

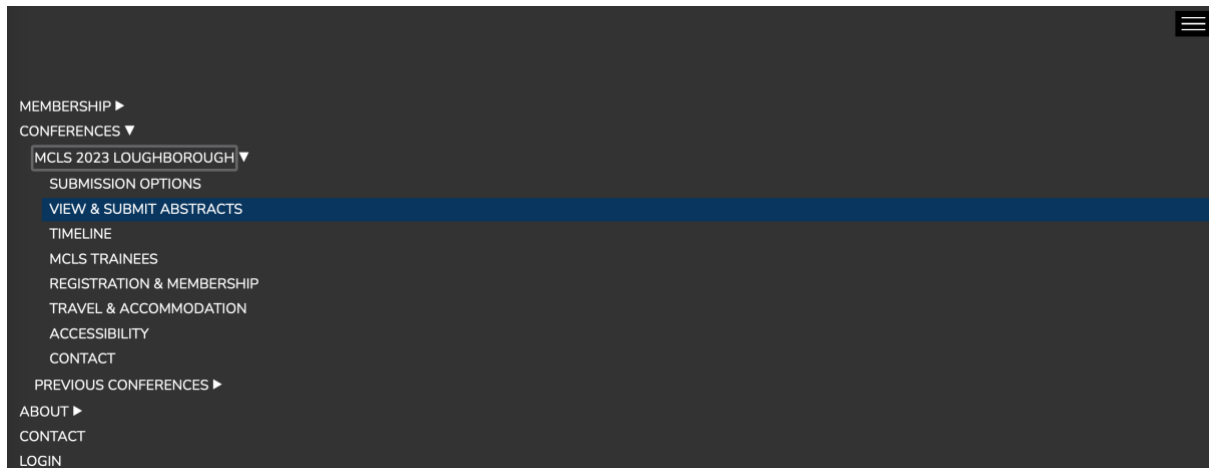
# MCLS 2023 at Loughborough Submission Instructions

Conference website:

<https://www.the-mcls.org/mcls-2023>

The submission portal can be found here:

<https://www.the-mcls.org/mcls-2023/view-submit-abstract>



For each submission (symposium, poster, or preregistration poster), you need to go through four steps:

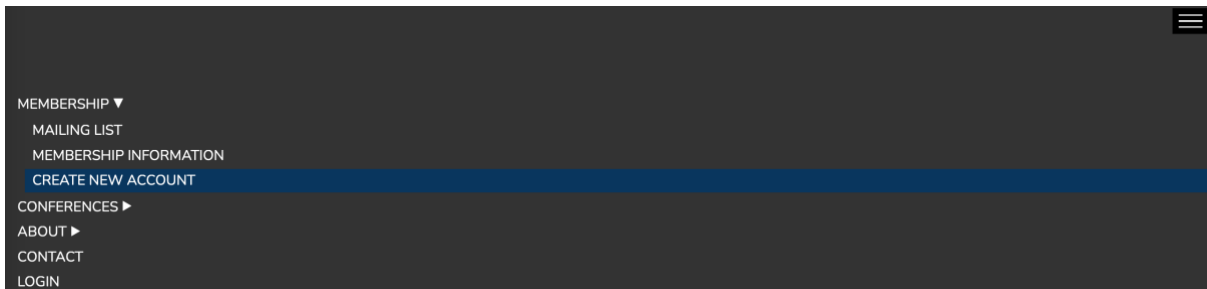
**Step 1: Login (or create a new account)** *[page 2]*

**Step 2: Create a new submission** *[page 3]*

**Step 3: Add abstract(s)** *[page 4 & 5]*

**Step 4: Submit for review** *[page 6]*

## Step 1: Login (or create a new account)



Once you have logged in, the **submission portal** will be visible at the bottom of the View & Submit Abstracts page (<https://www.the-mcls.org/mcls-2023/view-submit-abstract>).

### VIEW & SUBMIT ABSTRACTS

The submission deadline is 16 January, midnight (CET)

**Submission instructions**

For each submission, you need to go through four steps:

- 1. Login (or create a new account)**

Once you have logged in, the submission portal will be visible below.

- 2. Create a new submission:** symposium, poster, or preregistration poster
  - For **symposia** you will also have to add the title and integrative statement of the symposium (i.e., the introduction to the topic & objectives of the symposium; max. 250 words) at this first step.
- 3. Add abstract(s):**
  - Early career researchers (trainees):** Early career researchers include graduate students and undergraduate students, postdocs, and other professionals. Please tick the box behind 'Early career researchers' for every contributor who falls into this category.
  - Symposia:** Please add four abstracts for each symposium submission. In case your symposium consists of three presentations and a discussant, please also add the discussant using the 'add another abstract' option. Please fill in the title ('Discussant'), name, and affiliation of the discussant in the respective fields (there is no need to include an actual abstract for a discussant, you can leave this field blank).
  - Posters/Preregistration posters:** Should *early career researchers (trainees)* be interested in sharing their work in the form of a presentation (instead of a poster/preregistration poster), they have the option to enter a lottery for a spot in one of the open submission talk sessions. In case you are an early career researcher and you are interested, please tick the box behind '**Open submission talk lottery**'.
- 4. Submit for review**
  - Submissions that are not submitted for review will not be considered.

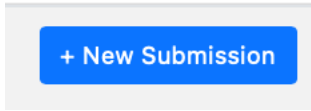
Once you have submitted, you can no longer edit your submission.

All Submissions + New Submission

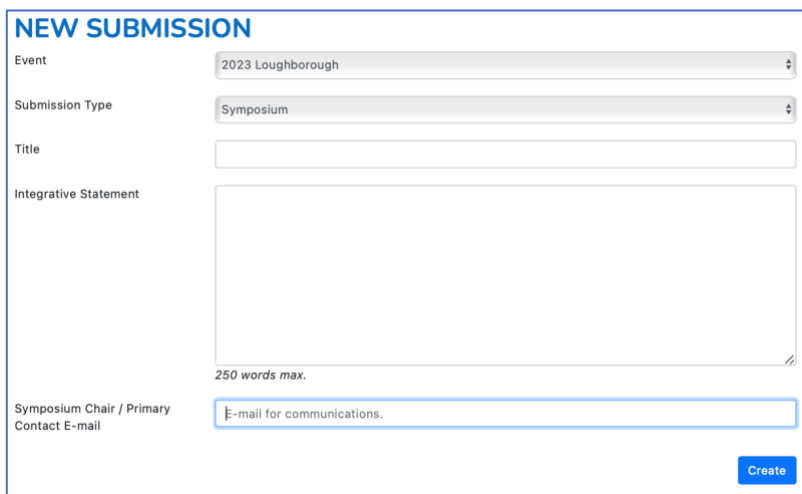
## Step 2: Create a new submission

### Step 2 for Symposia

- Press “+ New Submission”

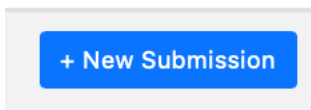


- Choose “Symposium” as submission type
- Add the title of the symposium
- Add the integrative statement of the symposium (i.e., the introduction to the topic & objectives of the symposium; max. 250 words)
- Add the email address of the symposium chair
- Press “Create”

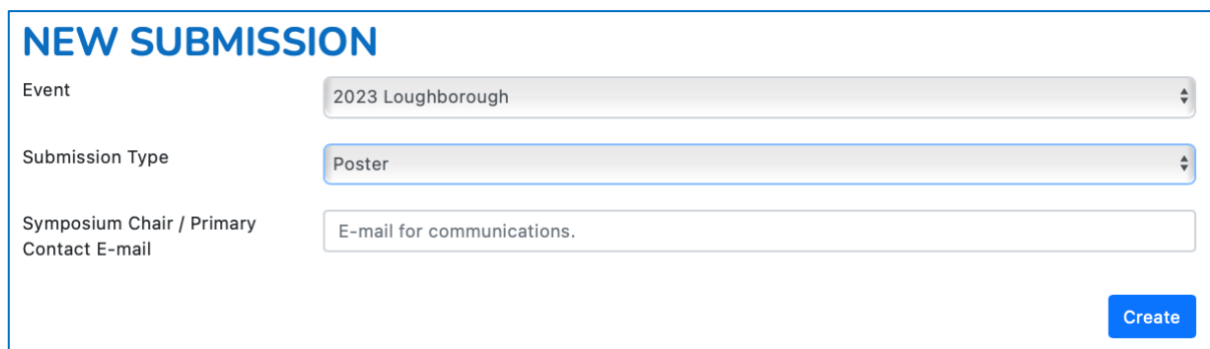
A screenshot of a web form titled "NEW SUBMISSION". The form has the following fields: "Event" (dropdown menu with "2023 Loughborough" selected), "Submission Type" (dropdown menu with "Symposium" selected), "Title" (text input field), "Integrative Statement" (large text area with a "250 words max." label and a small icon in the bottom right corner), and "Symposium Chair / Primary Contact E-mail" (text input field with "E-mail for communications." as a placeholder). A blue "Create" button is located at the bottom right of the form.

### Step 2 for Posters & Preregistration Posters

- Press “+ New Submission”



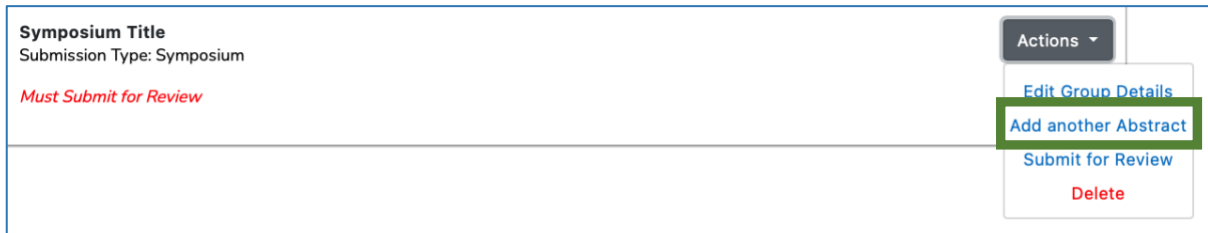
- Choose “Poster” or “Pre-registered poster” as submission type
- Add the primary contact email address
- Press “Create”

A screenshot of a web form titled "NEW SUBMISSION". The form has the following fields: "Event" (dropdown menu with "2023 Loughborough" selected), "Submission Type" (dropdown menu with "Poster" selected), and "Symposium Chair / Primary Contact E-mail" (text input field with "E-mail for communications." as a placeholder). A blue "Create" button is located at the bottom right of the form.

### Step 3: Add abstract(s)

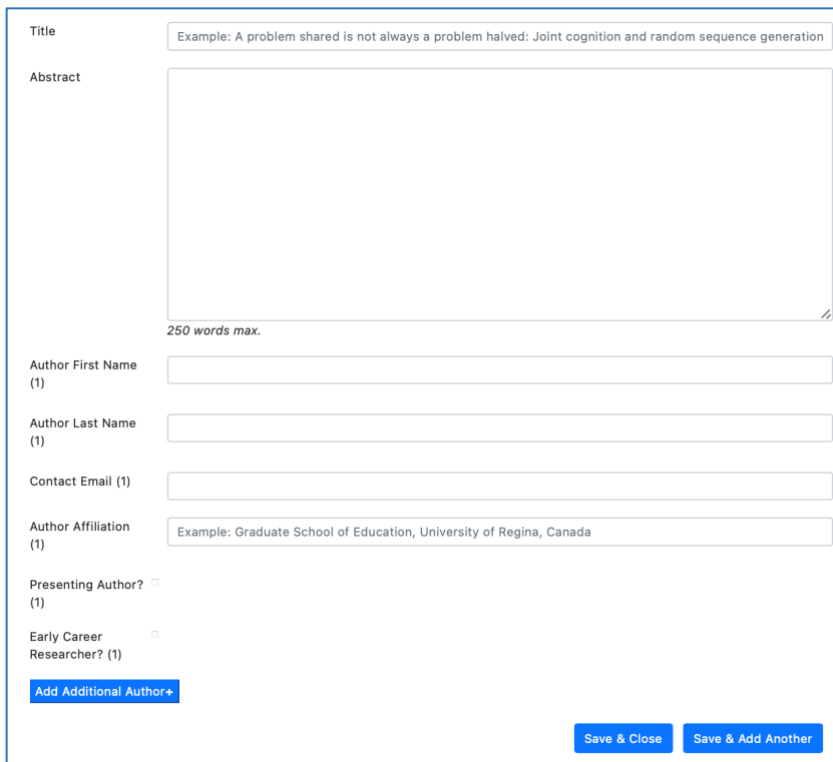
#### Step 3 for Symposia

- Go to the “Actions” drop-down menu of your new symposium submission and press “**Add another Abstract**”



The screenshot shows a submission interface for a symposium. On the left, it displays 'Symposium Title' and 'Submission Type: Symposium'. Below this, there is a red text prompt: 'Must Submit for Review'. On the right, there is an 'Actions' dropdown menu. The menu is open, showing four options: 'Edit Group Details', 'Add another Abstract' (which is highlighted with a green box), 'Submit for Review', and 'Delete'.

- Add **four separate abstracts and corresponding author details**, i.e., one for each symposium presentation
- In case your symposium consists of three presentations and a **discussant**, please also add the discussant using the ‘*add another abstract*’ option. Please fill in the title (‘Discussant’), name, and affiliation of the discussant in the respective fields (there is no need to include an actual abstract for a discussant, you can leave this field blank).
- **Presenting author**: Please tick the box behind ‘*Presenting author*’ for the author who will present at the conference.
- **Early career researchers (trainees)**: Early career researchers include graduate students and undergraduate students, postdocs, and other professionals. Please tick the box behind ‘*Early career researchers*’ for every contributor who falls into this category.



The screenshot shows the abstract submission form. It includes the following fields and options:

- Title**: A text input field with the example text: "Example: A problem shared is not always a problem halved: Joint cognition and random sequence generation".
- Abstract**: A large text area for the abstract, with a "250 words max." label and a small icon in the bottom right corner.
- Author First Name (1)**: A text input field.
- Author Last Name (1)**: A text input field.
- Contact Email (1)**: A text input field.
- Author Affiliation (1)**: A text input field with the example text: "Example: Graduate School of Education, University of Regina, Canada".
- Presenting Author? (1)**: A checkbox.
- Early Career Researcher? (1)**: A checkbox.
- Add Additional Author+**: A blue button.
- Save & Close**: A blue button.
- Save & Add Another**: A blue button.

### Step 3 for Posters & Preregistration posters

- Go to the “Actions” drop-down menu of your new poster submission and press “**Add another Abstract**”

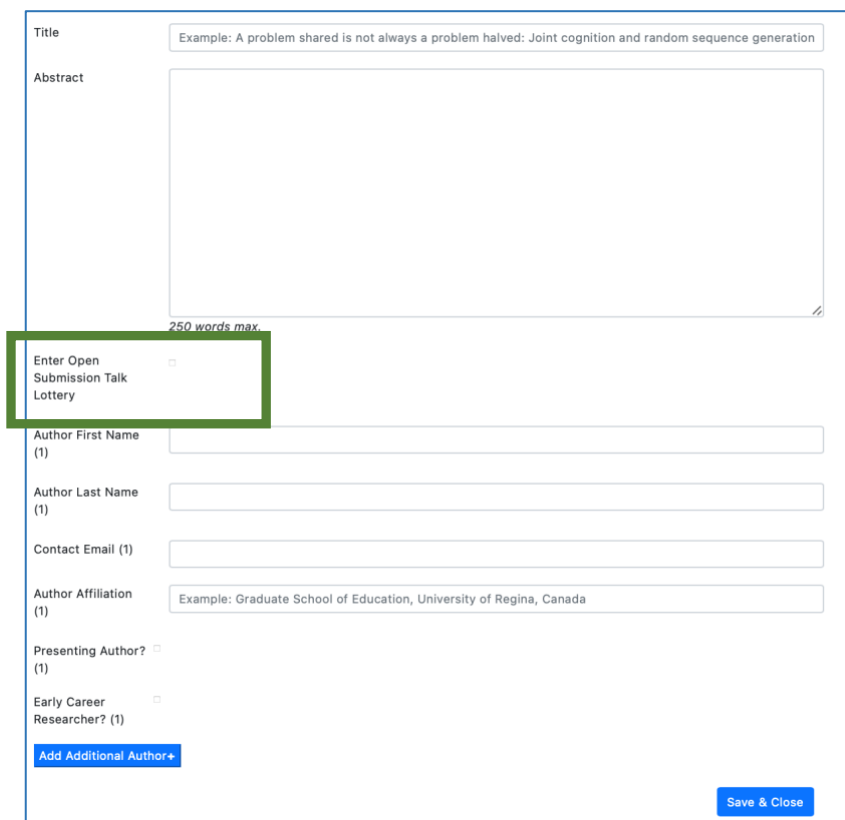


Submission Type: Poster  
*Must Submit for Review*

Actions ▾

- Edit Group Details
- Add another Abstract**
- Submit for Review
- Delete

- Add the poster abstract and all author details
- **Presenting author:** Please tick the box behind “*Presenting author*” for the author who will present at the conference.
- **Early career researchers (trainees):** Early career researchers include graduate students and undergraduate students, postdocs, and other professionals. Please tick the box behind “*Early career researchers*” for every contributor who falls into this category.
- Should **early career researchers (trainees)** be interested in sharing their work in the form of a presentation (instead of a poster/preregistration poster), they have the option to enter a lottery for a spot in one of the open submission talk sessions (cf. <https://www.the-mcls.org/conferences/submission-options>). In case you are an early career researcher and you are interested, please tick the box behind “**Enter Open submission talk lottery**”.



Title

Abstract

250 words max.

Enter Open Submission Talk Lottery

Author First Name (1)

Author Last Name (1)

Contact Email (1)

Author Affiliation (1)

Presenting Author?  (1)

Early Career Researcher?  (1)

[Add Additional Author+](#)

[Save & Close](#)

### Step 4: Submit for review

- Check that all the information is correct
- Symposium details (i.e., title, integrative statement, chair) can be viewed/changed by pressing “**Edit Group Details**”
- Abstract details can be viewed/changed by pressing the respective **edit symbol**

**Title of the symposium**  
Submission Type: Symposium

*Must Submit for Review*

**Abstracts**  
Title Abstract 1  
Title Abstract 2  
Title Abstract 3  
Title Abstract 4 OR discussant

Actions ▾

- Edit Group Details
- Add another Abstract
- Submit for Review
- Delete

- **Submit your contribution for review**
- Submissions that are not submitted for review will not be considered.
- Once submitted, you can no longer edit your submission.


**Title of the symposium**  
Submission Type: Symposium

*Must Submit for Review*

**Abstracts**  
Title Abstract 1  
Title Abstract 2  
Title Abstract 3  
Title Abstract 4 OR discussant

Actions ▾

- Edit Group Details
- Add another Abstract
- Submit for Review
- Delete

Submission Type: Poster

*Must Submit for Review*

**Abstracts**  
This is the poster title

Actions ▾

- Edit Group Details
- Add another Abstract
- Submit for Review
- Delete

- Successful submissions no longer show the red “*Must submit for Review*” reminder. Instead, they show “**Submitted to Editor**”.

**Title of the symposium**  
Submission Type: Symposium

**Submitted to Editor**

**Abstracts**  
Title Abstract 1  
Title Abstract 2  
Title Abstract 3  
Title Abstract 4 OR discussant

Submission Type: Poster

**Submitted to Editor**

**Abstracts**  
This is the poster title