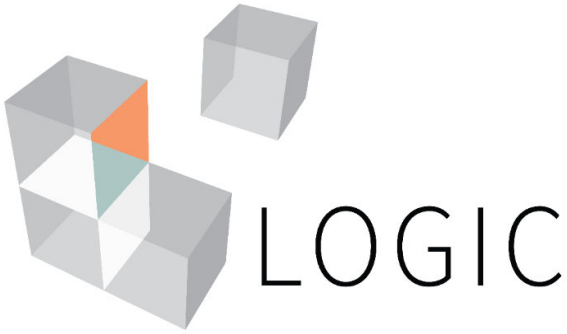




Guidelines for Authors

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Basic Concepts

To understand these Guidelines as best as possible, it is first necessary to familiarize yourself with the basic concepts of working within the Indico platform.

Account – An account forms the basis of your work with the Indico platform. **Without creating one you will not be able to access or work on the platform**. Instructions for creating an account are provided in the Platform Registration chapter.

Roles

As a user logged-in on the platform, you may find yourself in the following roles:

Paper Author (Contributor) – The person who submits paper(s) to the conference.

Coordinator (Judge) – A member of LOGIC Program Committee responsible for managing the review process for the papers assigned to them within their designated program areas. The easiest way to understand this role is through an analogy with a journal editor, as they recruit reviewers, communicate with authors and reviewers, and make the final decision on the ultimate status of the paper.

Reviewer (Content reviewer) – A person selected by the Coordinator who is competent to evaluate the quality of the paper submitted for review.

Main Menu

Depending on the roles you have at the conference, the main menu will vary. It is located on the upper left side of the home screen after logging into the platform.

A. If you only have the role of a Paper Author, and have no submitted contributions, the menu will look as follows:



While in the case when you have submitted contributions it will look as



In accordance with the text within the options themselves, this type of menu allows you to register a new contribution (`Call for Abstracts`[1]) and/or track the status of submitted contributions (`Paper Peer Reviewing`). The procedure for registering a new contribution is provided in the Contribution Registration chapter, while tracking the contribution status is covered in the Tracking Contribution Status and Responses to Reviews chapter.

B. If you are an Author, a Reviewer, and a Section Coordinator, the menu will look as follows:



This setup ensures that, in addition to contribution registration, you can also perform the duties of a reviewer (`Reviewing Area`) and/or of a coordinator (`Judging Area`).

Platform Registration

The first step in using the INDICO platform for LOGIC 2027 is creating a user account. After opening the web address **indico.sf.bg.ac.rs**, click on the **Login** button located in the upper right corner of the screen.

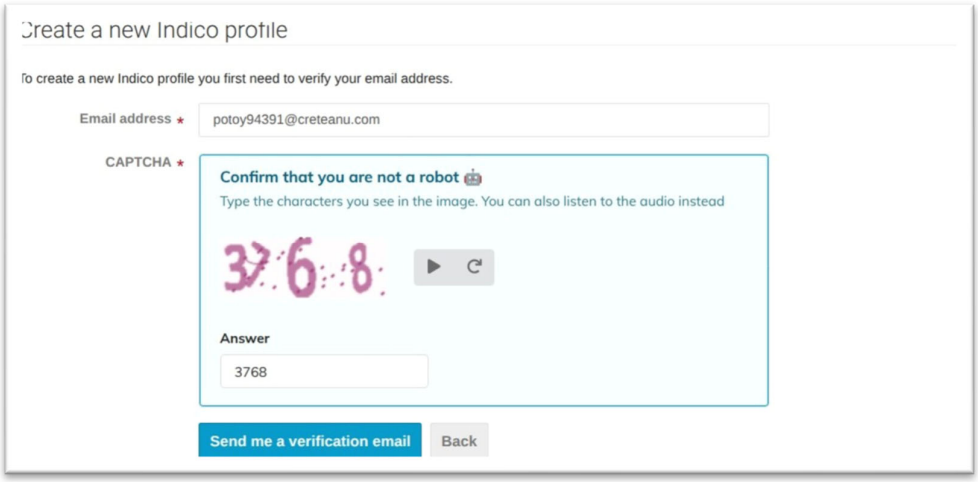


This will open the platform login page. If you already have a user account, log in by entering your username or email address and password. Otherwise, you can create a new account by clicking the `create one here` link.

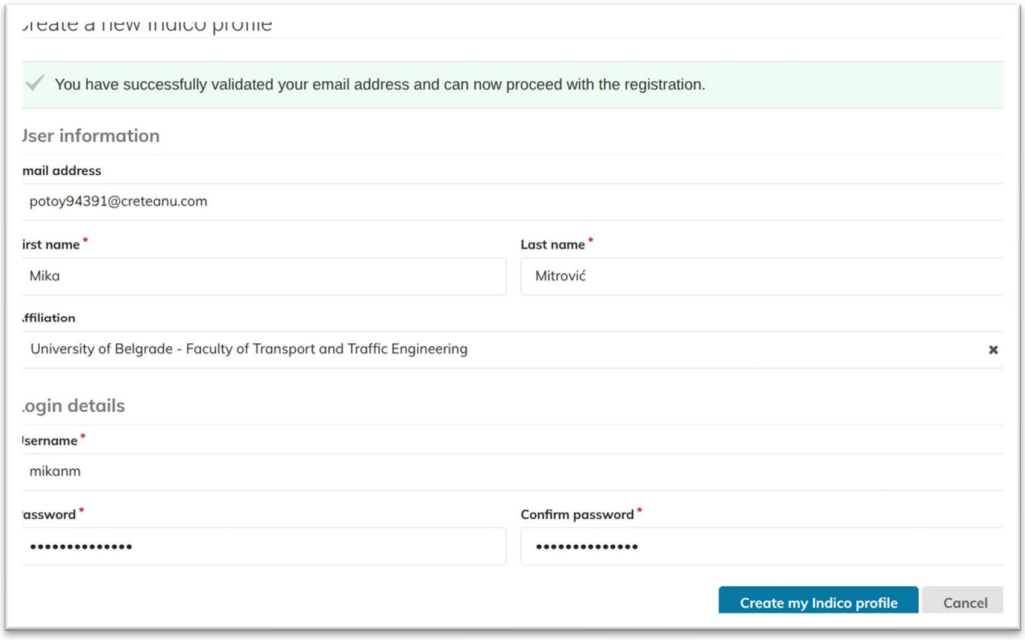
[1] In these instructions, the term “contribution” refers to both contribution types: abstracts and full papers. The Indico platform uses terms “abstract”, “paper” and “contribution” to refer to a contribution. However, all of them always refer to what is defined as a “contribution” in these instructions.



A new account is created by entering your email address, after which you need to verify it by clicking the link you will receive in the confirmation email. If the email does not arrive within a few minutes, please check your *Spam* or *Junk* folders as well.



Once your email address has been successfully verified, a page will open where you need to enter your basic user information, choose a username, and set a password.



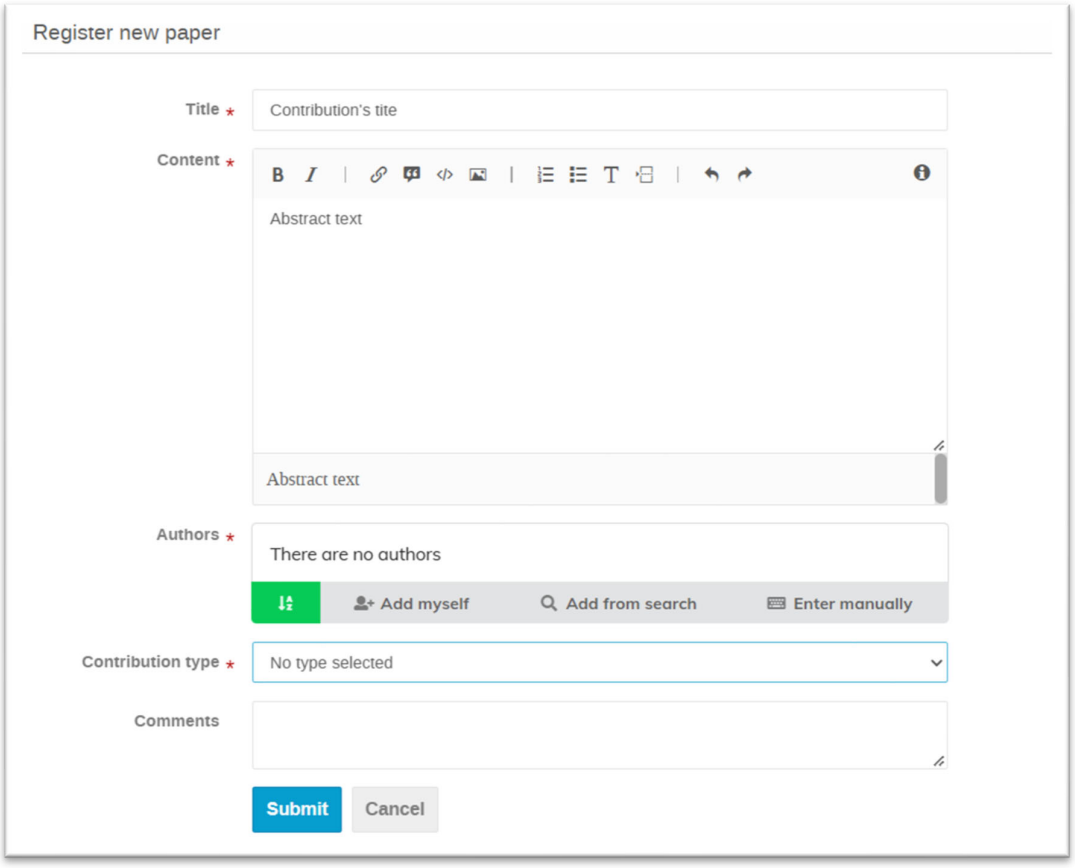
After successfully completing the registration, you can log in to the INDICO platform using the username or email address and password you defined during the registration process.

Contribution Registration

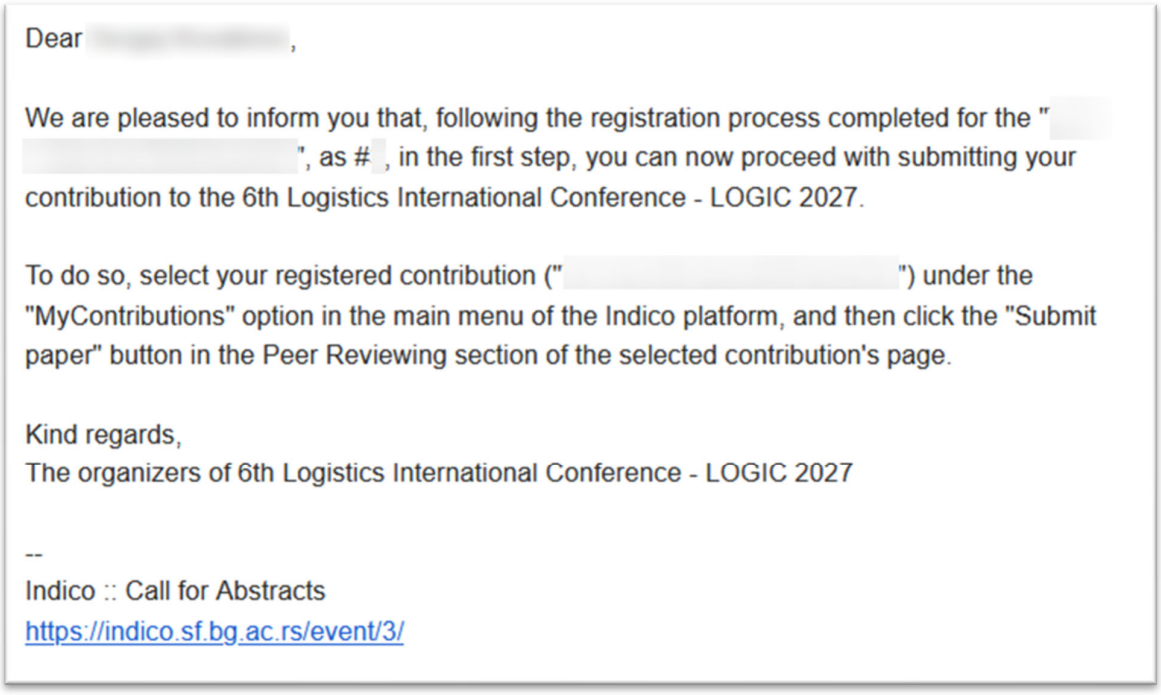
After selecting the `Call for Abstracts` option in the main menu, you can register a new contribution by clicking the `Register new paper` button located in the blue-shaded area in the center of the screen.



This will open the “Register new paper” form. You need to enter the paper title, give contribution’s abstract in the Content field, give data about authors and co-authors and define the contribution type (abstract or full paper).



Clicking the `Submit` button registers the paper, and automatically triggers sending an e-mail at the e-mail address used for opening an INDICO account in which registration is confirmed.



Dear ,

We are pleased to inform you that, following the registration process completed for the "
", as # , in the first step, you can now proceed with submitting your contribution to the 6th Logistics International Conference - LOGIC 2027.

To do so, select your registered contribution ("") under the "MyContributions" option in the main menu of the Indico platform, and then click the "Submit paper" button in the Peer Reviewing section of the selected contribution's page.

Kind regards,
The organizers of 6th Logistics International Conference - LOGIC 2027

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Indico :: Call for Abstracts
https://indico.sf.bg.ac.rs/event/3/

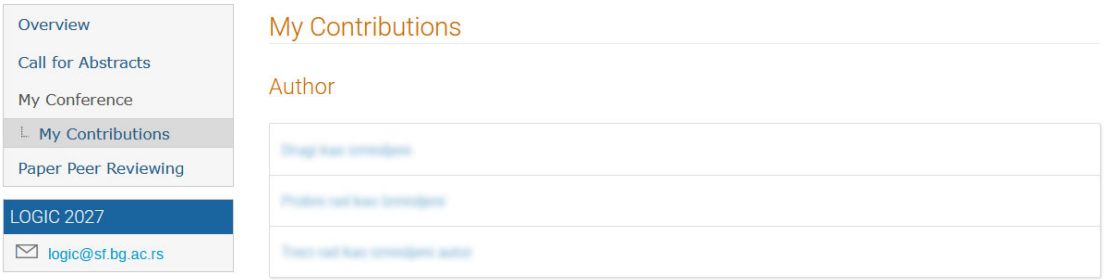
Upon registering the paper, the `My Contributions` item will appear in the main menu within the `My Conference` option.



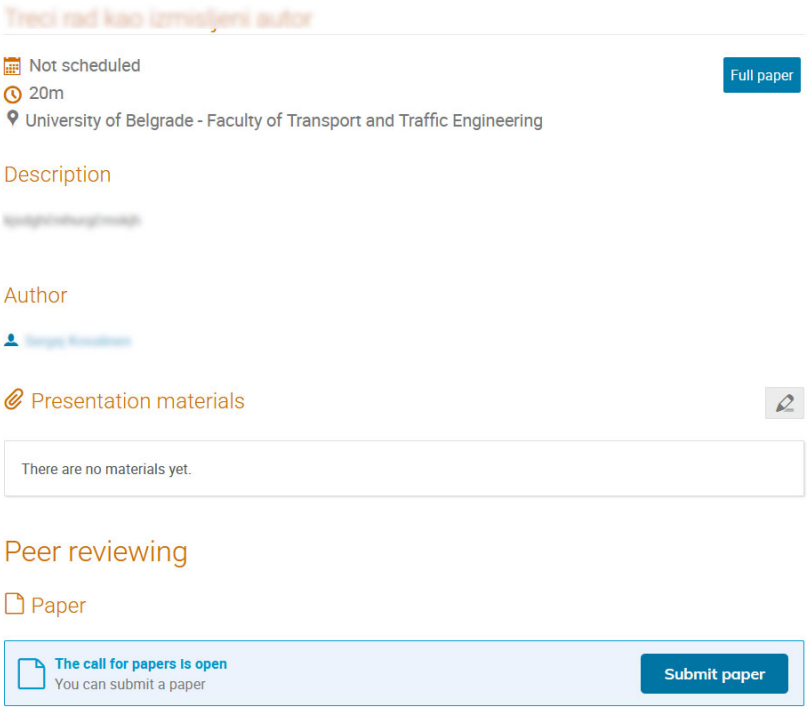
Note. A registered contribution is not a submitted contribution. Submitting a contribution is explained in the Submitting a Contribution for Review chapter.

Submitting a Contribution for Review

By selecting the `My contributions`, you will get a list of contributions you have registered that are waiting to be submitted for a review.



Clicking on a registered contribution will open a page where you can submit the contribution (full paper or abstract) for review by clicking on `Submit paper` button in Peer reviewing section.

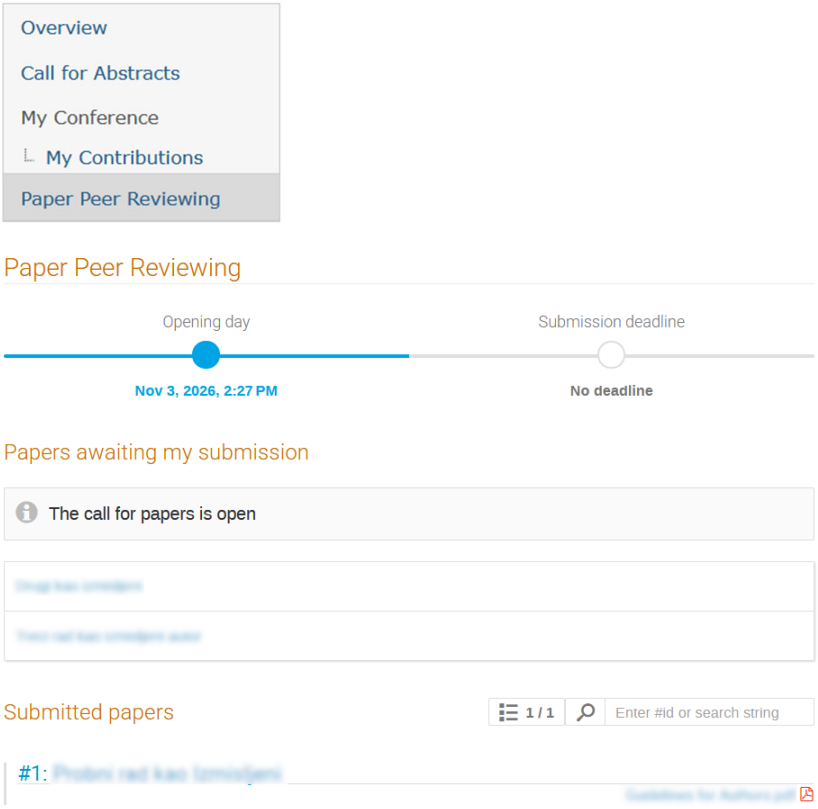


Clicking the `Submit paper` button opens the submission form. You submit the contribution by dragging and dropping the documents onto the ⊕ sign, and once the selection is complete, by clicking the `Submit` button.



Following this step, the contribution is submitted to the Coordinator for a decision on its status.

Within the `Paper Peer Reviewing` menu, the submitted contribution is moved from the `Papers awaiting my submission` section to the `Submitted papers` section.



Since the submitted documents are considered to be exactly what the reviewers should evaluate, changing them is impossible without the knowledge of the Coordinator. If you believe the documents need to be updated, please follow the instructions in the

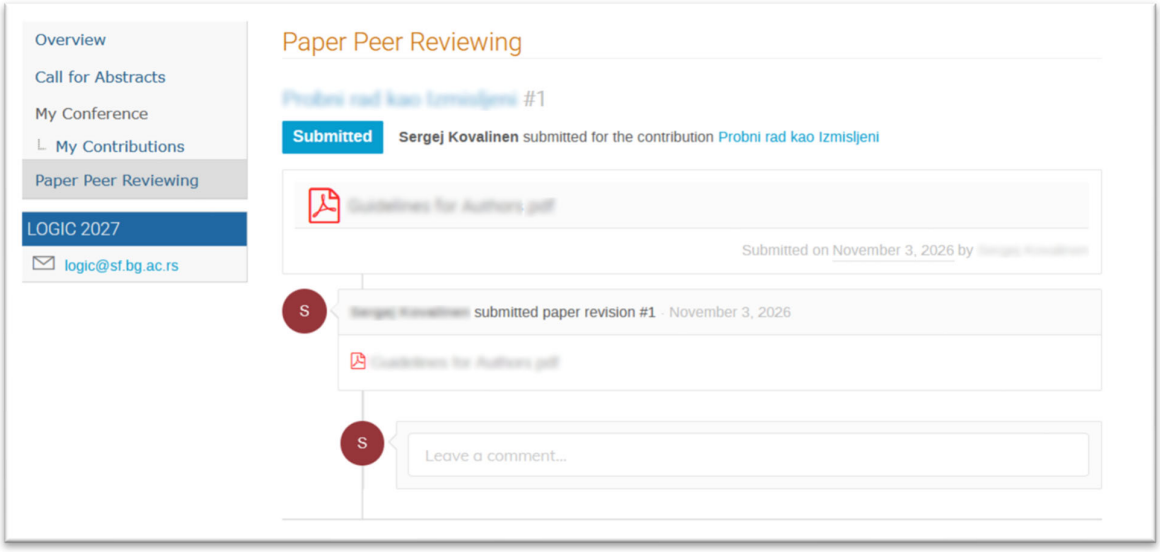
Modifying Submitted Documents for Review chapter.

The process now enters the tracking phase, which is explained in more detail in the Tracking Contribution Status and Responses to Reviews chapter.

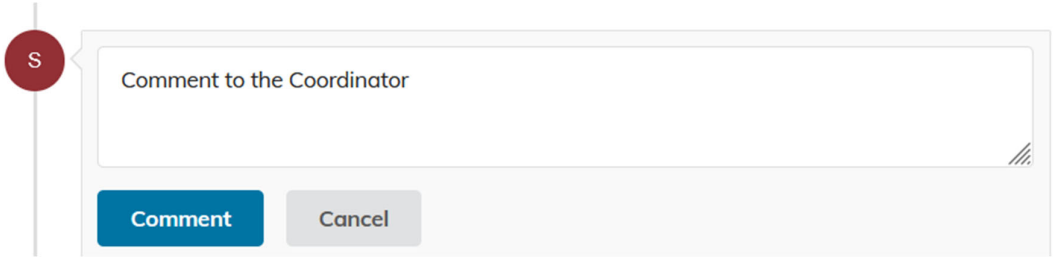
Tracking Contribution Status and Responses to Reviews

The contribution status tracking phase involves communication with the Coordinators (Judges). All communication takes place by leaving comments on the page accessed by clicking on the desired contribution within the `Submitted papers` section of the `Paper peer reviewing` option in the main menu.

Upon selecting the desired contribution, the following window opens. In addition to the contribution title and its ID number, it displays the current status of the contribution, and below it, the fields for communication with the Coordinator.

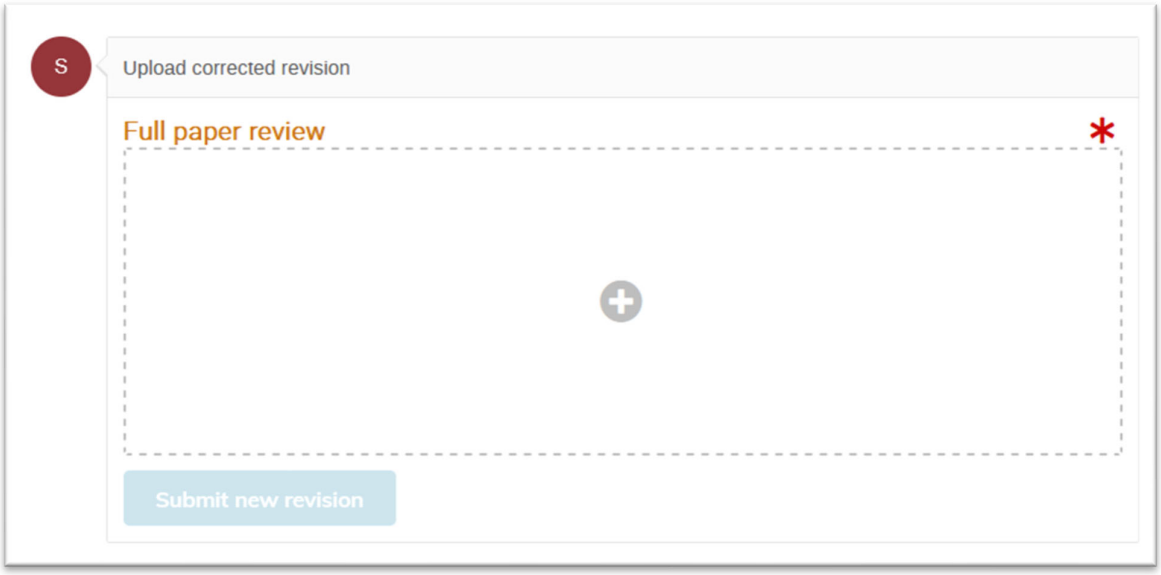


Sending a comment is completely intuitive—write a message and simply click the `Comment` button.



Important!!! *Every comment is automatically sent to the Coordinator's email address, making this the fastest way to get in touch with him/her.*

Once the review cycle is completed, the consolidation and summarization of which is the responsibility of the Coordinator, and after the authors are notified via comments (*an email is simultaneously sent to the authors informing them that the review report has arrived*), the Coordinator allows the authors to submit a new version of the contribution by opening the following field in the comments section:



Authors then submit the new version of the contribution in the same manner as the first submission, i.e., by uploading the corresponding files through the opened window.

From this moment on, the contribution is considered submitted for the next review cycle, and it cannot be modified except through the process defined in the Modifying Submitted Documents for Review chapter.

Modifying Submitted Documents for Review

Since it is assumed that contributions are thoroughly prepared before being submitted for review, the platform is designed under the assumption that there is no need to modify contributions between revisions initiated by the completion of a review cycle. For this reason, **authors cannot modify their contributions** until the Coordinator delivers the review report.

However, if a need arises to change the files containing the contribution's content, authors are advised to communicate with the Coordinator via the comments section for that contribution. In the case of a justified request, the Coordinator can enable them to submit a new version of the contribution, just as they would after a regular review cycle.

Note *Since it is highly possible that reviewers have already started evaluating the old version of the contribution, authors are advised to initiate this procedure only in situations where the changes fundamentally affect the potential outcome of the review*.

Other Matters

In the event of problems not covered by this document, authors are advised to contact their Coordinator via the comments section, and the Coordinator will work out a solution to the problem with the Conference Organizing Committee.