

## Paper submission procedure

Note: Final stage of paper submission is clicking “Approve for Collection”.

### 1. Create account on the IEEE eXpress Plus

Conference ID is **46608xp**

### 2. Log in to the IEEE eXpress Plus site

### 3. Create new title

The screenshot shows the IEEE PDF eXpress Plus website interface. At the top, there is the IEEE logo and the tagline "The world's leading professional association for the advancement of technology". Navigation links include Shop, Join, myIEEE, Contact Us, Sitemap, and IEEE Xplore. A secondary navigation bar contains links for About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, and Geographic Activities.

The main content area is titled "Home - Title Status". It features a "Logoff" link and a welcome message: "Welcome Tomoyuki Hatakeyama,". Below this, there are two bullet points:

- To begin, click on the "Create New Title" button. You can convert 10 source files and check 3 PDF files with one Paper ID.
- You are encouraged to correct all content, spelling, and grammatical errors before using this service.

Instructions for the table below are provided: "(Click on the Paper Title to view the PDF)" and "(Click on the column heading to change the table sort)".

Paper ID	Paper Title
No titles have been created.	
Status* Manual Conversion = File Type Not Automated - conversion will be performed next business day Error = Please check your email for additional information Upload incomplete = Click on the "Try Again" link to complete the upload of your file	

At the bottom of the page, a "Create New Title" button is highlighted with a red oval and labeled "Click here".

On the left side, there is a vertical navigation menu with the following items:

- Logoff
- Home - Title Status
- Using IEEE PDF eXpress®
- Preparing Source Files
- The PDF Check Report
- FAQs
- IEEE PDF eXpress® Support
- NEW Article Templates
- IEEE Citation Reference
- Edit Account Information

## Check or Convert



### Paper Information

Enter Title Info:

Test for ICEP2015

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- » Edit Account Information

#### 4. Upload your pdf file

## Upload File



### File Information

File Name:

1 

If you do not see the browse button, your browser does not support file uploads. Consult Using IEEE PDF eXpress® for recommended web browsers

2 Choose your pdf file

Then, click here

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## File Upload Results



- If you submitted a file for conversion, a PDF will be sent to you shortly via email. This PDF will also be available through your account. In addition, you will receive an email confirming receipt of your source file or archive.
- If you submitted a PDF it is being Checked against the latest IEEE *Xplore* requirements for PDF. The results will be sent via email shortly. You will also receive an email confirming receipt of your PDF.

File Details	
Filename:	test_for_ICEP2015.pdf
Size in bytes:	89392
Content Type:	application/pdf

If you do not receive a PDF within 24 hours, contact [Technical Support](#).

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### 5. Check your status

**5-1. If your paper failed the check, you will receive the email titled “IEEE PDF eXpress Plus Author Services: File has failed PDF Check”.**

Please read the email from IEEE carefully, make new pdf file and try again.



## Home - Title Status

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(Click on the Paper Title to view the PDF)  
(Click on the column heading to change the table sort)

Refresh File Status

Paper ID	Paper Title	
PDFExpID3558883	Test for ICEP2015 <span style="color: red;">Check this status</span>	
	Status*:	Failed PDF Check; use <a href="#">PDF Check report</a> to find problem(s), and then <a href="#">get solutions</a> .
	PDF Checks:	1 of 3
	Source File Conversions:	0 of 10
<b>OPTIONS</b>	<a href="#">Try Again</a>	<a href="#">Request Technical Help</a>
<b>If above results is "fail", click here and try again.</b>		
<small>Status* Manual Conversion = File Type Not Automated - conversion will be performed next business day Error = Please check your email for additional information Upload Incomplete = Click on the "Try Again" link to complete the upload of your file</small>		

Create New Title

Refresh File Status

If you fail three times, please create new title.

For example, if your title is "Presentation of ICEP2015", new title is "Presentation of ICEP2015 ver. 2".

If you have the problem for making pdf file, you can submit Microsoft word file.

Then IEEE will convert your word file to pdf file.

**5-2. If your paper passed the check, you will receive the email titled "IEEE PDF eXpress Plus: File has passed PDF Check".**

Please proceed next step.

## Home - Title Status

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Paper ID	Paper Title	
PDFeXpID3558883	<a href="#">Test for ICEP2015</a>	<b>If you find this result, proceed next step.</b>
	Status*:	PDF Passed PDF Check; PDF is IEEE <i>Xplore</i> -compatible
	PDF Checks:	2 of 3
	Source File Conversions:	0 of 10
<b>OPTIONS:</b>	<a href="#">Try Again</a>	<a href="#">Approve for Collection</a>
Status* Manual Conversion = File Type Not Automated - conversion will be performed next business day Error = Please check your email for additional information Upload Incomplete = Click on the "Try Again" link to complete the upload of your file		

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### 6. Click "Approve for Collection"

After clicking "Approve for Collection", submission procedure is finished.

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Paper ID	Paper Title	
PDFeXpID3558883	<a href="#">Test for ICEP2015</a>	
	Status*:	PDF Passed PDF Check; PDF is IEEE <i>Xplore</i> -compatible
	PDF Checks:	2 of 3
	Source File Conversions:	0 of 10
<b>OPTIONS:</b>	<a href="#">Try Again</a>	<a href="#">Approve for Collection</a>
<b>Click here</b>		
Status* Manual Conversion = File Type Not Automated - conversion will be performed next business day Error = Please check your email for additional information Upload Incomplete = Click on the "Try Again" link to complete the upload of your file		

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## IEEE PDF eXpress®



If you are ready to approve your paper for collection, we suggest that you rename it using the following convention:

First word of title(hyphen)second word of title(hyphen)presenting author's last name(dot)PDF. For example, if the paper's title is "Systematic approach to enhanced innovation structures", and the presenting author is Colleen Edwards, the file should be renamed: **Systematic-approach-Edwards.pdf**

This naming convention is suggested in order to facilitate the sorting and sequencing of the final papers by the conference's publications chair.

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