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# SAGA Conferences

Online management of your scientific event



[www.edpsciences.org](http://www.edpsciences.org)



[www.webofconferences.org](http://www.webofconferences.org)

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## **You are an Editor of the conference**

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## **You are a Referee**

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## Presentation of SAGA Conferences

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*SAGA Conferences* is a fully bilingual French / English online tool, hosted and managed by EDP Sciences. It optimizes the online management of the scientific contents of an event. It facilitates various steps of the abstracts processing (submission, reviewing and selection), and automates a number of exchanges between authors, reviewers and organizers.

The main functions of the system are:

### Submission of abstracts

Each author has an account with login and password that allows him to record his personal data and submit his abstract. Personal space allows the author to work at its own pace; data changes are possible until the author has decided to actually submit his abstract. After the submission, the author is notified by e-mail at every step of the reviewing process.

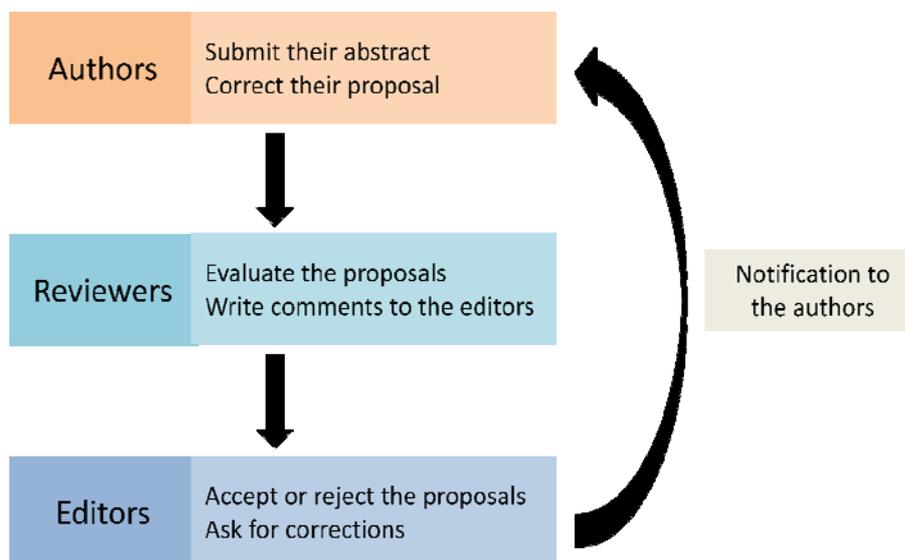
If provided for the conference, the authors of accepted abstracts may submit a full paper. Once again, they would be informed about the review process of their submission.

### Review process

The organizers / editors maintain a list of reviewers who themselves also have a personal account at *SAGA Conferences*. Reviewers have access to the abstracts submitted and they will perform online their evaluation work. Their comments will be automatically sent to the editors.

### Selection of papers

The editors also have an account that allows them to follow the submission process, manage the list of reviewers and track the evaluation work. They can accept, reject, request corrections to the authors, or make changes to the contributions if they wish. A message will be automatically sent to the authors concerning the final decision.



## You are an Author

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### 1. First time user

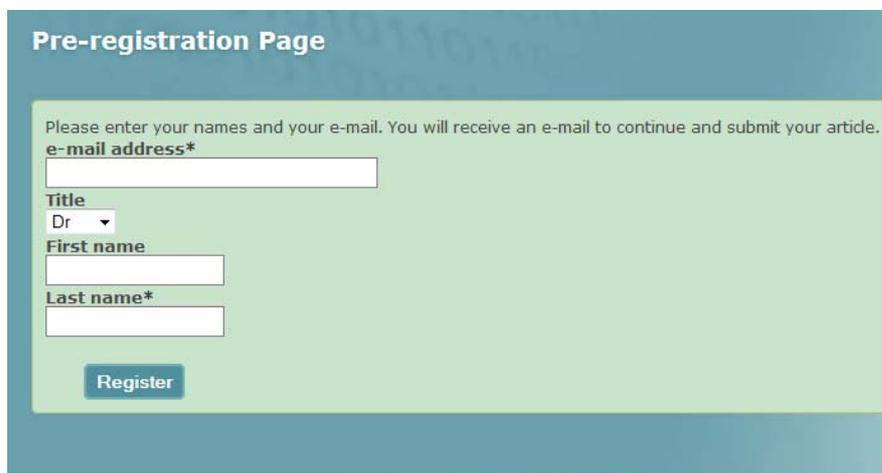
---

#### a) Creation of an account

For your first use of SAGA, choose **Create an account** at the home page of the platform SAGA dedicated to your conference.



The next screen enables to enter the data required to the creation of an account in SAGA.

The image shows a "Pre-registration Page" with a light green background. It contains the following fields and elements: a text input field for "e-mail address\*", a "Title" dropdown menu with "Dr" selected, a text input field for "First name", and a text input field for "Last name\*". At the bottom, there is a blue "Register" button. The text above the fields reads: "Please enter your names and your e-mail. You will receive an e-mail to continue and submit your article."

You have to enter your e-mail address, your first name and your last name. You will then receive an e-mail with your password to access to your account at the platform SAGA.

#### b) Registration of your personal data

With your login and password, you are able to access your account at the platform SAGA and to continue the registration of your personal data.

	Mrs ▾
First name	Isaline
Last name *	Augusto
Second e-mail address	
Phone	
Fax	
Institution *	EDP Sciences
Address *	17 avenue du Hoggar
City *	Les Ulis
Zipcode	
Country *	FRANCE ▾
<input type="button" value="Validate"/>	

### c) Submission of your abstract

The next step is the submission of your abstract.

1. You have to complete the **Type** of submission (poster, oral communication...), the **Section** (if there is any in your conference), the **Title** of your abstract, and the affiliations of the authors (in the field **Institution List**).

## New submission

Fields asterisked\* are mandatory

<b>Type *</b>	Poster ▾
<b>Section *</b>	Choose a section... ▾
<b>Title *</b>	<p>Please enter the title of your article.</p> <div style="border: 1px solid #ccc; padding: 5px;"> </div>
<b>Institution List</b>	<p>You can enter the name and the address of the different institutions by clicking on the  icon. The order of the institutes may be changed by clicking the arrows ( ). To modify an institute, click the  icon. To remove an institute, click the .</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Edpsciences 17 avenue du hoggar 91840 Les Ulis FR</p> <div style="text-align: right;"> </div> </div>

The address of your institution already appears in the **Institution List** and you have to add the institutions of the other authors with the icon "+" (a second screen appears where to enter the address of the new institution).

You may also modify an institution with the icon "pen" or delete an institution with the icon "-".

The screenshot displays two main sections: "Institution List" and "Author List \*".

**Institution List**

You can enter the name and the address of the different institutions by clicking on the + icon. The order of the institutes may be changed by clicking the arrows (↓↑). To modify an institute, click the pen icon. To remove an institute, click the - icon.

	+ (green)
EDP Sciences 17 avenue du Hoggar Les Ulis FR	↓ ↑ pen - (red)
Laboratory street 01420 Town FR	↑ ↓ pen - (red)

**Author List \***

The list of all the authors is mandatory.

You can enter a whole list of authors in a few clicks by using the "Copy and Paste" 📄 functionality. The corresponding author appearing in the list in will be automatically detected.

You can enter the names of the author(s) one by one by filling out the required information. To add multiple authors, click the + icon. The order of the authors may be changed by clicking the arrows (↓↑). To modify an author, click the pen icon. To remove an author, click the - icon.

**NOTE: In order to select more than one institution by author, you need first to enter the names and addresses of these institutions in the "Institution List" part above.**

	+ 📄 pen - (red)
Mrs Isaline Augusto EDP Sciences, Les Ulis, FR Corresponding author: isaline.boulven@edpsciences.org	↓ ↑ pen - (red)
Dr Isaline Boulven Laboratory, Town, FR	↑ ↓ pen - (red)

[Continue your submission](#)

2. You then have to add the names of the authors with the icon "+" (a second screen appears where to enter the data of the new author). You may also modify an author with the icon "pen", delete an author with the icon "-", or change the order of the list of authors with the icon "arrow".

3. After having enter all the data, you have to **Confirm your submission** in order to access to the next step and enter your abstract.

Depending on your conference, you will have to type the text of your abstract in the field **Abstract**, or you will have to upload your abstract as a PDF or Word file, etc., prepared following the instructions provided by the organizers of your conference.

4. After having upload, or enter, your abstract, you may send it immediately to the editors of the conference (press the button **Submit your abstract**) or **Submit later** in order to be able to modify your submission before to send it the editorial committee.

**Processing**

Data Sheet

Edit

Upload abstract files to submit

Question to the editor

**Submit**

Delete

Your file(s) has/have been uploaded.

Reference	<b>nextlab2014130002</b>
Title	<b>title</b>
Section	<b>1 - New experimental and simulation tools for material design, synthesis and formulation</b>
Author(s)	Catherine Brassac
Submitting author	Catherine Brassac (catherine.brassac@edpsciences.org)
Submitted abstract	<a href="#">Word-17x25 1 column.docx</a>

By clicking on "Submit the abstract" button, your submission will be sent to the editor. If you wish to modify it again, click on "I will submit later."

Submit the abstract
I will submit later.

 When you have registered your document, you have 7 days to submit it. After this delay, you will receive an e-mail alert, and your submission will be automatically deleted.

 When your document is submitted, you can't modify it anymore

## 2. Author already registered in SAGA

You have to connect to the platform SAGA by using the login and the password sent to you by e-mail after your account creation.

At any time, you can modify your data with the button **My account** in the upper part of the screen.

The tab **Actions** enables to propose a new submission to the editorial committee, and the tab **Submissions** enables to access to the list of your submissions.



### Submission(s)

• title abstract 2			
<a href="#">nextlab2014130004</a>	Creation date: Jul 9, 2013	Poster	<b>In preparation</b>
• Title abstract			
<a href="#">nextlab2014130003</a>	Creation date: Jul 9, 2013	Communication orale	<b>Newly submitted abstract</b>

When you press the reference of a submission, you have access to the **Data sheet** of your document.

Submissions Actions

**Processing**

[Data Sheet](#)

[Edit](#)

[Upload abstract files to submit](#)

[Question to the editor](#)

[Submit](#)

[Delete](#)

Reference	<b>nextlab2014130004</b>
Current status	<b>In preparation</b>
DOI	10.1051/nextlab2014/2013004
Type	Poster
Title	<b>title abstract 2</b>
Section	4 - Numerical and experimental tools to process scale-up
Author(s)	Isaline Augusto
▶ <b>Submitting author :</b>	<b>Isaline Augusto</b> (isaline.boulven@edpsciences.org)
Creation date in SAGA	Jul 9, 2013
Submission date	
Acceptation date	
▶ Submitted files	
▶ Correspondence	
▶ History	

Depending on the status of your submission, you may **Edit** in order to modify your data, **Upload files**, send a **Question to the editor**, **Submit** your abstract, or **Delete** your submission.

In the data sheet of your submission, you also have access to the **Submitted files**, to all e-mails related to your submission in the **Correspondence**, and the key dates of the process in the **History** of your abstract.

### 3. The editor asks corrections

You received an e-mail alert, which indicates to you that you have to correct your submission. You have to connect to SAGA Conferences with your login and password and access to your submissions.

The status of your submissions has changed, and it is indicated **Abstract in revision**.

Submissions Actions

**Submission(s)**

- title abstract 2

<a href="#">nextlab2014130004</a>	Creation date: Jul 9, 2013	Poster	<b>Abstract in revision (asked by editor)</b>
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Press the reference of your submission in order to modify, register and submit the corrected version of your document when you are ready.



If the editorial committee asks for corrections, you have 8 days to submit a revised document. After this delay, you receive an e-mail alert, and you cannot correct your submission anymore.



When your revised document has been submitted, you cannot modify it anymore.

The menu **Documents** in the data sheet enables you to see all the versions of your submission

**Processing**

Data Sheet

Correct submission data

Upload the revised abstract

Question to the editor

Submit the revised abstract

Reference	<b>nextlab2014130004</b>
Current status	<b>Abstract in revision (asked by editor)</b>
DOI	10.1051/nextlab2014/2013004
Type	Poster
Title	<b>title abstract 2</b>
Section	4 - Numerical and experimental tools to process scale-up
Author(s)	Isaline Augusto
▶ Submitting author :	<b>Isaline Augusto</b> (isaline.boulven@edpsciences.org)
Creation date in SAGA	Jul 9, 2013
Submission date	Jul 9, 2013
Acceptation date	
▶ Jul 9, 2013 - Revision requested by the editor	
▶ Jul 9, 2013 - Revision requested by the editor	
▶ Submitted files	
<b>Documents</b>	
<b>Type</b>	<b>File</b>
	<b>Date</b>
Revised article	nextlab2014130004.html
	Jul 9, 2013
▶ Correspondence	
▶ History	

#### 4. Accepted/rejected

When your abstract has been accepted by the editorial committee, you are alerted by e-mail.

For accepted abstract, if a full version is expected by the organizers of the conference, you have to submit it via SAGA.

**Please, connect to SAGA with the same login and password as previously.**

Press the reference of your abstract, and choose **Upload the full version** (realized according the instructions for authors of your conference). As previously, after having uploaded your file, you may send it immediately to the editors of the conference or submit later. Your submitted file will follow the same steps of evaluation than your abstract.

## You are an Editor of the conference

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### 1. Functions of the editors

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The main functions of the editors are: assign referees, accept or reject submissions, ask for corrections, etc. For most conferences, there are several editors and each editor has access to all submissions, even if the editor is usually responsible of the submissions in its section only. However, the editors will be able to filter the abstracts in order to see only the abstracts of their section.

### 2. Log in of the editors

---

SAGA has sent you a login (your e-mail address) and a password. Please connect you to SAGA via the link provided by e-mail, and log in with this password.

LAB 2014

Welcome to SAGA,  
the online production tracking system from EDP Sciences

**NEXTLAB 2014 CREATING THE NEXT GENERATION LABORATORY TO  
DEVELOP INNOVATIVE MATERIALS AND ADDITIVES FOR ENERGY**

**First time user:**

[Create an account](#)

You will receive by e-mail a login and a password to submit your paper in SAGA.

-----

All abstracts must be written in English and submitted on line at this website. Instructions on how to prepare your paper in the appropriate form are available on <http://www.nextlab2014.com/>.

**The Scientific Committee will determine the final format of your submission: oral presentation or poster.**

**We recommend that you use a professional e-mail address as contact.**

**Already registered users**

E-mail address

Password

[I lost my password](#)

[Log in](#)

The screen shows you the list of submitted abstracts, sorted according their status:

*Newly submitted abstract:* they are the submitted abstracts for which no action has been made yet.

*Abstract in evaluation by the referees:* you have assigned the referees to these abstracts, and they are currently evaluating these submissions.

*Abstract waiting for a decision:* the referees have sent their report, and the abstracts are waiting for your decision

*Abstract in revision:* you asked corrections to the authors of these abstracts and SAGA is waiting for a revised version of the abstract

*Rejected, accepted:* list of abstracts rejected and list of abstracts accepted.

If your conference requires that the authors submit a full version of their contribution after the acceptance of their abstract, you have also access to the list of *Abstract accepted waiting for full version*, *Full version in evaluation by the referees*, *Full version in revision*.

**Filter the abstracts:** you may filter the abstracts by categories (oral, poster...) and/or by sections, in order to see only the abstracts of your section.

**Abstract in evaluation by the referees (4)**

Filter by categories: All categories | Filter by section: All sections | No delayed article for this status

Ref.	Article Category	Submitting author	Creation date	Status date ▲	Referee
<a href="#">nextlab2014130006</a>	Communication orale	D. Grünberger	Jul 15, 2013	Jul 15, 2013	M. Koch
<a href="#">nextlab2014130001</a>	Communication orale	D. Grünberger	Jul 5, 2013	Jul 15, 2013	M. Chaix
<a href="#">nextlab2014130002</a>	Communication orale	M. Chaix	Jul 8, 2013	Jul 9, 2013	M. Chaix
<a href="#">nextlab2014130005</a>	Communication orale	J. Mahé	Jul 9, 2013	Jul 9, 2013	M. Chaix

### 3. Newly submitted abstracts

After the submission of a new abstract, you have to assign referees in order to launch the evaluation process.

Press the reference of the submission and its data sheet appears. Choose **Assign referees**. You can assign 1, 2 or 3 referees (depending on the instructions of the editor in chief of your conference) by clicking on the arrow in order to scroll down the list of referees.

**Assign referees**

Reference: **nextlab2014130007**

Title: **test submission abstract**

Section: **2 - Innovative tools and methods to evaluate and characterize materials**

Author(s): Isaline Augusto

Submitting author: Isaline Augusto (isaline.boulven@edpsciences.org)

**Choose the referees**

Once you have chosen the referees, a button 'Assign referees' will appear. You must click on it to confirm your choice.

Select the first referee:  ▼

- Franck BACO-ANTONIALI
- Claude DE BELLEFON
- Dominique Jeulin
- Guy Marin

## 4. Accept an abstract

After having evaluated an abstract, the referees enter their report in SAGA, and the tool sends it to you automatically by e-mail. The reports of the referees are also available in the data sheet of each abstract (but not visible by the authors).

Then, you have to accept or reject the abstract.

**Processing**

- Assign referees
- Accept the abstract
- Reject the submission
- Ask for corrections
- Remove
- Data Sheet
- Edit
- Comment for the submitting author

### Abstract acceptance

Reference	nextlab2014130014
Title	test 3
Section	4 - Numerical and experimental tools to process scale-up
Author(s)	Isaline Augusto
Submitting author	Isaline Augusto (isaline.boulven@edpsciences.org)
Submitted abstract	<a href="#">lsbn manuel utilisation.pdf</a>

**The referee's report(s)**

- Referee's report for abstract evaluation – Isaline Augusto

**Your report**

The following comment will be sent to the submitting author together with your decision.

Add your comment here.

Accept the abstract Cancel

The author is automatically informed of your decision via an e-mail from SAGA, with your comments, if there is any.

If the conference requires the submission of a full version after the acceptance of the abstract, the author must upload the full version on SAGA platform, and the document will follow the same process of evaluation as the abstract.

The editor may also **Remove an abstract**, **Ask for corrections**, or send a **Comment for the submitting author** if needed

At any time, you have access to previous versions of an submission in the tab **Documents** of the **Data sheet**

**Processing**

Assign referees

Accept the abstract

Reject the submission

Ask for corrections

Remove

Data Sheet

Edit

Comment for the submitting author

Reference	<b>nextlab2014130004</b>	
Current status	<b>Abstract waiting for a decision</b>	
DOI	10.1051/nextlab2014/2013004	
Type	Poster	
Title	title abstract 2	
Section	4 - Numerical and experimental tools to process scale-up	
Author(s)	Isaline Augusto	
Referee	Isaline Augusto (isaline.boulven@edpsciences.org)	
▶ Submitting author :	<b>Isaline Augusto</b> (isaline.boulven@edpsciences.org)	
Creation date in SAGA	Jul 9, 2013	
Submission date	Jul 9, 2013	
Acceptation date		
▶ Jul 9, 2013 - Revision request to the author		
▶ Jul 9, 2013 - Revision request to the author		
▶ Submitted files		
▼ Documents		
Type	File	Date
Revised article	[version 2]	nextlab2014130004.html
	[version 1]	nextlab2014130004.html
▶ Correspondence		
▶ History		

## 5. Management of the referees

You have to enter the list of your referees with the tab **Actions**, prior to be able to assign them to an abstract. **Actions** also enables you to view the list of referees and remove referees if needed.

When you enter the data of a referee, you can choose to assign him one (or several) section(s). In this case, you will be able to assign to this referee only abstracts belonging to its section(s).

If your list of referees is long, you may send it as an Excell file to EDP Sciences.

The screenshot shows the SAGA web interface for 'Journal NEXTLAB 2014'. The user's role is 'Editor'. The 'Actions' menu is open, with 'View referees' highlighted. Below the menu is the 'Adding a referee' form, which includes fields for 'e-mail address\*', 'First name', and 'Last name\*', along with 'Reset' and 'Add' buttons.

The referees will receive automatically by e-mail their login and password in order to connect to SAGA. They will have access to the abstracts that you assigned them.



The editors are the only ones who can accept or reject a submission, or ask for corrections. They may take their decision prior to receive the report from the referees.

## 6. Submission of an abstract by an editor

The editors may also be authors and submit an abstract. In this case, they have to register at the home page of SAGA, as if they were first time users.



The next screen enables to enter the data required to the creation of an author account in SAGA.

**Pre-registration Page**

Please enter your names and your e-mail. You will receive an e-mail to continue and submit your article.

**e-mail address\***

**Title**  
Dr ▾

**First name**

**Last name\***

**Register**

You have to enter your first name, your last name and the same e-mail address as the one you use for your editor account. After this registration as author, you will be able to submit your abstract, as any other author, by using the same login and password as the ones you use for your editor role.

For your next connections to SAGA, you will be able to choose the role you want between **Editor** or **Author** (according to the actions you have to make) with the button **Role** in the upper panel of the screen.

**SAGA** Journal: NEXTLAB 2014 Role: Editor  
Submitting author  
Editor  
Article Referee

**NEXTLAB 2014**

Search Submissions Actions

Article (Réf) [ ]

**Newly submitted abstract (3)**

Filter by categories: All categories ▾ Filter by section: All sections ▾ No delayed article for this status

Ref.	Article Category	Submitting author	Creation date	Status date ▲	Referee
<a href="#">nextlab2014130011</a>	Poster	M. Chaix	Jul 18, 2013	Jul 18, 2013	—
<a href="#">nextlab2014130009</a>	Communication orale	M. Chaix	Jul 18, 2013	Jul 18, 2013	—
<a href="#">nextlab2014130007</a>	Communication orale	I. Augusto	Jul 15, 2013	Jul 15, 2013	I. Augusto

**Status**

12

Newly submitted abstract (3)

Abstract in evaluation by the referees (6)

## You are a Referee

### 1. Log in of the referees

SAGA has sent to you a login (your e-mail address) and a password. Please, connect you to SAGA via the link provided by e-mail, and log in with this password.

**LAB 2014**

Welcome to SAGA,  
the online production tracking system from EDP Sciences

**NEXTLAB 2014 CREATING THE NEXT GENERATION LABORATORY TO DEVELOP INNOVATIVE MATERIALS AND ADDITIVES FOR ENERGY**

**First time user:**

[Create an account](#)

You will receive by e-mail a login and a password to submit your paper in SAGA.

-----

All abstracts must be written in English and submitted on line at this website. Instructions on how to prepare your paper in the appropriate form are available on <http://www.nextlab2014.com/>.

**Warning:** The Scientific Committee will determine the final format of your submission: oral presentation or poster.  
We recommend that you use a professional e-mail address as contact.

**Already registered users**

E-mail address

Password

[I lost my password](#)

[Log in](#)

The screen shows you the list of your assigned abstracts sorted according their status. The orange triangle shows you the abstracts which are waiting for an action on your part.

**SAGA** Journal NEXTLAB 2014 Role Article Referee My account Logout

**NEXTLAB 2014** Article (Réf) Search

Search Submissions

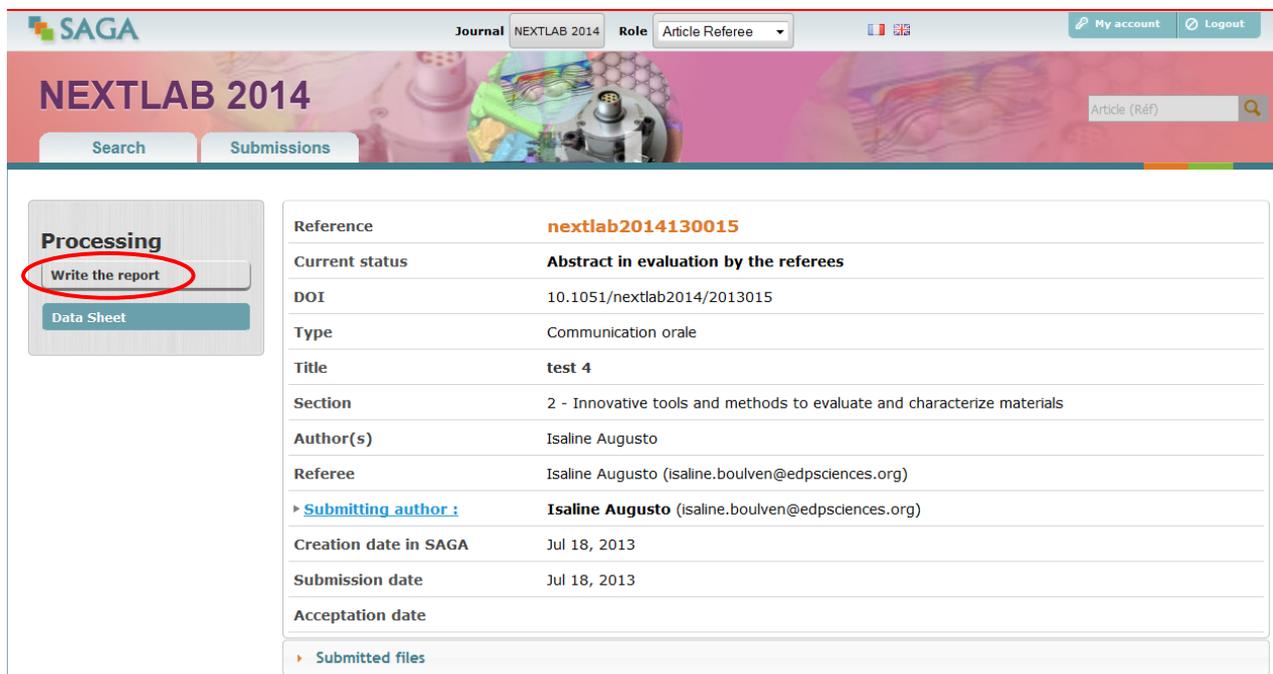
### Submissions for which I'm referee

Status: Newly submitted abstract
<a href="#">nextlab2014130007</a> Creation date: Jul 15, 2013
test submission abstract
▶ Status: Abstract in evaluation by the referees
<a href="#">nextlab2014130015</a> Creation date: Jul 18, 2013
test 4
Status: Abstract waiting for a decision
<a href="#">nextlab2014130004</a> Creation date: Jul 9, 2013
title abstract 2

## 2. Write a report

You have to write to the editors of the conference a report on your assigned abstracts, in order to indicate why they should accept and reject the submission.

Press the reference the abstract you want to evaluate and choose **Write a report**.

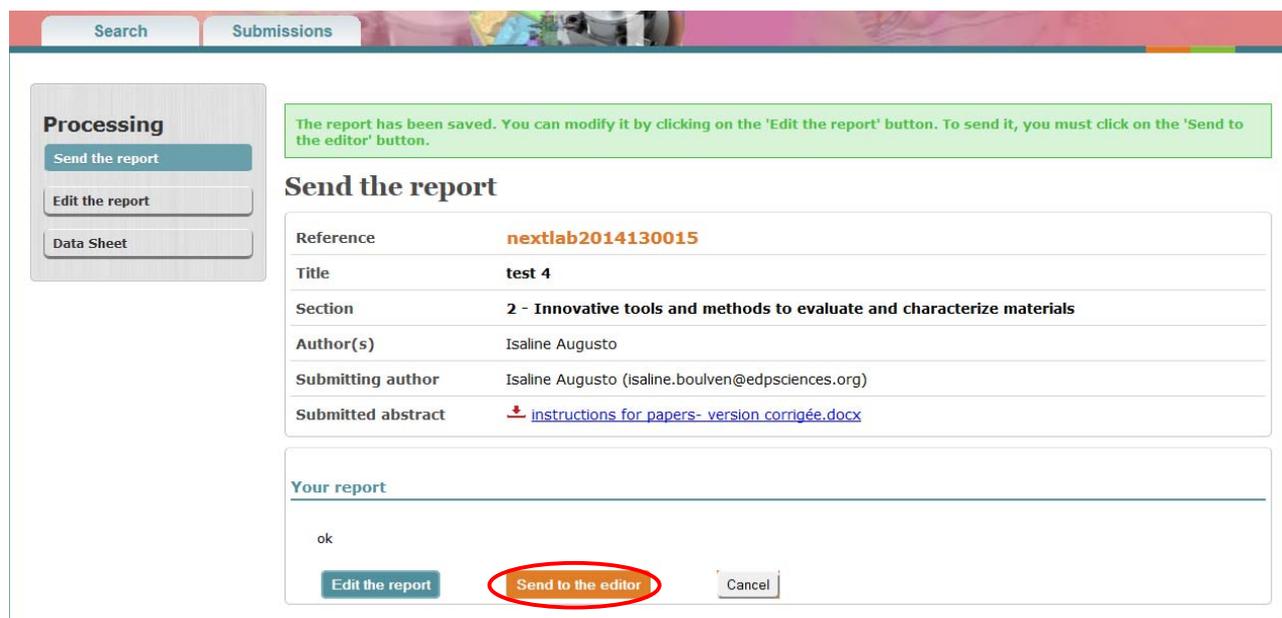


The screenshot shows the SAGA website interface. At the top, there is a navigation bar with 'Journal NEXTLAB 2014', 'Role Article Referee', and user options 'My account' and 'Logout'. Below this is a banner for 'NEXTLAB 2014' with a search bar and 'Search' and 'Submissions' buttons. The main content area is divided into two columns. The left column has a 'Processing' section with three buttons: 'Write the report' (circled in red), 'Data Sheet', and 'Submitted files'. The right column displays a table of submission details for reference 'nextlab2014130015'.

Reference	nextlab2014130015
Current status	Abstract in evaluation by the referees
DOI	10.1051/nextlab2014/2013015
Type	Communication orale
Title	test 4
Section	2 - Innovative tools and methods to evaluate and characterize materials
Author(s)	Isaline Augusto
Referee	Isaline Augusto (isaline.boulven@edpsciences.org)
▶ Submitting author :	Isaline Augusto (isaline.boulven@edpsciences.org)
Creation date in SAGA	Jul 18, 2013
Submission date	Jul 18, 2013
Acceptation date	
▶ Submitted files	

Depending on your conference, you will have to type your report in SAGA and/or you will have to upload your report as a PDF or Word file, etc. Please, follow the instructions of the editor and verify that your report is complete before sending it to the editor of your conference.

You may save the report and correct it prior to send it to the editor. When you are ready, please choose **Send to the editor**. You won't be able anymore to change your report or add files.



The screenshot shows the 'Send the report' section of the SAGA website. At the top, there is a green notification box: 'The report has been saved. You can modify it by clicking on the 'Edit the report' button. To send it, you must click on the 'Send to the editor' button.' Below this is a 'Processing' section with three buttons: 'Send the report', 'Edit the report', and 'Data Sheet'. The main content area displays a table of submission details for reference 'nextlab2014130015' and a text input field for the report. The 'Send to the editor' button is circled in red.

Reference	nextlab2014130015
Title	test 4
Section	2 - Innovative tools and methods to evaluate and characterize materials
Author(s)	Isaline Augusto
Submitting author	Isaline Augusto (isaline.boulven@edpsciences.org)
Submitted abstract	<a href="#">instructions for papers- version corrigée.docx</a>

Your report

ok

Your report is automatically sent to the editor by e-mail, and it is also available in the data sheet of each abstract (but not visible by the authors).

**The authors don't have access to your reports**

### 3. Submission of an abstract by a referee

The referees may also be authors and submit an abstract. In this case, they have to register at the home page of SAGA, as if they were first time users.



The next screen enables to enter the data required to the creation of an author account in SAGA.

**Pre-registration Page**

Please enter your names and your e-mail. You will receive an e-mail to continue and submit your article.

**e-mail address\***

**Title**  
Dr ▾

**First name**

**Last name\***

**Register**

You have to enter your first name, your last name and the same e-mail address as the one you use for your referee account. After this registration as author, you will be able to submit your abstract, as any other author, by using the same login and password as the ones you use for your referee role.

For your next connections to SAGA, you will be able to choose the role you want between **Referee** or **Author** (according the actions you have to make) with the button **Role** in the upper panel of the screen.

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