The Submission and Peer Review Process: Overview

All submitting authors are advised to check their email regularly throughout the peer review process.

Authors that are subsequently invited to present their papers are conference should continue to check their email regularly until conference starts. We will have to withdraw papers if we are unable to contact you in the weeks leading up to conference.

SUBMISSION OF ABSTRACTS
Please submit an abstract of around 170 words and include up to 5 keywords via the MyARCOM online submission portal.

We cannot accept any abstracts submitted by any other means.

The deadline for the submission of abstracts will be announced in that year's Call for Papers and listed on the 'Important Dates' page within the conference information section of our website.

All submitted abstracts will be sent to two referees for peer-review. Based on feedback received from the two reviewers, the themes for that year's conference and the other abstracts that have been submitted, an abstract will be either accepted or rejected.

Authors can check on the progress of their submission at any time using the 'Submission progress' option within MyARCOM.

SUBMISSION OF PAPERS FOR INITIAL REVIEW
Authors of accepted abstracts will be invited to submit full papers based on the submitted abstract.

Full papers must be less than 10 sides of A4 (including all references, tables, graphics and illustrations).

All papers must be submitted on the ARCOM paper template, which is available for download from the Conferences section of our website [www.arcom.ac.uk].

All papers must use the standardised text styles that are available on the Add-in tabs that is built into the ARCOM paper template.

Any submitted papers that are not formatted correctly will be returned to the author for correction. Corrected papers must be resubmitted before the relevant submission deadline.

Each correctly formatted submitted paper will be sent to two members of the ARCOM Scientific Committee for peer-review.

Based on feedback received from the two reviewers, the themes for that year's conference and the other papers that have been submitted, papers may be

'accepted', 'accepted with minor alterations', 'accepted with major alterations' or 'rejected'.

Papers that are '**accepted**' as being ready for presentation at conference at this point will be considered to be in 'ready for publication' condition and consequently there will be no further opportunity to modify the paper.

Papers that were '**accepted with minor alterations**' or '**accepted with major alterations**' must be revised and resubmitted for further review.

Authors can check on the progress of their submission at any time using the 'Submission progress' option within MyARCOM.

SUBMISSION OF PAPERS FOR FINAL REVIEW
The authors of papers that were '**accepted with minor alterations**' or '**accepted with major alterations**' will be asked to revise their papers with the reviewer feedback in mind and resubmit their work for final review.

The deadline for the submission of full papers for final review will be shown in the 'Important Dates' page within the conference information section of our website.

Papers that are resubmitted for final review should be in 'ready for publication' condition as there will be no further opportunity for further adjustments.

Based on feedback received from the two reviewers, the themes for that year's conference and the other papers that have been submitted, the final review stage will result in submitted papers being either accepted or rejected.

Authors can check on the progress of their submission at any time using the 'Submission progress' option within MyARCOM.

PRESENTATION AND PUBLICATION OF ACCEPTED PAPERS
If a paper is accepted for presentation at conference, its authors will be formally invited to present their paper in person at conference.

At least one of the authors/co-authors of a paper accepted for presentation must **register for the conference** and **be able attend conference** to present the paper in person and answer questions on their work.

The presenting author for each paper must have registered and paid for their place at conference by 31 July.

The presenting author should submit their presentation file via MyARCOM on or before 15 August.

Once an initial presentation file has been submitted, the file can subsequently be updated by uploading a newer version.

Authors of accepted papers that are presented at conference will have a choice of formally publishing their paper as an indexed paper within our Annual Conference Proceedings or making their paper available as an ARCOM working paper.

Following each conference, the details of Indexed papers that have been published within our Annual Conference Proceedings will be sent to Scopus for indexing at the end of September. Typically, it takes a couple of months for individual published papers to appear in web-based search results.

Working papers are not formally 'published', are not included in our Annual Conference Proceedings and are not sent to Scopus for indexing but are instead made available to other researchers via MyARCOM.