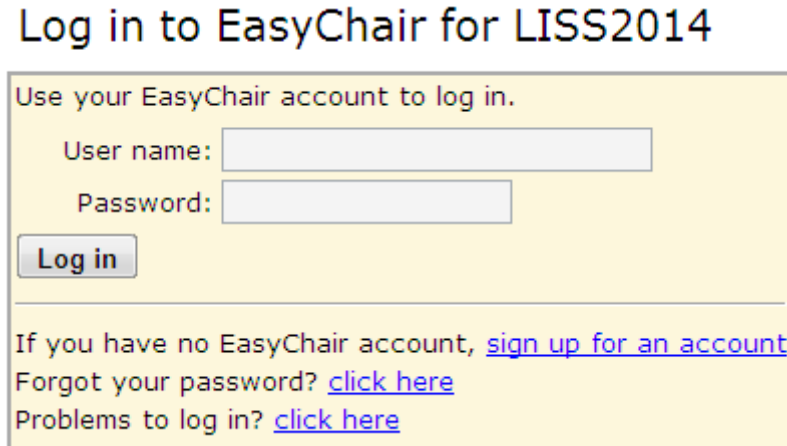


系统注册、论文初稿提交和论文终稿提交指南

(系统登录网址: <https://www.easychair.org/conferences/?conf=liss2014>)

1. 系统注册

1.1 进入 EasyChair 系统登陆界面，如下图。如果您已经拥有一个 EasyChair 账号，您可以直接在此进入系统，进行论文提交。



Log in to EasyChair for LISS2014

Use your EasyChair account to log in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

1.2 如果您还没有 EasyChair 账号，在系统登陆界面，单击右下角的“[sign up for an account](#)”链接，进行注册：

1.2.1 输入系统随机给定的验证码后点击 Continue，如下图所示：



oretapelse else

orerapelse

reCAPTCHA™
stop spam.
read books.

1.2.2 填写姓名和 Email 地址：



First name † (*):

Last name (*):

Email (*):

1.2.3 上步完成之后，会出现一个信息反馈页面：

Account Application Received

We received your application. A mail with further instructions has been sent to the email address 13120633@bjtu.edu.cn.

If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

1.2.4 此时，您在第 1.2.2 步注册时使用的邮箱将会收到本系统反馈的邮件（如果未收到，可能是被邮箱拦截，您可以在垃圾邮件中查找），请您用邮件中收到的地址链接继续完成注册。邮件格式如下：

Dear Fenfen Wang,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://www.easychair.org/account/create.cgi?code=SKPoMzFc6buG01cLym8f>

Best regards,
EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

1.2.5 使用上一步中的网站链接，进入如下图所示的界面。请按照页面提示输入必要信息。完成后点击“create my account”按钮，建立自己的账户。

User names are case-insensitive

User name:

First name †:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

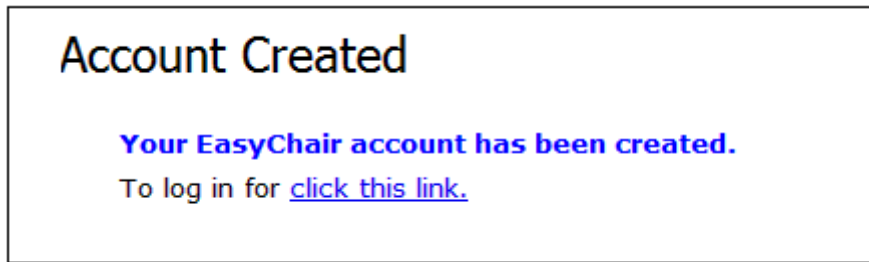
State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

1.2.6 创建账户成功后，页面自动跳转为如下页面，说明您已成功注册。点击链接“click this link”可以进入登陆页面。



2. 论文初稿提交指南

2.1 登陆 EasyChair 系统，进入登陆界面（系统登陆网址为：<https://www.easychair.org/conferences/?conf=liss2014>）。

Log in to EasyChair for LISS2014

Use your EasyChair account to log in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

2.2 系统登陆成功后进入系统主界面，如下图所示。点击页面左上方的“New Submission”链接（已用红线标注），提交一篇新论文。

EC LISS2014 (author)

[New Submission](#) LISS2014 Alerts EasyChair


LISS2014

Conference Information

Acronym of the event:	LISS2014
Name of the event:	4th International Conference on Logistics, Informatics and
Web site:	http://icir.bjtu.edu.cn/liss2014/
Contact emails:	liss@bjtu.edu.cn
Submission page:	https://www.easychair.org/conferences/?conf=liss2014

注意：如果已经使用 EasyChair 参加过其他会议，在此页面上会显示所参加会议的列表，单击“LISS2014”链接即可进入 LISS2014 会议论文提交子系统。

2.3 新论文提交页面，如下图所示。添加作者信息（至少有一位作者要设为联系作者）、论文题目、摘要和关键字。点击按钮“Submit”确认提交。

 **LISS2014 (author)**

[New Submission](#) | [LISS2014](#) | [Alerts](#) | [EasyChair](#)

New Submission for LISS2014

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The red
More information about submission to LISS2014 can be found on [LISS2014 Web site](#).

Address for Correspondence

The information below will only be used for communication by post, if necessary.

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be
- Each author marked as a **corresponding author** will receive email messages from the system about this

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Keywords
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords (*):

Topics
Please select topics relevant to your submission from the following list.

<input type="checkbox"/> Service Management	<input type="checkbox"/> SS on Advanced Management Decision Making Techniques and Application, Guoyin Jiang
<input type="checkbox"/> Logistics Management	<input type="checkbox"/> SS on comprehensive service, Ruijiang Wang
<input type="checkbox"/> Information Management	<input type="checkbox"/> SS on Innovation in Service Science, Mingyu Zhang
<input type="checkbox"/> Engineering Management	<input type="checkbox"/> SS on USTB
<input type="checkbox"/> SS on Beijing Institute of Graphic Communication	<input type="checkbox"/> SS on FTZ and Supply Chain Management, Huang Youfang
<input type="checkbox"/> SS on Zhucui Jing, CCISR	

Upload Paper
The submission should be in one of the following formats:

1. PDF (file extension .pdf).
2. Word document (file extension .doc).
3. LaTeX file (file extension .tex).
4. Word open XML document (file extension .docx).

If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper: Abstract Only:

Ready?
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: upload only one paper.**

说明:

(1) 如果此时只提交摘要, 请选择“Abstract Only”, 否则请提交论文初稿, 初稿格式为 PDF 或者 word 文档均可。

(2) 在选择主题时, 请选择和所提交论文对应的 SS 分组。

(3) 注意: 所有提交论文应该按照会议投稿版本要求, Microsoft Word 及 Latex 模板参见会议官方网址 (<http://icir.bjtu.edu.cn/liss2014>)。

2.4 论文初稿查询。

2.4.1 新论文 (论文初稿) 提交成功后出现如下页面, 可以得到相应的 Paper ID (已用红线标注)。且在“New Submission”右侧新生成的页签“Submission 8”, 点击即可进入论文信息页面进行论文信息的修改以及最新版本 of 论文初稿文件上传。多次上传可以覆盖原文件。

EC LISS2014 (author)

New Submission Submission 8 LISS2014 Alerts EasyChair

LISS2014 Submission 8

If you want to **change any information** about your paper or withdraw it,
For all questions related to processing your submission you should contact

The submission has been saved!

Paper 8	
Title:	qqqqqqqq
Paper:	Word document
Author	asas
keywords:	dd ff
Topics:	Information Management, Logistics Management
Abstract:	davvvvdfaaaaaaaaaaaaaaaaaaaa
Time:	Nov 26, 02:59 GMT
Address:	北京市海淀区西直门外上园村3号 Beijing 100044 China

2.4.2 如果您多次点击“New Submission”提交论文，即提交多篇论文，论文提交成功界面如下所示，在“New Submission”右侧生成“My Submissions”页签，在该页签下能够显示您所有的论文编号。修改论文时，首先需要选择对应论文编号，进入相应的论文信息页面进行论文信息的修改以及最新版本的论文初稿文件上传。多次上传可以覆盖原文件。

EC LISS2014 (author)

New Submission **My Submissions** LISS2014 Alerts EasyChair

Submission 4
Submission 9

LISS2014 Submission 9

If you want to **change any information** about your paper or withdraw it, use
For all questions related to processing your submission you should contact

The submission has been saved!

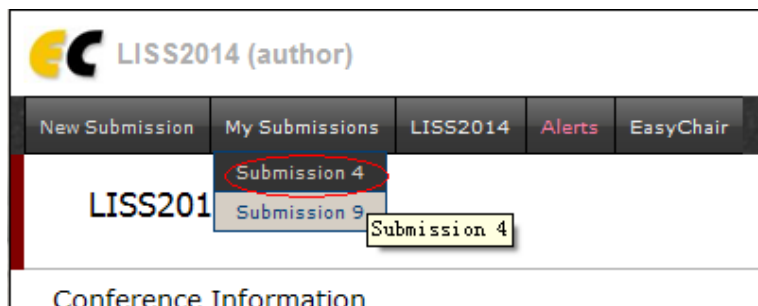
Paper 9	
Title:	sssssssss
Paper:	Word document
Author	qwqw
keywords:	eer ff
Topics:	Engineering Management
Abstract:	sdssssssssssssssssssssss
Time:	Nov 26, 03:06 GMT
Address:	北京市海淀区西直门外上园村3号 Beijing 100044 China

3. 论文终稿提交指南

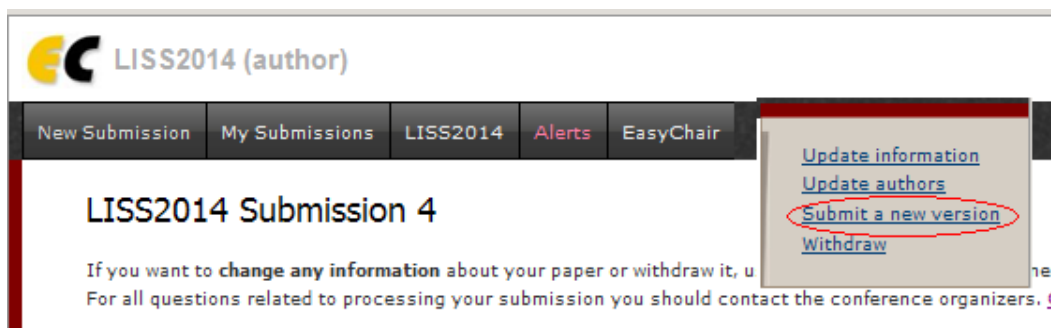
3.1 登陆 EasyChair 论文提交系统。登陆网址为：

<https://www.easychair.org/conferences/?conf=liss2014>

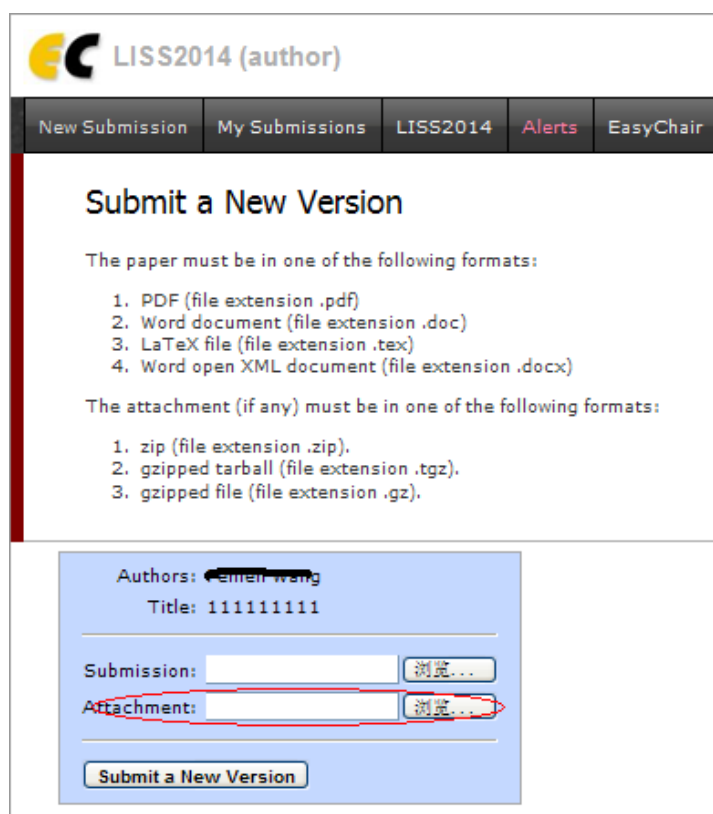
3.2 选择论文编号(已在下图中用红线标明)进入该论文信息页面。



3.3 论文信息页面如下所示，点击页面中右上角“Submit a new version”（已用红线标出），进行论文终稿提交。



3.4 在论文终稿提交界面，务必选择“Attachment”按钮进行终稿压缩包提交。如下所示。



请注意：

(1) 所有文件需要以压缩包的形式提交，*.zip,*.tgz,*.gz 文件均可。

(2) 压缩包中需要包含如下 5 种文件：

- 论文终稿 2 个（pdf 格式和 doc/docx 格式）
- 亲自签名的版权转让书扫描件或照片（版权转让和注册表模板在资料下载区）
- 付款证明扫描件或照片
- 注册表
- 如果论文提交者是学生，请提交学生证明扫描件或照片

3.5 提交论文终稿后，进入如下页面，表示你的论文已成功提交。

EC LISS2014 (author)

New Submission My Submissions LISS2014 Alerts EasyChair

New Version of Submission 4

Your attachment has been uploaded successfully. Thank you for submitting

Paper 4	
Title:	111111111
Paper:	Word open XML document
Attachment:	file
Author	111
keywords:	22 33
Topics:	Service Management
Abstract:	1111111111111
Time:	Nov 21, 12:04 GMT
Address:	北京市海淀区西直门外上园村3号 Beijing 100044 China

Authors				
first name	last name	email	country	organization
	Wang		China	北京交通大学