FREQUENTLY ASKED QUESTIONS FOR AUTHORS

Please read the key information provided[1], in particular the Author's guide [2]. Below are some of the most frequently questions which may be of use as well. We will add more FAQs as they are coming up. Should your question still not be answered, please email the program chairs[3] who will be happy to help, or check the MICCAI twitter handle @MICCAI2018.

1. **Paper registration / Intention to submit a paper**
2. **CMT user account / Reviewer conflicts / Researcher.cc**
3. **Full paper submission / Manuscript format**
4. **Supplemental materials**
5. **Copyright form**
6. **Review process**

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[1] http://www.miccai2018.org/en/KEY-INFORMATION.html
[2] http://www.miccai2018.org/files/downloads/MICCAI2018-Author.pdf
[3] Program-chairs@miccai2018.org

1. Paper registration / Intention to submit a paper:

Q: *"How do I register my paper?"*

A: "The paper registration will require only the submission of the title, author list, and abstract of the manuscript on https://cmt3.research.microsoft.com/MICCAI2018. You must do this by the Feb 23 deadline, after which you still have a week left until March 2 to update your submission."

Q: *"If I missed the deadline to register my paper, can I still submit it before the full paper submission deadline?"*

A: "Both paper registration and final submission deadlines are fixed as advertised and cannot be extended, to help us plan the following review process."

Q: *"The guidelines state that the manuscript title, author list, and abstract must be provided at the time of the paper registration. Does this information need to be final, or can it be adjusted by the time of submission of the full paper?"*

A: "There may be minor adjustments made between paper registration and full submission. We would appreciate as complete information as possible to help us plan the following review process."

Q: *"Do I need to fill out all form fields when registering the paper?"*

A: "Yes, though a number of fields are only optional as indicated (e.g. data on diversity, which is not made visible in the peer review process). You can still update all fields before the full paper submission deadline."

Q: *"Why do I not receive a confirmation email after I have submitted my manuscript?"*

A: Please note that the system does *not* generate an automatic confirmation email to authors for their submission. If you wish to receive such an email, please follow these steps: After submitting the paper, authors see the "Submission summary". On that page, there is an "Email" icon with a drop-down option on the upper right hand corner. The drop-down menu shows 2 options: "Send Email to me" and "Send Email to ALL Authors". Authors can use these options at any time. Authors can also view their submission from their author console.

2. CMT user account / Reviewer conflicts / Researcher.cc:

Q: *"Why should I not use my private email address when registering my paper on CMT?"*

A: "Please avoid using private email accounts. This is so that we can automatically check for reviewer conflicts. To change this in the system, you may edit your submission as follows:

Add authors with their work email as an additional author, and only then remove their original author entries. You cannot remove the primary author directly, but you can temporarily assign the primary authorship to a co-author, and reassign to the updated author. If you encounter any problems, please contact us so we can help."

Q: *"How do I set my conflicts?"*

A: "Log into the CMT system[4] and edit your conflicts in your user profile. Please create a Researcher.cc login under the same account that you use for CMT, to help us with further conflict checking."

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[4] https://cmt3.research.microsoft.com/MICCAI2018

3. Full paper submission / Manuscript format:

Q: *"When is the deadline?"*

A: This is set 23.59 PST on March 2nd (with a few minutes tolerance), ie the night to March 3rd.

Q: *"Which format should the manuscript be in? What is the allowable page length?"*

A: "The submitted paper must be fully anonymized, in LNCS format, and 8 pages maximum (including abstract. references, figures etc). Please also refer to Section 3 in the Author's guide which provides formatting instructions and anonymization guidelines. You may add supplemental materials separately (see next point)."

Q: *"May I still adjust the author list / change the order of authors after the full paper submission deadline?"*

A: "No, the author list needs to be final by the full paper submission deadline. This is because otherwise any review conflicts may not be picked up. Should there be a need to adjust the author list, at any time from the full paper submission until after the paper decisions, this must be requested in writing to the program chairs."

4. Supplemental materials:

Q: *"Why won't the CMT system let me upload supplemental materials?"*

A: "You need to have registered your paper first, and uploaded a first paper draft, before you can upload any supplemental material."

Q: *"What formats are supported as supplemental materials?"*

A: "Please refer to Section 5 in the Author's guide which provides the full description.

Q: *"Do I need to anonymise the supplemental materials?"*

A: "Yes, please remove any author names, references or links that could identify you so as not to compromise the review process."

Q: "When is the deadline for uploading supplemental material? Can it be extended?"

A: "The deadline is the same as for final paper submission, and cannot be extended.

5. Copyright form:

Q: *"Where can I find the copyright form and the details needed for completion or uploading?"*

A: "We will inform authors after the paper submission deadline on the next steps for this. The form for authors' completion is already provided on http://www.miccai2018.org/en/KEY-INFORMATION.html but should not be included in the submission to preserve authors' anonymity."

6. Review process:

Q: *"What happens after I have submitted my paper?"*

A: "Your paper will be logged and reviewed following a double-blind peer review process[5] .
We expect to return reviews by 23 April 2018. Final decisions are planned for 18 May 2018,
with the camera-ready paper deadline due on 4 June 2018".

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[5] http://www.miccai2018.org/files/downloads/MICCAI2018-Review-Process-final.pdf