	Select Your Role :	Author -	ICSSL2023 -	Thanuja Dananja
reate New Sul	bmission					
Welcome to the Please read the "Guideli Please fill all authors' det	First International Conference on Social Sciences and Language nes for Extended Abstract" on the ICSSL website (https://www.sab.ac.il/icssl/author-guide) befor ails under the following 'AUTHORS' section separately during the initial paper submission.	es (ICSSL 2023), Sabaragamu	wa Univer	rsity of Sri La	inka
ck: 1 - Economics and M	anagement for Development					
TLE AND ABSTRACT	Title	Enter vo	ur research t	itle in th	e "Title" File	ed
* Abstract						
		In the "Abst research w	ract" field, er rork (Abstra	ter the s	summary a he resear	of your ch). It
				nuidete	ers only.	

Figure 6.3: Adding Title and Abstract

6.4 Adding Co-Authors

- To add a co-author, enter the email address of the co-author in the "enter email to add new author" field and click on "Add".
- Here, you have to add all the co-authors of your research. It is not compulsory for all co-authors to have a CMT account. If a co-author already has a CMT account, the details pertaining to that co-author will appear automatically. If not, you can insert the details manually.

AUTHORS * You may add your col	AUTHORS * You may add your collaborators.							
Primary Contact Email First Name Last Name Organization Country/Region								
۲	dananjali@ccs.sab.ac.lk	Thanuja	Dananjali	Sabaragamuwa University of Sri Lanka	Sri Lanka 🗙 🛧			
Email Enter email to add new a	Email +Add							

Figure 6.4 : Adding Co- Authors

6.5 Changing Corresponding Authors

- You can change the primary contact (Corresponding Author) by clicking on the Primary Contact radio button in the co-author's field.
- If you need to change order of the list of authors, use up and down arrows in the right corner.

AUTHORS * You may add your collaborators.							
Primary Contact	Email	First Name	Last Name	Organization	Country/Region		_
0	dananjali@ccs.sab.ac.lk	Thanuja	Dananjali	Sabaragamuwa University of Sri Lanka	Sri Lanka	ж	$\uparrow \downarrow$
Õ	hiruni@ssl.sab.ac.lk	Hiruni	Rupasingha	Sabaragamuwa University of Sri Lanka		×	↑ Ψ
Email Enter email to add new aut	Intrumiges is ab ac. ik Hiruni Hupasingna Sabaragamuwa University or Sin Lanka Email + Add Inter enail to add new author.						

Figure 6.5 : Changing Co- Author List Order

6.6 Uploading Files

 To upload file/s to your research, click on the "Upload from Computer" button and select the file/s you needed to upload.
 CMT allows you to upload a maximum of five (05) files in Word and PDF file formats.

OR

• You can drag and drop your file/s into the dotted region here

FILES	
You can upload from 1 to 5 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.	
	Drop files here -or- © Upload from Computer

Figure 6.6 : Dragging and Dropping Files

6.7 Changing Uploaded Files

• Uploaded file/s are visible and editable

	FILES
ſ	lou can uplead from 1 to 5 files. Maximum file size is 10 Mb. We accept dee, deex, performats. Abstract-Factors Effecting for Variation of Producer Price of Potato Grown at Welimada.pdf (140 Kb, 7/6/2022, 9:09:18 PM) 🗙
2	
	Urop tiles here -or-
	⊕ Upload from Computer

Figure 6.7 : Changing Uploaded Files

6.8 Author Declaration and agreement

• Then click on the "I agree" check box for the author declaration and then click on "Submit" button to complete your submission

ADDITIONAL QUESTIONS	ADDITIONAL QUESTIONS				
1. Author Declaration *					
I declare that the work s	suomitted has not been published previously or is not under consideration for publication elsewhere.				
	Submit Cancel				

Figure 6.8 : Author Declaration

- Then, the page will move to "Submission Summary" page.
- All the details about the submission of your paper will appear here. If necessary, you can edit your submission using the "Edit Submission" button given at the bottom of the page

OR

• You are able to move into Author Console page by click on "Back to Author Console" button

Submission Questions Response	 Author Declaration I declare that the work submitted has not been published previously or is not under consideration for publication elsewhere. Agreement accepted 					
Edit Submission Back to Author Console						

Figure 6.9 : Back to Author Console

Submissi	ions		Help Center - Select Your Role : Author -	CSSL2023 - Thanuja Dananjali -			
Author Console							
+ Create new submission			1 - 1 of 1 (εε ε 1 » »» Show: 25 50 100 All Clear All Filters				
Paper ID	Title	Track					
Clear	Cear	Citar	Files	Actions			
7	Factors Effecting for Variation of Producer Price of Potato Grown at Welimada Show abstract	1 - Economics and Management for Development	Submission files: O Abstract-Factors Effecting for Variation of Producer Price of Potato Grown at Velimada.pdf	Submission: C Edit Submission E Edit Conflicts × Delete Submission			
				Email:			

Figure 6.10 : Author Console

- You have successfully completed your submission for ICSSL 2023.
- You will receive emails from the organizers of ICSSL 2023 with updates about your submission. You can check your Author Console at any time to get to know about the latest updates on your submission.

Thank you!