

Submit CTAC/EMAC papers via the web

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1 Register

- Enter at the login page <http://anziamj.austms.org.au/ojs>
- Register yourself as both Author and Reviewer (you are uniquely identified by your e-mail).
- User Home then choose session role as either Reviewer or *Author*.

2 Submit

- Author Home lists your active submissions, start with “Step one” of five steps.
 1. Starting the Submission you *must* select the Journal Section *Proceedings CTAC* or *Proceedings EMAC* as appropriate.

2. Entering the Submission's Metadata ensure you include *all* coauthors via the Add author button. Include abstract, Maths subject classification.
 3. Uploading the Submission browse, upload *and* save; must be PDF (preferred) or possibly ps.
 4. Uploading Supplementary Files usually none, but could be movies.
 5. Confirming the Submission
- submission complete

3 Track and revise

- Active Submissions can be tracked.
- Tracking Summary may add or edit; later you will respond and upload revisions.
- During refereeing and publishing, *remember to click Complete* email icons as *only then are the editors informed that you have done something*.

4 Miscellaneous hints

- Include DOIs (preferred) or URLs in bibliography.
- Recommend `pdf \LaTeX` but convert graphics
 - drawings to pdf with `ps2pdf`
 - bit images to jpg
- Draw graphics (colour) at about print size (14 cm \leftrightarrow).
In MATLAB, may avoid unreadability with `subplot(3,3,n)`, and avoid even worse with `subplot(5,5,n)`.