1. INTRODUCTION

OASES (Online Academic Submission and Evaluation System) is an online tool especially designed to make submission and processing of conference abstracts and papers more efficient and effective. OASES provides an online platform where conference material can be monitored and managed fairly easily. The system allows contributions to be reviewed, adapted, rejected and accepted.

After the abstracts/papers have been submitted and the deadline for submitting has passed, the editors/session chairpersons (in this document we will use the word chairperson for this role from now on) will do their job. They review the abstracts and/or papers and decide on acceptance or rejection, the type of presentation and the order in the session. Once their part of the process is finished, we (Wageningen Academic Publishers) will make sure the participants receive a letter of acceptance or a letter of non-acceptance (by e-mail). In the end, the OASES output can be converted into a printed and/or electronic proceedings or abstract book.

This user guide will help you with the various steps to submit your contribution(s).
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2. Login

The OASES system is found on internet at the URL: http://oases.wageningenacademic.com. The following login screen is displayed.

![Login Screen]

2.1 Not yet a user (first use)

If you do not have an account you will need to sign up first. Click the last option: Sign-up for an account in the login screen. If you have an old account, but have changed your affiliation and/or e-mail address, please do not make a new account, but change the details of your old account in My profile (see Section 3.1.3 of this guide).

You are directed to a webpage where you have to fill in your details, of which most are mandatory. In the field “Initials” you must fill in the first letter of your first names and NOT your full first name. A full first name is automatically rendered into initials, i.e. Marinus would automatically become M.A.R.I.N.U.S., so here only the initial M. should have been used.
If you forget to fill in a mandatory field, an error message as shown below will be displayed on top of the sign-up page. The specific missing mandatory fields are indicated in the signup form (for example the address).

If your (e-mail) account already exists, you see the following message and you have to use the forgot password to retrieve your account.
After pressing the sign-up button, you are directed to a screen with a summery of your account details. You have to confirm (send button) your account details to complete your sign-up, or use the change button to alter your account.

After signing up successfully you can go to the login page. Here you will have to login to be able to start submitting your abstract or paper for a congress, or manage a congress. You will not automatically receive an e-mail with your account details.

2.2 Logging in

Once you have an account you can log into a specific conference. You can use your account for more than one conference, but only log in at one conference at the same time. Note that choosing the conference is also mandatory.

You can choose the conference from a dropdown list. You can not choose the conferences shown in light grey (indicated by the red arrow), these are not (yet) active.
If you provide some wrong information during login, your account will not be recognised and the following message will be displayed. You can correct your e-mail or password, or use the forget password option.

If you erroneously chose an inactive conference, the following message will be displayed.

2.3 Forgetting your password

If you have forgotten your password, you must choose ‘Forgot password’ from the login page to have it sent to you by e-mail. The following message will be displayed.

If your e-mail is not recognised the system will give an error message and will regard you as an ‘unregistered’ user.
3. AFTER LOGIN

3.1 The menu

After login, a welcome page will be shown, stating the congress you logged in to, and its deadline for submitting abstracts. You will also find some general information. Please read this carefully. On the left side you will find a menu you can use to navigate through the site. You can submit or manage your abstracts and papers (“My abstracts” and/or “My papers”). You can edit your profile (“My profile”), which contains the personal information you used for registration. You are also able to change your password in the profile part.

PDF-guides to OASES are shown at the top of the page (User guide). They can be viewed or downloaded by clicking the appropriate link.

Chairpersons and administrators have extra menu options available, which will not be handled here, but in a separate chapter.

3.1.1 Homepage

The Homepage is the welcome page that you first saw after login. You will also see some reminders on the homepage if a deadline for abstract or paper submission has passed.
3.1.2 My abstracts / my papers

The *My abstracts* or *My papers* pages makes it possible for you to submit abstracts/papers or edit the abstracts/papers that you have submitted.

3.1.3 My profile

*My profile* is the place where you can adjust your personal details e.g. name, affiliations, e-mail-address, password. It has the same fields as the page you had to fill in to create your account.

If you do not want to submit the changes, just click the “homepage” link on top of the page. If you do want to submit the changes in your profile, click the black “save” button at the left bottom of the page.

3.1.4 Contact

On the *Contact* page, you will find a form that you can use to contact us (Wageningen Academic Publishers) if you have questions or remarks. It will be sent to us if you click the “send” button and if necessary we will contact you.
3.1.5 Logout

You can choose logout if you are finished managing your abstracts. You will automatically be logged out if you have not used any key or have not moved your mouse on our congress website for at least half a hour. When you choose the log out option, the login - welcome screen will be shown again.

3.1.6 About

The About page states information on the version of our congress management system.

3.1.7 Userguide for chairpersons

The Userguide links to the pdf-guide you are reading. You can save or print it if you like.
4. MY CONTRIBUTIONS

4.1 The place to be for “normal users”

The *My abstracts* or *My papers* item in the menu is the place you will have to be if you want to submit an abstract/paper or if you have to edit your abstract/paper.

If you have not submitted an abstract to the congress you logged into before, the page will show no found items. There will be a link on the page that you can use to add a new abstract. This link will only be shown if the deadline for submitting an abstract has not yet passed.

If you have already submitted or started one or more abstracts, these abstracts and their status will be shown. Abstracts that are started but not yet finished (submitted) have a status as draft. A contribution that needs to be revised is marked with an orange flag (number 12374). For more on revisions see Section 4.5.

4.2 Deleting your contribution

Contributions that can be deleted have a dustbin icon (Trash). If the time for submission/revision of your contribution has passed, or the contribution has been accepted or returned for improvement (see abstract 12374), it can not be deleted. Such contributions do not have a dustbin. You will have to contact the administrator of the database if you want to have your contribution removed.
Press the dustbin icon if you want to delete your submission. Note that the deletion is a finite and irreversible process. A deleted contribution cannot even be retrieved by the database administrator. The following pop-up window will appear to confirm your deletion:

Are you sure you want to permanently delete this abstract?

OK
Cancel

After clicking the OK button the next message will show.

Abstract deleted.

4.3 Submitting an abstract and/or paper

If you want to submit an abstract, you will have to go through a minimum of 4 steps and sometimes 5:
- Step 1: fill in title, presentation means and preferred session;
- Step 2: enter the author(s);
- Step 3: fill in the affiliations of the author(s);
- Step 4: add the actual abstract text.
- Step 5: (optional) request for keywords and additional questions.

4.3.1 Step 1 – General information

Please fill in the information below and on the next three pages. By clicking the "next" button, you will go to the next page and by clicking on the "back" button you will return to the previous page.

By clicking "stop", you will return to "My abstracts", but the abstract you were submitting will not be saved.

On the fourth page, you can finalise your abstract submission by clicking the "submit" button.

Mandatory fields are marked with *.
The first step concerns general information. You will have to start by typing (or using copy-paste) the title of your abstract and choosing the preferred presentation type (poster or oral/theatre). Note: type your title “sentence case” without capitals (except where grammatically correct). Sometimes (depending on the conference) the length of the title is forcibly restricted to a certain number of characters (e.g. 100). The organisers of the conference have chosen this option for better readability of titles and to be able to fit the title into the abstract book.

After that you have to choose one of the sessions mentioned on the screen. If it is a long list, you might have to scroll down to the bottom of the browser page. It is not possible to choose more than one session. Some sessions might show a small blue icon ( ) at the end. By pressing this icon, a popup screen will show a description and/or additional information on that session.

4.3.2 Step 2 – Authors

In Step 2 you will have to enter all authors of the abstract, including yourself, if you are an author. Start with the first author, if there is a second author, click the “add more…” button and enter the second authors initial(s) and family name. If there is a third author, click the “add more…” button again and so on. The maximum number of authors is 20. You also have to indicate who is the presenting author of your presentation. The first author is default, but you can choose any of the authors in your list.
You can also remove authors, but the first field (on top of the list) cannot be removed. If you have typed a wrong name in this field, you will have to retype another name in the first field. If you have a wrong name in any other than the first field, you can just click the “remove author” button.

It is not possible to change the order of the authors or to add an extra author between two other authors. The only option to do this is to remove all the authors and then add them (again) in the correct order.

Some conferences will specifically ask for initials instead of first name(s). If you erroneously provide your full first name, each character will be rendered as an initial, e.g. Stefan Tibovicz would become S.T.E.F.A.N. Tibovicz.

4.3.3 Step 3 – Author institutes

Step 3 concerns the institutes to which the abstract authors are affiliated. If you need to add more institutes, use the “add more” button. Almost all fields are mandatory here, except the institutes’ department. It is not possible to have no affiliations to your author(s). For each
institute you have to tick the box with the author that works for that institute. It is possible to have one author connected to more than one institute.

The maximum number of institutes our system can handle is 10. Note that the authors names, as well as their institutes are included in the maximum character count specified for the abstract. Adding many authors and institutes automatically means that you will have less space for the actual abstract.

4.3.4 Step 4 – Abstract text

Adding the abstract text

Step 4 concerns the actual submitting of the abstract text. Your abstract title and authors with their affiliations based on what you have entered in Step 1 and Step 2-3 will be shown in the green box (above the white box where you can enter the text). If the information is not
correct, please go back to previous steps by clicking the 'back' button. Note that you can only go back if some text has been added in the white (abstract) text box, as this is a mandatory field.

The grey box shows the amount of characters you have left to use for your abstract text. Please note that the total number of characters, including the title and the authors, should not exceed a certain number (incl. spaces). The number of characters can vary with the congress you submit to.

When you add the text of your abstract it will first be stripped of all formatting. The deformatting phase is needed because not all layout types and insertions are stored correctly in the database. For instance tables, images and equations made by an equation editor are not allowed. This way you are able to check the actual end text of your abstract.
The editable form will look like the image shown above. Here you can format the abstract text again in italics, super- and subscript, or use special symbols. If you want to insert certain symbols you must click the symbol (omega) button (see image below). This will open up a symbol popup box (see red arrow).
The title and author information do not have to be typed/pasted in the textbox again, since that information is already available. Also keywords do not have to be added (these will either be asked in step 5, or will not be used at all). It is not allowed to use tables, figures and formulas in your abstract. Headings should not be used in abstracts, unless specifically asked for.

**Counting characters in Word**

We advise you to count the number of characters in Word (2003) before pasting into the box. If your abstract text (without title, authors and institutes) is in a word document, click “Tools” in the taskbar on top. Then choose “Word count” and Word will give you the number of pages, words, characters (excluding spaces), characters (including spaces), sections and lines. On the right side you will see the Dutch version of the word count screen. Your version of Word will show it in the language of your Word version. In Word (2010) you will have to choose the ‘Review’ ribbon – ‘Proofing’ and ‘Word count’).

For your abstract text you will have to use the number of characters including spaces. If that is higher than the number of characters mentioned on the step 4 screen (2734 in the example), you will have to adapt your text. If the character count does not exceed the maximum, please enter the text of your abstract in the white box.

If you used too many characters, an error message will appear on top of the page. You can edit the text in the box to change it. Keep in mind that the number of characters used for the authors and/or institutes also influences the number of characters that is left for the actual text of your abstract (see the part earlier in this chapter on character count).

If you encounter problems with the character count, you can try to paste it first into notepad and then into the abstract database. This normally helps to remove all kind of layout settings.
4.3.5 Keywords and additional questions

For certain congresses, you will be asked to provide keywords, or you will be asked to answer additional questions. The questions can be choices (i.e. radiobuttons), questions where more answers are allowed (tick boxes) or open questions (text boxes). See the figure below for an example of keywords and additional questions.

4.3.6 Submitting your abstract

At the end of all the abstract submission steps a submit button will be shown. After pressing this button you will see a screen with a confirmation message that your abstract has been submitted, together with the title, authors, affiliations and text of the abstract. Some additional message might be shown regarding the review and/or the acceptance procedure or timeline.
4.3.7 The STOP button

The STOP button quits the submission process and saves all the information that has been entered in the previous steps. If you have not completed your abstract or paper submission, it will be shown with a status ‘draft’ in My abstracts or My papers.

If you are changing an existing abstract or paper, any changes that you have made will be saved – but not those on the last step (the page where you pushed the STOP button) you were working on – if you use the STOP button. The STOP button does not function as a ‘cancel’ button.

4.4 Congress with papers instead of abstracts

Whether you have to submit an abstract with a paper, or just a paper, the basic steps 1-3 remain the same as for abstract submission. The difference appears in step 4.

If an abstract and a paper are requested, you can follow the abstract guidelines. In addition to typing/pasting abstract text in the box, you will have to add a paper using the browse (or “bladeren”) button. When you enter the next button the files will automatically be attached.
If just a paper is requested, in step 4 instead of a box where you can type or paste your abstract text, a paper can be uploaded using the browse button. The name of your file does not matter, as it will be automatically renamed starting with the abstract number (e.g. 14269) followed by a random set of characters (e.g. _2E9D7170-04EC-46EE-80F7C51CDFB2F8A3). This will ensure that your file has a unique identification name.

The file-type, however, does matter. Only manuscripts of the following file-types: .doc, .docx or .rtf can be uploaded as paper.

4.4.1 Adding extra files

The option of extra files may be present for different congresses. The extra file option can be used to upload up to three extra files, e.g. pictures, images, PowerPoint slides or other files that can enhance the quality of your paper.

4.5 Editing already submitted contributions

If you need to change the abstract or paper you submitted, you can upload a new version. The previously uploaded version will be replaced by the new version, so please be careful.

For a conference with papers an extra icon (附加) is shown on the left indicating that attachments have been added.
You can only edit your contribution until the deadline for submission or improvement has passed. If you want to make changes at a later stage, you should contact the chairperson or the database administrator (use the contact link on the top right of the webpage) indicating your abstract number, corresponding authors name, congress/session and the changes that have to be made.

When you have received an e-mail in which you were asked to improve your contribution, you should go to your contribution page. The contribution to be revised is marked by an orange flag. The process of revision is the same as for submitting a new abstract.

**4.5.1 Changing added papers and extra files**

If you need to change your paper or any extra file, you can just upload the new version of the paper or file using the browse (or “bladeren”) button. The files will automatically be replaced upon clicking the “next” button.
5. ADDING A PAPER AFTER ACCEPTANCE OF YOUR ABSTRACT

If your paper is accepted you can be invited to submit a paper on the subject for a (proceedings) book. You will find a “My abstracts” (your old abstracts) and “My papers” in the menu.

If you click the “My papers” option a screen will be displayed where you will find your previously submitted abstracts.

You can click on the abstract for which you want to submit a paper.

5.1 Submitting a paper

This looks like the final steps of the abstract submission process, in fact the steps are named identical (step 4). In step 4 you can add your paper – and additional files (e.g. figures).
Note that any previously attached paper and/or extra file will be replaced / overwritten by the new one below.

5.2 Withdrawing a paper

Alternatively, if you want to withdraw a paper you can click the withdraw button on the right. You can only do this within the time frame you have for submission/review/edit process. If you want to remove your paper afterwards, you need to contact the chairperson or the database administrator (use the contact link on the top right of the webpage). A pop-up screen will be displayed where you have to confirm the withdrawal of your paper. After that your paper will be removed from the database (and display) and a message is shown that your paper (abstract) has been withdrawn.

Are you sure you want to permanently delete this paper?

OK Cancel

Paper deleted.
6. **MESSAGES YOU MAY RECEIVE WHEN YOU SUBMITTED ABSTRACT(S) AND/OR PAPER(S)**

6.1 **Registration confirmation**

The first message you will receive is the registration confirmation e-mail,

Your subscription to Wageningen Academic Publishers

Once the subscribing part is over there are a few other messages you might receive.

6.2 **Letter of receipt**

**Letter of receipt EXAMPLE CONGRESS NAME**

This is the subject of the message that notifies you that your abstract or paper has been received. Conference, title, abstract/contribution number, etc. will be mentioned in the message body.

6.3 **Request for editing**

**Request for editing your abstract for EXAMPLE CONGRESS NAME**

This is the subject heading for the e-mail you will receive if a chairperson of a session that you submitted an abstract/paper to, advises you to change your abstract/paper. The message text will be similar to the next example. If you receive a similar message, you need to take action and improve your abstract/paper.

-------------------------------------

Dear Dr M. Van Der Gaag,

You have submitted an abstract for EAAP Annual Meeting 2011, Stavanger, Norway

The scientific committee will only accept your abstract if you make the necessary changes.

**Abstract number:** 11154  
**Title:** Nguni cattle projects in Mozambique  
**Author:** Vandergaag, M.,  
**Preferred presentation:** Poster  
**Preferred session:** 02 - Free communications in cattle production

The comment of the session manager is:

Please improve the English by a native speaker  
Please log into the abstract database and make the requested changes. After you have done so, please save your changes.

To login to the abstract database, [click here](http://oases.wageningenacademic.com/index.cfm?fuseaction=inloggen.inloggen&cgr_id_1=70)

If the link is not working, you can copy the following URL to your browser:

http://oases.wageningenacademic.com/index.cfm?fuseaction=inloggen.inloggen&cgr_id_1=70

Please make sure to correct your abstract before 8 Mar 2011.

With kind regards,

Wageningen Academic Publishers

(This is an automated message)
6.4 Letter of acceptance/Letter of non-acceptance

After all the abstracts/papers have been reviewed, you will receive a letter of acceptance/letter of non-acceptance that states whether or not your abstract or paper has been accepted. Details for your poster or theatre (oral) presentation can be given as well in this letter.

6.5 Letter from the chairperson

Once your contribution has been accepted you can receive an e-mail send by the chairperson of your session with some specific information on your session.
7. PROCEDURE FOR REVIEWERS

7.1 Invitation to review

In certain cases, congress organisers have decided to use our ‘review option’. This means that abstracts or papers can be reviewed online. In this chapter, we will explain the procedure to review an abstract or paper.

Upon request, you can be asked to act as reviewer for a certain congress. If that is the case, normally you will be contacted first and, after your approval, you will receive an invitation by e-mail.

Dear Dr Van Der Gaag,

You have been invited to review one or more abstracts for the WAFL 2011, Guelph, Canada.

To login to the submission database, click here.

You will find the review form under the menu option ‘My reviews - abstracts.

If the link is not working, you can copy the following URL to your browser:
http://oases.wageningenacademic.com/index.cfm?fuseaction=inloggen.inloggen&cgr_id_1=68

Please make sure to submit your review(s) before 29/03/2011.

With kind regards,

Wageningen Academic Publishers
(This is an automated message)

This invitation contains a link in order to login. After logging in, you will find an extra option in your menu on the left: ‘My review - abstracts’ (or ‘My review - papers’). By clicking on this button, you will enter the screen with the abstract(s) (or paper(s)) that you have to review as in the example below.

The deadline for doing the review is indicated, as well as the abstract/paper number and the title, and, on the right, the status.
7.2 Performing the review

After clicking on the abstract/paper title, you will enter the review screen. There is a direct link to the abstract and after reading the abstract, you have to answer some questions by giving a score. If necessary, you can add comments in the ‘remarks’ box.

The review of papers is almost identical to that of abstracts. However, you are able to upload the original paper with your comments and changes added.

7.3 Submitting or saving the review

After filling in (part of) the requested information, you can ‘save’ your review. This means you can continue and finish the review at a later moment. You will receive the following messages:
Or you can choose ‘submit review’, which means your review is being sent to the chairperson of the session. You will receive the following message:

After clicking on ‘submit review’, your review will be sent to the session chairperson. You are not able to make changes thereafter. If you only want to save and carry on, please press the ‘save’ button.

Once you have submitted the review, you cannot change it anymore. In the ‘My review - abstracts’ screen, you will see that the review has been done: ‘review ready’.

<table>
<thead>
<tr>
<th>Abstract #</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11221</td>
<td>Practical implications of welfare assessment in zoos</td>
<td>review ready</td>
</tr>
</tbody>
</table>

1 item found.