



## 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 login or register a new user account. The "Register" option is in the top right menu and on the "Submissions" page (accessed via the "About" drop-down menu).

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

## The Registration Form

The screenshot shows the registration form for the IUPAP International Conference on Physics Education 2022. The header is orange with the text "Proceedings of the IUPAP International Conference on Physics Education 2022" and navigation links "Current", "Archives", and "About". The breadcrumb trail is "Home / Register". The main heading is "Register". Under "Profile", there are four fields: "Given Name \*" (text input), "Family Name" (text input), "Affiliation \*" (text input), and "Country \*" (dropdown menu). On the right side, there is a sidebar with links: "Open Journal Systems", "Information", "For Readers", "For Authors", and "For Librarians".

## 2. Submitting an Abstract

The screenshot shows the submission page for the IUPAP International Conference on Physics Education 2022. The header is orange with the text "Proceedings of the IUPAP International Conference on Physics Education 2022" and navigation links "Current", "Archives", and "About". A search icon and "Search" text are on the right. The breadcrumb trail is "Home / Submissions". The main heading is "Submissions". Below the heading is a link "Make a new submission" and a dropdown menu with options: "About the Journal", "Submissions", "Editorial Team", "Privacy Statement", and "Contact". Below the dropdown is a "Submission Preparation Checklist" with an "Edit" link. The checklist text states: "As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines." Below the text is a checklist item with a green checkmark: "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)."

Start a new submission by clicking the **Make a new submission** link at the top of the "Submissions" page. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

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

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**.

## Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

Section

Preface  
Keynote  
Abstracts  
Workshops

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<sup>1</sup> 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, emails 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.

Comments for the Editor

On **Step 2**, you will be asked to upload your submission file and select what kind of file it is – please select the “Article Text” option.

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What kind of file is this? [Article Text](#) [Other](#)

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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.

Add all authors' details by selecting the **Add Contributor** button as many times as needed.

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**Prefix**    **Title \***

*Examples: A, The*

**Subtitle**

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

On **Step 4**, you will be asked to confirm your submission by clicking **Finish Submission**.

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Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#)   [Cancel](#)

On **Step 5**, you will be given three options: review your submission, create a new submission, or return to your dashboard.

### Submit an Article

- 1. Start
- 2. Upload Submission
- 3. Enter Metadata
- 4. Confirmation
- 5. Next Steps

## Submission complete

Thank you for your interest in publishing with Proceedings of the IUPAP International Conference on Physics Education 2022.

### What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

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.