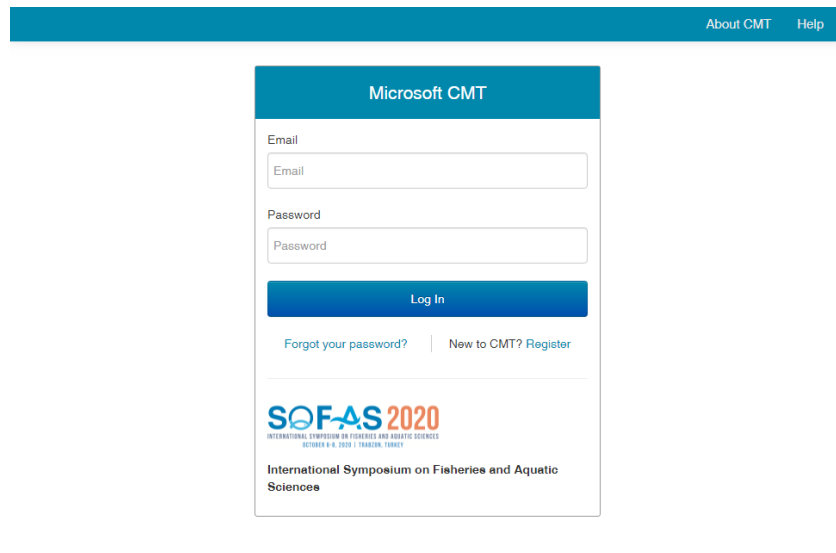# CMT INSTRUCTIONS FOR AUTHORS

Welcome to SOFAS 2022 Author's Guideline for submissions. SOFAS 2022 is using a CMT (Conference Management Tool) developed by Microsoft to receive and review submissions.
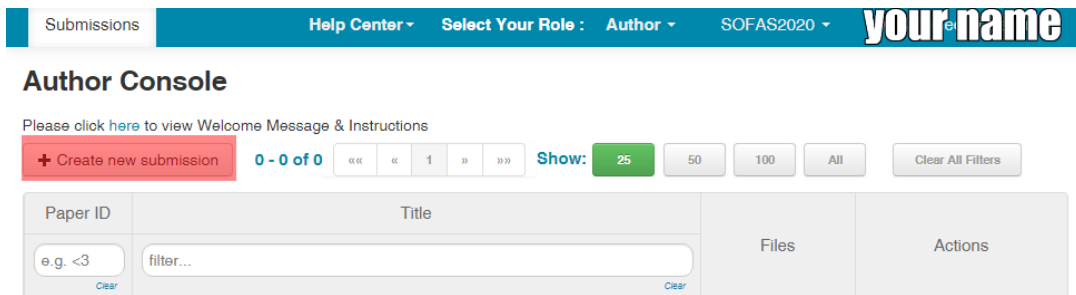
Note:

You need to submit an abstract file along with the title of the abstract, and one primary subject area by creating a submission in the SOFAS 2022 submission site as described in the steps below. All fields in the submission form can be modified during and/or after the submission until the submission deadline (**August 12, 2022**). Feel free to contact us at info@sofas.gov.tr for any enquiries.
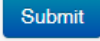
1. Go to the SOFAS 2022 submission site. You will be asked to login with your email and password. If you are new to CMT please click "register" button and create an account. After registration you can use your login information for submissions.
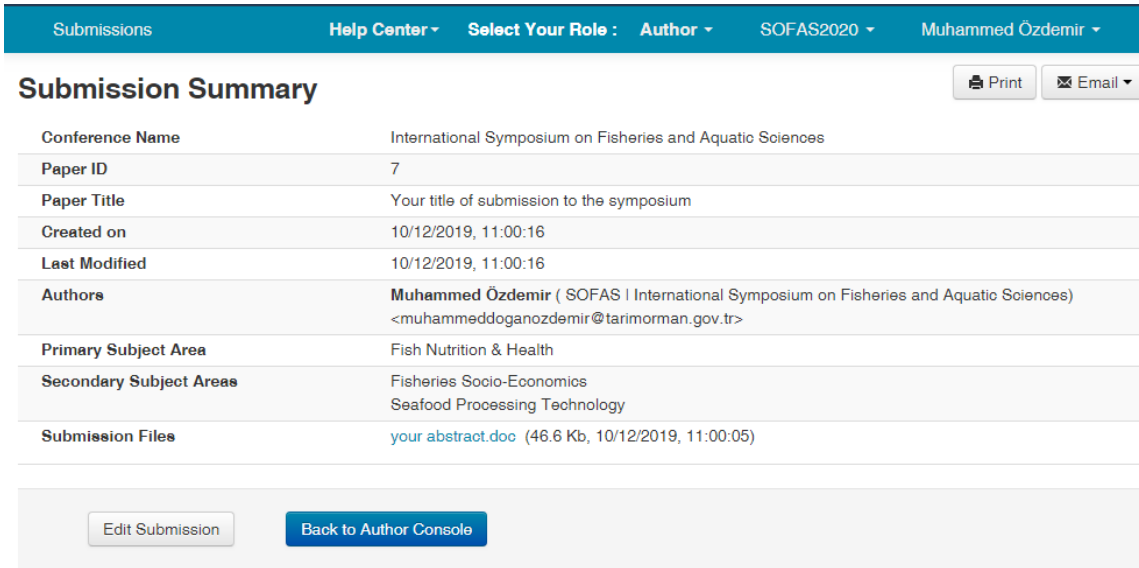

2. Once you logged in to the author console, click the button (highlighted in red in the figure below) to create a new submission.

3. You will be asked to fill in the title of your paper and to choose at least one primary subject area. Accepted file types for your abstract are .doc, .docx or .pdf format. File upload is mandatory; you must upload at least 1 file to complete your submission. You may select up to 3 secondary subject areas or you may add your own using the blank field. All fields can be modified up until the submission deadline (August 12, 2022). Authors should add all collaborators of the abstract by the submission deadline.
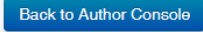
4. Once you clicked the **Submit** button at the bottom of the page and you will be directed to submission summary page. Note that CMT **does not** automatically generate a submission completed email. Use the **Print** or **Email ▾** buttons at the top right corner of the page if you wish to create a copy for yourself and/or other authors.
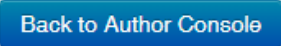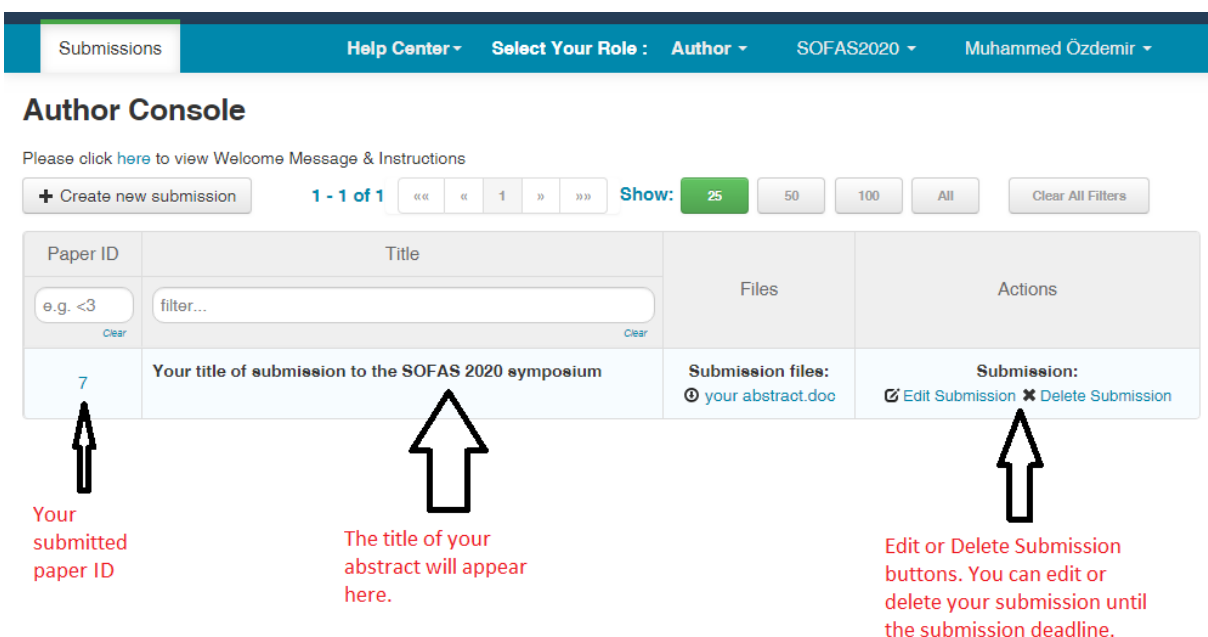

5. To return to the Author console, submit another paper / or to view your submissions (up to 2 papers for each author) click to the **Back to Author Console** button and follow steps mentioned earlier to submit new abstract or edit your submission by clicking **Edit Submission** at the bottom left of the page.

6. You are allowed to edit or remove/delete your submission until the submission deadline.

Your submitted paper ID

The title of your abstract will appear here.

Edit or Delete Submission buttons. You can edit or delete your submission until the submission deadline.

7. To update your submission file with another file, you will need to click edit submission button and then upload from computer. Please remove any old versions of your abstract from the system by using "x" next to your file name. You can use the size, time and date information next to your file name as an indication to check which of your files are the most recent one.

FILES

You can upload from 1 to 3 files. Maximum file size is 100 Mb. We accept **doc, docx, pdf** formats.

your abstract.doc (46 Kb, 10/12/2019, 11:00:05) **✗**
Yeni Microsoft Word Belgesi (4).docx (123 Kb, 10/12/2019, 11:29:16) **✗**

8. You can add co-authors on the authors section at new submission or edit submission page. Any co-author that is added to your submission will have the ability to edit the submission. But only the primary author can delete the submission. All co-authors must be included before the submission deadline.

If co-authors have CMT accounts it can be used also in submissions to SOFAS 2022, if not an account will be created in the process. Once you have entered an e-mail address that is not on CMT account list, you will be prompted to enter some personal information regarding the co-author. After providing the personal information CMT will create and account for the co-author using the e-mail address you have provided on your co-authors behalf.
Note. CMT does not automatically send username and password details to the co-authors emails. The co-author must go the CMT login page and click "forgot your password" link in order to have a password reset.

TITLE

* Title   Your title of submission to the SOFAS 2020 symposium

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country		
⦿	muhammeddoganozdemir@tarimorman.gov.tr	Muhammed	Özdemir	SOFAS I International Symposium on Fisheries and Aquatic Sciences		✗	↑ ↓

Email   **+ Add**
Enter email to add new author.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country		
⦿	muhammeddoganozdemir@tarimorman.gov.tr	Muhammed	Özdemir	SOFAS I International Symposium on Fisheries and Aquatic Sciences		✖	↑ ↓

co-author@howtodelete.com **+ Add** User was not found. To add new user, please enter information below and click Add button.
Enter email to add new author.

First Name [First Name]   Last Name [Last Name]   Organization [Organization]
Country/Region [Select... ⌄] **+ Add**   Cancel

Primary author can add/remove co-authors, **in case of mistyped** e-mail addresses please remove the co-author from authors list first and simply add again using the correct e-mail address.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country		
⦿	muhammeddoganozdemir@tarimorman.gov.tr	Muhammed	Özdemir	SOFAS I International Symposium on Fisheries and Aquatic Sciences		✖	↑ ↓
○	co-author@howtodelete.com	Co-author	New	SOFAS 2020	Turkey	✖	↑ ↓

Email [   ] **+ Add**
Enter email to add new author.

Click "x" to remove co-author.

SUBJECT AREAS

9. If you have misspelled co-authors name/organization or any other personal information except the email of the co-author, the co-author must login to the system and make those changes. On the top right corner where the arrow labelled with "your name" will open-up a menu where you can edit/change personal information.