<< How to register an international conference to I-Scover to make it available for searches >>

The following (A) and (B) are required for an international conference to be available for searches on I-Scover.

(A) Provision of metadata files

Please prepare a set of metadata files, i.e., common, session, and article files, as described in the "Specifications of international conference metadata files", and <u>send these files to the Secretary of IEICE via E-mail</u>. The easiest way to prepare the metadata files is to construct a mechanism where authors are requested to input the information corresponding to the metadata when submitting papers via the conference home page.

(B) Provision of article body files

Please copy a set of article body files published in the conference proceedings onto a CD/DVD, and <u>send the CD/DVD to the IEICE Headquarters Office by post.</u> This is required so that the article body files can be stored in an IEICE server as an archive and can be accessed from the corresponding page in I-Scover.

Please select one of the following methods of preparing the CD/DVD. In both methods, the name of each article body file should match the data item of "File name of article body" corresponding to that article described in the article file provided in (A) above.

<u>Method (1)</u>

Construct a home page of the conference including an archive of article body files, as in http://www.ieice.org/proceedings/EMC09/ , and then copy all the files under the corresponding (sub) directory.

<u>Method (2)</u>

Copy the article body files in the same manner as files in the following URL:

http://i-scover.ieice.org/proceedings/EMC/2009/pdf/

Method (1) results in a better appearance than method (2), but method (1) is more time-consuming.

< Point of Attention 1>

The copyrights of articles registered to I-Scover must be held by the IEICE. An article whose copyright is not held by the IEICE cannot be registered to I-Scover.　Such articles must be excluded from the files provided through (A) and (B) above.

< Point of Attention 2>

(A) requires a checking and modification process, which may take a few weeks.　After completing the checking and modification process, we proceed to the registration process, which is executed once a month.　Consequently, registration takes one or two months.　We recommend that (A) be started as soon as possible, preferably two months before the target date of registration.

<Contact>
- For inquiries on preparing and providing metadata files, please contact the Secretary of IEICE (inquiry-iscover@ieice.org).
- For inquiries on providing article body files, please contact the IEICE Headquarters Office (kaiin2@ieice.org).
- For other inquiries concerning the registration of international conferences to I-Scover, please contact the Secretary of IEICE (inquiry-iscover@ieice.org).