



How to submit a paper using Conference Manuscript Center

Mountains in the changing world (conference.kias.org.np)

1. In order to submit a paper, you need to register as an author - otherwise the system will not allow you to submit an abstract. Create or update your account on conf.kias.org.np and make sure that you are registered as an author [here](#)

Submissions

- > [Online Submissions](#)
- > [Author Guidelines](#)

Online Submissions

Already have a Username/Password for Mountains in the Chaning World?
[GO TO LOGIN](#)

Need a Username/Password?
[GO TO REGISTRATION](#)

Registration and login are required to submit items online and to check the status of current submissions.

[Author Guidelines](#)

2. Once registered, you can check your role by clicking on 'My Profile' on right top corner of the website.

USER

You are logged in as...

TEST2

- [My Profile](#)
- [Log Out](#)

3. On the bottom of your profile you will find three tick boxes – tick the one saying 'Author'

Roles

<input type="checkbox"/>	Reader
<input checked="" type="checkbox"/>	Author
<input type="checkbox"/>	Reviewer

Save

* Denotes required field

4. After updating/checking your profile the system will allow you to submit an abstract. For submitting, go to the online submission interface under the submission tab (on the website's header). You start a submission by clicking on 'GO TO LOGIN' (if you are already registered)

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5. You are now redirected to an interface named 'USER HOME'

User Home

[Mountains in the Changing World](#)

Mountains in the Changing World

» [Author](#)

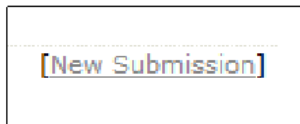
0 Active

[\[New Submission\]](#)

My Account

- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Log Out](#)

6. You will find a button 'New Submission' on the right hand side. By clicking on that you will start your submission process.



7. Choose appropriate track from dropdown menu and indicate type of your submission (paper or poster).

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

1. START 2. ENTER METADATA

Encountering difficulties? Contact [Dr. Basant Giri](#) for assistance (977-1-6924204).

Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).

Track*

Session Type

Session Type

Paper

Time (minutes): 10
Abstract Word Limit: 250

Poster

Time (minutes): 15

Comments for Conference Director

Enter text (optional)

* Denotes required field



8. Click on save and continue. This will lead you a new page “Entering the Submission's Metadata”.
9. You will automatically be a corresponding author. Please add coauthor(s) by clicking on the “add author’

[Add Author](#)

10. You can change “corresponding author by clicking on “Principle contact for editorial correspondence” and change order of author list by clicking on ‘up arrow’ and ‘down arrow’.



Reorder authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence. [Delete Author](#)

11. Enter “title of your paper “ and “abstract”
12. Click on “save and continue”
13. You will receive a confirmation e-mail and see a successful submission in your ‘User Home’ (accessible via the submission interface).