

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

## **Getting started guide to EquinOCS**

**- Submission of author’s contribution -**

Ver. 2.2 on December 20, 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/volume3issue2\\_2024](https://equinocs.springernature.com/service/volume3issue2_2024)

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

### Volume 3 Issue 2, 2024

#### Progress in Landslide Research and Technology

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

#### Submit to Volume 3 Issue 2, 2024

In order to submit you need an EquinOCS account.

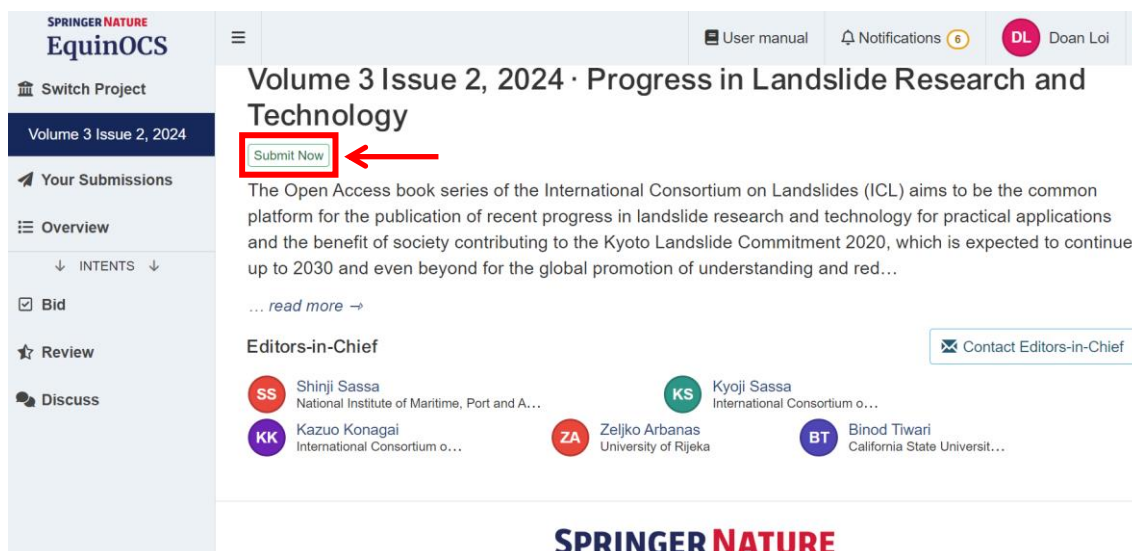
You already have an account?

You do not have an account, yet?

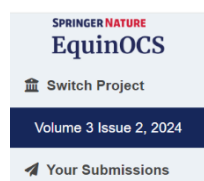
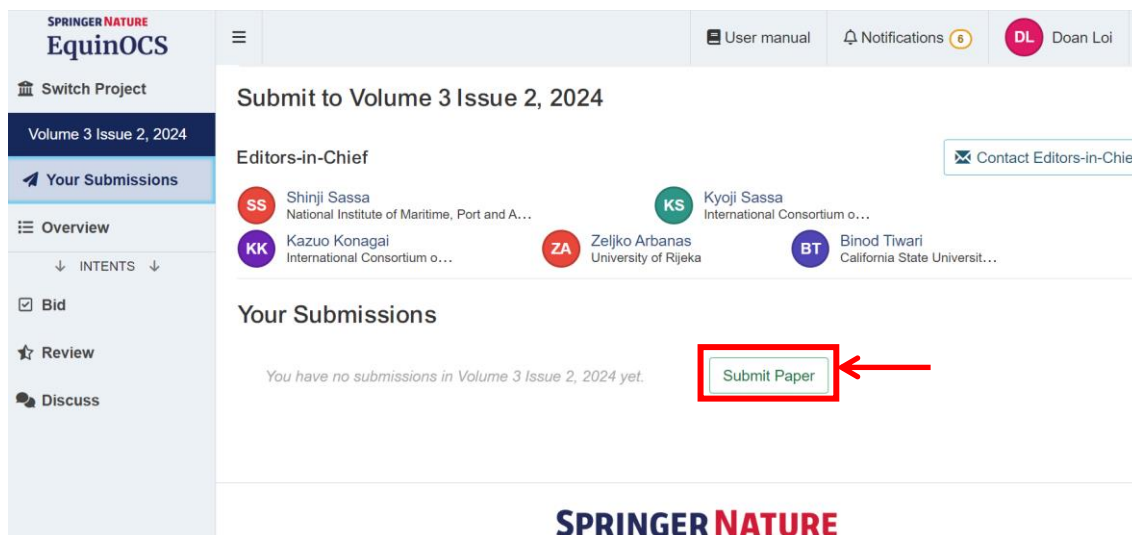
- If you already have an account at EquinOCS you will be asked to log in. After logging in, you will be guided to the start page, where you can start your “**2. Initial Submission.**”
- Please follow the registration process if you do not yet have an account at EquinOCS. Once your account has been created, 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 “Your Submissions 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 “Your submissions” 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	<input checked="" type="checkbox"/> Yes		Kazuo Konagai	<span>▼</span> <span>▲</span>	<span>Edit</span> <span>Remove</span>
2	<input type="checkbox"/> No		Asiri Karunawardena National Building Research Organization	<span>▼</span> <span>▲</span>	<span>Edit</span> <span>Remove</span>

Email address appears

**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

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 "**Your Submissions**" window, including their current status. In case you need to withdraw the submitted paper, please click on the "withdraw" button.

The screenshot shows the Springer Nature submission interface. On the left, there is a sidebar with a 'Switch Project' button and a 'Volume 3 Issue 2, 2024' dropdown menu. Below this, the 'Your Submissions' tab is highlighted with a red box. The main content area displays a table of submissions. The table has columns for 'Status', 'Reports', 'Title', and 'Action'. A single submission is listed with a status of 'submitted', a title 'Multiple landslides in an area draped in volcanic matters: the dual impacts of rains and earthquakes', and two action buttons: 'Withdraw' and 'Submit New Version'. The 'Submit New Version' button is highlighted with a red box. Below the table, there is a 'Springer Nature' logo and a feedback prompt: 'How was your experience today? Provide us with your feedback.' At the bottom, there are links for 'Legal notice', 'Terms of Use', 'Privacy', and 'Accessibility', and a copyright notice: 'Copyright © Springer Nature. All rights reserved.'

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.

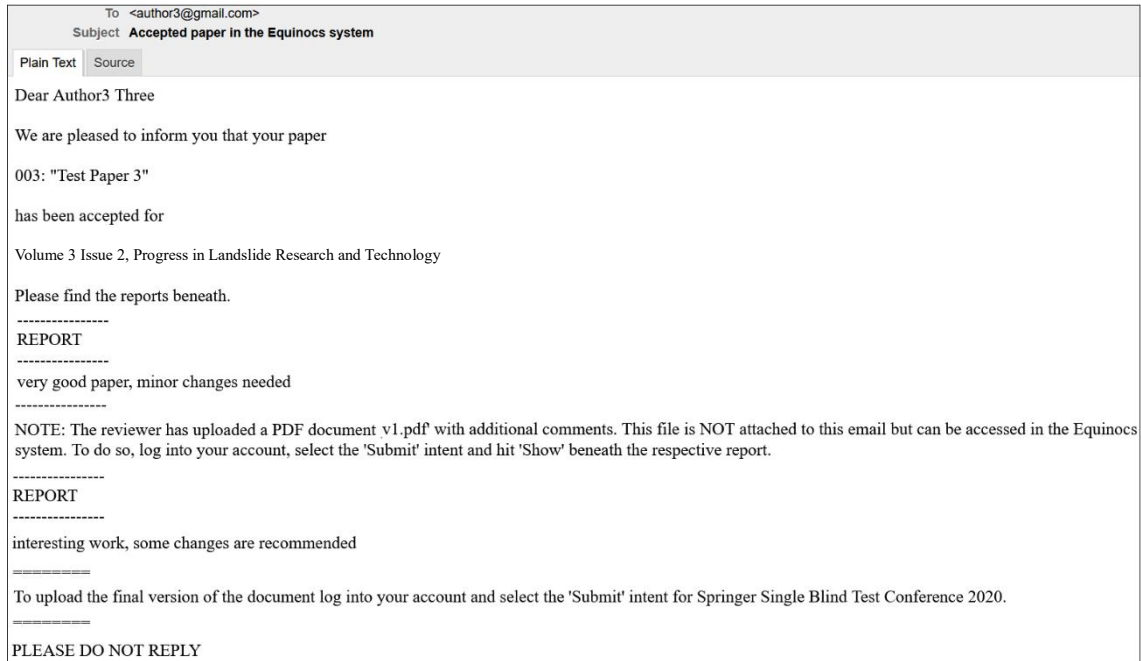
So, when you forget to submit your zipped MS Word document file, please click on the "Submit **New Version**" button (shown below) to get the submission dialogue (shown on Page 4) to appear and then add an archive.

This is a close-up screenshot of the 'Submit New Version' button in the submission interface. The button is highlighted with a red box. The surrounding interface elements are the same as in the previous screenshot, including the 'Withdraw' button and the submission table.

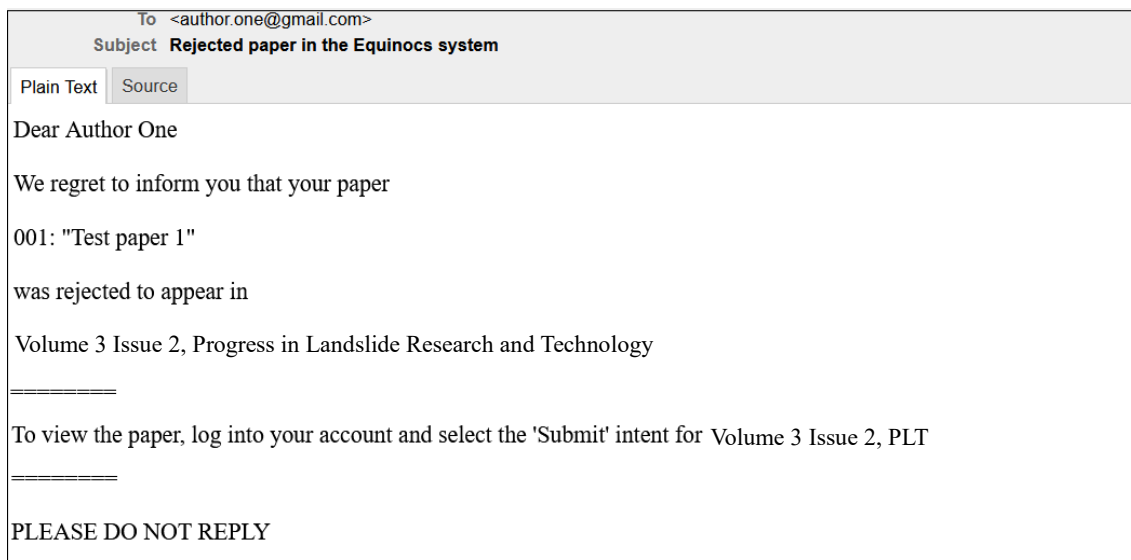
The screenshot shows the 'Complemental Archive' section in the submission dialogue. The text 'Complemental Archive' is circled in red. Below it, there is a text box with the instruction: 'Optionally, you may provide additional documents or data files packed as ZIP archive.' Below the text box, there is a 'Browse...' button and the text 'No file selected.' To the right of this, there is a red text instruction: 'Go through your files, and upload your zipped MS Word document file.'

### 3. Get feedback from reviewers

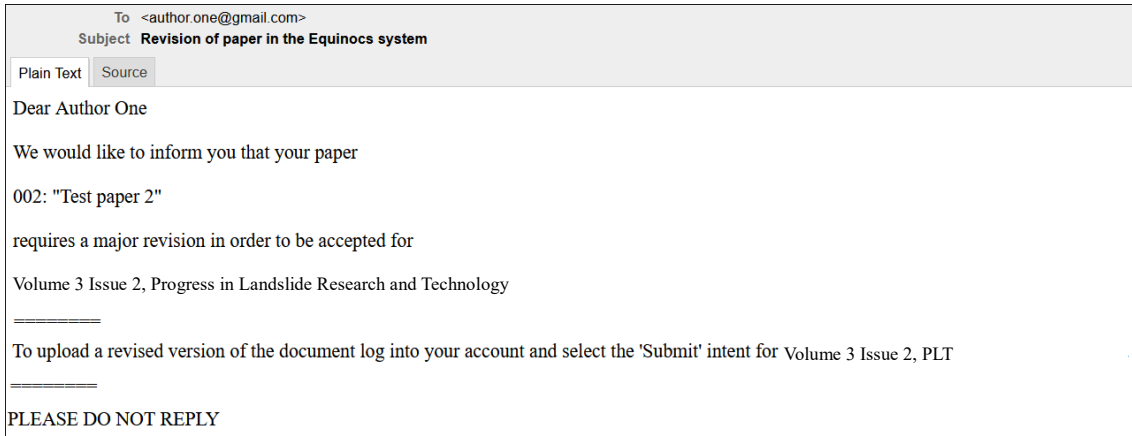
The author is automatically notified by email once the Editor makes the paper decision. The mail below is an example of the paper acceptance notification:



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



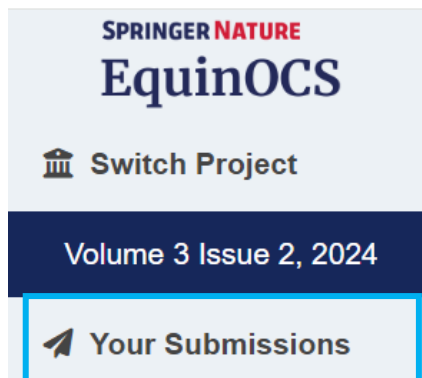
The mail below is an example of the paper "need for revision" notification:



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



All details about the paper status are displayed in the window "Your Submissions."



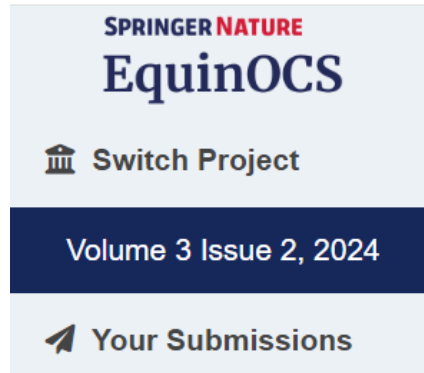
Based on the paper status, you need to take different actions on the paper:

- 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.

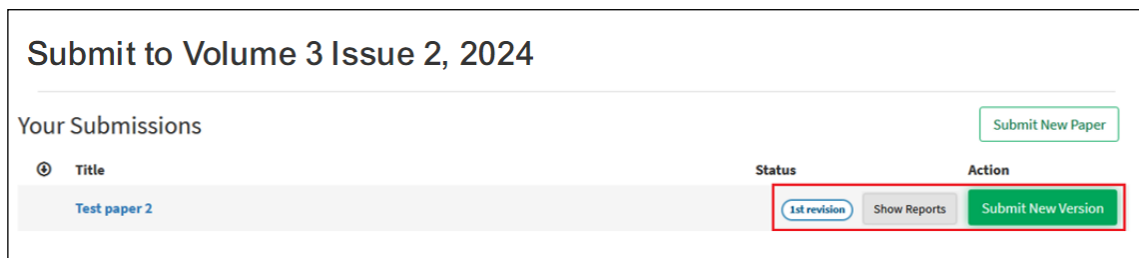


## 4. Submit the Revised version

You can Submit the Revised version in the "Your Submissions" window.



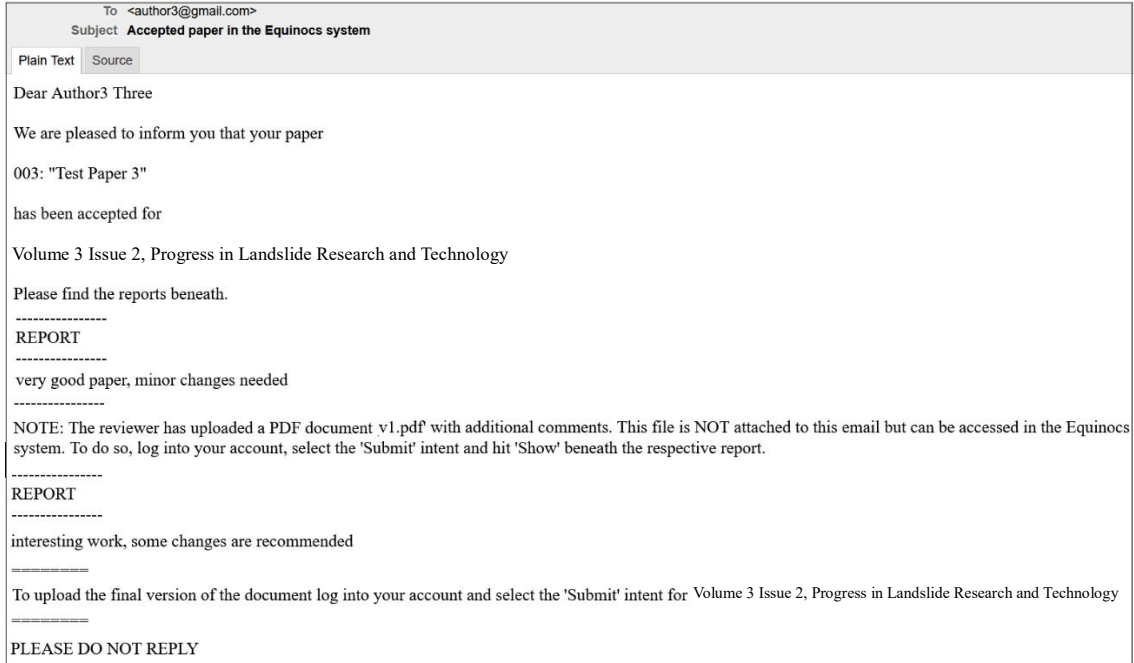
You can submit a new Edited Version of the article only for articles with the "Revision" status.



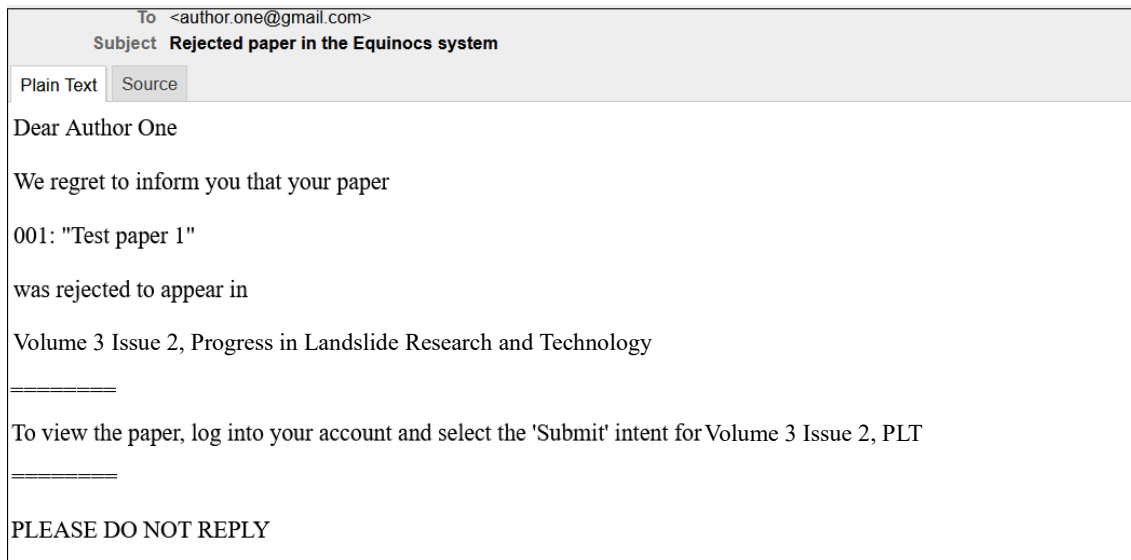


## 5. Get the Final decision

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:



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



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



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

**Submit to Volume 3 Issue 2, 2024**

Your Submissions Submit New Paper

Status	Reports	Title	Action
1st revision	Show Reports	Test paper 6	Submit New Version

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 "Your Submissions" window by clicking on "Submit Final Version."

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Switch Project

**Volume 3 Issue 2, 2024**

Your Submissions

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

**Submit to Volume 3 Issue 2, 2024**

Your Submissions Submit New Paper

Title	Status	Action
Test Paper 6	rejected	Show Reports
Test Paper 3	accepted	Show Reports <b>Submit Final Version</b>

**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**

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1	<input checked="" type="checkbox"/> Yes	 Kazuo Konagai	<span>▼</span> <span>▲</span>	<span>Edit</span> <span>Remove</span>
2	<input type="checkbox"/> No	 Asiri Karunawardena National Building Research Organization	<span>▼</span> <span>▲</span>	<span>Edit</span> <span>Remove</span>

Email address appears

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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Browse... Test Paper .pdf

**Sources**

Provide the sources of the paper packed as ZIP archive (Word files, LaTeX files, images, etc.)

Browse... Test Paper .zip

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Ⓞ Title	Status	Action
 Test Paper 3	<span style="border: 1px solid green; border-radius: 50%; padding: 2px;">final</span>	<a href="#">Show Reports</a> <a href="#">Edit Final Version</a>

All authors of the paper receive the confirmation of the Final Upload by email.

To: <author3@gmail.com>  
Subject: **The final version of your paper has been submitted**

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Dear Author3 Three

We are pleased to inform you that the final version of the paper  
003: "Test Paper 3"  
has been successfully submitted to  
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