

# Submission Guidelines for the Academic Conference

Dear authors,

The academic conference is proceeding as scheduled in a hybrid format, encompassing both online and offline participation. We greatly appreciate your interest in our conference and your submission. To ensure a thorough understanding of the publication, indexing, and rights & interests protection pertinent to your manuscript, we kindly request you to read these Guidelines carefully prior to proceeding with registration and payment.

## 1. Publication timeline

Peer-reviewed and accepted manuscripts will be submitted to international publishers or serial journals for publication. The conference organizing committee will finalize the submission process within three months following the conference and will notify you of the estimated publication date. However, due to variations in publication processes and timelines among different publishers and journals, the actual publication date will be contingent upon the official publication announcement by the publisher.

## 2. Indexing timeline

Upon official publication of the conference proceedings, they will be submitted to the respective databases for review on a conference-specific basis. Upon approval, the indexing agencies will proceed with their inclusion. Typically, the indexing timelines for EI and Scopus are 3 to 12 months following the official publication of the proceedings, whereas, for CPCI, it is generally 6 to 18 months. Specific timelines will depend on actual progress notifications received from the publisher and database.

## 3. Risks related to indexing

The academic conference is being meticulously prepared and conducted as planned. The conference organizing committee rigorously reviews manuscripts in adherence to standard criteria to facilitate their acceptance by database evaluators and successful indexing.

(1) Since databases conduct an independent review and evaluation process for submitted proceedings, separate from the conference organization, the specific indexing progress and results are determined by this process.

(2) EI indexing, as an engineering index, prioritizes empirical research over reviews during the evaluation process. Therefore, it is imperative to focus on models, systems, experiments, and data analysis in your manuscript to better align with the review requirements of the conference, publisher, and database. For detailed review criteria and processes, you may refer to the EI indexing agency's official website: <https://www.elsevier.com/solutions/engineering-village/content/selection-criteria>

## 4. Rights & interests protection

**Publication assurance:** If the accepted manuscript fails to be officially submitted within three months after the conference, upon confirmation by the author that they no longer wish to publish, the author has the right to withdraw the manuscript without penalty and receive a full refund. Should

the manuscript be officially submitted and enter the publisher/journal review process but remain unpublished within 12 months after submission, upon confirmation by the author and agreement to terminate the service, the author is entitled to a full refund. Withdrawal and refund are not accepted if it has been less than 12 months since submission.

**Indexing assurance:** In the event that the manuscript exceeds the usual indexing timeline limit (i.e., 12 months after publication for EI and Scopus, alongside 18 months for CPCI), the following assurance options are provided (please contact the organizing committee secretary to select one):

**(1) Continue waiting:** The author may choose to continue waiting until a clear notice of non-inclusion is received from the database. The organizing committee will also periodically follow up and urge the database to index the manuscript.

**(2) Discounted registration for another conference (50% discount for the corresponding or first author):** This option requires compliance with the call for papers theme, plagiarism rate requirements of the recommended conference, and successful passage of the manuscript acceptance review for the registered conference.

**(3) Terminate service:** If the author decides not to opt for the above two options, a 30% refund of the basic submission registration fee will be provided, and the service will be terminated. (The original price will be verified, and any applicable discounts, such as team discounts or early bird discounts, will be deducted from the refund amount.)

**Note:** These Guidelines constitute a pre-registration requirement. By submitting a manuscript for registration, the author acknowledges having reviewed and understood the contents of these Guidelines.