

Instruction on How to Submit a Conference Paper in Organic Eprints for the NJF seminar 495: Organics for tomorrow's food systems 2017

You'll find Organic eprints here: <http://www.orgprints.org/>

Contents

Introduction.....	2
Help.....	2
Quick start: If you are used to using Organic Eprints.....	2
Deposit your paper.....	6
Eprint type.....	6
Details.....	7
Subjects.....	9
Affiliation.....	10
Upload.....	11
FP7-projects.....	12
Deposit.....	13
Save for later.....	15

Important dates for Conference Paper Submission

- Deadline for submission: 31st March 2017
- Notification of acceptance: 30th April 2017
- Final revised papers deadline: 15th May 2017
- Conference registration: Early bird 30th April 2017

Please note: Paper submission (abstract paper, not more than 1-2 pages A4, Verdana 10 pt font size, see template [here](#))

Important Websites:

- Organic eprints: www.orgprints.org
- NJF seminar 495: <http://njf.nu/seminars/mikkeli2017>

Introduction

For submitting conference papers to the NJF seminar 495: Organics for tomorrow's food systems 2017, the Organic Eprints Archive will be used (www.orgprints.org). Accepted papers will be made available at the Archive as open and searchable online proceedings after they are accepted. These guidelines explain the most important steps that need to be taken for submitting a paper to Organic Eprints, including screenshots with explanations.

Help

Should you have problems submitting your contribution or questions related to Organic Eprints, please contact

- Jaakko Nuutila, Finnish Organic Research Institute, jaakko.nuutila@luke.fi
- Carina Tikkanen-Kaukanen, University of Helsinki and Finnish Organic Research Institute, carina.tikkanen-kaukanen@helsinki.fi
- Anita Land, NORSØK, Norway www.norsok.no, anita.land@norsok.no
- Elen Peetsmann, Estonian University of Life Sciences, Estonia, <http://mahekeskus.emu.ee/>, elen.peetsmann@emu.ee
- Ilse A. Rasmussen, ICROFS, Denmark, <http://icrofs.dk/en/>, IlseA.Rasmussen@icrofs.org
- Janne Nordlund Othén, EPOK, Sweden, www.slu.se, janne.nordlund.othen@slu.se

Quick start: If you are used to using Organic Eprints

Login

Deposit "New item"

Choose Eprint type "Submit a paper or a poster to a conference"

If you do not choose this type, your paper will not be found by the conference organisers!

Fill in details – choose "Paper" or "Poster" for "Type of presentation"

Be sure to choose "international conferences -> 2017: NJF Seminar 495 – Organics for tomorrow's food systems-> one of the tracks" as affiliation! **If you do not click one of these, your paper can't be found by the conference organisers!**

Upload your paper and deposit. **If you do not click the "Deposit item now"-button, your paper will not arrive at the conference organisers!**

If you do not get a receipt within 14 days (except over Christmas holiday) contact Carina Tikkanen-Kaukanen, carina.tikkanen-kaukanen@helsinki.fi

If you need more help, go to the full instructions below:

If you are not used to using Organic Eprints, or just need some help, follow the guide below:

Register as user

If you're not already a registered user, please register by creating an account, otherwise login.



home about browse search latest help

Login | Create Account

Welcome to Organic Eprints

To register: Click "Create account"

Fill in the required fields

Create Account

You need to register in order to be able to deposit items in the repository.

As a registered user you will be able to manage your items, up to the point of submitting them for Editorial Review. If the review is successful your item will be deposited in the repository, if it is unsuccessful it will be returned to you with editorial comments.

In addition to managing your items a registered user can set up alert options, so that email notifications are sent when new items are placed in the repository.

Please complete the details on this page to register with Organic Eprints.

The registration process uses email to send you details of how to activate your account. You must then check your email and activate your password. Once activated you can start to use the registered features of the repository.

If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

Name:	Title	Given Name(s) or Initials	Family Name
✱ Email address:	<input type="text"/>		
✱ Username:	<input type="text"/>		
✱ Password:	<input type="text"/>		

Register

Click "Register" and the screen will look like this:



home about browse search latest help

Login | Create Account

Register

You have registered with username Ilse2.

This registration will not be activated until you visit the confirmation URL which has been emailed to ilse.ross@maassen@mail.vcl.e.dk

Click "Activate your password" in the email you receive:

Password Activation

Dear User,

Thank you for your interest in Organic Eprints.

You now need to [activate your password](#). This will expire in 1 week.

Your username is: **Ilse2**.

After you have successfully confirmed your password, you can deposit items [here](#).

Once you have confirmed your identity you may also subscribe to the email alerts service, to be automatically informed of new deposits in the repository in your chosen subject areas in a daily, weekly or monthly digest.

Have your username and password ready when visiting any of the above pages.

This message was generated automatically by software. If you have any questions, then please contact us.

eprints@orgprints.org

Organic Eprints

<http://orgprints.org/>

eprints@orgprints.org

If you do not receive this email, contact Ilse A. Rasmussen, ilsea.rasmussen@icrofs.org

Once you are logged in to Organic Eprints, the top of the pages will look like this:



[home](#) [about](#) [browse](#) [search](#) [latest](#) [help](#)

Logged in as Rasmussen, Researcher Ilse A. | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Click on 'Profile' to fill in more details.

Logged in as Rasmussen, Researcher Ilse A. | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Users - Rasmussen, Researcher Ilse A.

<http://orgprints.org/id/user/71>

[Edit](#)

Details	User History
<p>Profile Edit</p> <p>Email address: ilsea.rasmussen@gmail.com</p> <p>Name: Rasmussen, Researcher Ilse A.</p> <p>Department: Dept. of Crop Protection</p> <p>Organisation: Danish Institute of Agricultural Sciences</p> <p>Address: Research Centre Flakkebjerg DK-4200 Slagelse</p> <p>Country: Denmark</p> <p>Hide Email: Yes</p> <p>Homepage URL: http://www.agrsci.dk/plb/ira/person_uk.shtml</p>	

Click on 'Edit' to edit your account information. Please fill in at least your country.

Edit

Cancel		Save and Return	
<p>★ Account Details</p> <p>★ Email address: <input type="text" value="ilse.rasmussen@mail.dk"/> ?</p> <p>Hide Email: <input checked="" type="checkbox"/> ?</p> <p>Password: <input type="password"/> ?</p>			
<p>★ Personal Details</p> <p>★ Name: <input type="text" value=""/> Title <input type="text" value="Ilse"/> Given Name(s) or Initials <input type="text" value="Rasmussen"/> Family Name</p> <p>Department: <input type="text"/></p> <p>Organisation: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Country: <input type="text" value="Denmark"/></p> <p>Homepage URL: <input type="text"/></p>			
Cancel		Save and Return	

Leaving this blank will not affect your password. To change password, type a new one and click 'Save'.

Deposit your paper

On the "Manage deposits" page, click "New item"



home about browse search latest help

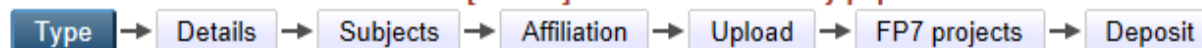
Logged in as Rasmussen, Ilse | **Manage deposits** | Profile | Saved searches | Logout

Manage deposits

New Item

Import from

Eprint type



Choose "Submit a paper or poster to a conference", and then click "Next".

If you do not choose this type, your paper will not be found by the conference organisers!

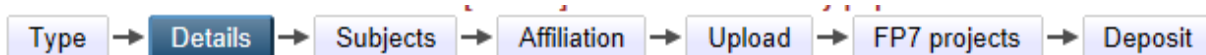
Type → Details → Subjects → Affiliation → Upload → FP7 projects → Deposit

Save and Return Cancel **Next >**

EPrint Type

- Journal paper**
An article published (or submitted for publication or a draft) in a scientific journal. A journal is characterized by being issued continuously as a series with a common name and by having a year, volume and usually issue (or month). Most scientific journals have an ISSN. Internet journals qualify as journals. If you deposit a draft of a paper for a journal, you should put it in this eprint type. If you do not yet know which journal you will submit the paper to, fill out Title of Publication with nonsense (e.g. 'to be decided' or 'xxx') (since it is mandatory) or put the name of the journal you think it is most likely you will publish in.
- Newspaper or magazine article**
An article published in a regularly published publication that is not a scientific journal. This could be a newspaper, a magazine, a farmers journal etc. Newspapers and magazines may or may not have information about volume, but will usually have issue or month or date.
- Working paper**
NOT a draft, but a finalized paper that is typically published in a series by a research institute. Also known as research paper, research memorandum or discussion paper. Working papers may also be unpublished, and not intended to be published.
- Conference paper, poster, etc.**
An article or abstract from a conference, workshop etc. A presentation or poster can be attached to the article as an extra document.
- Submit a paper or a poster to a conference**
NOTE: ONLY publications submitted to the conference(s) named below
NJF seminar 495, 2017: Organics for tomorrow's food systems

Details



Enter the title of your paper

- English
- German - Deutsch
- Danish - Dansk
- Czech - Český

- Paper
- Poster
- Workshop
- Lecture
- Speech
- Keynote presentation
- Other

Authors:	Family Name	Given Name(s) or Initials	Email
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="More input rows"/>			

Enter additional information

- Language
- Type of presentation – make it clear whether you want a paper or poster presentation
- Enter names and emails of authors
- Enter contact email of corresponding author

This additional information is necessary because the paper will later appear in Organic Eprints.

Enter abstract/summary – you can use the section "Implications" from your paper

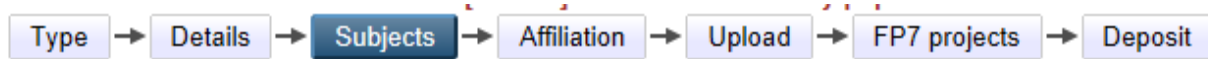
- Choose relevant keywords – once you start on a word, relevant words will automatically be suggested.
- If no relevant keywords are suggested, expand the "Keywords" field below and enter free keywords

The screenshot shows a web form for submitting a paper. The 'Summary' tab is highlighted with a red circle. Below it is a large text area for the abstract. The 'Agrovoc keywords' section contains a table with columns for Language, Value, and URI, and a 'More input rows' button. The first two rows of the table are also highlighted with a red circle. Below the table are several expandable sections: Summary translation, Keywords, Relations, Research info, Related Links, and Comments and Suggestions.

	Language	Value	URI
1.	...		
2.	...		
3.	...		
4.	...		

Click "Next".

Subjects



Add relevant subjects by expanding the trees (click the '+') and clicking "Add".
Do not add more than 3-4 subjects.

The screenshot shows the 'Subjects' selection screen. At the top, a navigation bar contains buttons for 'Type', 'Details', 'Subjects' (selected), 'Affiliation', 'Upload', 'FP7 projects', and 'Deposit'. Below this is a green bar with '< Previous', 'Save and Return', 'Cancel', and 'Next >' buttons. The main area is titled 'Subjects' and contains a search bar with a dropdown menu set to 'all of'. Below the search bar is a list of subject categories, each with a '+' icon and an 'Add' button. The categories are: Farming Systems, Animal husbandry, Crop husbandry, Production systems (with sub-items: Crop combinations and interactions, Breeding, genetics and propagation, Composting and manuring, Greenhouses and coverings, Irrigation and drainage, Soil tillage, Weed management, Crop health, quality, protection, Post harvest management and techniques), Soil, Environmental aspects, Food systems, Knowledge management, Values, standards and certification, and "Organics" in general. At the bottom, a green bar contains '< Previous', 'Save and Return', 'Cancel', and 'Next >' buttons, with the 'Next >' button circled in red.

Click "Next"

Affiliation



Click the + next to "International Conferences" and "2017: NJF Seminar 495 – Organics for tomorrow's food systems" and add the track you want to submit your paper to.

Research affiliation

Search project or organization

- + International Conferences
 - + 2017: NJF Seminar 495 - Organics for tomorrow's food systems
 - Add 1. Tuning up sustainable organic production
 - Add 2. Organic food, human health and wellbeing
 - Add 3. Organics in our societies
 - Add 4. Organics - the next step

If you do not click one of these, your paper can't be found by the conference organisers!

Find and add your own affiliations, e.g. project, organization etc.

- + Add Czech Republic
- + Add Denmark
 - + Add Organic RDD
 - + Add DARCOF III (2005-2010)
 - + Add DARCOF II (2000-2005)
 - + Add DARCOF I (1996-2001)
 - Add Agrologica
 - + Add AU - Aarhus University
 - Add DIIS - Danish Institute for International Studies
 - Add DTU - Technical University of Denmark
 - Add DTU, DFVF - Danish Institute for Food and Veterinary Research
 - Add DTU, RISØ - Risø National Laboratory
 - Add ICROFS - International Centre for Research in Organic Food Systems
 - Add KU - University of Copenhagen
 - Add SDU - University of Southern Denmark
 - Add SOAR - Research School for Organic Agriculture, Food and Food Systems
 - + Add KU-LIFE - Faculty of Life Sciences
 - + Add Other organizations
 - Add Egypt

Click "Next"

Upload



Give your paper file a relevant name

Important: File names should follow some rules. This includes:

- Do not use special characters in the file name (e.g. blanks, accents, ü, ø etc.)
- Choose a clear name for your file, preferably following the format "authorname_njf495_2017_keyword.doc"

Click "Browse" to find your file, and then click "Open" to upload

Logged in as Rasmussen, Ilse | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Edit item: [Submit a paper or a poster to a conference #22468]

Click the "+" next to "Show options"

- For "Content type", choose "Submitted version"
- For "Language", choose "English"
- For "Type", choose "Microsoft Word"
- For "Visible to", choose "Anyone" (it will not be visible to others until it has been accepted)
- If you want, you can choose a Creative commons license
- Do not choose an embargo expiry date

Important: Click "Update Metadata"

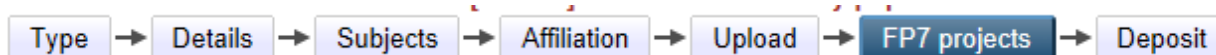
The screenshot shows a metadata update form with the following fields and options:

- Content type:** UNSPECIFIED (dropdown menu)
- Language:** English (dropdown menu)
- Type:** Microsoft Word (dropdown menu)
- Other content or format type:** (text input field)
- Visible to:** Anyone (dropdown menu)
- License:** UNSPECIFIED (dropdown menu)
- Embargo expiry date:** Year: (text input), Month: Unspecified (dropdown), Day: ? (dropdown)

At the bottom of the form is a green button labeled "Update Metadata". A "Hide options" link is visible in the top right corner.

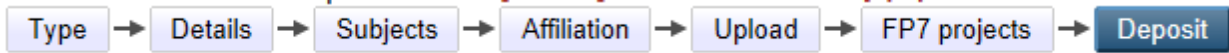
Click "Next"

FP7-projects



If your paper is an output from an FP7-project (EU), click yes and enter the agreement number, otherwise just click "Next".

Deposit



Read the Deposit Agreement, and deposit your paper

Deposit item: [#22468] This is the title

Deposit Agreement

In depositing this eprint (a collection of files and associated bibliographic metadata), I grant Organic Eprints the right to make it permanently available on-line, with open access to all or in accordance with any access restrictions that I have specified. (Removal of eprints from the public archive is strongly discouraged, but will be granted upon request.)
I understand that Organic Eprints does not assume any responsibility if there is any breach of copyright in distributing these files or metadata.

For work being deposited by its own first author: I declare that this eprint is my own intellectual property and that I have the right to make it available in Organic Eprints in the manner chosen.

For work being deposited by someone other than its first author: I declare that I have gained the proper permissions from someone with the right to make this eprint available in Organic Eprints in the manner chosen - or that the material is in the public domain.

Clicking on the deposit button indicates your agreement to these terms. If you do not wish to deposit the eprint right now you can **return to your user area**, where you will find this eprint in your workspace. You can then later edit, clone and deposit it.

After submission you will see these messages:

Item has been deposited.

Your item will not appear on the public website until it has been checked by an editor.

If you do not click the "Deposit item now"-button, your paper will not arrive at the conference organisers!

Your contribution will not be uploaded into the main archive and thus appear on the public website until shortly before the congress.


Below you can see how your contribution will look:

View Item: [#18382] This is a paper for NJF seminar 495
This item is in review. It will not appear in the repository until it has been checked by an editor.

Move to Repository Return item (with notification) Remove item (with notification)

Preview Details Actions History Issues

(2011) This is a paper for NJF seminar 495. Paper submission [Submitted]


 Microsoft Word - English
15kB

Summary

tralalala

EPrint Type:	Submit a paper or a poster to a conference
Type of presentation:	Paper
Pedagogic Type:	Presentation
Subjects:	"Organics" in general
Research affiliation:	Denmark International Conferences > 2017: NJF Seminar 495 - Organics for tomorrow's food systems > 1. Tuning up sustainable organic production
Acronym:	IPT
Start Date:	2011
End Date:	2011
Deposited By:	Rasmussen, Ilse Ankjær
ID Code:	18382
Last Modified:	10 Feb 2017 10:24
Status:	Unpublished

To check later whether your contribution has been deposited properly, go to "Manage deposits".
Your contribution should be listed as this:

Last Modified	Title	EPrint Type	Item Status
11 Feb 2013 15:07	This is the title of my paper	Submit a paper or a poster to a conference	Under Review 

After you have deposited your paper,

- You will receive an email receipt from the congress organizers within 14 days (except for during Christmas holidays) confirming that your paper has been submitted
 - o If you do not receive a receipt, please check to make sure that you finished depositing your paper by clicking the "Deposit item now" button.
 - o If you still do not receive a receipt, contact Carina Tikkanen-Kaukanen, carina.tikkanen-kaukanen@helsinki.fi

The paper will go through a review process, and you will be notified of the outcome by 30th April 2017

Save for later

If you choose "Save for later", you can see a preview and edit if needed (Details tab)

View Item: [#18382] This is a paper for NJF seminar 495
This item is in review. It will not appear in the repository until it has been checked by an editor.

Move to Repository Return item (with notification) Remove item (with notification)

Preview Details Actions History Issues

(2011) This is a paper for NJF seminar 495. Paper submission [Submitted]

 **Microsoft Word** - English
15kB

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Start Date:	2011
End Date:	2011
Deposited By:	Rasmussen, Ilse Ankjær
ID Code:	18382
Last Modified:	10 Feb 2017 10:24
Status:	Unpublished

If you log out of Organic eprints without depositing your paper, you'll find it under "Manage deposits" later

Manage deposits

Import from

User Workarea. Under Review. Live Archive. Retired.

Last Modified	Title	EPrint Type	Item Status	
19 Mar 2013 09:42	This is the title	Submit a paper or a poster to a conference	User Workarea	

Access rights

You can then edit it by clicking the "Edit" symbol (Pencil and paper) and deposit it.