

第十二屆
數位典藏與數位人文國際研討會
投稿步驟操作手冊

第十二屆數位典藏與數位人文國際研討會
籌備委員會製作

第十二屆數位典藏與數位人文國際研討會 投稿步驟操作手冊

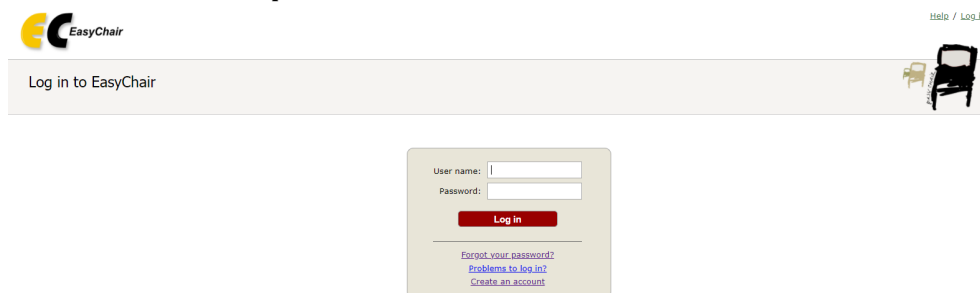
本屆數位典藏與數位人文國際研討會的投稿系統採用「EasyChair」（<https://easychair.org/>）線上投稿系統。操作步驟如下：

Step01：註冊與登入

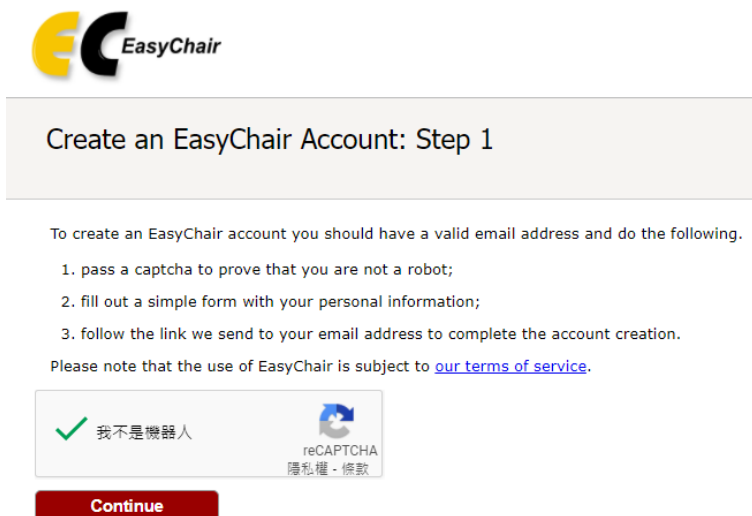
請先點選本會議的投稿網頁：

<https://easychair.org/conferences/?conf=dadh2021>

如果您已經在EasyChair中註冊過，請在以下的畫面輸入帳號密碼，即可進入投稿頁面。（請見Step02）



如果您尚未在EasyChair中註冊過，請點選「Create an account」建立帳號。



勾選「我不是機器人」後，點選「Continue」進入下一步



Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by *.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name[†]: *

Last name: *

Email: *

Retype email address: *

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

在此步驟輸入姓名、EMAIL並重新輸入一次EMAIL以確認（如為中文使用者建議輸入中文姓名）之後點選「Continue」。

完成此步驟後，EasyChair會寄一封確認信函到輸入的EMAIL信箱。請點選信件中的超連結回到EasyChair的註冊頁面。



Create an EasyChair Account: Last Step

Hello 吳瑞 翹! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name[†]: *

Last name: *

Organization: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

請注意，回到註冊頁面後，需於30分鐘內完成資料的填寫。

在此步驟中，依序填入「名」、「姓」、「所屬單位」並選擇「國家/區域」，(如為中文使用者建議輸入中文姓名與所屬單位)



之後，輸入您欲使用的帳號名稱與密碼，帳號名稱需使用英文。然後點選「Create my account」即完成帳號的開設。

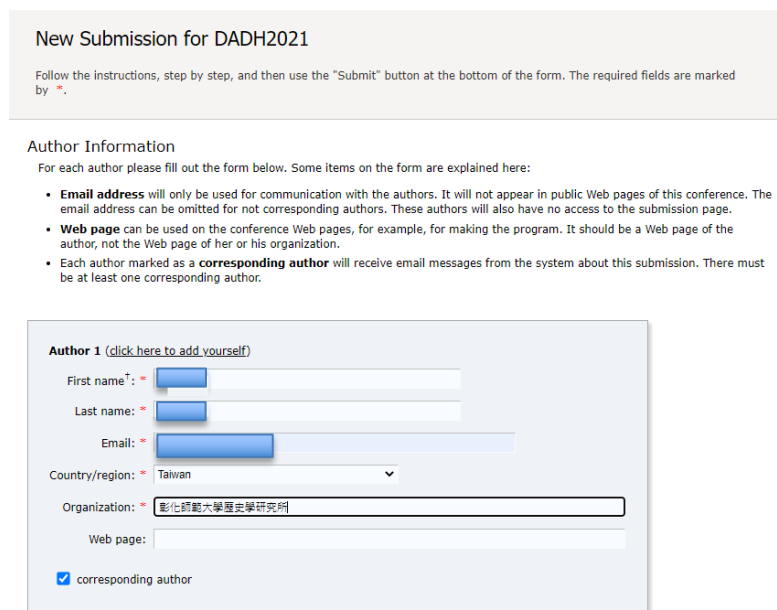
Step02：提交論文摘要

如您已經完成帳號的註冊與開通，則可點選本次會議的投稿網頁：

<https://easychair.org/conferences/?conf=dadh2021>

之後面可進入到論文摘要提交頁面

a. 作者資訊

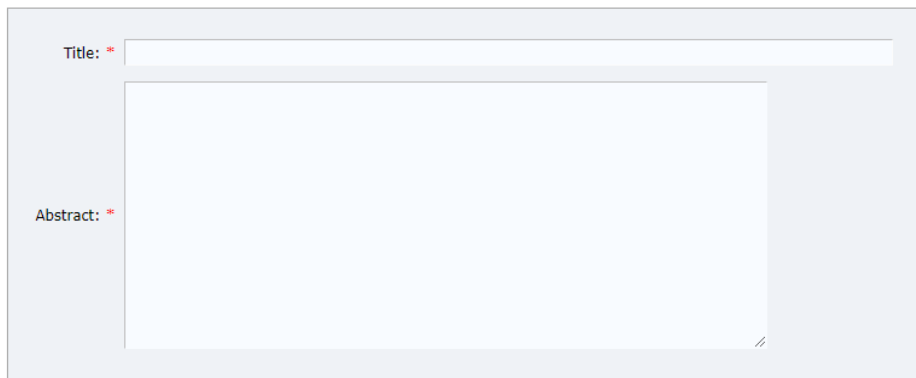


請依序輸入第一作者、第二作者....等資料，如共同作者大於三人，可以點選「Click here to add more authors」增加作者欄。

b. 題目與摘要

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.



The form consists of two input fields. The first field is labeled 'Title: *' and is a single-line text box. The second field is labeled 'Abstract: *' and is a larger multi-line text box. Both fields are currently empty.

之後，請輸入您要投稿的題目與摘要。本會議共有三種投稿形式，分別為：單篇論文、海報與Panel提案，投稿格式如下：

單篇論文摘要：1,000至1,500字

海報摘要：500-1,000字

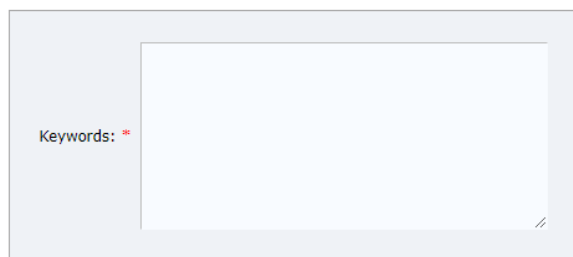
Panel提案：4,000-4,500字（含綜述3-4篇論文並附各篇論文摘要）

如以中文發表，需一併提供中英文題目與摘要（請一併輸入欄位當中）

c. 中英文關鍵詞

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



The form consists of a single multi-line text box labeled 'Keywords: *'. The box is currently empty.

請附上3-5個關鍵詞，如以中文發表，請一併提供英文關鍵詞於關鍵詞欄位當

中。

d. 上傳PDF檔案

Files

The following part of the submission form was added by DADH2021. It has neither been checked nor endorsed by EasyChair

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

未選擇任何檔案

請填寫會議網站中的「會議徵稿表格」後，將檔案以PDF格式於此步驟上傳

e. 點選確認完成摘要投稿

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**