

BCD 2019 Final Paper Submission instructions

Please follow the steps below to prepare your final paper.

1. CPS Instructions

This year CPS will publish the proceedings and then submit the proceedings to be included in the electronic IEEE Xplore and be submitted to be indexed by EI and other indexing organizations used by IEEE.

For CPS each paper can be up to 6 pages in length. Up to 2 additional pages (for a total of 8) pages can be purchased.

Here you can find an CPS formatting template.

http://www.ieee.org/conferences_events/conferences/publishing/templates.html Your paper must be US Letter (8.5"x11")

2. Check your paper with PDF eXpress.

IEEE PDF eXpress is a free service to IEEE conferences, allowing their authors to make IEEE Xplore-compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE Xplore compatibility (PDF Check function).

- a. Access the IEEE PDF eXpress site at <http://www.pdf-express.org>

First Time Users	Previous users, but using it for the first time on a new conference	Returning users
Click "New Users - Click Here".	Enter 46142xp for the Conference ID, your email address, and enter the password you used for your old account.	Enter 46142xp for the Conference ID, email address and password.
Enter 46142xp for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted.	When you click "Login", you'll receive an error saying you need to set up an account. Simply click "Continue". By entering your previously used email address and password combination, you will enable your old account for access to this new conference.	
Check that the contact information is still valid, and click "Submit".	You will receive online and email confirmation of successful account setup.	

	<p>You will receive online and email confirmation of successful account setup.</p>	
--	--	--

- b. For each conference paper, click "Create New Title".
- c. Enter identifying text for the paper (title is recommended but not required)
- d. Click "Submit PDF for Checking" or "Submit Source Files for Conversion"
- e.
- f. Indicate platform, source file type (if applicable), click Browse and navigate to file, and click "Upload File". You will receive online and email confirmation of successful upload. You will receive an email with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.

3. Author Information

We also need author information that will be included in the proceedings table of contents and

Your Author Information for each paper

We need an email from you containing information about each author in text format. This information will be used in the proceedings table of contents and index so make sure you double check this information. This information should be in formatted as follows: (See emailing instructions at bottom)

Author # 1:

Last name (family name – this name will be used to index your paper)

First name (given name)

Affiliation (example 1: North University of China, China; example 2: IBM Corp, Japan)

Email address

Author #2:

Last name (family name – this name will be used to index your paper)

First name (given name)

Affiliation (example 1: North University of China, China; example 2: IBM Corp, Japan)

Email address

Author # 3:

Last name (family name – this name will be used to index your paper)

First name (given name)

Affiliation (example 1: North University of China, China; example 2: IBM Corp, Japan)

Email address

Author # 4:

Last name (family name – this name will be used to index your paper)

First name (given name)

Affiliation (example 1: North University of China, China; example 2: IBM Corp, Japan)

Email address

Etc.

4. IEEE Copyright Form

We need an IEEE copyright form in pdf format, filled out and containing your signature. We need this form emailed to ACIS. You can scan your signature and insert it into the copyright form. (You can download the form on the main conference page.)

5. What you need to email

- a. Please forward your pdf file you received from PDF eXpress to ACIS and be sure to include the Easy Chair submission number so we will know which paper you are submitting (we keep track of papers by this paper number).
- b. Email your author information in text format. Be sure your paper number is included in the message.
- c. Email the completed IEEE copyright form in pdf format with your signature on it.

Your submission will not be accepted until all three documents have been received. Please send all three documents to acis@acisinternational.org