



OpenConf – Steps for Submitting a Paper to the International Summer School for Kinesiologists

1. Go to the OpenConf platform:
<https://www.openconf.org/ISSK2026/openconf.php>
2. Click on **Create an Account** and register using your email address (leave the *Keycode* field empty), then click **Verify Email Address**.
3. Check your e-mail - Verify
4. Fill in the form and write down your password.
5. Click **Make Submission**, enter your email address and password.

5. Enter submission details:

a) Submission title:

(Paper title: **ALL CAPITAL LETTERS**)

b) Author(s):

- Author details (first name, last name, institution, country, email – only the first letter capitalized)
- If there are more than three (3) authors, click **Add Author**

c) Content:

- **Keywords:** copy the keywords from the paper in Croatian **OR** English
- **Abstract:** copy the abstract of the paper in Croatian **OR** English

d) Topic Areas: select the section (topic area) to which the paper is submitted

e) Select the presentation type

f) Indicate whether the paper is submitted for the student award

(all authors must be students)

g) Confirm Password:

- Create your password, which will be required for uploading the paper in the next step
(**IMPORTANT: REMEMBER YOUR PASSWORD**)

h) Comments:

- May be left blank or used to add any information you consider important

*After completing all fields, click **Make Submission**.

6. After completing the submission, you will receive a **Submission ID** by email (e.g. 47).
7. The next step is uploading the file – click **Sign In**.
8. Log in using your email address and password.
9. Click **Submission** (blue field) and then **My Submissions**
 - a) Click on the title of your paper
 - b) Click **Upload File** and follow the instructions

IMPORTANT NOTE ON FILE FORMAT

AFTER UPLOADING THE FILE, CHECK THAT IT IS IN THE SAME FORMAT AS SELECTED IN THE DROPDOWN MENU ON THE RIGHT SIDE (.doc or .docx).

IN THE RIGHT COLUMN (FORMAT), ADJUST THE FILE TYPE TO MATCH THE ONE ON THE LEFT.

IF THE FILE TYPES DO NOT MATCH, IT WILL NOT BE POSSIBLE TO SUBMIT THE PAPER, AND YOU WILL HAVE TO REPEAT THE PROCESS FROM STEP 4.

After completing the process, click **Upload File**.

Once the file is uploaded, a confirmation message will appear on the screen indicating that the file has been successfully uploaded.



You must monitor the review status of your submitted paper under **Submission - My Submission → Status**.

1. **Pending** – the review process is not yet completed.
2. **Accept** – your paper has been accepted, and reviewer comments are available. You will also receive an email notification.
3. **Reject** – your paper has been rejected, and reviewer comments are available.
4. **Conditional accepted** – your paper has been accepted with required revisions.
- 5.

My Submissions

Status	ID	Title	Shortcuts
Condicional Accept	2		  

The required changes are listed in the reviewer's comments. You can view the reviewer's comments by clicking on the **Title of the paper – Review Feedback (or by clicking the right icon under Shortcuts)**. After making the requested revisions, you must re-upload the file via the **Upload File** link, using your email address and password. Once the revised paper is reviewed again, you will receive feedback.

Communication with Reviewers

If the author has comments or questions regarding the review, they may contact the reviewer via **View Reviewer Feedback or right icon under Shortcuts**.

(enter Submission ID and Password), write the message in **Author Rebuttal**, and click **Submit Rebuttal**.

Author Rebuttal

The rebuttal may only be submitted once

Submit Rebuttal

IMPORTANT NOTICE

IN ALL COMMUNICATION WITH THE ADMINISTRATOR OR REVIEWERS, IT IS MANDATORY TO INCLUDE THE **SUBMISSION ID** OF THE PAPER.

For any additional information, please contact us at: tajnik@hrks.hr

Editorial Board of the International Summer School for Kinesiologists