**Please follow this step-by-step guide to prepare your publication for our Scopus-indexed Book Chapter:**

Step 1: Sign up as an author using this link: https://confmanage.com/Account/Login?id=73

\* Note:\* you only need to register once for multiple submissions.

Step 2: Prepare your paper with the Springer Paper Template: https://docs.google.com/document/d/1caDV0Ie\_xAW-a0kc7ZIPE4KGEmFziE0r/edit?usp=sharing&ouid=113743280698181076773&rtpof=true&sd=true

Step 3: Limit your paper to no more than 10 pages, including references and appendices.

Step 4: Check your paper with Turnitin. The paper similarity index must not be greater than 20%, and AI Writing must not exceed 5%. You can remove the references list before the Turnitin check.

Step 5: Once completed, log in to your confmanage profile and upload the full paper. **Use the email address and password in Step 1.**

Step 6: At the landing page click on the conference name.

Step 7: At the new page click on “Submit Paper” at the top banner & follow the submission instructions.

Step 8: Send us record of your submission ID via https://forms.office.com/r/WKUchp09iK

Step 9: Wait for the paper to be reviewed. Once the review is completed, you will receive an email notification. Please always check your junk mail or spam folder.

Step 10: If your paper is accepted without changes, upload the final version. Please ensure all information on the paper is correct before submitting the Final Version, as changes cannot be made after uploading.

Step 11: If your paper is accepted with changes, please address all comments and re-upload the revised version. If you need our editing services, please contact us at globaledufusionacademy@gmail.com for a quote.

Step 12: After submitting the Final Version, you will receive an email prompting you to sign the copyright form. After you have signed the copyright form, please allow 5-6 months for Springer to update and contact you for e-proofing.

Step 13: After 5-6 months, finish the eproofing and wait for the paper to be published.

Thank you.