

How to use SRHE's submission system

The full call for papers for the 2022 SRHE International Research Conference can be found on our website. **The closing date for submissions is 15th June 2022 (23:59 GMT+1).**

In this guide you will find:

1. Logging in
2. Navigating our submission system
3. Making a submission
 - 3.1 Research paper
 - 3.2 Proposing a symposium
 - 3.3 Submitting a contribution to a symposium
 - 3.4 Submitting for an e-poster
4. Troubleshooting tips

1. Logging in

SRHE uses Oxford Abstracts conference systems to manage all submissions to the 2022 SRHE Conference: click here to open [Oxford Abstracts](#). Please note that you will need to have submitted an abstract in order to access the dashboard.

- To submit a **paper**, follow this link:
<https://app.oxfordabstracts.com/stages/3690/submitter>
Further instructions for paper submissions can be found in section 3.1

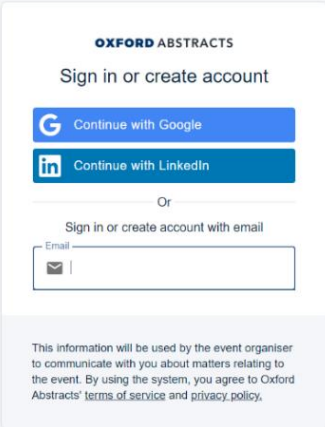
- To propose a **symposium**, follow this link:
<https://app.oxfordabstracts.com/events/2888/symposia/create>
Further instructions for paper submissions can be found in section 3.2 and 3.3

- To submit a **poster**, follow this link:
<https://app.oxfordabstracts.com/stages/3692/submitter>
Further instructions for paper submissions can be found in section 3.4

All users will need to sign up with Oxford Abstracts to submit to the conference.

- If you have used Oxford Abstracts in the past, you can use your existing log in credentials. If you have previously used Oxford Abstracts but have forgotten your password, you can recover this by entering your e-mail address into the 'sign in or create account with e-mail' field and then selecting 'forgot password'.
- You can also sign up using Google or LinkedIn, in which case all communications will be sent to the email address associated with these accounts.

- If you have never used Oxford Abstracts before, enter your email and follow the on-screen instructions. Please note that the email you enter at this stage will be your username for Oxford Abstracts, so you must continue to use the same email each time you wish to log in. That is, if you sign up using adam.dawson@srhe.ac.uk, for example, other versions of this email, such as adamdawson@srhe.ac.uk or a.dawson@srhe.ac.uk will not be recognised.



The screenshot shows the Oxford Abstracts sign-in or account creation interface. At the top, it says 'OXFORD ABSTRACTS' and 'Sign in or create account'. There are two buttons: 'Continue with Google' and 'Continue with LinkedIn'. Below these is an 'Or' separator and a section for 'Sign in or create account with email'. This section includes an email input field with an envelope icon and a vertical bar. At the bottom, there is a small disclaimer: 'This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts' terms of service and privacy policy.'

Please note – this is not the same as your SRHE Member area log in. All users will need to sign up with **Oxford Abstracts** to submit a paper, symposium, or poster.

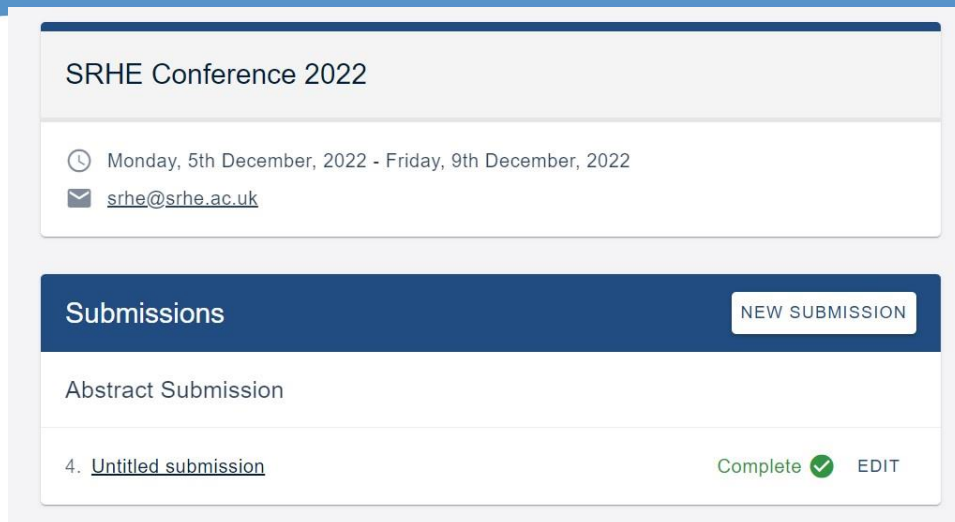
2. Navigating our submission system

Following the appropriate link will take you to the submission form corresponding to either the research paper submission, poster submission, or symposium.

Please note that you may submit more than one abstract to the Conference, but you will need to complete a new submission form for each. The same paper must not be submitted to more than one format type.

Once you have submitted your proposal, you will be able to edit the proposal until the submission deadline has closed.

You will be able to keep track of your submissions using the Oxford Abstracts dashboard, click here to open: [Oxford Abstracts](#)




SRHE Conference 2022

Monday, 5th December, 2022 - Friday, 9th December, 2022

srhe@srhe.ac.uk

Submissions NEW SUBMISSION

Abstract Submission

4. Untitled submission Complete  EDIT

3. Making a submission

3.1 Research paper

Step 1.: To submit a paper, follow this link:

<https://app.oxfordabstracts.com/stages/3690/submitter>

If you would like to edit something you have already submitted, follow this link: [Oxford Abstracts](#)

This will bring you to your submission dashboard, where you can edit your submission prior to the closing date and view key conference information (dates, SRHE contact e-mail, etc.)

Step 2. The above link will take you to the research paper submission form, which you can then fill in. Please note that you cannot save the form partially completed – it must be completed in one session.

You can upload images, if appropriate, to accompany your submission in the full paper section. While there is no strict minimum word count, it is unlikely papers significantly below the maximum word count (750 words, not including references) will contain the required level of detail required to be accepted.

3.2 Symposium

Step 1. Follow this link to propose a symposium:

<https://app.oxfordabstracts.com/events/2888/symposia/create>

Step 2. When you have filled in the first page of the form, the second page will ask you to invite users to attach submissions. Please list the email addresses of all invited symposium contributors to this box. Symposia submissions, including the rationale, can be edited until the submission deadline for Conference has passed.

Invite Users to Attach Submissions

Add the user emails here, one per line

3.3 Submitting a Contribution to a Symposium

Step 1. If you are a contributor to a symposium, you will receive an email prompting you for your contribution once the symposium proposal has been submitted, see below:

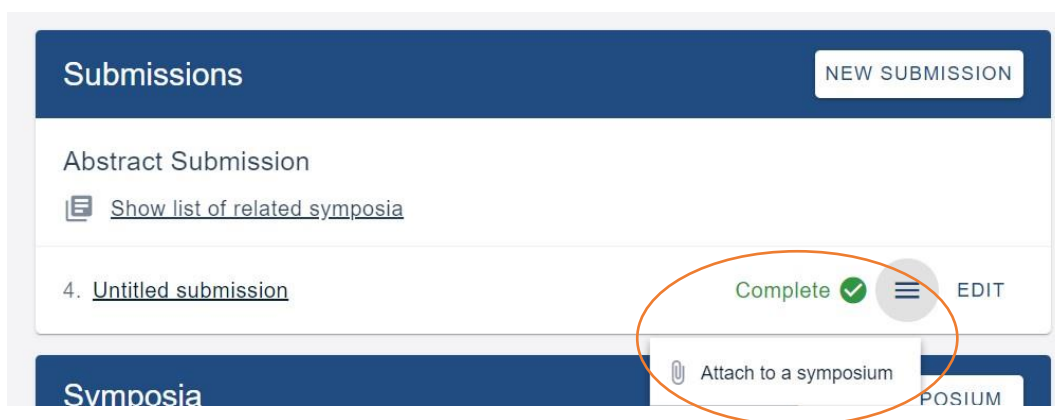
Adam Dawson has invited you to attach an abstract to their symposium,
 Testing the System
 , in the conference: SRHE Conference 2022.

If you have not yet submitted the abstract you wish to attach to this symposium go to <http://app.oxfordabstracts.com/stages/3690/submissions/new> where you will be able to submit an abstract and then attach it to the symposium.

If you have already submitted the abstract to this conference and wish to attach it to this symposium go to your dashboard at <http://app.oxfordabstracts.com> where you will be able to attach your abstract to the symposium.

If you have not uploaded your abstract, please click the first link in the email, and complete the form.

Step 2. Then you can link your contribution to the symposium from your dashboard. From the dashboard, you can attach your contribution to the appropriate symposium by clicking on the three horizontal lines and then 'attach to a symposium.'



Step 3. You will then be taken to a new form where you can attach the abstract to the symposium you have been invited to contribute to. Please note that if you have been invited

to more than one symposium, they will all appear in the list you can attach your submission to. Please ensure that you are attaching your submission to the correct symposium.

If you would like to, please choose a symposium to attach your submission to:

Testing the System

ATTACH

Then press 'continue,' and you will be taken back to the dashboard.

If you cannot see the title of a symposium but you know you should, please contact us at srhe@srhe.ac.uk with your symposium lead in copy.

Step 4. If you are the symposium lead, you will receive an email notifying you of the update.

3.4 Submitting an e-poster

To submit a poster, follow this link: <https://app.oxfordabstracts.com/stages/3692/submitter>

Step 1. Complete the submission form. Please note that you will not be required to upload a complete poster at this stage as your submission will be judged on its abstract and overview.

Step 2. If your poster is accepted, you will then be invited to upload your poster to Oxford Abstracts, where it will be displayed in a poster gallery. Further details on how to navigate this will be sent to successful poster presenters.

4. Troubleshooting tips

- Please do not use your own contact details when submitting on behalf of another author.
- If you are a symposium lead, please remember that your invited contributors cannot submit a paper to your symposium until you have completed your proposal.
- If you cannot see the title of a symposium but you know you should, please contact us at srhe@srhe.ac.uk with your symposium lead in copy.
- Please note that you will need to have submitted an abstract in order to access the dashboard.

If you have any queries, please use our live chat (available at the bottom right-hand corner of any page on our website www.srhe.ac.uk), or alternatively e-mail:

Dr Sinéad Murphy, SRHE Manager: Conferences and Events: sinead.murphy@srhe.ac.uk

Adam Dawson, Coordinator: Conferences, Events, & Operations: srhe@srhe.ac.uk