

Accepted Authors: where to from here?

Upon receiving the letter of acceptance you will have exactly a month from when the letter is dated to submit your final paper. Unless you are one of the rare few who have received a score of 1 for Quality, clarity and rigour, your paper will require some either minor or major edits. Here are some tips on how to proceed.

1) Check your score and reviewer comments

- To see your score, you will need to login to IVvy.

www.arrb.com.au/conferences

The login is located in the top right hand corner of the conference website.

- Upon login in, you will see the information for your abstract. Do not be alarmed by the score of 0. Under the column "Paper" click "View". You will see all the versions of your paper you have uploaded. You should also be able to see the score and the links "Feedback" and "Revision". Feedback will provide you with general comments about your paper. Some reviewers will be very general, some will be very detailed. Revisions show all the marked up copies of the paper your reviewers have uploaded. You could have as few as 0 or as many as 4. If you cannot see anything please contact the Technical Secretary for assistance at 25conf@arrb.com.au.

2) Accept with minor edits

- Minor edits are usually editorial in nature. Most reviewers will include a marked up copy of the paper with every correction listed and some will be general and request that an editorial review be undertaken to correct spelling mistakes and grammar. Please also ensure that the format conforms to the ARRB Conference template provided here.
- Edits required could be related to data or data presentation. Labels on axis, captions on figures, graphs and tables and referencing should all be tidy and consistent. With referencing, it is important that you choose one style and adhere to it throughout your paper. Please do not create a new referencing system.

3) Accept with major edits

- A paper could have the right information base, concepts and ideas but the execution and presentation would require major work for the paper to be up to the ARRB Conference standard. It could require extensive editorial changes, especially in the case of papers written by authors whose English is not their first language. In some instances the services of the ARRB Technical Editors could be rendered.
- Some papers will require extensive restructuring to ensure that the contents flow in a logical manner. Common practice in research is to have an abstract, introduction, literature review, method, results, discussion, conclusion and references. A different approach can be taken but the paper must present information in a manner most accessible to the readers.
- In cases such as these, the reviewers may have extensive comments and queries. We recommend that while making the revisions, you produce a separate word document with

all the comments from your reviewers and your responses to them highlighted in another colour. If you disagree with any of your reviewers' comments, or you find that one reviewer's comment contradicts the other, please use your best judgement and make the changes you feel most appropriate while providing the necessary justifications.

4) Resubmit paper

- Papers that require minor or major edits will need to be resubmitted. Major edits may be revised several times but the final paper will be due exactly a month after initial acceptance.
- Papers that fail to sufficiently address the changes requested by the reviewers will be rejected.

5) Visa and Registration

- Please register for the conference upon submission of your final paper. Failure to do so could result in the exclusion of your paper from the conference proceedings. All authors will receive a 5% discount off the full price of the conference registration.
- If you require a visa please contact the Technical Secretary for an invitation letter.

6) Presentation guidelines

- A template for your power point presentation along with some tips and guidelines will be made available on the conference website shortly.
- ARRB will plan a series of webinars to assist presenters. Please keep checking the conference website for updates.

Your participation and cooperation is highly valued. We wish to thank you for maintaining the high level of quality and technical excellence expected of the ARRB Conference.