ICL Open Access Book Series "**Progress in Landslide Research and Technology** (Progress-LRT)"

Getting started guide to EquinOCS

- Submission of author's contribution -

Ver. 2.1 on Aug. 11, 2023

1. Apply on a Call-for-Papers

Once you decide to apply on a Call-for-Papers for the ICL Open Access Book Series "Progress in Landslide Research and Technology (Progress-LRT)," you follow the link to the EquinOCS submission system:

https://equinocs.springernature.com/service/ICL_Volume3_Issue1_2024

You will be guided to the EquinOCS Login page, open in your browser.

The "Submit now" button will guide you directly to the paper submission process.
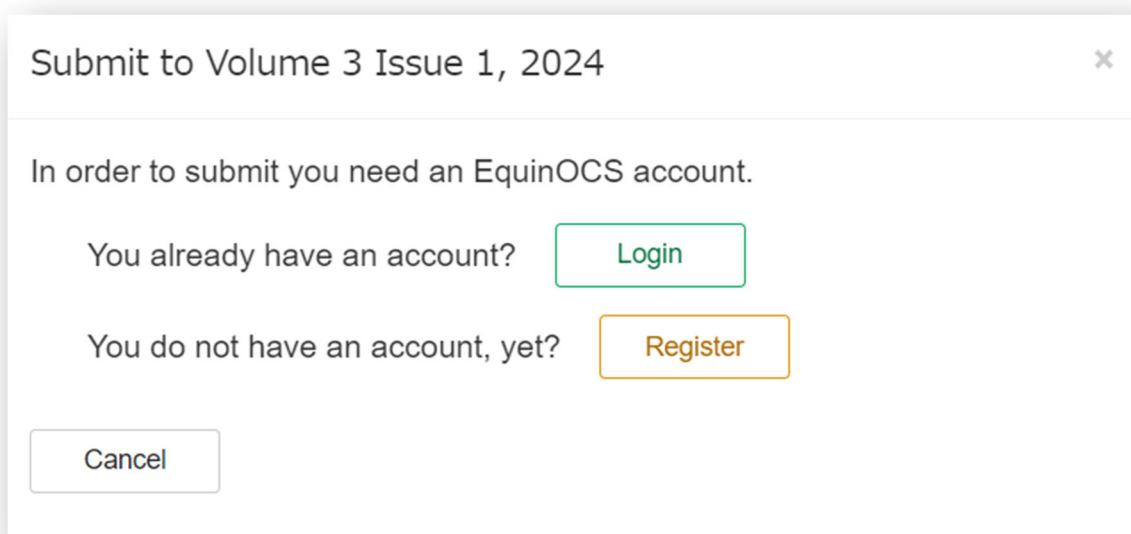

- If you already have an account at EquinOCS you will be asked to log in. After logging in, you will be guided to the start page, where you can start your "**2. Initial Submission**."
- Please follow the registration process if you do not yet have an account at EquinOCS. Once your account has been created, an email will be sent to the address you've stated in the registration process. Please follow the instructions in this mail to activate your account and start your **"2. Initial Submission."**

2. Initial Submission

Once logged in, you can either submit directly from the EquinOCS start screen via clicking on **"Submit now"**
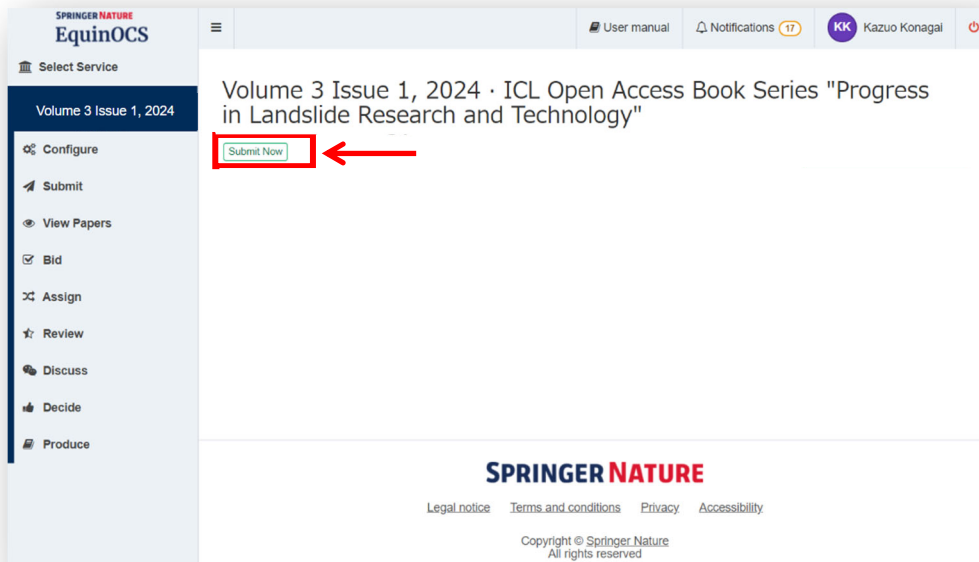
or within the **"Submit section"** via clicking on **"Submit Paper."**
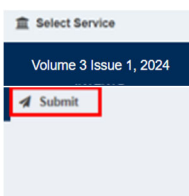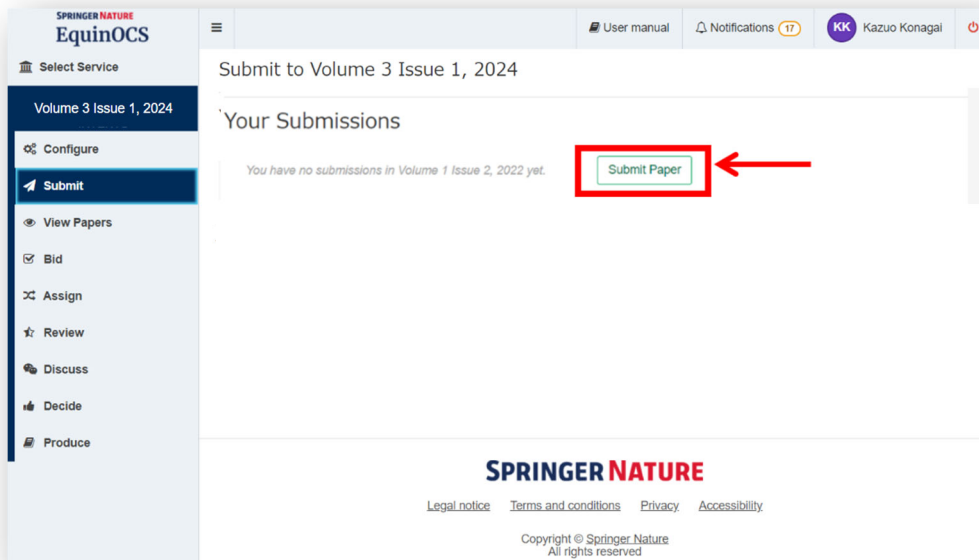
Note: In the above figures, the service menu buttons on the left column differ from player to player in the review process. If you were neither an editor/reviewer nor an Editor-in-Chief, you would see only a "submit" button.

In both cases, the submission dialogue opens, as shown below. Here you can insert the **title**, the **abstract**, the paper **category**, the **keywords**, and the **other authors** and **upload a PDF of the paper** and **a Zipped MS Word file** as a Complementary Archive.

Title

Early warning system against rainfall-induced landslide in Sri Lanka (This is a drill)

Abstract

Development," is a Japanese government program promoting international joint research. This article reports on the outline of the project, including its background, goals, plans of plots for developing critical technologies for the early warning system, etc.

Category

IPL/WCoE/Kyoto Commitment

Keywords

RRLLs x   SATREPS x   Sri Lanka x

comma-separated keywords   Add Keywords

Authors

                                                      Add Author

#	Correspond					
1	Yes	KK	Kazuo Konagai	∨ ∧	Edit	Remove
2	No	AK	Asiri Karunawardena National Building Research Organization Email address	∨ ∧	Edit	Remove

PDF

Provide the paper as a PDF file.

Browse... Test Paper.pdf

Complemental Archive

Optionally, you may provide additional documents or data files packed as ZIP archive.

Browse... Test paper MS Word.zip

Terms and Conditions

The personal data collected here facilitates the processing of the research material submitted and will be used to contact you regarding this work and used internally for analysis purposes. The information will not be shared with any third parties, as detailed in our privacy policy.

☑ I accept the **Terms and Conditions** and have read and understood the **Privacy Policy**

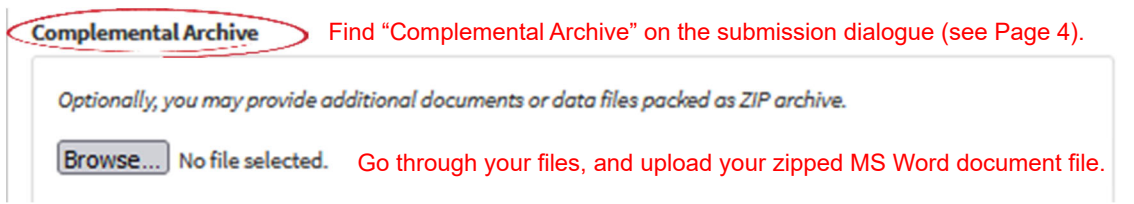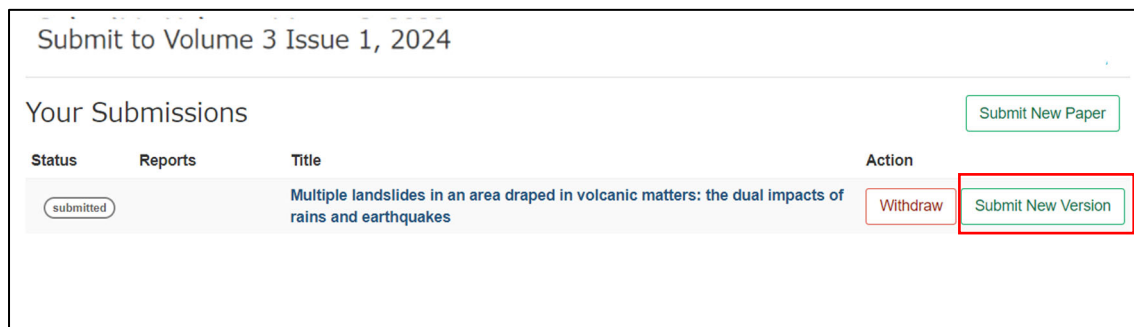Cancel   Submit Paper

4

After accepting the terms and conditions and privacy policy, you can submit the paper.

You can see all your submitted papers for the book in the "**Submit**" window, including their current status. In case you need to withdraw the submitted paper, please click on the "withdraw" button.
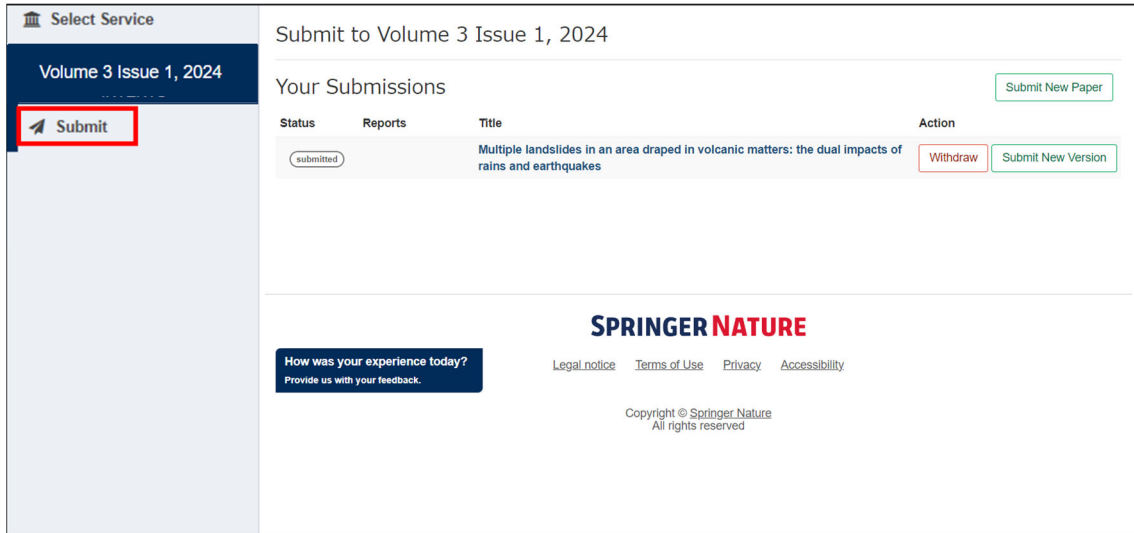
~~~~~~
The editorial board of P-LRT requires every author to submit his/ her contribution in PDF format and a zipped MS Word document file as a Complementary Archive.
   So, when you forget to submit your zipped MS Word document file, please click on the "Submit **New Version**" button (shown below) to get the submission dialogue (shown on Page 4) to appear and then add an archive.

Find "Complemental Archive" on the submission dialogue (see Page 4).

Go through your files, and upload your zipped MS Word document file.

3. Get feedback from reviewers

The author is automatically notified by email once the Editor makes the paper decision. The mail below is an example of the paper acceptance notification:

To <author3@gmail.com>
Subject **Accepted paper in the Equinocs system**

Plain Text | Source

Dear Author3 Three

We are pleased to inform you that your paper

003: "Test Paper 3"

has been accepted for

Volume 3 Issue 1, Progress in Landslide Research and Technology

Please find the reports beneath.

REPORT
----
very good paper, minor changes needed

NOTE: The reviewer has uploaded a PDF document 'v1.pdf' with additional comments. This file is NOT attached to this email but can be accessed in the Equinocs system. To do so, log into your account, select the 'Submit' intent and hit 'Show' beneath the respective report.

REPORT
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interesting work, some changes are recommended

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To upload the final version of the document log into your account and select the 'Submit' intent for Springer Single Blind Test Conference 2020.
=========

PLEASE DO NOT REPLY

The mail below is an example of a paper rejection notification:

To <author.one@gmail.com>
Subject **Rejected paper in the Equinocs system**

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Dear Author One

We regret to inform you that your paper

001: "Test paper 1"

was rejected to appear in

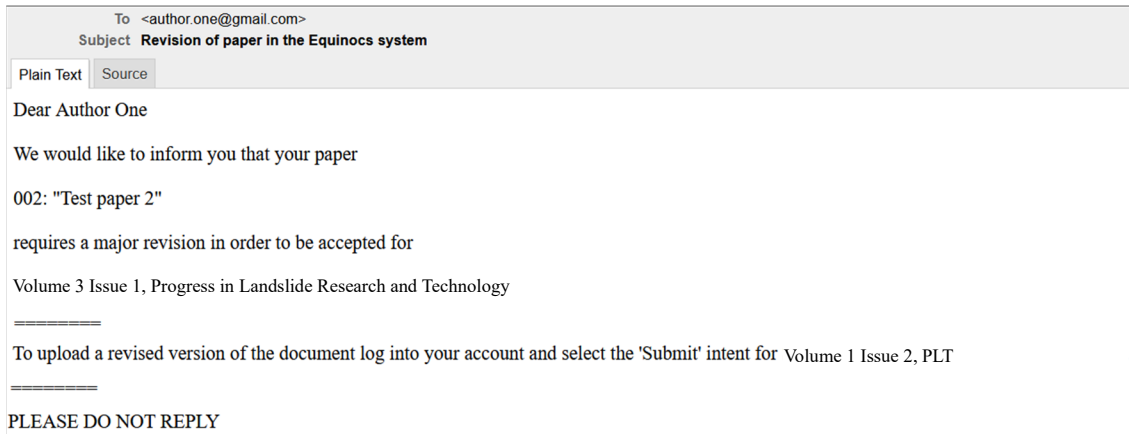Volume 3 Issue 1, Progress in Landslide Research and Technology

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To view the paper, log into your account and select the 'Submit' intent for Volume 1 Issue 2, PLT
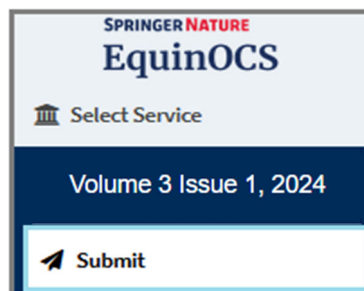
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The mail below is an example of the paper "need for revision" notification:

To <author.one@gmail.com>
Subject **Revision of paper in the Equinocs system**

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Dear Author One

We would like to inform you that your paper

002: "Test paper 2"

requires a major revision in order to be accepted for

Volume 3 Issue 1, Progress in Landslide Research and Technology

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To upload a revised version of the document log into your account and select the 'Submit' intent for Volume 1 Issue 2, PLT

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The notifications are also visible in the system in the **"Notifications"** window.

🔔 Notifications 17

All details about the paper status are displayed in the window "**Submit**."

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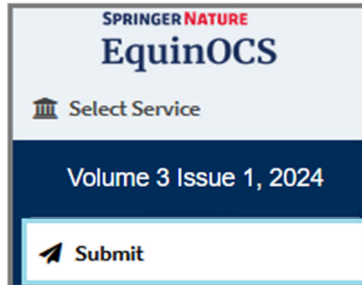🏛 Select Service

Volume 3 Issue 1, 2024

✈ Submit

Based on the paper status, you need to take different actions on the paper:
- View Reports and Final Submission for accepted papers,
- View Reports for Rejected papers,
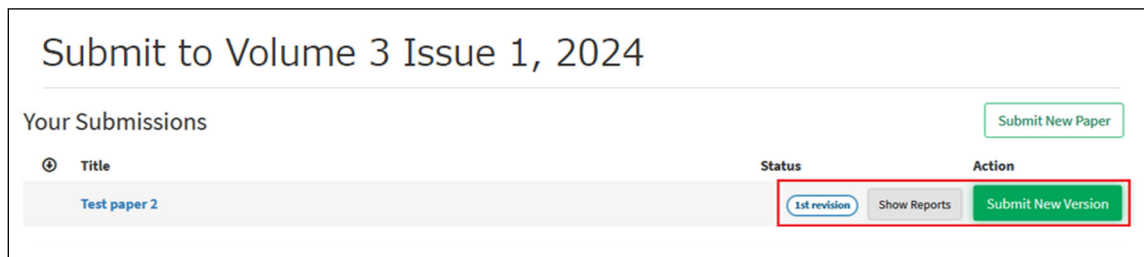- View Reports and Submit New Edited Version for papers with Revision status.

Submit to Volume 3 Issue 1, 2024

Your Submissions   Submit New Paper

Status	Reports	Title	Action
1st revision	Show Reports	Test paper 6	Submit New Version
accepted	Show Reports	Test paper 7	Submit Final Version
submitted		Test paper2	Withdraw Submit New Version
rejected	Show Reports	Test paper4	

4. Submit the Revised version

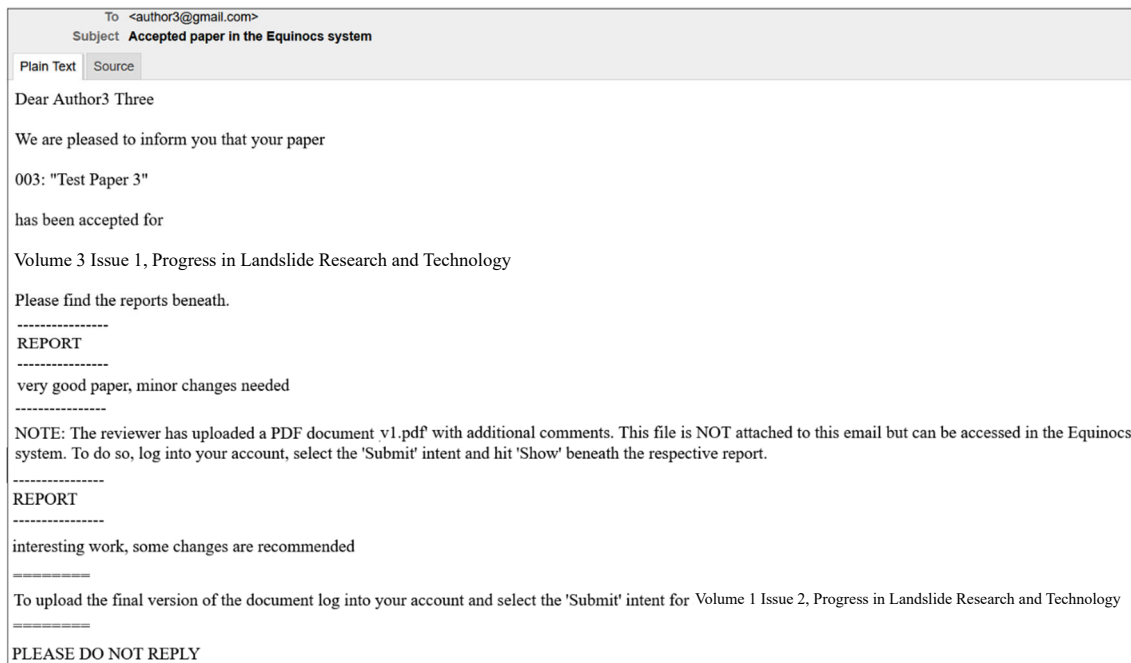You can Submit the Revised version in the **"Submit"** window.

You can submit a new Edited Version of the article only for articles with the **"Revision"** status.
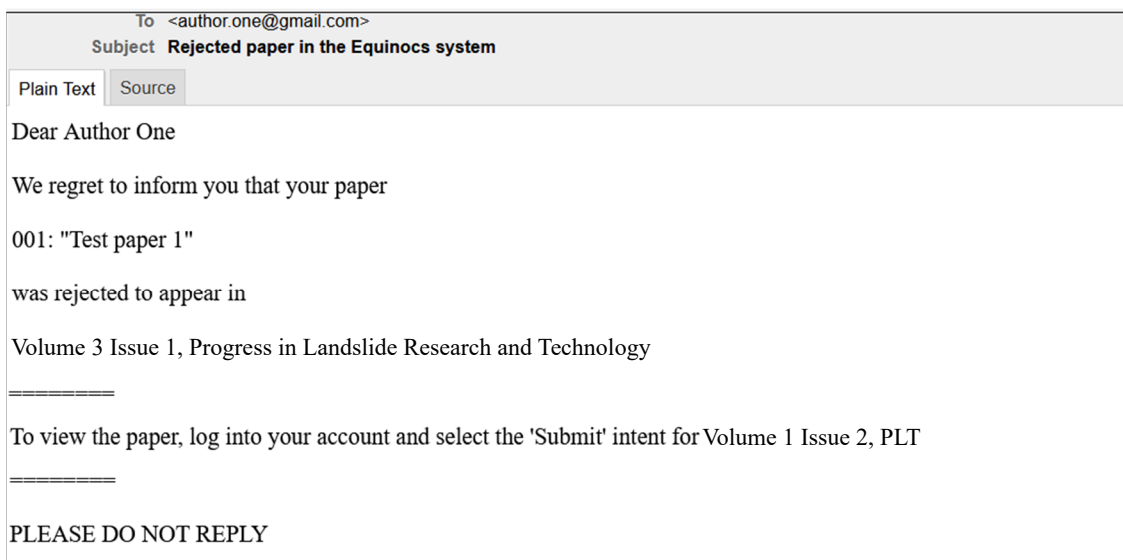
5. Get the Final decision

Once the final decision is made, the corresponding authors receive the notification by email. The mail below is an example of the paper acceptance notification:

To <author3@gmail.com>
Subject **Accepted paper in the Equinocs system**

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Dear Author3 Three

We are pleased to inform you that your paper

003: "Test Paper 3"

has been accepted for

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Please find the reports beneath.

REPORT
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very good paper, minor changes needed

NOTE: The reviewer has uploaded a PDF document 'v1.pdf' with additional comments. This file is NOT attached to this email but can be accessed in the Equinocs system. To do so, log into your account, select the 'Submit' intent and hit 'Show' beneath the respective report.

REPORT
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To view the paper, log into your account and select the 'Submit' intent for Volume 1 Issue 2, PLT

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PLEASE DO NOT REPLY

The notifications are also visible in the system in the **"Notifications"** window:

🔔 Notifications 17

The authors can see the paper status, detailed review reports, if the article is accepted, and if the paper's final version is uploaded.

Detailed information on the Final Submission follows in the next section.

6. Submit the Final version - for accepted papers

You can submit the final version of your accepted paper in the "**Submit**" window by clicking on "**Submit Final Version**."

At the moment of Final Upload, you can check and make changes to the paper details such as title, author names, keywords, etc.

You can upload the Final PDF and Source Files in zip archive format. These documents are required to produce the book.

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