# INCBAA Manuscript Submission Guideline
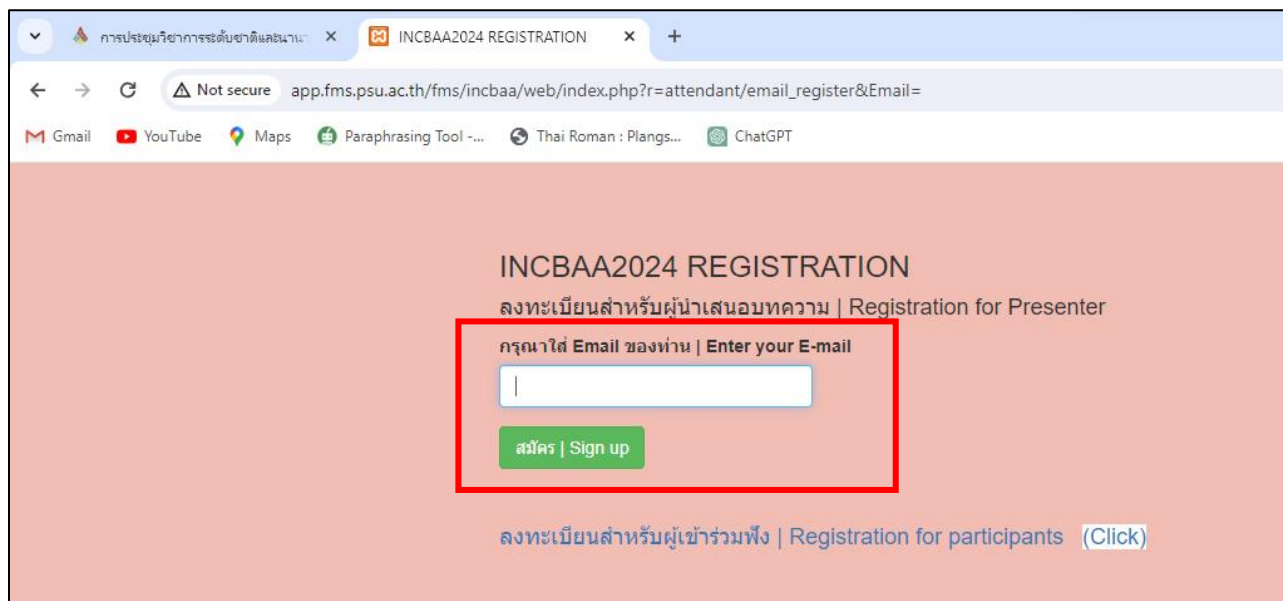
1. Enter the website **http://incbaa2024.org/** and then click on the **"Registration / Log in"** menu.
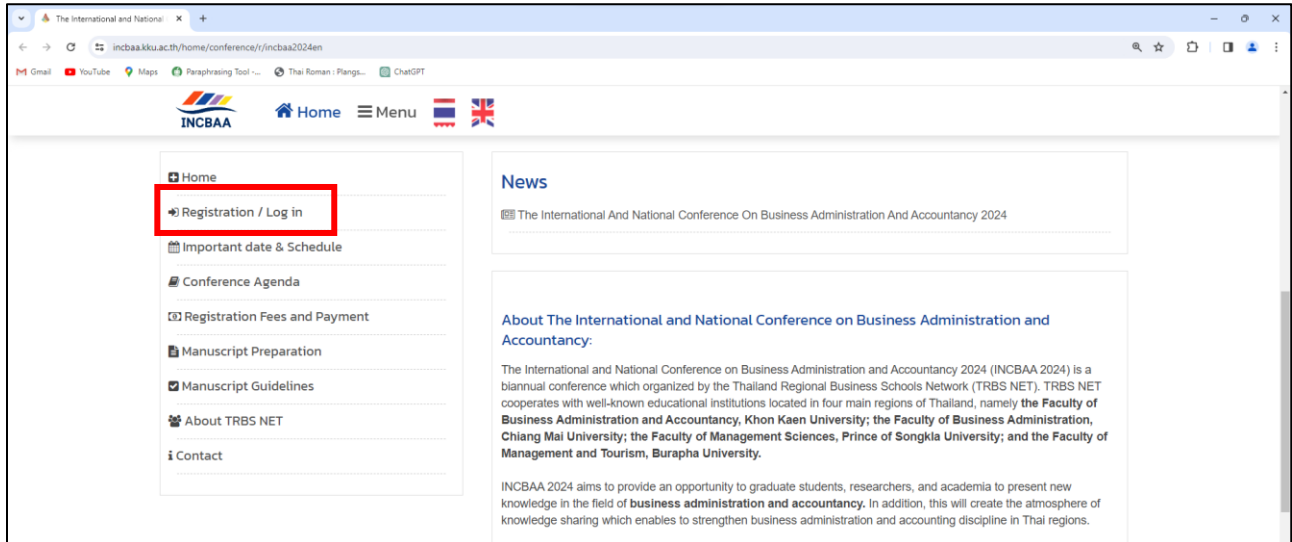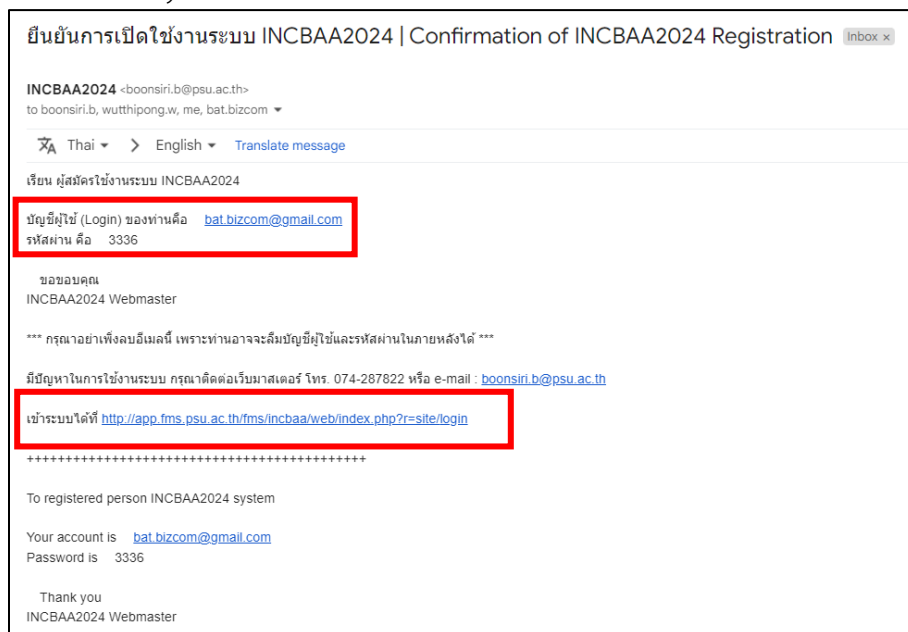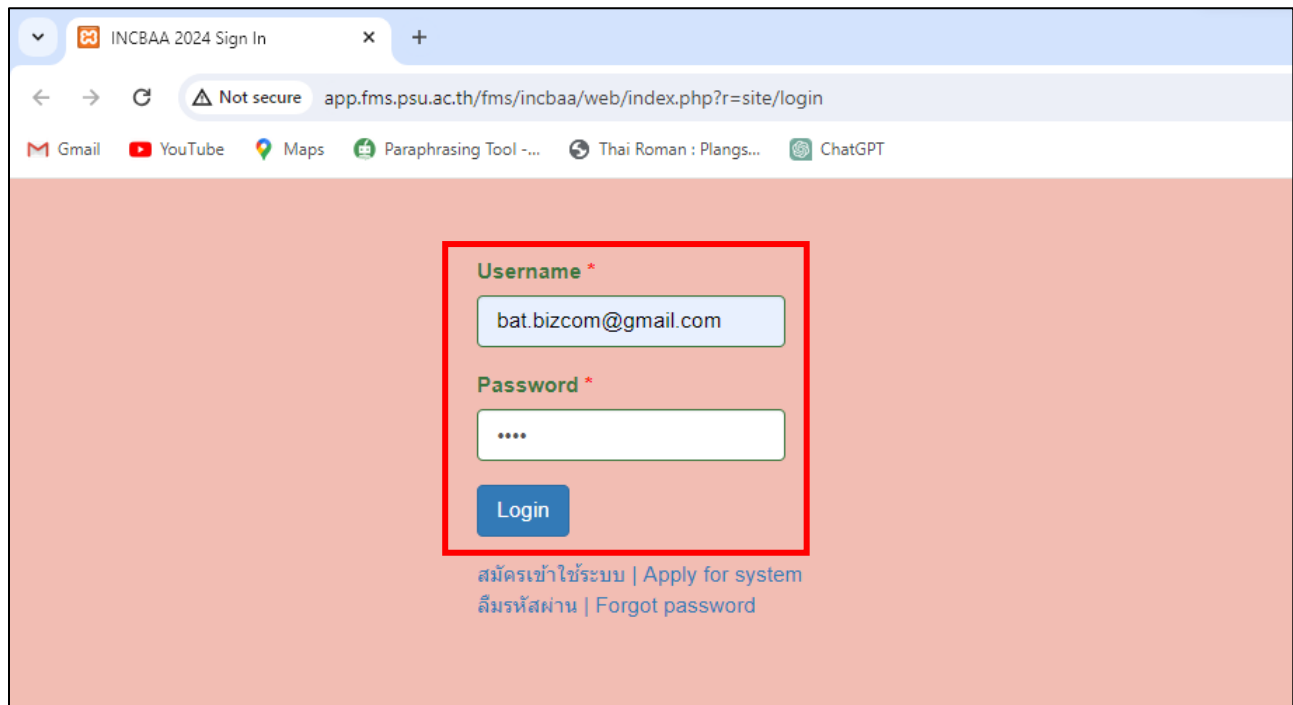


2. Click the **"Apply for system"** menu.
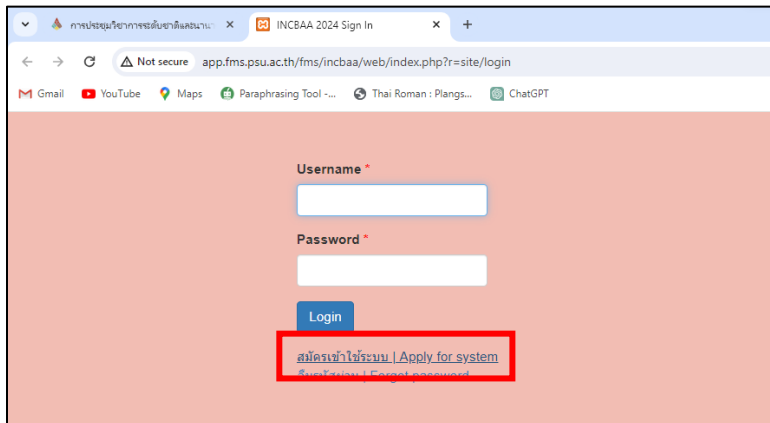
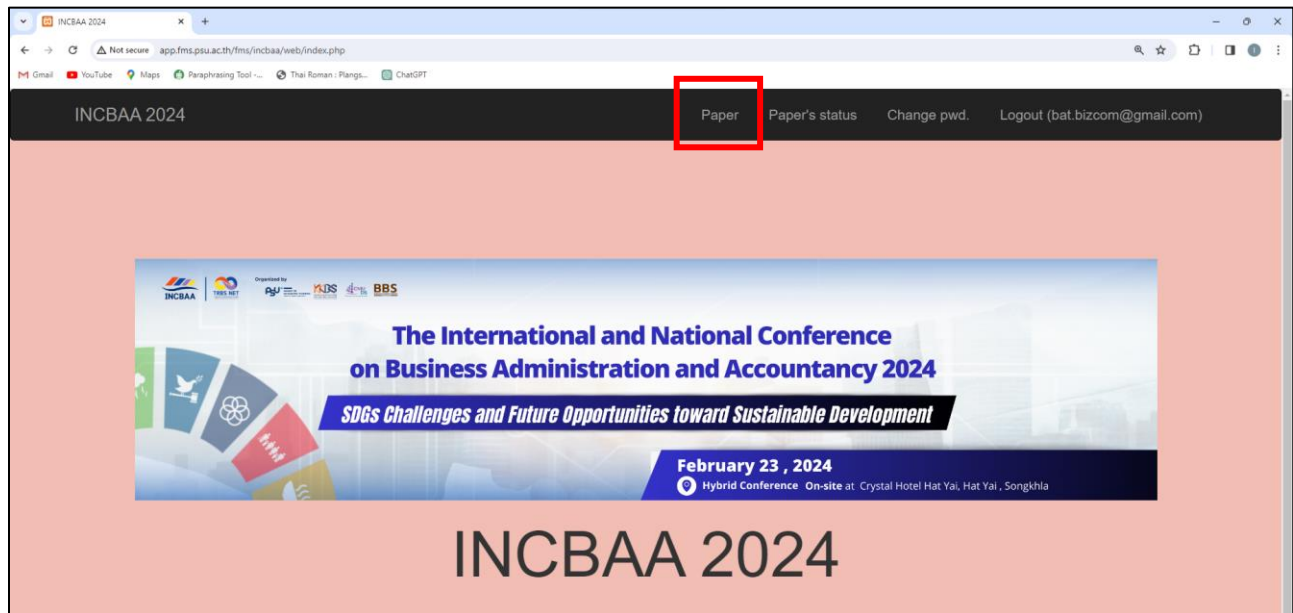3. Enter your E-mail, then click the **"Sign Up"** button.



4. Check the confirmation email to activate the system. The system will send the Username and Password to the your email. You may then click the login link in the email to access the system.

5. Enter your Username and Password, then click the **"Login"** button.



6. Click on the **"Paper"** menu to fill in details.

7. Fill in the information completely, attach the manuscript file (Word file format), then click the **"Save"** button.



8. The system will save the information of the author. (If in any situation the author needs to edit the information, click on the **"Paper"** menu)



9. The committee will have a preliminarily reviews and assesses the manuscript for further consideration (accept/reject).

10. In the case that the committee **"Accepts for further consideration"**, a notification email will be sent to the authors to make payment for the registration fee. Once the registration fee has been paid, the authors should upload the payment evidence through the system within the specified timeframe.

    In addition, there may be notifications to make further adjustments to the manuscript format after the manuscript has been accepted for consideration. In the case that the committee **"Rejects the manuscript for further consideration"**, it is considered that the manuscript did not pass for further evaluation by reviewers in the subsequent stages.

    *Note: The payment of the registration fee is not regarded as confirming the acceptance of the manuscript for presentation at the conference, as it needs to undergo evaluation by reviewers and the committee before the final decision on whether the manuscript is accepted for presentation at the conference.

11. The committee reviews the payment evidence and proceeds to submit the manuscript to reviewers for evaluation of the manuscript's quality.

12. After the reviewers have assessed the manuscript, the system will notify the authors of the results of the manuscript evaluation.

13. In the case where the manuscript evaluation result is **"Accepted"**, the authors need to revise the manuscript based on the suggestions of the reviewers and submit the revised manuscript within the given specified timeframe. And in the case where the manuscript evaluation result is **"Rejected"**, it is considered that the manuscript cannot be presented at the conference.

14. The committee reviews the revised version of the manuscript submitted. In the case where the evaluation result is **"Accepted"**, the author is eligible to present the manuscript at the conference.

**In the case that the manuscript does not comply with the specified conditions or does not pass the evaluation by the reviewers/committee, the conference organizers reserve the right to reject the presentation of the manuscript immediately. This applies regardless of the stage the manuscript is in, and the registration fee will not be refunded.**