Microsoft Conference Management Toolkit (CMT)

A Step-by-Step guide for Authors

International Conference on Social Sciences and Languages –ICSSL 2024

Faculty of Social Sciences and Languages

Sabaragamuwa University of Sri Lanka

This document is a Step-by-Step Guide for the authors who are going to submit their research work to **ICSSL2024**.

If you already have a CMT account, please use the following link to submit your paper to ICSSL2024:

https://cmt3.research.microsoft.com/ICSSL2024

OR

Are you new to CMT?

Then, first create a CMT account, following the steps below.

CMT Registration Process

Click on the following link and navigate to "Register".

https://cmt3.research.microsoft.com/ICSSL2024

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Fill out the "Create New Account" page with your information.

Fields with an asterisk "*" are required while others are not compulsory. After completing the fields, click on the "Register" button at the bottom of the page.

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Create New Account									
Login information									
	* Email	Email	This email will be used to login into CMT						
	* Password	Password							
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DBLP Id	DBLP Id
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	□ I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy & Cookies
	Register No, thanks

Once you complete your registration correctly, the page will appear as below.



Now, you will receive an account verification email from Microsoft CMT to your given email address. Log into your email account and click on the email verification link to verify your

email address. If needed, you are able to update your email address and the account details with your CMT account.

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Then you will see the "Author Console Page". Click on "Create new submission".

Submissions	Help Center - Select Your Role : Author -	ICSSL2023 -	Thanuja Dananjali 👻
Author Console			
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Since ICSSL2024 has six conference tracks, the relevant track to your research work needs to be selected before the submission

Submissions		Help Center-	Select Your Role :	Author -	ICSSL2023 -	Thanuja Dananjali 👻
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1 - Economics and Management for Development 2 - Statistics and Information Technology 3 - Geography and Environmental Management 4 - Society, State and Politics	Clear	Track		Clear	Files	Actions
5 - Language and Literature 6 - English Language Teaching and Innovative Education Practices						

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

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To add co-author/s, enter the email address of the "enter email to add new author" field and click on "Add".

You have to add all the co-authors of your research work here. If the co-author already has a CMT account, the details will appear here automatically. Otherwise, you are able to insert the details manually. It is not compulsory to have a CMT account for all the co-authors.

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	×	$\mathbf{\Phi} \mathbf{\Psi}$
Email +Add Enter email to add new author.							

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

AUTHORS * You may add your collaborators.							
Primary Contact	Primary Contact Email		Last Name	Organization	Country/Region		
۲	dananjali@ccs.sab.ac.lk	Thanuja	Dananjali	Sabaragamuwa University of Sri Lanka	Sri Lanka	×	$\uparrow \Psi$
0	hiruni@ssl.sab.ac.lk	Hiruni	Rupasingha	Sabaragamuwa University of Sri Lanka		×	↑ ↓
Email + Add Enter email to add new author.							

To upload file/s of your research, click on the "Upload from Computer" button and select the file/s to upload. It allows files to be uploaded in both Word and PDF formats. A maximum of five (05) files can be uploaded.

OR

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

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The page will move to "Submission Summary" page.

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You can move into Author Console page by click on "Back to Author Console" button.

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				Email: ▼ Email Track Chair

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You will receive emails from ICSSL 2024 updating you about your submission. Further, you can check your Author Console at any time to know about the latest updates of your submission.

Thank you!