

**Wageningen Academic  
P u b l i s h e r s**

**OASES**

*Online Academic Submission & Evaluation System*



**Wageningen Academic  
P u b l i s h e r s**

## **OASES User guide for Authors**

**Version 2012**

### **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).

# TABLE OF CONTENTS

1. INTRODUCTION .....	1
2. LOGIN .....	3
2.1 Not yet a user (first use) .....	3
2.2 Logging in .....	5
2.3 Forgetting your password.....	6
3. AFTER LOGIN .....	7
3.1 The menu .....	7
3.1.1 Homepage.....	7
3.1.2 My abstracts / my papers .....	8
3.1.3 My profile .....	8
3.1.4 Contact.....	8
3.1.5 Logout .....	9
3.1.6 About.....	9
3.1.7 Usertutorial for chairpersons .....	9
4. MY CONTRIBUTIONS .....	10
4.1 The place to be for “normal users” .....	10
4.2 Deleting your contribution .....	10
4.3 Submitting an abstract and/or paper.....	11
4.3.1 Step 1 – General information.....	11
4.3.2 Step 2 – Authors .....	12
4.3.3 Step 3 – Author institutes .....	13
4.3.4 Step 4 – Abstract text.....	14
4.3.5 Keywords and additional questions .....	18
4.3.6 Submitting your abstract.....	18
4.3.7 The STOP button .....	19
4.4 Congress with papers instead of abstracts .....	19
4.4.1 Adding extra files .....	20
4.5 Editing already submitted contributions.....	20
4.5.1 Changing added papers and extra files .....	21
5. ADDING A PAPER AFTER ACCEPTANCE OF YOUR ABSTRACT .....	22
5.1 Submitting a paper .....	22
5.2 Withdrawing a paper .....	23
6. MESSAGES YOU MAY RECEIVE WHEN YOU SUBMITTED ABSTRACT(S) AND/OR PAPER(S) .....	24
6.1 Registration confirmation.....	24
6.2 Letter of receipt.....	24
6.3 Request for editing .....	24
6.4 Letter of acceptance/Letter of non-acceptance .....	25
7. PROCEDURE FOR REVIEWERS .....	26
7.1 Invitation to review .....	26
7.2 Performing the review .....	27
7.3 Submitting or saving the review.....	27

## 2. LOGIN

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

The screenshot shows the OASES login page within a Firefox browser window. The title bar reads "Firefox" and "OASES - Log in". The main content area has a dark blue header with the "OASES" logo and "Wageningen Academic Publishers" branding. Below the header, a sub-header says "Welcome to OASES, the Wageningen Academic Publishers Online Academic Submission & Evaluation System". The main section is titled "Login" and contains fields for "Email address", "Password", and "Congress" (with a dropdown menu). A yellow box highlights the mandatory fields. A "log in" button is at the bottom. Below the login form are two other sections: "Sign up" (with a link to "sign up") and "Forgot password" (with a "resend password" button). A yellow box highlights the mandatory fields in both the sign-up and forgot-password forms. At the bottom right of the page, there is a copyright notice: "© W.A.P. 2006 - 2011, version Branch 1.5".

### 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).

**Sign up**  
If this is your first visit or you don't have an account yet, please [sign up](#) for an account.

---

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.

Initial(s) *	<input type="text" value="Marinus"/>	Initial(s) *	<input type="text" value="M."/>
Family name *	<input type="text" value="van der Gaag"/>		

Login | Contact | Userguide | About

# OASES

Online Academic Submission & Evaluation System

 Wageningen Academic  
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[homepage](#) > [sign up](#)

### Sign up

You can sign up by filling in the fields below. Please note that if you already have an account, because you have signed up for another congress in the past, that account can be used to login to other congresses as well. In that case you go to the [Login form](#). In case you've forgotten the password to your account, go to the [Forgot password form](#).

Fields marked with \* are mandatory.

Salutation *	<input type="radio"/> Dr <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input checked="" type="radio"/> Prof
Initial(s) *	<input type="text" value="M."/>
Family name *	<input type="text" value="van de Gaag"/>
Institute *	<input type="text" value="Wageningen University"/>
Department	<input type="text" value="Genetics"/>
Address *	<input type="text" value="Droevendaalsesteeg 1"/>
Postcode and place *	<input type="text" value="6700 GR"/>
Country *	<input type="text" value="Netherlands"/>
Phone *	<input type="text" value="+31 317 436670"/>
Fax	<input type="text" value="+31 317 666789"/>
E-mail *	<input type="text" value="marinus.vandegaag@wur.nl"/>
Password *	<input type="password" value="*****"/>
Confirm password *	<input type="password" value="*****"/>
<a href="#">Sign up</a>	

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).

Not all mandatory fields have been filled in.  
Please check your input and resubmit.

Department	<input type="text" value="Genetics"/>
Address *	<input type="text"/>
Please fill in your 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.

E-mail *	<input type="text" value="marinus.vandegaag@wur.nl"/>
Email address already exists! Please use the Forgot password functionality on the login page to retrieve your password	

After pressing the sign-up button, you are directed to a screen with a summary 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.

[homepage](#) > [sign up](#)

**Sign up**

**Confirm registration new user OASES**

If the data below are correct, please click "Send". Otherwise click "Change".

Salutation	Prof
Initial(s)	M.
Family name	van de Gaag
Institute	Wageningen University
Department	Genetics
Address	Droevendaalsesteeg 1
Postcode and place	6708 AA
Country	Netherlands
Phone	+31 317 345697
Fax	+31 317 450011
Email	marinus.vanegaag@wur.nl

**Change** **Send**

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.

[homepage](#) > [subscribe](#)

**Subscription added.**  
You have now completed your subscription. Please go to the [homepage](#) to login.

## 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.

**Login**

If you already have an account, please login below with your email address and password.

Fields marked with \* are mandatory.

Email address *	<input type="text" value="marinus.vanegaag@wur.nl"/>
Password *	<input type="password" value="*****"/>
Congress *	<input type="text" value="ISES 2011"/> 

**log in**

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

Forgot password

If you have signed up before, but forgot your password, please fill in your email address below to receive your forgotten password.

Fields marked with \* are mandatory.

Email address \*

vandergaag@wageningenacademic.com

resend 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.

The password has been sent to the email address you provided.

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

You are not a registered user. Please try again or sign up as a new user.

## 3. AFTER LOGIN

### 3.1 The menu

The screenshot shows the OASES homepage for the ISAE 2012 conference in Vienna, Austria. At the top right, there are links for Logout, Contact, Userguide, and About. The OASES logo is on the left, and the Wageningen Academic Publishers logo is on the right. A sidebar on the left includes links for Homepage, My abstracts, and My profile. The main content area displays a welcome message for Prof Van De Gaag, stating that abstract submission is now possible. It provides instructions for abstract submission, including character limits and presentation requirements. It also mentions the congress dates (July 31st - August 4th), the registration website (www.isae2012.com/abstract-submission), and the deadline (5 February 2012). The footer of the page includes a copyright notice: © W.A.P. 2006 - 2011, version Branch 1.5.

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.

The screenshot shows a dark blue header bar with the text "Abstract & Evaluation System" and "ISES 2011". Below the header is a yellow rectangular box containing the text "Deadline for abstract submission has expired!". Underneath this box, the URL "homepage » welcome" is visible. A larger yellow box at the bottom contains the message "Since the deadline has already expired, your possibilities in managing abstracts are limited."

### 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.

The contact form is titled "Contact" and includes a note: "Please fill out the form below. Your remark or question will be sent to the administrator. You will be contacted as soon as possible." A yellow box highlights "Mandatory fields are marked with \*". The form fields are:

- Name \*: Dr M. Van Der Gaag
- E-mail \*: gloerke@zonnet.nl
- Message type:  
 remark  
 question
- Contribution: Elephants in animal zoos
- Remark/question \*:

Can I contact the session manager of my session? Do you have his email?  
Regards  
Dr. van der Gaag
- Send button

### **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.

homepage > abstract > results

No results found  
[Add a new abstract](#)

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.

Below you will find the abstract that you submitted previously.  
The deadline for submitting abstracts has expired, so you can only edit abstracts if they have been returned by the session manager with an extended deadline (marked with an orange flag). Otherwise, clicking a title will open the abstract in read-only mode.

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.

homepage > abstract > results

Below you will find the abstracts that you submitted previously.  
If you want to edit or delete an abstract, click on it and you will see the details and the option to edit or delete it.  
You can also [add a new abstract](#).

Abstract #	Author	Title	Status	Remove
12374	Michaela Fels	Does origin litter affect social rank of piglets after wean...	submitted	
12558	M. Fels	Painless tail-cutting in new-born piglets	draft	
12559	Michaela Fels	Chemical castration of weaning piglets with UDTM-Chloride	submitted	

3 items found

### 4.2 Deleting your contribution

Contributions that can be deleted have a dustbin icon (). 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 can not 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?

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

[homepage](#) » [abstract](#) » [add](#)

##### General information

Please fill in the information below and on the next three pages. By clicking on 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 \*.

##### Step 1

Title of your abstract (sentence case; no capitals, unless grammatically necessary) \*

Welfare of elephants during winter in zoos

Preferred presentation? \*

- Poster  
 Theatre (oral)

Preferred session for which you would like to submit your abstract? \*

- 01 - Nutrition, feeding and management  
 02 - Health and disease  
 03 - Breeding, genetics and reproduction  
 04 - Theme on 'WelFur for mink and foxes'  
 05 - Behaviour and welfare

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.

Title of your abstract (sentence case; no capitals, unless grammatically necessary) \*

The title can contain a maximum of 100 characters

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 (i) at the end. By pressing this icon, a popup screen will show a description and/or additional information on that session.

- Session 03 - Breeding and management for milk, beef and product quality
- Session 04 - Labour issues in livestock farming systems (workload, gender, lifestyle, satisfaction, part-time agriculture, immigration) 
- Session 05 - Emerging diseases and challenges in horse production 
- Session 06 - Impact of stockmanship on pig welfare 
- Session 07 - Detection and control of mastitis and lameness
- Session 08 - Feeds and feed evaluation for ruminants (nitrogen utilization by ruminants symposium) 

## OASES - Session description

### Session 06 - Impact of stockmanship on pig welfare



The quality of stockmanship has a profound effect on the animals' welfare and productivity. During the session we describe the effect of the human-animal relationship on pig's behaviour on farm and at the slaughterhouses and management strategies to improve it. Eberhard von Borell will describe the impact of stockmanship on the welfare of growing pigs, Hans Spoolder will describe the impact of stockmanship on the welfare of growing pigs, and Antoni Dalmau will present the results of two studies on the effect of human animal relationship and fear in growing pigs on farm and at the slaughterhouse.

### 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.

### Authors

Please enter all authors of the abstract, including yourself, if you are an author. Start with the first author of the abstract, followed by the second author etc.

Mandatory fields are marked with \*

#### Step 2

First name(s) \*

Michael

Family name \*

Fels

Presenting?

Presenting author email \*

michael.fels@tiko-hamburg.de

[remove author](#)

First name(s) \*

Jörg

Family name \*

Harburger

Presenting?

[remove author](#)

[add more...](#)

[Back](#)

[Stop](#)

[Next](#)

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.

#### Step 2

Initial(s); first letter(s) of first name(s) \*

S.

Family name \*

Tibovicz

Presenting?

Presenting author email \*

S.Tibovicz@unipetersburg.ru

[remove author](#)

[add more...](#)

### 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.

[homepage](#) » [abstract](#) » [add](#)

### Author institutes

Please enter below the institute(s) where the authors work. You can enter more than one institute by clicking the 'add more...' button.

Mandatory fields are marked with \*

Step 3

Institute/Company *	Wageningen Zoo
Department	
Address *	Marijkeweg 22
Postcode and place *	6709 PG Wageningen
Country *	Netherlands

Please click the names of the authors that work for this institute/company \*

M. Van De Gaag  
 M. Jacobs

Institute/Company *	Wageningen University
Department	Zoology
Address *	Droevendaalsesteeg 1
Postcode and place *	6677 BB Wageningen
Country *	Netherlands

Please click the names of the authors that work for this institute/company \*

M. Van De Gaag  
 M. Jacobs

[remove institute](#) [add more...](#)

[Back](#) [Stop](#) [Next](#)

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.

Please enter the text of your abstract below.

The title and the authors (including their affiliation) have already been included, based on what you have entered in Steps 1, 2 and 3. If the information is not correct, please go back to previous steps by clicking the 'back' button. Please format the text of your abstract below. The omega sign allows for insertion of special characters. Do not paste new text into the textbox, as not all letters or format types will be saved. Please note that the total number of characters, including the title and the authors, should not exceed 3000 characters (incl. spaces).

The title and authors take up 266 characters, so you have 2734 characters for your abstract text left.

It is not allowed to use tables, figures and formulas in your abstract.

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.

Step 4

Abstract text \*

Please paste your abstract text in the field below. All formatting will be removed when you go to the next step, but in this next step you are able to add italic, sub- and superscript and special characters.

In winter time large animals, like African elephants are restricted to small indoor quarters. For the Wageningen zoo having a herd of 21 African elephants, including 5 bulls this is a problematic situation!

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.

**Abstract text**

Please enter the text of your abstract below. The title and the authors (including their affiliation) have already been included, based on what you have entered in Steps 1, 2 and 3. If the information is not correct, please go back to previous steps by clicking the 'back' button. Please format the text of your abstract below. The omega sign allows for insertion of special characters. Do not paste new text into the textbox, as not all letters or format types will be saved. Please note that the total number of characters, including the title and the authors, should not exceed 2050 characters (incl. spaces).

The title and authors take up 419 characters, so you have 1631 characters for your abstract text left.

It is not allowed to use tables, figures and formulas in your abstract.

Mandatory fields are marked with \*

**Genetics of eye infection in the blue fox**

Kempe, R.<sup>1</sup>, Köykkä, T.<sup>2</sup>, Koskinen, N.<sup>3</sup> and Strandén, S.<sup>1</sup>, <sup>1</sup>MTT Agrifood Research Finland, Genetics Research, Alimentum, FI-31600 Jokioinen, Finland, <sup>2</sup>University of Helsinki, Department of Animal Science, PO Box 28, FI-00014 Helsinki, Finland, <sup>3</sup>MTT Agrifood Research Finland, Animal Production Research, Tervamäentie 179, FI-05840 Hyvinkää, Finland; ritta.kempe@mtt.fi

**Step 4**

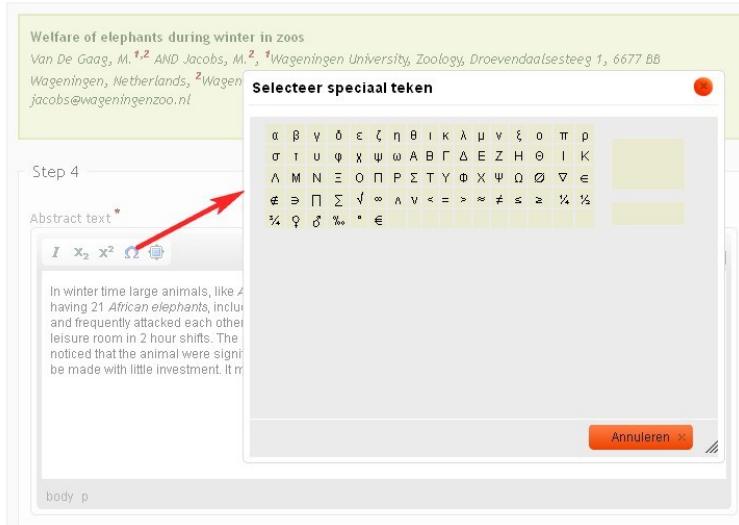
Abstract text \*



The frequency of eye infections has increased in the farmed blue fox during the past decade. Eye infection might incur economic losses to producers through reduced selection intensity. Ethical aspects should also be considered, since eye infection may reduce the animal's wellbeing. It is still unclear what factors cause eye infections in the Finnish blue fox, but there appears to be a genetic background. The abnormalities in the eyelid structure may cause eye infections and increased grading size has been suspected as one predisposing factor. The main purpose of this study was to estimate the genetic parameters for eye infection, and also to determine the potential for efficient selection against it. Genetic correlations between eye infection and production traits were also examined.

[Back](#)[Stop](#)[Submit](#)

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.

ISAE 2012, Vienna, Austria  
[homepage](#) > [abstract](#) > [edit](#)

**Questions**

Mandatory fields are marked with \*

Step 5

**Chemical castration of weanling piglets with UDTM-Chloride**  
Fels, Michaela, TIFG, helmutstrasse 2, hannover, Germany; michaela.fels@tiko-hannover.de

Please add a maximum of five keywords, separated by a semi colon \*

castration; boar taint

Are you interested in presenting your work as a plenary? \*

Yes  
 No

Is the presenting author a student at the time of the conference? \*

Yes  
 No

As part of the experimental design, did the study impose any of the following procedures or conditions?

-Housing or husbandry inappropriate for the psychological and physiological needs of the species being studied  
-Staged aggression, competition, or social defeat  
-Protracted food or water deprivation, or diet manipulations likely to have an adverse effect on the animals  
-Mutilations (this can include some methods of permanent marking, e.g. toe or tail clipping)  
-Killing of animals as part of the experiment (including giving live animals as food)  
-Surplus animals raised/acquired for the experiment  
-Inappropriate social conditions, e.g. protracted isolation of gregarious or social sentient animals, unduly early weaning, or group-housing of normally solitary animals  
-Prolonged restraint  
-Trapping  
-Collecting biological samples directly from the animal, such as tissue, blood, urine, faeces, semen, and saliva  
-Induced infection, disease or parasitism  
-Inappropriate release of wild-caught animals  
-Adverse implications for conservation or the ecosystem \*

Yes  
 No

If your study involved any of the procedures mentioned above, please provide an ethical justification for this study.

### 4.3.6 Submitting your abstract

[Back](#) [Stop](#) [Submit](#)

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.

Abstract edited.

Dear Dr Van Der Gaag,

We have received your abstract for ISAE 2012, Vienna, Austria in good order.

Abstract no.: 12542

Abstract title: Reintroduction of captive elephants to nature reserves

Author: Van Der Gaag, M.

Preferred presentation: Poster

Preferred session: 06: Free Papers

Keywords: elephants; re-introduction; survival rate

Abstract text:

We have released the surplus of 20 African elephants from the Wageningen Zoo into the wild in the Tangayika Forest Reserve in Kenya. After 1 year, 50% of the elephants survived the introduction. From the other 50% 4 elephants were killed by poachers.

If the scientific committee wants you to make any further changes, you will be informed by e-mail. By April 15<sup>th</sup>, we expect to be able to send you an e-mail, in which we indicate whether your abstract has been accepted or not.

With kind regards,

ISAE 2012  
(This is an automated message)

[Return to my abstracts](#)

### 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.

Files

Please attach file(s) by clicking on the "browse" button.

Paper	<input type="text" value="C:\Documents and Setti"/> <input type="button" value="Bladeren..."/>	*
Extra file	<input type="text" value="C:\Documents and Setti"/> <input type="button" value="Bladeren..."/>	
Extra file	<input type="text"/> <input type="button" value="Bladeren..."/>	
Extra file	<input type="text"/> <input type="button" value="Bladeren..."/>	

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 screenshot shows two sections for attachments. The first section, 'Previously attached paper', contains a file named '14269\_2E9D7170-04EC-46EE-80F7C51CDFB2F8A3.docx'. Below it is a 'Paper' input field with a 'Bladeren...' button. The second section, 'Previously attached file', contains a file named '14269\_00CA0ED0-AC93-43C7-96EE7300D9039834.docx'. Below it is an 'Extra file' input field with a 'Bladeren...' button.

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

A red error box with the title 'Error in input:' and a 'Paper' icon. The message says: 'Unsupported file type: file should be .rtf .doc or .docx'.

#### 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.

The screenshot shows a sidebar with 'Homepage', 'My abstracts' (selected), and 'My profile'. The main area has a breadcrumb 'homepage > abstract > results'. A yellow box contains instructions: 'Below you will find the abstracts that you submitted previously. If you want to edit or delete an abstract, click on it and you will see the details and the option to edit or delete it. You can also [add a new abstract](#)'. A table lists three abstracts:

Abstract #	Author	Title	Status	Remove
12374	Michaela Fels	Does origin litter affect social rank of piglets after weaning...	submitted	
12558	M. Fels	Painless tail-cutting in new-born piglets	draft	
12559	Michaela Fels	Chemical castration of weaning piglets with UDTM-Chloride	submitted	

At the bottom right of the table, it says '3 items found'.

For a conference with papers an extra icon (📎) is shown on the left indicating that attachments have been added.

The screenshot shows a user interface for managing submitted papers. On the left, there's a sidebar with links for 'Homepage', 'My papers', and 'My profile'. The main area has a breadcrumb navigation path: 'homepage > paper > results'. A message at the top says, 'Below you will find the paper(s) that you submitted previously.' followed by a link 'Add a new paper'. Below this is a table listing three papers:

Paper #	Author	Title	Status	Rem.	Att.
12452	C. Russo	Private food safety standard as coordination device: do cons...	submitted		
14264	M. Van De Gaag	Private Food Standards in the Pork Supply Chain	submitted		
14265	B. Van Meulen	Case: Meat producers vs European Community			

At the bottom right of the table, it says '3 items found'.

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.

Abstract #	Author	Title	Status	Remove
12374	Michaela Fels	Does origin litter affect social rank of piglets after wean...	submitted	

#### 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.

The screenshot shows a form titled 'Step 4' with a 'Files' section. It includes instructions: 'Please attach file(s) by clicking on the "browse" button.' Below this, it lists 'Previously attached paper' with the file '14269\_2E9D7170-04EC-46EE-80F7C51CDFB2F8A3.docx'. There are four input fields labeled 'Paper' with a 'Bladeren...' button next to each. Below these, there are three more sections for 'Previously attached file' with the file '14269\_00CA0ED0-AC93-43C7-96EE7300D9039834.docx' and three input fields labeled 'Extra file' with 'Bladeren...' buttons next to them.

## 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.

A screenshot of a web page titled 'homepage &gt; paper &gt; results'. On the left, there is a sidebar with links: 'Homepage', 'Sessions', 'My abstracts', 'My papers' (which is highlighted in blue), 'Reports', and 'My profile'. The main content area has a yellow header bar with the text: 'Below you will find the abstracts that you submitted previously. Please click on the abstract for which you would like to submit a paper.' Below this, there is a table with the following data:

Abstract #	Author	Title	Status	Rem.	Att.
12333	S.H. Møller	WelFur - Mink, On-farm welfare assessment in three seasons o...			
12418	T. Rousing	WelFur - Mink, On-farm welfare assessment - effect of sample...			
12419	S.H. Møller	WelFur - Mink, On-farm welfare assessment - between observer...			
12420	S.H. Møller	Lessons learned from not fattening juveniles kept as future ...			
12536	R. Botreau	APPLYING WELFARE QUALITY® STRATEGY TO ASSESS FOXES AND MINK ...			

5 items found

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).

A screenshot of a web page titled 'WICaNeM 2012' under 'homepage > paper > add'. There is a yellow header bar with the text: 'Mandatory fields are marked with \*'. The main content area has a green header bar with the text: 'Private Food Standards in the Pork Supply Chain' and 'Van De Gaag, M., WUR, law, postbus 220, 6700 BP Wageningen, Netherlands'. Below this, there is a form with the following fields:

Step 4  
Files  
Please attach file(s) by clicking on the "browse" button.

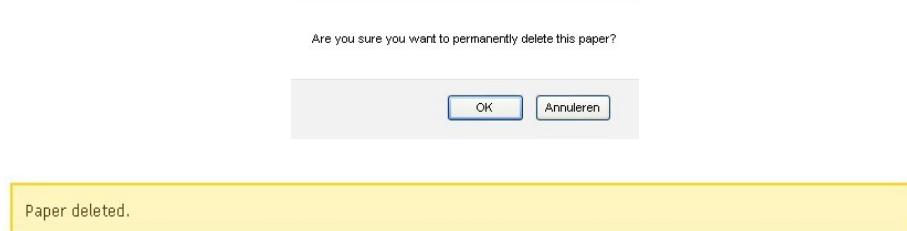
Paper	[File input field]	Bladeren...
Extra file	[File input field]	Bladeren...
Extra file	[File input field]	Bladeren...
Extra file	[File input field]	Bladeren...

At the bottom of the form are three buttons: 'Back', 'Stop', and 'Submit'.

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.



## **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](#).

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](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)

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#### **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](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)

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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.

homepage » review » my review - abstracts

Below you find the abstracts which you are requested to review.  
The deadline for doing this review is 29/03/2011.

Abstract #	Title	Status
11221	<a href="#">Practical implications of welfare assesments in zoos</a>	to be reviewed

1 item found

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.

[homepage](#) > [review](#) > my review - abstracts

**Congress WAFL 2011, Guelph, Canada**

Below you find questions or statements regarding abstract 'Practical implications of welfare assessments in zoos'. Your answer should be a score from 1 to 10 (1 = bad / 10 = perfect) for each question.  
Click [here](#) to open the abstract in a new window.

Mandatory fields are marked with \*.

Please fill in your review

Relevance to WAFL \*

1.

Importance of the subject \*

2.

Originality of the approach \*

3.

Scientific quality \*

4.

Clarity and writing style \*

5.

Remarks

The English should be improved before accepting the abstract, preferably by a native speaker. The subject is of the utmost importance for this session.

[Back](#) [Save](#) [Submit review](#)

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.

You may upload a reviewed version of the paper

## 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:

This only saves your review for future continuation.  
If you have finished your review, please press 'submit review'.

OK Annuleren

Review saved.

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 later, please press the 'save' button.

OK Annuleren

Review submitted.

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'.

Abstract #	Title	Status
11221	<a href="#">Practical implications of welfare assessments in zoos</a>	review ready

1 item found