

# Guidelines

## for the submission of full papers at EGOS Colloquia



**Please note!** You will only succeed to upload your full paper by using the same email address or EGOS member number + password which you have used for submitting your short paper!

**Your full paper should comprise approx. 20–30 pages** (incl. references, figures and/or tables) **according to the following format:**

- 12 pt, Arial or Times New Roman
- Margin left/right: 2.5 cm
- Line spacing: 1.5
- References/Bibliography: APA format

*Please do not forget to indicate your **name** – and, if applicable, the name/s of your co-author/s –, **affiliation** and **email address** at the top of your full paper/file!*

To upload your full paper via the EGOS website for presentation in ‘your’ sub-theme at the 39<sup>th</sup> EGOS Colloquium 2023, hosted by the University of Cagliari, please proceed as follows:

- Log in at [www.egos.org](http://www.egos.org) with your email address (or EGOS member number) + password.
- **MyEGOS:** below the headline “39th EGOS Colloquium 2023 in Cagliari” [left column] you will find a big grey box, in which the number of ‘your’ sub-theme + its title are displayed.  
→ Click on **Upload your full paper** {title of your paper}

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### Step 1: Manage Full Paper and Awards

- If your paper has a new title, enter it in the first box. Please use upper and lower-case letters, for example, “Pride and prejudice”, not “Pride and Prejudice” or “PRIDE AND PREJUDICE”.
  - Any further comments/information for your convenors can be entered in the second box [not mandatory].
  - If you want your paper to be considered for the *EGOS Best Paper Award 2023*, and/or the *EGOS Best Student Paper Award 2023*, and/or the *That’s Interesting! Award 2023*, please tick the corresponding box.
- Click on **Save & Forward to Step 2**

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### Step 2: Manage Co-Authors [only applicable if your paper is co-authored]

- The names of your co-authors are already listed. If you want to add a further co-author, click on **Add co-author(s)** and follow the instructions given there.
  - If you want to change the order of authors, you can do this by moving the arrows up or down.
  - **Confirmation** [mandatory]: please tick this box!
- Click on **Save & Forward to Step 3**

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### Step 3: Upload Full Paper

- Upload your full paper by clicking on the grey “Datei aussuchen ...” button and selecting the file from your computer. Please note that we prefer .pdf files, although .docx and .doc files will also be accepted.
  - Confirm your upload by clicking on **Save New Full Paper**.
- Click on **Skip Step 3 and Exit**