CMT instructions for authors

Note:

For an "intent-to-submit", you need to submit the title of your paper and an abstract by creating a submission in the **MICCAI 2020 submission site** as described in the steps below. Do not submit your abstract as a PDF. You can modify all fields in the submission form until the submission deadline (March 17, 2020).

- For general submission and intend-to-submit instructions, refer to steps 1-7 below.
- For more information on how to add co-authors or to change co-author information, refer to 8-10 below.
- If you have multiple CMT accounts, see 11 below.
- On how to generate a correct list of domain conflicts, see 12 below.

1. Go to the **MICCAI 2020 submission site**. You will be asked for your username and password, or to register if you are new to CMT.
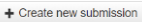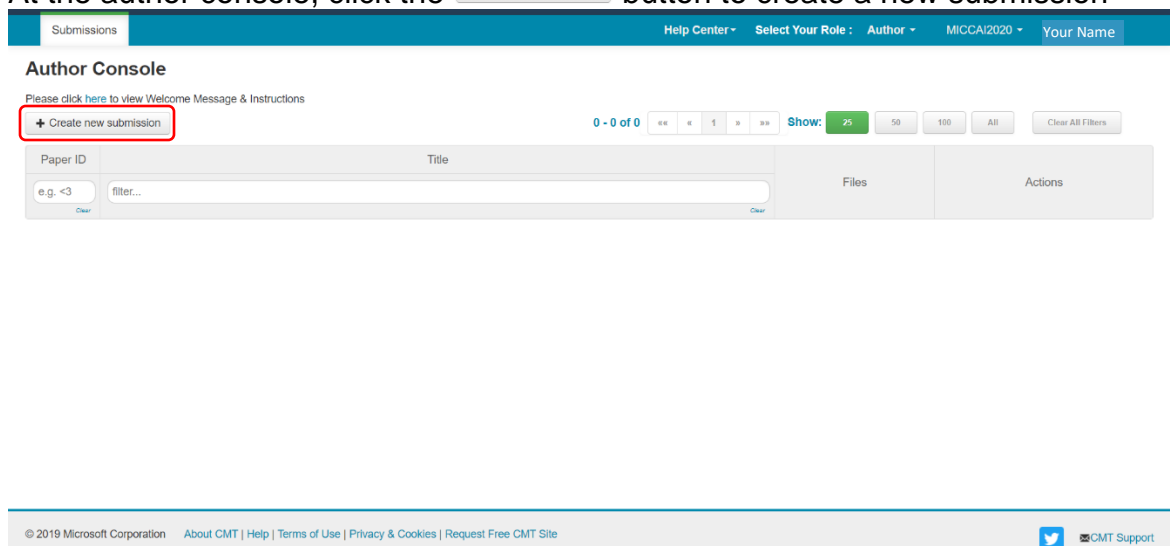
2. At the author console, click the [+ Create new submission] button to create a new submission

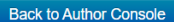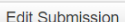3. You will be asked to fill in the title of your paper, the abstract and a number of details dealing with demographics. Paste your abstract into the box provided. DO NOT upload your abstract as a PDF. All fields can be modified up until the submission deadline (March 17, 2020). Full authorship must be disclosed by the submission deadline. All domain conflicts must be accurately listed. Failure to disclose full authorship and domain conflicts may result in rejection of your submission.
   See items 8 – 12 below on adding co-authors and listing domain conflicts.

4. Click the [Submit] button at the bottom of the page and you will be taken to a summary page. Note that CMT **does not** automatically generate a confirmation email. Use the [🖨 Print] or [✉ Email ▾] buttons at the top-right hand corner of the page if you wish to generate a copy for yourself and other authors.
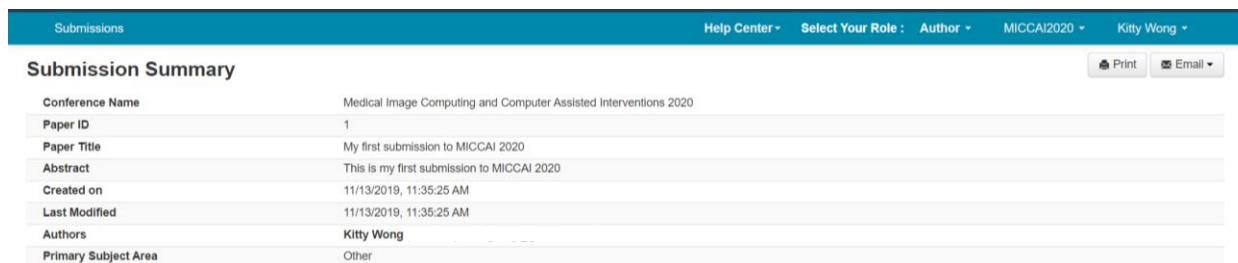
5. You may return to the Author console to submit another paper by clicking [Back to Author Console] button or edit your submission by clicking [Edit Submission] at the bottom of the page.

6. You may edit or delete your submission until the submission deadline.

7. To update your submission file with a new version, you will need to delete the old file first by clicking the "x" beside the file name. You can use the time-stamp (Pacific time) beside your file name as a indication of whether your last upload was sucessful.

8. Adding Co-authors:

You must enter all co-authors of the paper by the submission deadline.

Once a co-author is added to your paper, he or she can also edit the submission. Only the primary author can delete the submission. After the submission deadline, written permission from the Program Chair is required in order to delete your submission.

If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. Once the co-author is added to the database, a CMT account with the email address entered will be automatically generated. Please note that CMT does not automatically send login information to the newly added co-author. The co-author must request for a password via the "forgot your password" link at the login page in order to login. If you believe that your co-author already has a CMT account but they are not found in the database then it may be because they have registered using a different email address; asking

your co-author for the email address that they use for CMT will avoid the problem of creating multiple CMT accounts.

9. If you have mis-typed your co-author's email address, you can fix it by removing it on your author list and adding a correct one using the add button. Mis-typed email addresses entered to the system cannot be corrected easily.

10. If you have mis-spelled your co-author's name or mis-typed other details, your co-author must login to CMT him or herself to make those changes. Once logged in, use the arrow beside the name to access the menu shown below to update personal information.

11. Multiple accounts in CMT
If you have multiple accounts with CMT, you can link them via "Link to Account" in the pop-up menu shown in 10. Note that by linking two accounts, it DOES NOT merge two accounts into one, it simply allows you to switch between two accounts without having to log in and out.

12. Domain Conflicts:
A complete domain conflicts list includes not only the current email domains of you and your co-author's organizations but also all institutions you and all your co-authors have a close relationship with in the past 3 years. Consider following scenario as an example:

Scenario: Author 1 and Author 2 are co-authors of the same paper. Author 1 is currently working for Institute A with email domain InstituteA.edu and is also collaborating with a research group in hospital B with email domain hospitalB.com. Author 1 has also worked for company C with email domain CompanyC.com 2 years ago. Author 2 is currently working for Institute D with email domain InstituteD.edu and have close relationship with OrganizationE.org.

The list domain conflicts of this paper: InstituteA.edu; hospitalB.com; CompanyC.com; InstituteD.edu; OrganizationE.org

DOMAIN CONFLICTS

Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with (example: mit.edu; ox.ac.uk; microsoft.com). More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years.

Note: It is important that you also enter the domains of authors' current institutions here since CMT does not automatically add them to conflicting domains. Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.

*Domain Conflicts ▮▮▮▮▮▮