IEEE VIII World Engineering Education Conference (EDUNINE 2024)

EDUNINE 2024 Final Paper Preparation Guidelines and Submission

I. Summary of Mandatory Requirements and Actions for Final Paper Submission

Authors must carefully follow the outlined steps to transform their accepted papers into **final "camera-ready" papers** that conform to the **IEEE Education Society** and **IEEE Xplore®** standards for publication. Failure to comply may result in non-publication in the IEEE Xplore® digital library. These steps must be completed by the specified Final Paper Submission for editorial review deadline (**22 January 2024**), detailed in the Important Dates table on the conference page.

The Technical Committee is responsible for ensuring that each paper in the **EDUNINE 2024** Proceedings meets the requirements for scope, content quality, English language, and format. Only papers meeting these standards will be forwarded to the **IEEE Xplore®** Editorial Board for the final review and potential publication.

Requirements for Producing a Final (Camera-Ready) Paper for authors:

1. Before uploading the Final (Camera-Ready) Paper:

- Incorporate major and minor improvements suggested by peer reviewers and the Technical Committee into their final paper as specified in the Conditional Acceptance Notification. Please refer to Step 1, Step 2, and Step 3 below for detailed information and recommendations on this page.
- Ensure consistency between information in the **EDUNINE 2024 OpenConf** system and the paper (Title, abstract, author's information, and keywords). More details are provided in Step 4 below on this page.
- Verify the paper's originality and absence of plagiarism using a plagiarism checker. Step 5 provides additional information and explanation about plagiarism.
- Create a final PDF file or use the **PDFeXpress** tool to verify the PDF's compliance with **IEEE Xplore®** standards. Step 6 contains guidelines on using PDFeXpress.

2. Uploading of PDFeXpress PDF Output File:

- Upload the PDFeXpress PDF output file to the conference **EDUNINE 2024 OpenConf** system by the chosen deadline. The link for uploading final papers is available in Step 7.

3. Electronic Signing of Copyright Form:

- At least one author must electronically sign the **copyright form**, representing all authors. Find the link to the IEEE copyright form in Step 8.

4. Author Registration for Presentation:

- At least one author must register for an oral presentation (in person or online) by the **Registration Fee Payment** deadlines. This is mandatory for the inclusion of accepted papers in the conference proceedings. Refer to the Important Dates table and Step 9 for more details on author categories, payment, and registration.

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Important Note:

IEEE reserves the right to exclude papers from distribution after the conference for non-compliance with standards or papers not presented orally at the conference, or in cases of plagiarism, self-plagiarism, or double submission. Action will be taken against authors found guilty of these practices. Additional information is available on the [IEEE Web Page on Plagiarism](#) and the [IEEE Web Page on Double Submission](#) of papers. These instructions apply to all types of accepted papers after peer review.

II. Comprehensive Guide: Step-by-Step Instructions and Recommendations

Step 1: Addressing the Reviewers' Recommendations and Revising Your Paper in Accordance with IEEE Standards

1.1 Review and Incorporate Reviewers' Comments:

Carefully review the feedback provided by the reviewers and make necessary revisions to your paper. If your paper has been conditionally accepted with major or minor improvements, ensure that all recommended changes, including content, linguistic, and format adjustments, are addressed. The revised version must be submitted for second review by a Technical Committee member to verify compliance with IEEE standards.

1.2 Adherence to Conference and IEEE Education Society Focus:

Ensure that the revised paper aligns with the technical area of interest specified by the **EDUNINE Conference** and the **IEEE Education Society**. The focus should be on "The theory and practice of Education in Engineering, Computation, Technology, and educational technology involved in the effective delivery of domain knowledge of all fields within the scope of interest of IEEE."

1.3 Thoroughly Review Authors' Information and References:

Authors are reminded to meticulously check their paper, verifying accuracy in authors' names, initials, affiliations, and references. Such details are common sources of errors and must be rectified in the revised version. Be careful, the publisher will not make any further corrections after publication!

1.4 Ethical Guidelines for Scientific Publishing:

Authors must strictly adhere to **IEEE's ethical guidelines for scientific publishing** . Familiarize yourself with IEEE's publishing guidelines and concepts, emphasizing authorship, proper citation practices, plagiarism prevention, and the importance of publishing original research. Source: (https://conferences.ieeeauthorcenter.ieee.org/author-ethics/ethical-requirements/). [IEEE Author Center, Author Ethics, Ethic Requirements.](#)

i) Authorship Criteria:

Follow the IEEE definition of authorship, ensuring that all contributors meet the specified criteria. Individuals should have made a significant intellectual contribution, participated in drafting or reviewing the paper, and approved the final version for publication. Contributors not meeting these criteria should be acknowledged in the Acknowledgment section to maintain ethical standards.

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ii) Citation Practices:

You can improve research reproducibility with proper citation practices. Always cite your sources. Citation is required in several instances. Follow these guidelines:

- **Direct quotation:** Place verbatim text from another source in quotation marks. Indent text for longer quotes. Include a citation to the original source.
- **Paraphrase or summary:** Include a citation when restating or summarizing information from another source, including ideas, processes, arguments, or conclusions.
- **Data, research results, information, graphics, or tables:** Cite the original source when referring to, adapting, or reusing any information from another source.

Note that the same rules apply to your own previously published work. When in doubt, include a citation.

iii) Inappropriate Use of Citations:

Avoid citing irrelevant sources to artificially inflate citation metrics. Only include citations that genuinely contribute to the paper's content based on the outlined criteria.

iv) Plagiarism:

Understand and prevent plagiarism, as defined by IEEE. **Plagiarism** involves using others' ideas, processes, results, or words without acknowledging the original author and source. All papers will be checked for plagiarism before publication in the **IEEE Xplore®** Digital Library (See a detailed explanation in Step 5).

v) Publish Original Research:

When submitting your paper for publication, it should:

- Contain original research that has not been published before.
- Not be submitted to any other publication while you await a peer review decision.

IEEE recognizes that technical research often follows an evolutionary publishing process. For example, research may be published first as a conference paper with preliminary findings, and then as a journal article with fully developed research and conclusions. IEEE supports this process provided that:

- The paper undergoes standard review every time it is submitted to a conference or publication.
- The later version of the article contains substantially more technical information than the earlier version.
- The later version cites the earlier version and clearly indicates how the two versions differ.

vi) Accurate Data Reporting:

Maintain the highest standards of accuracy in reporting data. Avoid fabrication, falsification, and image manipulation. Fabrication involves inventing data or results, falsification includes manipulating research materials, equipment, or processes, and image manipulation refers to inappropriate adjustment that alters the scientific meaning of an image.

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By following these detailed instructions, you contribute to the integrity and quality of your paper, meeting the ethical standards set by IEEE for scientific publishing.

Step 2: Addressing Reviewers' Comments on English Language Problems and Proofreading Your Paper

It is important to note that **English** is the official language of the conference. Therefore, it is crucial to pay close attention to linguistic and typographical accuracy before submitting your final paper. Authors must thoroughly proofread their work, correcting any spelling, grammar, punctuation, and other errors to ensure that the quality of the manuscript meets the conference's language standards.

While papers undergoing peer review are not rejected solely based on **English** language deficiencies, the acceptance of a paper is dependent on the improvement of technical **English**. Compliance with this requirement is mandatory. Papers accepted with major or minor improvements could undergo multiple reviews after **22 January 2024** (see Important Dates table on this page. Failure to meet the language standards will result in rejection, as papers that do not meet the requirements cannot be forwarded for further review on **IEEE Xplore®**.

To effectively communicate your ideas and research to a global audience through a well-crafted paper, follow these guidelines for enhancing technical **English**:

- Use clear and concise sentences, avoiding unnecessary verbosity.
- Avoid overly formal or complex language that may hinder comprehension.
- Provide definitions for acronyms upon their first usage in the paper.
- Organize the paper logically to facilitate a smooth and coherent flow of the argument.

Authors who encounter challenges in **English** proficiency are encouraged to seek assistance to enhance their writing. Collaborate with colleagues who have superior English skills or utilize resources available at your institution's writing center. It is important to note that relying on software translators is discouraged. While these tools can rectify typos and minor errors, they fall short of transforming text into well-written prose. Automatic translation is inherently complex, relying on contextual understanding, linguistic structures, and rules, which necessitate human intervention.

For those seeking additional support, engaging the services of a commercial language proofreading service is a viable option. The IEEE has established agreements with several such services, offering discounted rates to authors. For more details, refer to the IEEE Author Center .

Step 3: Review the Paper for Compliance with IEEE Style and Referencing Guidelines

Upon submission, all conference proceedings undergo automatic conversion to HTML by the **IEEE Xplore®** software, adhering to formatting rules within the provided template. It is therefore extremely important that you strictly adhere to the guidelines. If a paper does not fully comply with style/formatting and referencing/citation requirements, pre-processing of the entire conference proceedings will fail, and IEEE will decline to include the paper in **IEEE Xplore®** until the paper is removed from the conference proceedings and all indexes. Therefore, the Technical Committee reserves the right to reject papers that have changed formatting commands in the manuscript templates or exceed the page limit in the final version.

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Please meticulously verify that you have followed all instructions and examples provided in the **conference template**. The following rules must be observed:

- Format papers for printing on A4 paper, conforming to the formatting requirements outlined in the IEEE Manuscript Templates for Conference Proceedings, which are **IEEE Xplore®**-compliant. The templates can be accessed on our homepage.
- LaTeX users should utilize the "*conference*" option.
- Maintain the template as is; any submissions altering the template, such as adjusting line spacing or margins beyond the specified limits, will be rejected.
- For MS-Word users, format document elements using predefined styles in the template, not manually. Ensure the use of fonts, sizes, etc., as predefined in the template.
- Do not include page numbers. Proofread your document and confirm the absence of headers or footers. Download a new copy of the template to cross-reference with your submission, ensuring accurate formatting.
- Remove all template text from the final paper before submission, including the first page footer in the MS-Word template (XXX -X- XXXX-XXXX -X/ XX /$XX.00 ©20XX IEEE). Failure to remove template text may result in non-publication.
- Strictly adhere to IEEE format for bibliographic references and citations.
- **Conference Paper Requirements:**

Full papers should not exceed 6 pages, including references, figures, tables, appendices, and an abstract of no more than 150 words in a paragraph.

Work-in-progress (WIP) papers should be up to four (4) pages, including references, figures, tables, appendices, with an abstract of no more than 150 words in a paragraph. The title of a WIP paper should begin with "Work in progress:."

Doctoral Symposium (DS) papers should not exceed four (4) pages, including references, figures, tables, appendices, and an abstract of no more than 150 words in a paragraph. The title of a DS paper should begin with "DS:."

Workshop/plenary/panel papers should have an abstract of no more than 150 words in one paragraph, with the title preceded by "Workshop:" or "Plenary:" or "Panel:". Two formats are acceptable:

- Full Paper Format: Up to 6 pages, including references and an abstract of no more than 150 words in a paragraph.
- Short Paper Format: Up to 2 pages, including references and an abstract of no more than 150 words in a paragraph.

Papers exceeding the specified page limits will not be accepted.

Step 4: Review and update the information in the OpenConf system for your paper.

Carefully review the title, abstract, author names, and affiliations to ensure accuracy in the final submission. Additionally, verify that the title, abstract, keywords, and author list are correct in the **EDUNINE2024 OpenConf** system, as this information will be used to create the indexes of authors and papers for the

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conference proceedings. Any necessary changes can be made using the **Edit Submission** option in our OpenConf system.

If the same author is listed in multiple papers, ensure that their name is consistent across all papers and matches the author list registered for your paper in the **EDUNINE 2024 OpenConf** system. Also, confirm that the order of authors in your paper matches the order entered in the **EDUNINE 2024 OpenConf** system.

Step 5: Verify the paper's originality and absence of plagiarism.

Please ensure that your final paper is free from **plagiarism and/or self-plagiarism**. Many universities use plagiarism checkers to verify the originality of student papers, essays, and research projects. These tools are also available for researchers, professors, and students. Before uploading your final paper to OpenConf, please check it for plagiarism.

IEEE policy requires all submissions to its journals and conference proceedings to undergo a plagiarism detection process. IEEE **EDUNINE 2024** has access to the **IEEE CrossCheck** plagiarism checker and is required to scan all submitted papers.

Policy on Plagiarism and Multiple Submissions.

The following policy is in place: Pre-publication author misconduct, such as double-submission or plagiarism, will result in severe punishment imposed by IEEE. This may include revocation of titles, banning of authors from publishing, and the possibility of corrective actions that may require or allow notice of the offense to be placed in the IEEE electronic database and/or in the relevant publication. Allegations of misconduct by authors of papers in conference proceedings shall be investigated by the conference publication chair, or by the publication officer of the IEEE organizational unit that sponsored the conference if the allegation is made after the publication of the proceedings. Source: Introduction to the Guidelines for Handling Plagiarism Complaints

1. Plagiarism.

IEEE defines plagiarism as "the use of someone else's prior ideas, processes, results, or words without explicitly acknowledging the original author and source." Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

IEEE considers several basic factors when evaluating a case of possible plagiarism:

- Amount or quantity (full paper, a section of a paper, a page, a paragraph, a sentence, phrases)
- Use of quotation marks for all copied text
- Appropriate placement of credit notices
- Improper paraphrasing

Possible plagiarism scenarios:

Potentially complicating the effort to identify plagiarism is the fact that each of the above basic factors can be combined with other factors, creating a range of possible plagiarism scenarios. Here, then, is a full list of possible scenarios, starting with the worst case:

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Level 1.

Uncredited Verbatim Copying of a Full Paper. [The most extreme case of plagiarism is when a full paper is copied and any name of the original author list is replaced with another person.], or

Uncredited Verbatim Copying of a Major Portion (more than 50%) within a Single Paper.[An instance is where a large section of the original paper is copied without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of plagiarized material is more 50%.], or

Uncredited Verbatim Copying within More than a Single Paper by the Same Author(s).[This case includes instances where more than one paper by the offending author(s) has been found to contain plagiarized content, and all the percentages of plagiarized material in each of the discovered papers sum to greater than 50%.]

Level 2.

Uncredited Verbatim Copying of a Large Portion (greater than 20% and up to 50%) within a Paper. [An instance is where a section of the original paper is copied from another paper without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of copying results in a large portion of plagiarized material (up to 50%) in the paper.], or

Uncredited Verbatim Copying within More than One Paper by the Same Author(s). [This case includes instances where the sum of plagiarized material from the different papers would constitute the equivalent of a large portion (greater than 20% and up to 50%) of the discovered paper with the fewest words.]

Level 3.

Uncredited Verbatim Copying of Individual Elements (Paragraph(s), Sentence(s), Illustration(s), etc.) Resulting in a Significant Portion (up to 20%) within a Paper. [An instance could be where portions of original paper are used in another paper without quotation marks, credit notice, reference, and bibliography.]

Level 4.

Uncredited Improper Paraphrasing of Pages or Paragraphs. [Instances of improper paraphrasing occur when only a few words and phrases have been changed or when the original sentence order has been rearranged; no credit notice or reference appears with the text.]

Level 5.

Credited Verbatim Copying of a Major Portion of a Paper without Clear Delineation. [Instances could include sections of an original paper copied from another paper; credit notice is used but absence of quotation marks or offset text does not clearly reference or identify the specific, copied material.]

For more information about appropriate corrective actions that correspond to each level of misconduct see https://www.ieee.org/content/dam/ieee-org/ieee/web/org/pubs/Level_description.pdf

IEEE Xplore® Similarity rate.

Note that to be submitted to **IEEE Xplore®**, the **overall similarity rate of a paper should not exceed 30 percent**, and the similarity rate to a **single source should not exceed 10 percent**.

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IEEE recommends a **30% similarity threshold** to identify submissions that should be reviewed for possible problems. Submissions that exceed 30% similarity will generate an email alert from **IEEE CrossCheck** and will be sent to the conference publication chair and the IEEE IPR Office.

An alert alone should not be used to determine if a submission is problematic or not. The Publication chair or Technical Program Chair should access the full similarity report of any alert to review what material was detected to be similar. The percentage level of each similarity report can contain several individual sources (sometimes as many as 20 or more). Each individual source has its own similarity percentage that is combined into the report's full similarity percentage. For example, a paper with a similarity report of 20% may have 20 individual sources, each with only 1% of similar text, which can represent commonly used phrases.

If there is a belief that the author's misused content was a simple mistake, and the manuscript has merit, then it would be acceptable to inform the author of the reported similarity and have the author revise the paper accordingly and resubmit it.

If there is a belief the plagiarism was intentional and serious enough that a formal case is warranted, then the incident should be pursued, alerting the IEEE IPR Office to let them know the author's name and the details of the incident so that it can be recorded for any repeat incidents by the same author.

2. Policy on Multiple Submissions and Prior Publication.

The general IEEE policy requires that authors should only submit original work that has neither appeared elsewhere for publication, nor is under review for another refereed publication.

2.1 Prior Publication (avoiding self-plagiarism)

The guidelines recognize that it is common in technical publishing for material to be presented at various stages of its evolution. As one example, this can take the form of publishing early ideas in a workshop, more developed work as work-in-progress and fully developed contributions as a full paper. This publication process is an important means of scientific communication. IEEE requires that this evolutionary process be fully referenced by the author.

Authors must also include information that very clearly states how the new submission differs from the previously published work(s). Such papers should be cited in the submitted manuscript.

Self-plagiarism, also known as autoplagiarism or auto-referencing, occurs when a person presents their own previously published work or part of it as new or original in another publication without proper citation or acknowledgment. In essence, it involves reusing one's own intellectual content without disclosing that it has been published or presented elsewhere. Self-plagiarism focuses on the misuse of one's own work. It is considered a breach of academic and publishing integrity because it misrepresents the novelty and originality of the new work. In scholarly and professional settings, authors are expected to provide accurate attribution to any prior publications or materials they incorporate into their new works, even if authored by the same individual. Failure to do so may result in academic or professional consequences, as it goes against the principles of transparency, honesty, and fairness in the dissemination of knowledge.

The similarity rate to a single source of a **work previously published by the same authors should not exceed 10 percent**.

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2.2 Multiple Submissions

Multiple submissions is defined as a given manuscript being concurrently under active consideration by two or more publications.

This practice is considered inappropriate scholarly practice and a suspension of publication in IEEE.

Step 6: Generate an IEEE Xplore®-compliant PDF of your paper.

PDF eXpress is a free service for **IEEE** conferences that allows authors to create IEEE Xplore-compliant PDFs (conversion function) from **DOC /DOCX /LaTeX files or to check self-created PDFs** for **IEEE Xplore®** compatibility (PDF Check function)

IEEE PDF eXpress site (http://ieee-pdf-express.org).

Before creating/checking a PDF file

Proofread your source document thoroughly to confirm that it will require no revision.

IMPORTANT: Any changes made to a PDF after an IEEE PDF eXpress conversion may invalidate IEEE Xplore® compatibility. Please, convert the file again with IEEE PDF eXpress.

To create / check/ a PDF from your paper file (doc, docx, LaTeX or pdf)

Log in to the IEEE PDF eXpress site (http://ieee-pdf-express.org/).

Enter the following information:

- **Conference Id: 60625X**
- **First-time users should do the following:**
  - Select the **Create account** link
    - Enter information as prompted.
    - An Online confirmation will be displayed, and an email confirmation will be sent verifying your account setup.
- **Previous users of PDF eXpress:**
  - *Email Address*: enter the email address of the previous **PDF eXpress** use.
  - *Password*: enter the corresponding password.
  - **LOGIN**
  - The system prompts you to link this new conference ID to your account, reply YES. The system will show you your profile information and you can update it. Remember to click **SUBMIT** in each case.

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IEEE PDFeXPress Login Screen   *After SUBMIT*

After you log in, you can **create a pdf file from a docx or LaTeX file or check a pdf file** from a final paper by selecting **Dashboard** from the left menu.

Select CREATE NEW TITLE and follow the 4 steps shown in the figure below.

Create a new PDF file with PDF eXpress

If the conversion of the file to a PDF complaint IEEE Xplore file is successfully created, the message is **SUCCESS and the Status = Pass**

If an **error** occurs (see Status), it will be reported:

- Manual Request: File Type Not Automated - conversion will be performed next business day
- Error = Please check your email for additional information
- Upload Incomplete = Click on the "Try Again" link to complete the upload of the file

IEEE PDFeXPress Dashboard Screen

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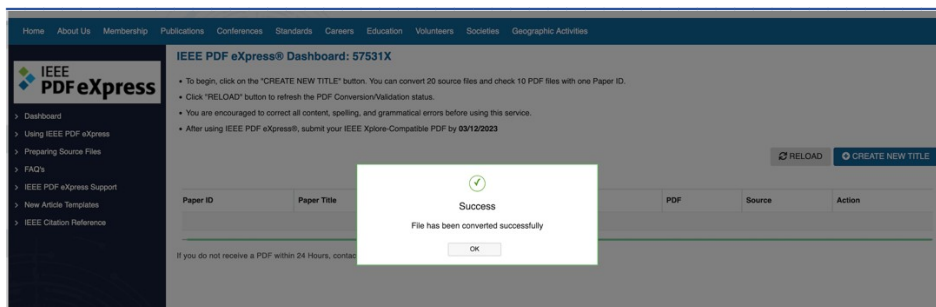
IEEE PDFeXPress PDF file created

If the PDF file was created successfully, it shows the ID of the created PDF file, the title of the paper you entered and the Status = Pass.

At the end of the line there are the icons. The first one allows you to download the file you need to upload as a final paper on EDUNINE2024 OpenConf. Check you file carefully to make sure it displays as you intended, and then upload this file as the final paper PDF.
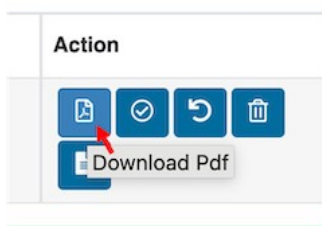
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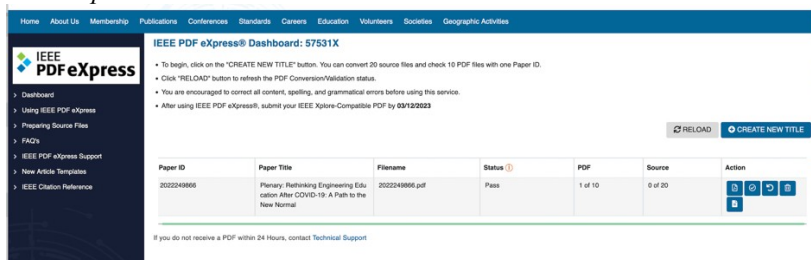
IEEE PDFeXPress Results

Please, upload the PDF eXpress PDF file you downloaded from this site or received by e-mail using the link in <u>Step 8</u>.

Step 7: Complete and Sign the Copyright Form

Each paper needs a **copyright transfer agreement**. You must submit it on-line, click on **click here** and fill in all the fields.

*After submitting the final version of your paper you must also submit an **IEEE Copyright Form**. IEEE does not accept anymore digitalized or pdf/doc versions of this form, which must be submitted on-line.*

To complete and submit the IEEE Copyright Form please <u>click here</u>

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After submission you will receive a copy in your email. For more information concerning this topic, please consult IEEE specific page.

IEEE will send you an e-mail with a copy copyright transfer agreement of the paper for you and your co-authors. Please, DO NOT send that copy to EDUNINE.

Step 8: Upload of the Final Paper File (in IEEE Xplore®-compliant PDF format)

Please ensure that you upload your final paper in **IEEE Xplore®-compliant PDF** format by the **Final Paper Submission for editorial review** deadline (**22 January 2024**) (see Important Dates table on this page) for a second round of review by a member of the Technical Program Committee. Papers with conditional acceptance (acceptance with major/minor improvements) may undergo more than one review. These are papers that still need revisions to be included in the list of papers to be presented. Please submit the final paper by the deadline to allow time for reviewing by the Technical Committee members. Failure to comply with editorial requirements may result in your paper not being accepted by the conference and being rejected from publication by **IEEE Xplore®**.

To upload the PDF file containing the final paper, use the **Upload File** option and log in using the Submission ID and password provided during registration. The final paper must be submitted as a PDF file generated by **PDFeXpress** to ensure compatibility with **IEEE Xplore®**. If you encounter any errors, please contact us at edunine@edunine.eu, including the Submission ID and the OpenConf system error in the body of the email, and we will help you resolve the issue. DO NOT email the file, as we CANNOT upload paper files or update paper information or authors' personal information in accordance with applicable personal information protection law. You may repeat the file upload process as many times as necessary to update the contents of the file. Remember to convert the PDF file again with **PDFeXpress** if you made any changes. Each new version replaces the previous version. To view the uploaded file, please log in using the **View File option**

Ensure that the title, abstract, keywords, and authors' information you entered in the information form of our **EDUNINE 2024** OpenConf are EXACTLY as they appear in the PDF file of your camera-ready paper. (Copy and paste the information from the Word or LaTeX source file, not the PDF file, into the OpenConf form.) If there is a discrepancy, the indexed paper and author information would not match the information about your paper in the Conference Proceedings and **IEEE Xplore®** indexes. To change the information about your paper, log in using the Edit Submission option. Please remember to click the Submit Changes button to make the changes permanent. To improve the editing of the papers, we ask that each time you change the paper title, abstract, keywords, and/or authors, you also make the same changes in the OpenConf system using the **Edit Submission** option.

To submit your Final (camera-ready) Full, WIP, DS or Workshop paper as a PDF file, please click here

and you will be redirected to the **EDUNINE2024 OpenConf Submission Site**.

Step 9: Register at least one Author of the paper at the Conference.

Each paper must be presented at the conference by an author of the paper. **At least one author of an accepted paper** is expected to register with the conference after paying the registration fee and present the

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paper at the conference in order for it to appear in the conference proceedings and be submitted to **IEEE Xplore®** digital library. To register with the conference visit the "Fees and Registration" page on this website.

IEEE Non-Presented Paper Policy ("No-Show Policy"): Papers that are not presented by their authors may be removed from **IEEE Xplore®** and excluded from distribution (publishing) after the conference.

NOTE:
This document is a copy of the web page "Final Paper Preparation Guidelines and Submission" on the EDUNINE2024 website in English.