

Paper Proposals Submission Instructions

Kaleidoscope 2015: Trust in the Information Society

This document contains a set of detailed instructions for authors willing to submit original papers for presentation in the ITU Kaleidoscope academic conference.

CONTENTS

PART I: GENERAL INFORMATION	1
1.1 Deadlines and important dates.....	1
1.2 Correspondence	1
1.3 Overview of the process	2
PART II: PAPER PROPOSAL SUBMISSION AND REVIEW	3
2.1 Paper proposal submission requirements	3
2.2 Copyright Transfer Form (for information at the paper proposal phase).....	3
2.3 Review of the paper.....	3
ANNEX A EVALUATION CRITERIA FOR THE TPC REVIEWERS.....	5

PART I: GENERAL INFORMATION

1.1 Deadlines and important dates

Submission of complete paper proposals:	<i>6 July 2015</i>
Notification of paper acceptance (via email):	<i>18 September 2015</i>
Submission of camera-ready accepted paper:	<i>9 October 2015</i>

1.2 Correspondence

Please make sure to put the event name (K-2015) and to mention the details of the submitted paper on all correspondence. Please address any inquire via email to kaleidoscope@itu.int or to the following address:

ITU-TSB

K-2015 “Trust in the Information Society”

Place des Nations

1211 Geneva 20

Switzerland

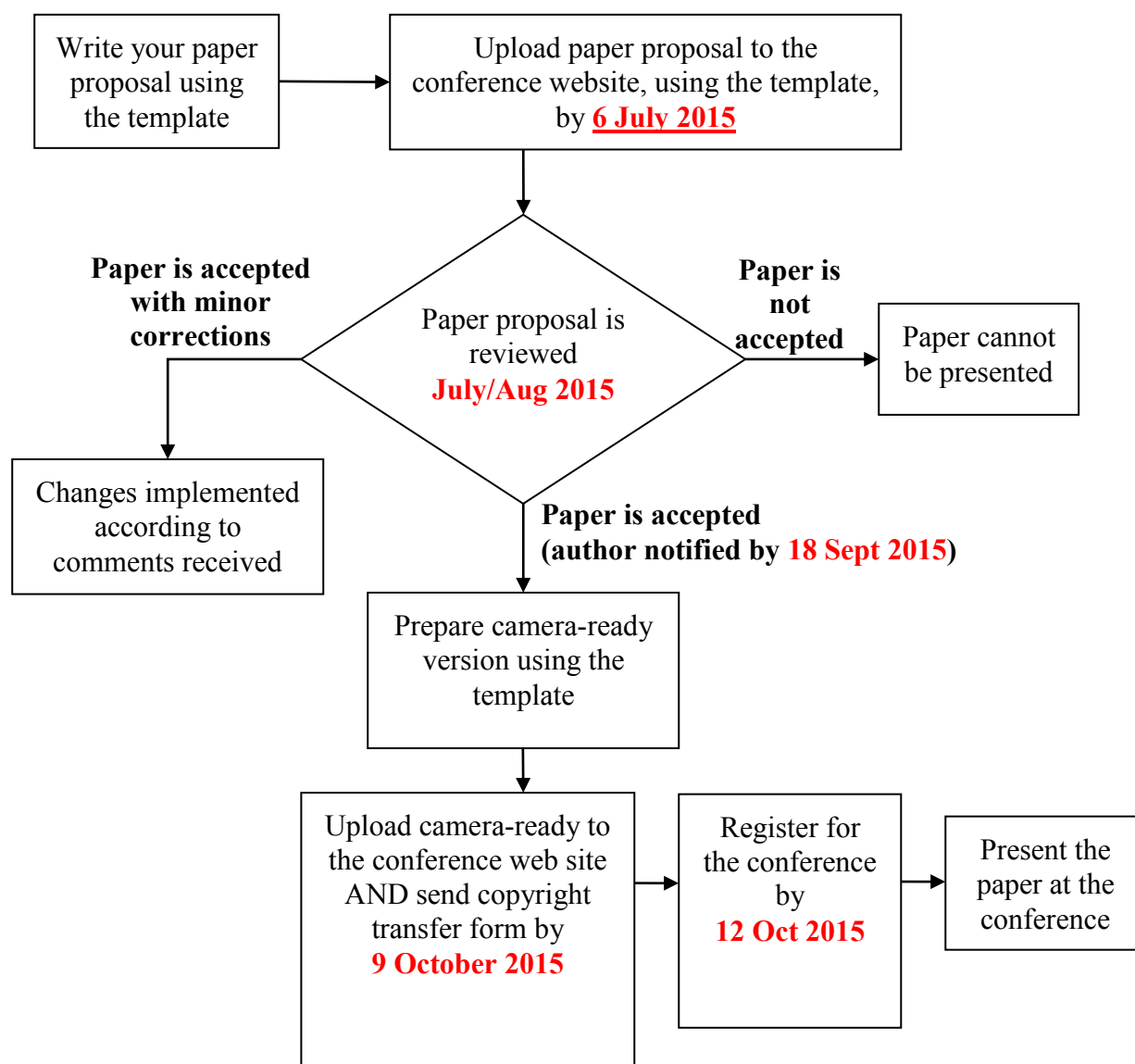
Tel: +41-22-730-5882

Fax: +41-22-730-5853

Email: kaleidoscope@itu.int

1.3 Overview of the process

The paper submission and review process will be conducted as summarized in the following diagram:



Authors who wish to submit a paper will create a document consisting of a complete description of their ideas and applicable research results according to the submission requirements ([see 2.1](#)). The paper proposal will be prepared using the provided submission template and must be submitted at the latest by the submission deadlines listed above.

Authors will submit the paper proposal [electronically](#) through the EDAS interface.

Paper proposals will be reviewed by experts participating in the Technical Programme Committee for their demonstrated knowledge of particular topics. Besides acceptance, reviewers will recommend best papers for awards, to be decided by the TSB under the advice of the Steering Committee. The authors will be notified of the review results via email.

The authors of *accepted papers* will submit a camera-ready version by the deadline above using the instructions detailed at the [event's webpage](#), Author's corner. At the same time, the authors must submit the copyright form by fax (a scanned copy of the signed copyright form submitted via email is acceptable). The submission of the copyright form is mandatory for all accepted papers. Acceptance for inclusion in the Proceedings will be also conditional to the following requirements:

- Attending authors must register by the deadline listed above;
- At least one of the authors must attend and present the accepted paper in the respective session.

The authors of accepted papers will prepare a lecture or poster presentation following the guidelines that will be provided by TSB, according to the presentation category to which the paper is assigned.

PART II: PAPER PROPOSAL SUBMISSION AND REVIEW

2.1 Paper proposal submission requirements

Papers must be submitted at the latest by the deadline date. Early submission is encouraged.

Each author can be the **main author** for one and only one paper. A main author cannot be a co-author of more than two papers.

All paper proposals must be in English.

Papers must be **under 4500 words**, including abstract and references. Each paper must **contain an abstract**, which should normally be 100 to 150 words, and in no case it shall exceed of 230 words. The abstract shall only consist of words (i.e. no figures or tables). Submission of an abstract is mandatory; papers without an abstract will be rejected. *Note that the final camera-ready manuscript will be strictly limited to a maximum of eight A4-size pages in length.*

The **name and affiliation of the authors** should not appear in any of the pages of the paper; this to allow the Technical Programme Committee to perform the blinding process. The paper proposal shall be identified solely by its title, for this reason, please make sure the paper title shows in *all* pages. In addition please number all pages.

All **paper proposals submitted** must follow the format and instructions specified in the paper proposal template found in the [Kaleidoscope academic conference webpage](#).

Submission must be done using the online submission tool (EDAS) available from the [Kaleidoscope academic conference webpage](#).

2.2 Copyright Transfer Form (for information at the paper proposal phase)

The copyright transfer form is NOT needed at the time you submit your paper proposal. But please note that at the time the camera-ready version of the accepted paper is submitted, a copyright form (will be available [online](#) for download) MUST be submitted by fax (Note: emailing of a scanned version of the completed form is acceptable). The form must be filled with your paper details and signed by you and all co-authors (if any). It MUST be then printed and faxed to ITU/TSB (Fax number +41 22 730 58 53). ITU will also accept emailed versions in PDF or JPEG format, but they must be scans of the signed paper forms; please note that electronically signed copyright transfer forms will **not** be accepted. If you have difficulty faxing your copyright form, please contact kaleidoscope@itu.int for help.

The copyright form must be submitted together with the camera-ready paper (see submission deadline above), or the paper will not be considered further for inclusion in the Proceedings.

2.3 Review of the Paper

The review process will be performed from the electronic submission of your paper. To ensure that your document is compatible with the review system, please adhere to the specifications in [section 2.1](#).

Your submitted paper will be converted to PDF format by the submission system (if necessary), then visually inspected by our submission system staff to ensure that the document is readable and

meets the specifications detailed above. If our submission inspectors encounter errors with your submitted file, they will contact you to resolve the issue. If your paper passes inspection, it will be entered into the review process. Reviewers from the Technical Programme Committee with an appropriate expertise will be selected to review your paper and rate it according to **content, originality, clarity, relevance to the conference's theme and objectives** and in particular **significance to future standards** (see [Annex A](#)). The Technical Programme Committee will use these reviews to determine which papers will be accepted for presentation in the various sessions. The result of the Technical Programme Committee's decision will be communicated to the submitting authors by email as close as possible to the published author notification date, along with any reviewer comments, if any, and whether the paper is accepted for the poster or lecture sessions. There are three possible outcomes:

- 1) Paper proposal is rejected.
- 2) Paper proposal is accepted on the condition that a number of minor corrections are made.
- 3) Paper proposal is accepted.

In case 1), reasons for the rejection will be stated. Please note that due to time schedule limitations, papers judged as requiring substantial changes will also be rejected. In case 2), authors are requested to address the issues identified by the reviewers before the submission of the camera-ready version. Authors are also required to explain in writing how the comments from the various reviewers (if any) were handled and taken (or not) into consideration. In case 3), no particular changes are requested (even though reviewer comments may contain suggestions that the authors may want to consider for improving the quality of their proposals).

Because of the short amount of time between paper acceptance decisions and the beginning of the publication process, we are not able to allow for a two-way discourse between the authors and the reviewers of a paper. If there appears to be a logistical error in the reviewer comments, such as the reviewer commenting on the wrong paper, etc., please contact kaleidoscope@itu.int at once.

The paper formatting instructions for the camera-ready version of the paper will be published in the [Kaleidoscope academic conference website](#) after the paper proposal submission deadlines (to avoid confusion). The camera-ready submission requirements must be strictly followed, or paper may be returned for corrections (time allowing) or rejected for inclusion in the Proceedings. Authors will be notified of any problem.

ANNEX A
EVALUATION CRITERIA FOR THE TPC REVIEWERS

- 1) **Content:**
Does it reflect excellence of research work; is the paper technically sound?
- 2) **Originality:**
Provides a novel approach, does the paper discuss new/unpublished work?
- 3) **Clarity:**
Does the paper clearly communicate its message?
- 4) **Relevance:**
How well does the content fit the conference's theme and objectives (in particular the future-looking scope of the conference)?
- 5) **Standards:**
What is the significance of the paper to future standards and standardization work, to standards policy, or to the socio-economic aspects of standards?

Note:

The Criteria "Standards" will be given a higher weighting relative to the other criteria.
