Author Instructions

This document describes the paper processing system being used by CMG in 2014 for the annual *Performance and Capacity ’14 by CMG* Conference. This new system replaces CMG’s internal paper submission and processing system.

**GENERAL INFORMATION**

The external provider is EDAS (Editor’s Assistant). When you follow the instructions below, you will be redirected to the appropriate web site to submit your abstract, your paper for review and, finally, your final manuscript. Submitting your abstract and paper for review can be done at the same time. However, your final manuscript cannot be submitted until your paper is accepted for inclusion in the Conference Program.

EDAS maintains a searchable list of people and conferences. This data may be viewed by anyone with an EDAS account.

There are few terms EDAS uses that do not match CMG’s usage exactly. “Technical Program Committee” (or Chair) is CMG’s Conference “Program Committee” (or Chair). A “Reviewer” is CMG’s “Referee”.

CMG only allows PDF documents for papers and presentations submitted for review and for final manuscript to be published in the *CMG Proceedings*, the official documents detailing the Conference presentations.

**GETTING STARTED**

You have already found this document, so you are close to submitting your paper. Click on “Submit Paper/Abstract” on the same page where you obtained these instructions. This will take you to another web site ([www.edas.info](http://www.edas.info)). The page will look like this:
EDAS Login

If you cannot remember your password, you can reset your password.

If you do not have an EDAS login, you can create a new account.

If you have to log in for each page, you may have disabled cookies in your browser. You can take the cookie test to find out. For reasons unknown, this problem occurs occasionally with Internet Explorer; use Firefox or switch to the other EDAS server, edas.info or www.edas.info.

If you have difficulties, please contact help@edas-help.com. Documentation and other background information can be found here.

Your email address

Password

EDAS at 72.233.114.26 (Wed, 20 Feb 2013 16:21:37 -0400 EDT) [User : 0.009/0.010 s] Request help

If you have a valid account with EDAS, use it here. Otherwise, set up a new account using your email address by clicking on “create a new account”.

If you try to sign in without a valid EDAS account, you will get a login failed page that looks similar to this. You can create an account from there as well.
Once your account has been established and you have signed into EDAS, you will see a page similar to the page(s) below. Note any field with a red star is required by EDAS. CMG does only uses your name and email address.

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### Create new EDAS account

Create a new EDAS account:

Only the fields marked with a red star (name, affiliation, country, email, status) are required. You may skip all other input fields.

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
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<tbody>
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</tbody>
</table>

**Title**

First name (please spell out, i.e., Jane instead of J.)

Middle initial, if any

*Last name (mixed case, i.e., Smith instead of SMITH)

Suffix, such as Jr. or III

<table>
<thead>
<tr>
<th><strong>Affiliation</strong></th>
</tr>
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</tbody>
</table>

*Status (for statistics)

*Current affiliation (e.g., University of Testing) - do NOT include street address or country

Additional affiliation (e.g., XYZ Company)

Job title (e.g., Associate Professor, Senior Wizard, Research assistant)

Department

<table>
<thead>
<tr>
<th><strong>Mailing address</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Room  

Street address  

P.O. box  

City  

If US, state; if Canada, province  

If outside US and Canada, province or region  

Postal (zip) code  

*Country  

VAT or other tax identifier, for receipts  

Preferred time zone  

Brief biography (optional)  

Brief bio  

Contact information  

Please use a university, corporate, government, IEEE or ACM email address. Anonymous email addresses may delay creation of the account.  

*Email address (if possible, a university, corporate, government, ACM or IEEE address)  

First alternate email address  
(used for searching)
Second alternate email address (used for searching)

Phone number (written as +1 900 555 1212 or +1 900 555 1212 x17)

Mobile phone number (written as +1 900 555 1212)

Fax number (written as +1 900 555 1212)

URL of personal home page (including http://)

Emergency contact information (used for conference attendees)

Emergency contact name (while attending conferences)

Emergency contact phone (while attending conferences; written as +1 900 555 1212)

Miscellaneous

Dietary constraints (for conferences and TPC meetings)

Special needs

Wheelchair

Audio

Video

Vegetarian

Other special needs

Shirt size

Statistical information

Gender (for statistics)

Reason for needing an EDAS account
I consent to the EDAS privacy policies

* denotes required field
The next page looks similar to below, although formatted better and there is a selection menu across the top of the page. Your first time here, you will obviously not see any paper information as in the page below.

On this page, click on “Submit paper” at the top.

**EDAS Conference and Journal Management System**

Click on the menu items above to submit and review papers.

Please indicate whether you want to receive call-for-papers by updating your areas of interest.

**My Pending, Active and Accepted Papers**

<table>
<thead>
<tr>
<th>Conference</th>
<th>Paper Title (details)</th>
<th>Abstract or manuscript deadline</th>
<th>Add and delete authors</th>
<th>Upload paper</th>
<th>File Withdrawal</th>
<th>Copyright Registration</th>
<th>Visa Letter</th>
<th>Volunteer as session chair</th>
<th>Upload Presentation</th>
<th>Explain non-show</th>
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<tbody>
<tr>
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<td><strong>Here</strong></td>
<td><strong>June 7, 2013 00:00:00 EDT</strong></td>
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**Pending and Recently Completed Reviews**

<table>
<thead>
<tr>
<th>Conference</th>
<th>Review type</th>
<th>Deadline</th>
<th>Paper (edit review)</th>
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</thead>
<tbody>
<tr>
<td>CMG2013</td>
<td>CMG Referee Assignment Rules</td>
<td>May 10, 2013</td>
<td>TEST Intro</td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td></td>
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<tr>
<td><strong>Name</strong></td>
<td>Mr. John Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EDAS identifier</strong></td>
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<tr>
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<td>Computer Measurement Group USA</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:cmg@cmg.org">cmg@cmg.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Conflicts of interest</strong></td>
<td>1 last updated February 24, 2013 15:04:04 EST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can subscribe to conferences and journals accepting submissions: [RSS](#)
This page is where you will find the Conference to submit your paper. This is a very long list and only a few are displayed below. The list is sortable but not the best choices of columns to sort. Sort on the “Where & When” column, then scroll down until you find the CMG Conference. When you find the Conference, click on this icon: on the far right to take you to the Conference Paper Submission pages.

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Conferences accepting submissions

Dates listed are deadlines for registering papers for the track or sub-conference. If tracks or subconferences have several different deadlines, the range is shown. All deadlines are America/New_York time unless otherwise noted. Click on to submit paper. Deadlines in italics have expired.

<table>
<thead>
<tr>
<th>Area</th>
<th>Conference Name</th>
<th>Where &amp; When</th>
<th>Latest deadline (show in other time zones)</th>
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<tbody>
<tr>
<td>Electrical Power Engineering &amp; 2013 IEEE CSUDET</td>
<td>2013 IEEE Conference on Sustainable Utilization and Development in Engineering and Technology</td>
<td>Selangor, Malaysia</td>
<td>March 31, 2013 23:59:00 EDT</td>
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<tr>
<td>Consumer electronics</td>
<td>2013 IEEE ICCE-Berlin</td>
<td>2013 Third International Conference on Consumer Electronics - Berlin (ICCE-Berlin)</td>
<td>Berlin, Germany</td>
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<tr>
<td>Signal processing</td>
<td>2013 IEEE ISPCC</td>
<td>2013 IEEE International Conference on Signal Processing, Computing and Control</td>
<td>Solan (Near Shimla), India</td>
</tr>
</tbody>
</table>

...
Next, you will see the list of Tracks used by the Conference for the current year. The submission dates are indicated as well as the due dates. Note CMG-T and Hot Topics are not available for submission. If you have a paper/presentation you believe fits in these tracks, please email the abstract to cmgpc@cmg.org for review.

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CMG2013

Register a paper for Performance and Capacity '13 by CMG

Click on the name of the track to submit a paper; tracks without links are not accepting submissions at this time.

<table>
<thead>
<tr>
<th>Conference Track (submit)</th>
<th>Description</th>
<th>Submit from</th>
<th>Register by</th>
<th>Submit by</th>
<th>Submit manuscript by</th>
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<tbody>
<tr>
<td>CMG2013 Application</td>
<td>Performance Management</td>
<td>January 29, 2013</td>
<td>May 10, 2013</td>
<td>June 7, 2013</td>
<td>00:00:00 EST</td>
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<td>May 10, 2013</td>
<td>June 7, 2013</td>
<td>00:00:00 EST</td>
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</tbody>
</table>

The next page is where you enter your title and abstract. (The page headings have been removed for the remainder of this document.) Keywords are not required. If more than one author, you can update that once the initial submission is complete.
Register a paper for *Application Performance Management*

Manuscripts should not contain page numbers, headers or footers.

*Title of paper*

Keywords, separated by semicolons

Add yourself as author (you can add others later)

*Paper abstract (between 10 and 1000 words)*

* denotes required field
Now, you have submitted your abstract. You will be taken to this page. If you have more than one paper to submit, click in the “Submit paper” menu item at the top of the page. It is recommended that you complete one paper at a time to avoid uploading your paper to the incorrect abstract, however.

From this page, you can add any additional authors. You may also edit the paper title, the abstract, delete an author or withdraw the paper.

The last icon in the second column will take you to the paper upload screen.

Register a paper for Application Performance Management

Checking email address by contacting the cmg.com email server. This may take several minutes if the person's email server is slow. Do not resubmit request.

cmg@cmg.com verified.

The paper was registered.

All authors must be added to the paper record. You can add authors.

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Conference and track</td>
<td>Performance and Capacity '13 by CMG - Application Performance Management</td>
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Authors

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<tr>
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<th>Email</th>
<th>Country Email</th>
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<th>Delete</th>
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</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>223344</td>
<td>Computer Measurement Group</td>
<td><a href="mailto:cmg@cmg.org">cmg@cmg.org</a> USA</td>
<td>USA</td>
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</tbody>
</table>

Title

Test Paper For Author Submissions

Abstract

This is a test paper. Note the word limit on the abstract to the left.

Status

pending
Non-preferred reviewers

Review manuscript

Can upload 100 pages (track) until June 7, 2013 00:00:00 EDT.
On this page, click on the “Browse” button to find your paper to upload, then click on “Upload PDF”.

Upload manuscript for #1569745891: Test Paper For Author Submissions

Manuscripts should not contain page numbers, headers or footers.

You can now upload your review manuscript for Test Paper For Author Submissions until June 7, 2013 00:00:00 EDT.

You can upload the following file types: PDF.

You upload the file via the web form below. You can also use anonymous ftp to ftp://ftp.edas.info/incoming using the file name 1430841433 with any extension. The ftp user name is anonymous, no password. Files longer than about 10 MB should be transferred via ftp. Files are not copied from the ftp directory to the database immediately, but are processed by a background task about every hour. When the file has been successfully copied to the database, you will receive an email message confirming the upload, and see the file listed on paper information web page.

License to Publish Form    

Send email notification to authors ✔

*File name    

* denotes required field

_____________________________________________________________________________________
Upload manuscript for #1569745891: Test Paper For Author Submissions

The paper has 9 pages, has a paper size of 8.5x11 inches (letter), is formatted in 1 column, the average line spacing is 13.282 pt, margins are 0.75 (L) x 0.75 (R) x 0.764 (T) x 0.778 (B) inches inches, using PDF version 1.4.

The paper title Test Paper For Author Submissions was not found in the paper. (This is only a warning and may be mistaken if the title contains special characters.) A Different Author Submission System

Property | Change | Value
--- | --- | ---
Conference and track | Performance and Capacity '13 by CMG - Application Performance Management
Authors | John Doe | 223344 Computer Measurement Group cmg@cmg.org USA
Title | Test Paper For Author Submissions
Abstract | This is a test paper. Note the word limit on the abstract to the left.
Status | active
Non-preferred reviewers
Copyright form | February 20, 2013 16:47:41 EDT
Review manuscript | Can upload 100 pages (track) until June 7, 2013 00:00:00 EDT.
columns  The paper has 1 column, but should have 2.

The paper title Test Paper For Author Submissions was not found in the paper. (This is only a warning and may be mistaken if the title contains special characters.)

A Different Author Submission System
Now, you are done with the paper submission and it is ready for review. One last item, though, before you go. You may sign back into EDAS at any time by using the URL http://edas.info and the email/password you used to gain access. Once you sign in, click on “My papers” in the menu line at the top of the page.

The line starting with “pending” is color-coded on the EDAS web page. The paper uses the same background color to indicate the status of the paper. For example, “active (under review)” is yellow and the row with the paper title is also yellow. So, this paper is active and going through the CMG Referee process.

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**Conferences containing my papers**

Only papers from this conference are shown. Note that not all conferences use EDAS for the submission of final manuscripts or copyright forms. You can also list your papers from conferences that have not ended.

pending (no manuscript), active (under review), discuss, withdrawn, rejected, minor revision, major revision, accepted, no show, published

<table>
<thead>
<tr>
<th>Conference</th>
<th>Paper title (details)</th>
<th>Abstract manuscript deadline</th>
<th>or Edit</th>
<th>Add and delete authors</th>
<th>Upload paper</th>
<th>Files</th>
<th>Withdraw Copyright</th>
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