

DETAILED INSTRUCTIONS FOR REGISTRATION, ABSTRACT SUBMISSION AND FULL PAPER SUBMISSION

REGISTRATION

- ❖ Open this link: <https://conferences.ufzg.hr/ojs/index.php/STOO/index>
- ❖ If you are not a registered user of this system, use this link:
<https://conferences.ufzg.hr/ojs/index.php/STOO/user/register>
- ❖ Provide the information required by the system
- ❖ To complete the registration, select your roles:
 - a. If you are an author, select your role as **'author'**
 - b. If you are an author and a reviewer, select your roles as **'author'** and **'reviewer'**
- ❖ Click on **'register'**

ABSTRACT SUBMISSION

- ❖ After registration, open this link: <https://conferences.ufzg.hr/ojs/index.php/index/user>
or
Select **My Journals** > role **Author** > option **[New Submission]**
- ❖ As an author, click on **'New submission'**

Step 1

- ❖ In the dropdown menu, select the session, i.e. symposium you participate in
- ❖ Mark all fields in **'submission checklist'**
- ❖ The option **'comments for the editor'** should be left **blank**
- ❖ Click on **'save and continue'**

Step 2

- ❖ In **'submission file'**, first click on **'odaberi datoteku'/'choose file'**, and then choose a file from your computer, which is the abstract you wish to submit
- ❖ After choosing your file, click on **'upload'**
- ❖ Click on **'save and continue'**

Step 3

- ❖ Check your personal information in the role of an author
- ❖ In case there is a co-author, click on **'add author'** and provide the required information
- ❖ If you wish the co-author to be the person contacted through the Open Journal System, after providing their personal information, click on **'Principal contact for editorial correspondence'**
- ❖ In case you wish to change the order of authors and co-authors, click on the up/down arrows that appear under each author's personal information
- ❖ In **'title and abstract'** – do the following:

- a. In 'Title' - enter the paper title in the following way: Paper Title In Croatian / Paper Title In Another Language (English/German)
 - b. **Skip** 'Abstract'
- ❖ **Skip** 'indexing'
 - ❖ **Skip** 'contributors and supporting agencies'
 - ❖ **Skip** 'references'
 - ❖ Click on 'save and continue'

Step 4.

- ❖ **Nothing to enter in this step**
- ❖ Click on 'save and continue'

Step 5.

- ❖ This completes the submission of your abstract, so click on '**finish submission**'

SUBMISSION OF FULL PAPER AFTER HAVING YOUR ABSTRACT PREVIOUSLY SUBMITTED

- ❖ Click on this link: <https://conferences.ufzg.hr/ojs/index.php/index/user>
or
Select **My Journals** > role **Author** > option [**New Submission**]
- ❖ In '**Author**' - click on your paper which can be found under '**Active**'
- ❖ Click on '**Active**'
- ❖ Your paper is in '**ACTIVE SUBMISSIONS**'
- ❖ Select and click on the option under the column '**STATUS**'
- ❖ In '**EDITOR DECISION**' - find '**upload author version**'
- ❖ In '**Upload Author Version**' click on '**odaberi**'/'**choose file**'
- ❖ On your computer, choose the document containing your full paper and click on '**otvori**'/'**open**'
- ❖ Having done that, make sure to click on '**Upload**'
- ❖ Click on '**Notify Editor**' and also email the editor to inform them of uploading your full paper.