

# How to submit a full paper to GEOTEC HANOI 2019 Conference

It is a limitation of the CMT system that submission of a full paper is simply integrated in the system as a step in reviewing process (i.e., a button of “submit full paper” is **not** indicated in the system). The following instruction guides authors on how to submit a full paper to **The 4<sup>th</sup> International Conference on Geotechnics for Sustainable Infrastructure Development**.

## 1. Log in

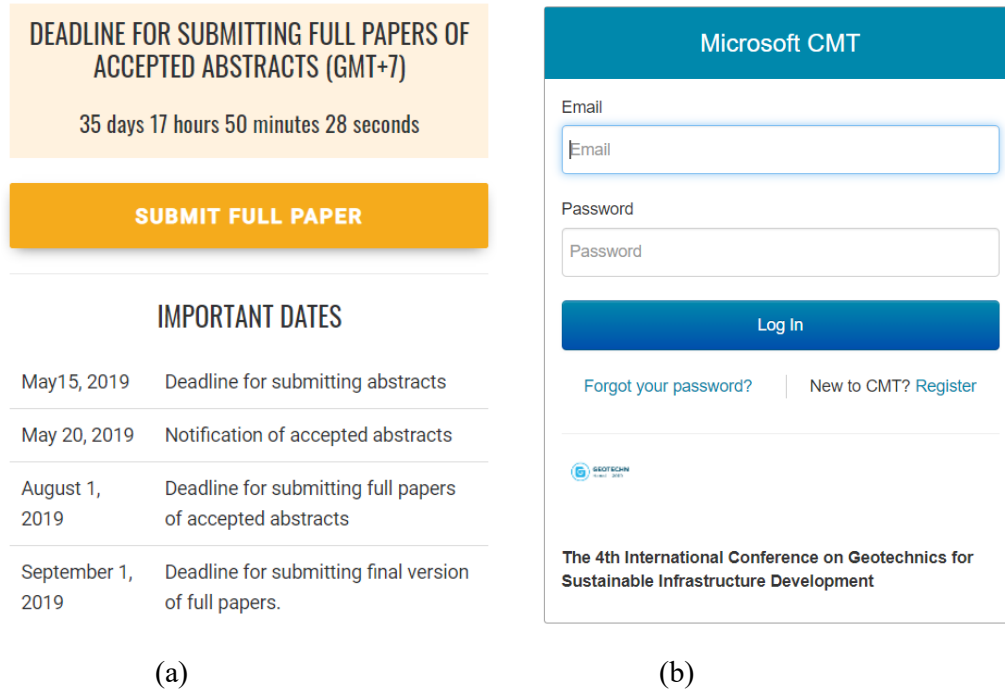


Figure 1: (a) Full paper submission; (b) Microsoft CMT

Access the “**Paper submission**” menu on the conference website and then choose the “**Full paper**” option (<https://geotechn.vn/paper-submission/#paper-submission-fullpaper>). Click on the “**Submit full paper**” button (Figure 1a) to access the Microsoft CMT system.

Provide **Email** and **Password** of the author’s account to log in the CMT system.

## 2. View Reviews

After each reviewing process is completed, authors can find the reviewing results (comments from the reviewers and editors) by clicking the “**View Reviews**” button marked in Figure 2.

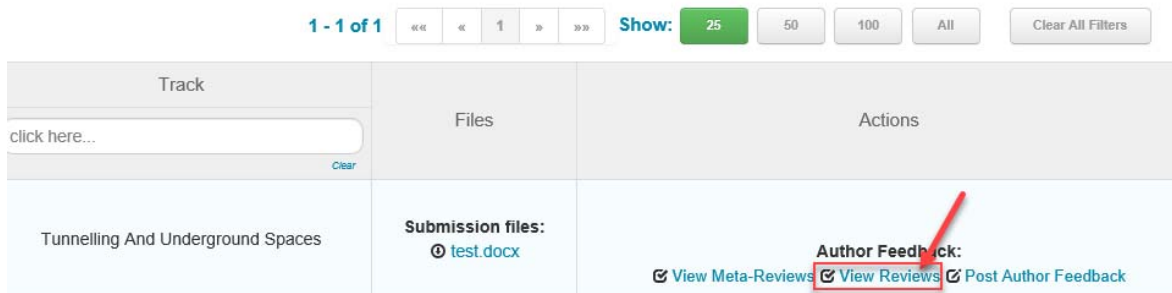


Figure 2 View reviews

### 3. Submit Full Paper

Authors can submit the full paper by clicking on the “**Post Author Feedback**” button marked in Figure 3.



Figure 3: Post author feedback for submitting full paper

The feedback page looks like as Figure 4 below.

#### Step 1: Provide information of the first author

In the field of “**Information of author(s)**”, provide: (i) Full name of the first author (as given in the passport); (ii) Date of birth of the first author (e.g., June 20, 1980); (iii) Nationality of the first author.

#### Step 2: Upload your full paper file (MS Word file):

The authors are required to attach the full paper with name and revision version indicated clearly as follows.

The format of full paper file name: **GH2019\_XXX\_RY**  
where

- GH2019 is abbreviation of GEOTEC HANOI 2019;
- **XXX** is Paper ID;
- **RY** is revision version: R0 is for the primary version (the original draft of the full paper); R1 is for the first revised version submitted taking into account comments from peer-reviewers and editors; R2 is for the 2<sup>nd</sup> revised version submitted taking into account additional comments from peer-reviewers and editors (if any). If necessary, R3 version should be provided. For example: GH2019\_292\_R0 is file name of the full paper of ID=292 and for the primary version.

**Important note:** To help reviewers judge your revised papers effectively, authors are required to attach a response file for each version. The file name of the response for each version is set as follows: **GH2019\_XXX\_RY\_Response**. In the response file, authors may need to respond each comment in detail as much as possible.

Paper ID	292
Paper Title	Author Instruction
Track	Tunnelling And Underground Spaces

AUTHOR FEEDBACK QUESTIONS

1. Information of author(s) \*

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AUTHOR FEEDBACK FILES

You can upload from 1 to 10 files. Maximum file size is 100 Mb. We accept doc, docx, pdf formats.

Drop files here  
-or-  
Upload from Computer

Figure 4: Information on the author feedback page

#### 4. Submit Camera-Ready Version

After the full paper is accepted, authors are required to submit the Camera-ready version of the full paper (the final version for printing). Click on the **Create Camera Ready Submission** button (Figure 5) to submit your camera-ready version. Nam your camera-ready version as: **GH2019\_XXX\_Final**.

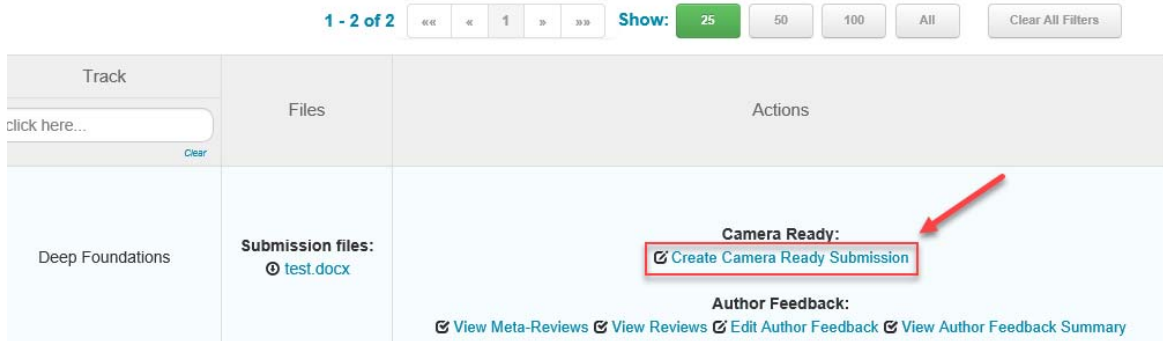


Figure 5: Button to submit camera-ready version