



SUBMITTING AN ABSTRACT FOR ICPE 2022

Abstract submissions must be formatted following the conference [style guidelines](#).

The abstract you submit may be accepted for a poster or oral presentation. This will depend on the number of submissions received and the topic of your submission.

Accepted abstracts will be published in the Proceedings of the International Conference on Physics Education.

Abstract submissions can be made [here](#).

The following instructions will assist you with your submission.

1. Create a user account

To make an abstract submission, you will first need to register a user account. The "Register" option is in the top menu.



This will open the Registration Form for you to complete with all required information.

The Registration Form

The screenshot shows the 'Register' page of the Open Journal Systems interface. At the top, there is a navigation bar with links: Home, About, Login, Register, Search, Current, and Archives. Below this is a breadcrumb trail: Home > User > Register. The main heading is 'Register'. A note states: 'Fill in this form to register with this site. Click here if you are already registered with this or another journal on this site.' The form is divided into two main sections: 'Profile' and 'USER'. The 'Profile' section includes fields for Username, Password, Repeat password, Validation (with a CAPTCHA), First Name, Middle Name, Last Name, Email, Confirm Email, and ORCID ID. The 'USER' section includes fields for Username and Password, a 'Remember me' checkbox, and a 'Login' button. To the right of the 'Profile' section, there are links for 'NOTIFICATIONS' (View, Subscribe), 'QUICK SEARCH' (a search bar and a dropdown menu), and 'ADVANCED SEARCH' and 'BROWSE' links. A 'PRIVACY STATEMENT' link is also present near the Email field.

Select both the **Reader** and **Author** options at the bottom of the Registration Form, before clicking the “Register” button.

Register as ☒ **Reader: Notified by email on publication of an issue of the journal.**
☒ **Author: Able to submit items to the journal.**

Register **Cancel**

* Denotes required field

When you next login, you will be taken to your Dashboard.

The screenshot shows the 'User Home' page. At the top, there is a navigation bar with links: Home, About, User Home, Search, Current, and Archives. Below this is a breadcrumb trail: Home > User Home. The main heading is 'User Home'. A sub-heading reads: 'Proceedings of the International Conference on Physics Education 2022'. Below this, there is a table with three columns: 'Author', 'Active', and 'Archive'. The 'Author' column contains the text 'Author', the 'Active' column contains '2 Active', and the 'Archive' column contains '0 Archive'. To the right of the table, there is a link: '[New Submission]'. Below the table, there is a section titled 'My Account' with four links: 'Show My Journals', 'Edit My Profile', 'Change My Password', and 'Logout'.

2. Submitting an Abstract

Start a new submission by clicking the **New Submission** button on the right of the main panel. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

If you cannot see the option “New Submission” on your Dashboard, please go to your Profile, scroll to the bottom, and select both the Reader and Author options at the bottom of your Profile page. Select Save.

In **Step 1** you will be asked to read and check off each of the items on the Submission Checklist.

[Home](#) [About](#) [User Home](#) [Search](#) [Current](#) [Archives](#)

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [New Submission](#)

Step 1. Starting the Submission

> 1. START > 2. UPLOAD SUBMISSION > 3. ENTER METADATA > 4. UPLOAD SUPPLEMENTARY FILES > 5. CONFIRMATION

Encountering difficulties? Contact [Ana T. Lopes](#) for assistance.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☒ The submission has not been previously published in another journal, edited volume or conference, nor is it under appropriate review (in uncertain cases an explanation can be provided to ICPE).
- ☒ Corresponding author has obtained permission for any reproduction from other sources, and if needed will upload as Supplementary Material.
- ☒ All authors named on the submission have read the Copyright Notice and will follow due process.
- ☒ All researchers whose names are listed as authors in the submission have contributed to the scientific work and vice versa. Honorary authorships are prohibited, as is the omission of contributing authors. Please provide full author details including affiliation.
- ☒ All authors named on the submission consent to its publication.
- ☒ Authors agree that ethical processes have been applied and adhered to in the work submitted to ICPE2022, according to institutional/national guidelines.
- ☒ Authors affirm that their studies have been conducted according to the guidelines of the Declaration of Helsinki.
- ☒ All authors' details are accurate and complete when entered at the time of submission, including names, email addresses and affiliations as well as order.
- ☒ The abstract submission text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.

Copyright Notice

Authors who publish with the Proceedings of the International Conference on Physics Education 2022 agree to the following terms:

Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

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Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

Save and continue

Cancel

* Denotes required field

On **Step 2**, a window will open allowing you to upload your submission file.

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Home > User > Author > Submissions > [New Submission](#)

Step 2. Uploading the Submission

> 1. [START](#) > 2. [UPLOAD SUBMISSION](#) > 3. [ENTER METADATA](#) > 4. [UPLOAD SUPPLEMENTARY FILES](#) > 5. [CONFIRMATION](#)

To upload a manuscript to this journal, complete the following steps.

On this page, click **Browse** (or **Choose File**) which opens a **Choose File** window for locating the file on the hard drive of your computer. Locate the file you wish to submit and highlight it. Click **Open** on the **Choose File** window, which places the name of the file on this page. Click **Upload** on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions. Once the submission is uploaded, click **Save and Continue** at the bottom of this page.

Encountering difficulties? Contact [Ana T. Lopes](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Choose File No file chosen

Upload

Save and continue

Cancel

Once you have finished uploading your abstract, click the **Save and Continue** button to move to **Step 3**.

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract.

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Home > User > Author > Submissions > [New Submission](#)

Step 3. Entering the Submission's Metadata

> 1. [START](#) > 2. [UPLOAD SUBMISSION](#) > 3. [ENTER METADATA](#) > 4. [UPLOAD SUPPLEMENTARY FILES](#) > 5. [CONFIRMATION](#)

Authors

First Name *

Middle Name

Last Name *

Email *

ORCID ID

URL

Affiliation

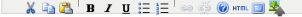
ORCID IDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID IDs, and include the full URI (e.g. <http://orcid.org/0000-0002-1825-0097>).

(Your institution, e.g. "Simon Fraser University")

Add all authors' details by selecting the "Add Author" button as many times as needed.

Country/Region

Bio Statement
(E.g., department and rank)




Add Author

Title and Abstract

Title *

Abstract *



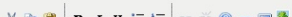
Enter your abstract's title, text, and Keywords.

To enter keywords, simply type the word or phrase and press your Enter key. The word or phrase will be formatted as a keyword. Please enter three or more keywords.

Title and Abstract

Title *

Abstract *



Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Save and continue **Cancel**

Click **Save and Continue** to move forward.

On **Step 4**, you will be given the option to upload any supplementary files.

[Home](#) [About](#) [User Home](#) [Search](#) [Current](#) [Archives](#)

Home > User > Author > Submissions > [New Submission](#)

Step 4. Uploading Supplementary Files

> 1. **START** > 2. UPLOAD SUBMISSION > 3. ENTER METADATA > 4. **UPLOAD SUPPLEMENTARY FILES** > 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file

No file chosen

On the Final Step, you will be asked to confirm your submission by clicking “Finish Submission”.

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Home > User > Author > Submissions > [New Submission](#)

Step 5. Confirming the Submission

> 1. **START** > 2. UPLOAD SUBMISSION > 3. ENTER METADATA > 4. UPLOAD SUPPLEMENTARY FILES > 5. **CONFIRMATION**

To submit your manuscript to Proceedings of the International Conference on Physics Education 2022 click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Proceedings of the International Conference on Physics Education 2022.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
47190		Submission File	18KB	04-08

Your submission is now complete! The Journal Manager and Editors have been notified of your submission and you should receive an acknowledgement email from the ICPE 2022 Conference Chair, Assoc. Prof. Elizabeth Angstmann.