



Author Manual

ISHS Symposia Management System

1. INTRODUCTION	2
2. REGISTRATION - LOGGING IN	3
3. EDIT YOUR PROFILE	4
4. MY DSPACE	4
5. SUBMISSION PROCEDURE	6
5.1. <i>SUBMIT: The Submission Workflow</i>	6
5.2. <i>SUBMIT: Submit your abstract</i>	8
5.3. <i>SUBMIT: Submit your full-text</i>	11
5.4. <i>SUBMIT: Correct your full-text submission</i>	12
5.5. <i>SUBMIT: Final review by the editor-in-chief</i>	13
6. BROWSE	14

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Author Manual

1. INTRODUCTION

The ISHS Symposia Management System is designed to increase transparency in the process of submitting to an ISHS Symposium. The use of this system is mandatory for authors who wish to submit a paper to an ISHS symposium. Everyone is able to register in the system as an author.

As an author, the system gives you updated information about the different phases of reviewing, and allows you to correct and upload digital files and descriptive fields when necessary.

international society for horticultural science
ishs, the world's leading independent organization of horticultural scientists

ISHS online article submission and review system >

NEWS

ISHS symposia management system

Welcome to the ISHS Online Article Submission and Review System
This system offers modules for conveners, an editor-in-chief, reviewers and authors.

Communities in DSpace

Choose a community to browse its collections.

ISHS symposia

International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact

Journal of Horticultural Science and Biotechnology

JHSB Article submission

contact

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legal information

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What is DSpace ?

The ISHS Symposia Management System was based on DSpace¹ software, an institutional repository system developed by MIT and Hewlett Packard. This is why you will come across “DSpace” at different locations in the system.

¹ <http://www.dspace.org>



Author Manual

2. REGISTRATION - LOGGING IN

At your first visit, click "Login" to enter the registration process.

- Home
- Login

The login and registration page allows you to login, register a new account and start a recovery procedure, in case you forgot your password.

Please enter your e-mail address and password into the form below.

E-mail Address:

Password:

New user? Click here to register.

[Have you forgotten your password?](#)

Your email address will function as your unique account name. In case you no longer have access to the email address you registered with, please request an email address change through the feedback form.

When you enter your email address, an email will be sent to the address, containing an activation link for your account.

User Registration

If you've never logged on to DSpace before, please enter your e-mail address in the box below and click "Register".

E-mail Address:

If you or your department are interested in registering with DSpace, please contact the DSpace site administrators.

[Leave a message for the ISHS online article submission and review system administrators.](#)

To create an account, you will need to provide your first name, last name, and confirm a password of at least 6 characters. You can provide a telephone number, but this is not mandatory.

Registration Information

Please enter the following information. The fields marked with a * are required.

First name*:

Last name*:

Contact telephone:

Please choose a password and enter it into the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password:

Again to Confirm:



Author Manual

To recover your password you can fill in your email address, and a URL will be sent to you, where you can change your password.

3. EDIT YOUR PROFILE

When you are logged in as a registered user, the Edit Profile button enables you to change your first name, last name, contact telephone and password.

Edit Your Profile

Please enter or amend the following information. The fields marked with a * are required. [More Help...](#)

First name*:

Last name*:

Contact telephone:

Optionally, you can choose a new password and enter it into the box below, and confirm it by typing it again into the second box for verification. It should be at least six characters long.

New Password:

Again to Confirm:

4. MY DSPACE

When you are logged in as a registered user, you can interact with the system through your “My DSpace” page.

In the My DSpace page, the different communities are represented by different tables and headers. In the example, you can see that community “ISHS Symposia” contains 1 Conference, and the community “Journal of Horticultural Science and Biotechnology” contains an article submission track.

My DSpace: Bram Luyten

[Click here to view the workflow diagram](#) [Help...](#)


ISHS symposia	
<input type="checkbox"/>	International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact <input type="button" value="submit"/>

Journal of Horticultural Science and Biotechnology	
<input type="checkbox"/>	JHSB Article submission



Author Manual

ISHS symposia

International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact 

Homepage: [International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact](#)

Short description:

News

Introductory text

October 5-9, 2008, Mombasa (Kenya): **International Conference Banana and Plantain in Africa. Harnessing International Partnerships to Increase Research Impact.** Info: Thomas Dubois, IITA c/o Lambourn Ltd, Carolyn House, 26 Dingwall Road, Croydon CR9 3EE, United Kingdom. Phone: (256)75 2787808, Fax: (256)41 285079, E-mail: t.dubois@cgiar.org Web: <http://www.banana2008.com>

Deadlines

Abstract submission: 15 May 2008
Full-text submission: 15 May 2008

The submit buttons indicate that submission is open and available to registered users.



The plus symbols on the left, present you with more information for that specific conference or submission track, such as Deadlines, a short description, news and an introductory text.




My DSpace: Bram Luyten [Click here to view the workflow diagram](#) [Help...](#)

Unfinished Abstract Submissions

This section is for use in the continued authoring of your document.

Title	Submitted to	Deadline	Actions
Untitled	International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact	15 May 2008	Open Remove

ISHS symposia

+ International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact 

Journal of Horticultural Science and Biotechnology

+ JHSB Article submission

My DSpace also shows you the pending or unfinished tasks that you may have. You also have buttons to open or remove a specific task.

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5. SUBMISSION PROCEDURE

When clicking on “submit” to submit a paper to a certain conference, you enter a submission procedure, as described below. First, we will introduce a few general concepts after which we will explain the ISHS Symposia Management System Workflow. Finally, we will run through all of the different phases in the order of occurrence.

Pausing and saving during the Submission Process

At any point in the submission process **you can stop and save your work** for a later date by clicking on the "cancel/save" button at the bottom of the page. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your "My DSpace" page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your "My DSpace" page. You can also cancel your submission at any point.

Progress Bar - Oval Buttons at Top of Page

At the top of the submit pages you will find 5 oval buttons representing each step in the submission process. Depending on the specific steps at your department, these steps might differ from those described here. As you move through the process these ovals will change color. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. **You will not lose data by moving back and forth.**



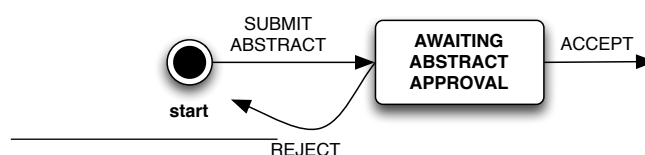
5.1. SUBMIT: The Submission Workflow

1. Abstract submission by the author²

In the first phase, an author submits an abstract using the web form. The convener will be notified by email of new arriving abstracts. Once an author has submitted an abstract, he can track the progress in the My DSpace page.

2. Abstract approval or rejection by the convener

Based on the contents of the abstract, the convener decides to accept or reject the abstract submission. When an abstract has been rejected, authors can decide to correct their abstract and re-submit it, or remove it from the system.

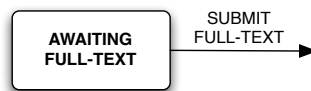


² This phase is optional: for some symposia, you can immediately submit full text

Author Manual

3. Full text submission by the author

During the full text submission, authors can extend and modify the descriptive fields and files, attached to the earlier abstract submission.

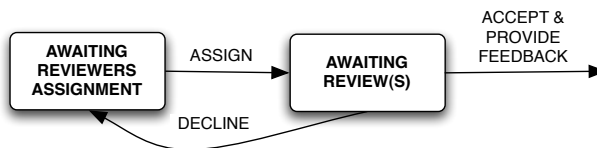


4. Assignment of reviewers by the editor-in-chief

After the editor-in-chief gets notified of an author's full text submission, he or she will assign a number of reviewers to the submission. If reviewers feel there is a conflict of interest, or for any other reasons, they can choose to decline the task of reviewing.

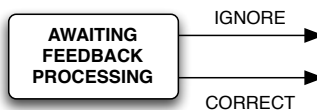
5. Feedback provision by reviewers

Each reviewer provides individual feedback to the author.



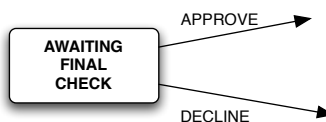
6. Feedback processing by the author (corrections)

After every individual review, an author has the possibility to evaluate the reviewers comments, and apply corrections to his full text submission. Alternatively an author can opt to "ignore" comments, and just forward an unchanged version to the editor in chief.



7. Final approve or decline from the editor-in-chief.

In the last phase, the editor in chief will make the final decision whether the submission will be accepted or not.



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5.2. SUBMIT: Submit your abstract

In the first screen of the abstract submission, authors are requested to complete a set of descriptive fields. Most of these fields are mandatory, indicated by a *.

Author consists of last name and first name. To add more authors, just click the "Add More" button. The order the authors will be saved: the first author will be considered the primary author of the submitted abstract.

Authors email addresses* will be used to notify the authors if the submission has been accepted.

Address* should be filled out with the address of the primary author and will be used as contact information.

Institution/Affiliation is the affiliation of the primary author.

City/Town*

ZIP/Postal Code*

Country*

Title* is the main title of the abstract. Further in the process (during full text submission) you will be able to change the title if necessary.

Language

Abstract is a free-text field where you should enter your abstract. Preferably, you should copy and paste this from another editor. If you do choose to enter the abstract manually, make sure **to frequently use the Save button**. Without frequent saving, you risk losing changes to the abstract. This field is optional, because you can choose to upload your abstract as a file in the next screen.

Upload your abstract

Please enter the name of the file on your local hard drive corresponding to your item. Alternatively, click "Browse...", and a new window will appear in which you can locate and select the file on your local hard drive.

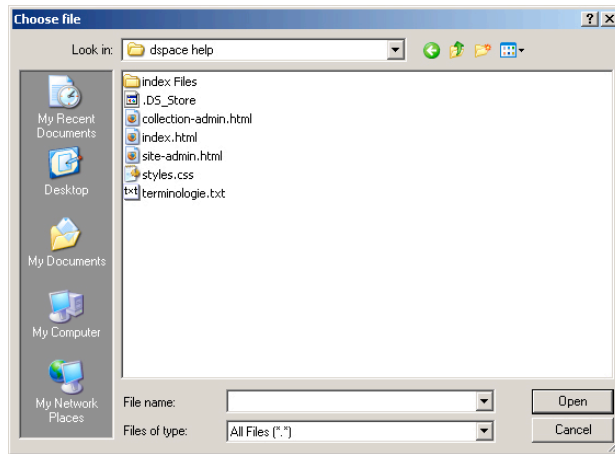
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Once the correct file name is in the input box, click on the "next" button to proceed. If you wish, you can upload multiple files by clicking "Add an abstract File". However, please ensure that your files have meaningful names. This will make it easier to identify them in the future. It's always a good idea to include the date of your last modification, in the file name.

File formats

To properly archive and give access to a file, **we need to know what format it is**, for

Submit: File Successfully Uploaded

Your file was successfully uploaded.

The table below shows the files which have uploaded for this item. [More Help...](#)

File	Size	Description	File Format	
Picture 36.png	50131 bytes	abstract	image/png (known)	Change Remove

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.

[Add an abstract File](#)

example "PDF", "HTML", or "Microsoft Word". If the system does not automatically recognize the format of the file you have uploaded, you will be asked to describe it. If the format of the file appears in the list offered, click on it and then on "Submit". If you can't see the format in the list, click on "format not in list" and describe the format in the text box lower down on the page. Be sure to give the name of the application you used to create the file and the version of that application, for example "Autodesk AutoCAD R20 for UNIX".

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Verify Submission

This page lets you review the information you have entered to describe your submission. To correct or edit information, click on the corresponding button on the right, or use the oval buttons in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the "Next" button to continue.

Click on the "Cancel/Save" button to stop and save your data, or to cancel your submission.

Submit: Verify Submission

Not quite there yet, but nearly!
Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [More Help...](#)
If everything is OK, please click the "Next" button at the bottom of the page.
You can safely check the files which have been uploaded - a new window will be opened to display them.

Authors	Luyten, Bram	
Authors email addresses	bluyten@gmail.com	
Address	Romeinse Straat 18	
institution/affiliation	@mire NV	
City/Town	Heverlee	
ZIP/Postal code	3001	
Country	Belgium	Correct one of these
Title	Bananas revisited - innovative crop experiments	
Language	English	
Abstract	Due to recently discovered seeds, some innovative crop experiments yielded fantastic results in different locations worldwide.	
Uploaded Files:	Picture 36.png - image/png (Known)	Add or Remove a File

[< Previous](#) [Next >](#) [Cancel/Save](#)

License

To finalize your submission, you will need to agree to the ISHS Copyright Transfer agreement. Questions concerning this agreement can be directed at info@ishs.org.

Abstract Submission Complete

Now that your submission has been successfully entered into the system, the convener will be notified and will either accept or decline it. When it gets declined, you have the possibility to either apply changes and re-submit the abstract, or remove it from the system.

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Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

[Go to My DSpace](#)

[Communities and Collections](#)

[Submit to collection](#)

From this point on, you will be able to track the progress of your submission from the My DSpace page.

Submissions In Workflow Process

Title	Submitted to	Current state
Bananas revisited - innovative crop experiments	International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact	Review Abstract Submission

5.3. SUBMIT: Submit your full-text

When the convener accepted your abstract submission, **either as a poster or as an oral presentation**, you will be able to submit your full-text for reviewing.

You will be notified by email, and will have access to this task from your "My DSpace" page. The description of your task, to submit the full-text, also includes **the deadline**.

Awaiting Full Text Submissions

This section is for use in the continued authoring of your document.

Title	Submitted to	Deadline	Actions
Bananas revisited - innovative crop experiments	International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact	15 May 2008	Open Remove

When you choose to **Remove** the task, your submission will be deleted from the system. This should only be used if you really choose to cancel your submission.

Bananas revisited - innovative crop experiments

Bram Luyten

This item is being submitted to the collection: International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact

Option	Description
Edit	Open the item up for continuing, editing and file management.
View	View the item record as it stands at this stage of submission.
Remove	Remove the item all together.

[<< Return to My DSpace](#)

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When opening the task, you have the possibility to **Edit the submission**, enabling you to transform your abstract submission into a fully valid full-text submission. Other possibilities are viewing the item and removing it all together.

Enter appropriate subject keywords or phrases below.

Subject Keywords

The only difference between the abstract form and full-text form, is the possibility to enrich the data of your full-text item with keywords. **Carefully chosen keywords will make it easier for the editor in chief to appoint reviewers.**

In the second step, you will be presented with the files that you uploaded during abstract submission. Unless absolutely necessary, you should **NOT** remove the earlier uploaded abstract file. Just upload your finished full-paper, as an extra file. Further in the submission process (after receiving feedback from the reviewers), you are also recommended to **upload newer versions of your document as extra files.**

Submissions In Workflow Process		
Title	Submitted to	Current state
Bananas revisited - innovative crop experiments	International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact	Assign Reviewers

After finishing the full-text submission, you should be able to see your submission in the state of **“Assign Reviewers”** in your My DSpace.

5.4. SUBMIT: Correct your full-text submission

After appropriate reviewers have finished their tasks of reviewing, after being assigned to your full-text submission by the editor in chief, you will have the possibility to apply corrections or to upload a new version of your full-text.

Awaiting Corrections		
This section is for use in the continued authoring of your document.		
Title	Submitted to	Actions
Bananas revisited - innovative crop experiments	International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact	<input type="button" value="Open"/> <input type="button" value="Remove"/>

The system enables you to apply corrections after each individual review, allowing you to maximize your efforts to improve your submission.

When opening the task, you will be immediately presented with the reviewers' feedback. Reviewers can opt to provide their feedback in a text field, or upload a file, containing



Author Manual

feedback. If you provided your full-text submission as an MS Word document, they might have downloaded your file and re-uploaded it with “Track Changes” comments.

Workspace Item Help...

Bananas revisited - innovative crop experiments

Bram Luyten

This item is being submitted to the collection: International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact

Reviews

Although the described experiments are scientifically sound, we highly recommend to further elaborate on the conclusions and domains of application.

Option	Description
<input type="button" value="Edit"/>	Open the item up for continuing, editing and file management.
<input type="button" value="View"/>	View the item record as it stands at this stage of submission.
<input type="button" value="Remove"/>	Remove the item all together.

For maximal improvement of your submission, **it is recommended that you commit corrections as soon as possible after each individual review.** In this way, the other reviewers will be able to evaluate your updated, corrected version.

Even if you do not wish to apply corrections, you still need to open and perform the task, in order to forward your submission to the editor-in-chief, for final approval of your submission.

Submissions In Workflow Process		
Title	Submitted to	Current state
Bananas revisited - innovative crop experiments	International Conference Banana and Plantain in Africa; Harnessing International Partnerships to Increase Research Impact	Final Review of Submission

5.5. SUBMIT: Final review by the editor-in-chief

You will be notified by email when the editor-in-chief has approved or declined your final full-text submission. Because your submission exits the workflow process, you will no longer see it in your “My DSpace”.

If you haven't received a final approval or decline email AND your submission has disappeared from your “My DSpace” page, please request the status of your submission through info@ishs.org. It is highly likely that your email got lost in a spam filter.

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6. BROWSE

Browse allows you to go through a list of communities and collections. This is the same list, as displayed on the “Home” page.

Browse

 [Communities
& Collections](#)

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