# Final Paper Submission Instructions

## Final Paper Submission Deadline – February 26, 2025

Authors of accepted papers should prepare the final full-length paper based on reviewer feedback and upload the final paper by the deadline.

Review of final papers will begin immediately after the deadline to prepare the final papers for submission to Elsevier. In support of the review process, authors may prepare a separate document outlining how reviewer comments will be addressed in the final paper. Please also note that to allow authors to effectively address reviewer comments, the paper length limit is now updated to 10 pages.

Accepted papers must be presented during the conference event on March 5-7, 2025. There is no required presentation template.  Each paper will be given 20 minutes for presentation and Q&A.

**Author Requirements:**

- **Paper (each) must be represented by paid registration**
- **Paper (each) must be presented during the conference to be included in proceedings**
- **Copyright will be held by Elsevier. A copyright transfer agreement will be conducted online by Elsevier after the final papers have been submitted to Elsevier.**

**Paper Template:**

The template is shown on the CAS2025 website (https://sites.mit.edu/cas2025/authors/)

Please use the  template provided for your full-length manuscripts.  This template is created in the required format – please do not edit. For more information and specific steps, review details below.

# Microsoft Word Template Description

**Important: Do not edit the template format.  Fields are provided in specific areas for authors to select field and insert proper information (resulting in appropriate font and size).  Other areas are protected/frozen by Elsevier.**

1. **Custom Format**: To avoid delays in processing, please do not edit the template's format.

   - **Paper Size**: 7.56 " x 10.32" (You may receive a warning in the EDAS system stating only (8.5" x 11") paper size is accepted, please ignore this warning.
   - **Margins**: Top: 0.63", Bottom: 0.87" Inside: 0.51", Outside: 0.55"
   - **Layout**: Header: 0.63", Footer: 0.87"

2. **Header(s)**

   - **First Page – Fields are provided to insert paper title, authors and affiliation/address.**
     Please click on each field and replace text.

   - **Subsequent Pages – Field is provided for Author name**
     Insert name of 'author' or,
     if co-authors, insert name of 'lead (corresponding) author, <u>et al</u>'

3. **Footnote (first page only)** – insert information for lead (corresponding) author only
4. **Page Numbers**: Do not include individual page numbers to your paper.  These will be added when the proceedings volume is produced.
5. **Copyright Lines**: Copyright statements appear on the first page of the template (one in the abstract section and one as a footer).  These are a requirement by Elsevier and may not be removed.
6. **Word Files**: Due to changes in Elsevier's online indexing processes, papers are now required to be submitted in doc or docx format. **PDFs will not be accepted**.
7. **Page Limit:**  Papers must be up to ten (10) pages in length.

The proceedings will be available, after the conference, online at **http://www.sciencedirect.com** . Authors will receive a notification when the papers are published.

# Uploading Your Full–Length Paper on EasyChair:

1. Login here and select Author role to access "My Submissions for CAS 2025" to view submission(s)
2. To update a submission, click on the corresponding "view" icon
3. Before uploading your file, please make any necessary corrections to paper information previously submitted during full paper submission phase (ex. Paper Title, Abstract, List of Authors) by using the links in the upper right corner.
4. To upload your final paper file and response to reviewer comments file use the link in the upper right corner "Add or update files"
5. Browse for the correct file name and upload your paper.

Use the form below to **upload or update** files for your submission.

To **delete** the file, use the rightmost column.

| File | Admissible file extensions | Current version | Delete |
|---|---|---|---|
| **Paper.** Upload your final paper. System will only accept papers saved in a .DOC or .DOCX format.<br>Choose File  no file selected | Word document (extension doc)<br>Word open XML document (extension docx) | 📂 | ✖ |
| **Response to reviewer comments.** You may provide your response to reviewer comments<br>Choose File  no file selected | Word document (extension doc)<br>Word open XML document (extension docx) | | |

Submit

**System will ONLY ACCEPT papers saved in a .DOC or .DOCX FORMAT.**