Instructions for Submitting Academic and Applied Papers

24th International Farm Management Congress
Saskatoon, Saskatchewan
July 7-12, 2024

Guide for submitting papers through the CMT Submission Site

For an Academic paper you will need:

- **To set up an account on the submission site**
- A full manuscript (cover page with title, authors, affiliations, acknowledgements, keywords followed by abstract and the full paper with references).
- An anonymous version of your manuscript (NO author names, institution details, author contact details, acknowledgements, competing interests (if declared), ethics approval statements that refer to your institution).
- Word count for manuscript.
- Biographical notes (3-4 sentences) for each author.
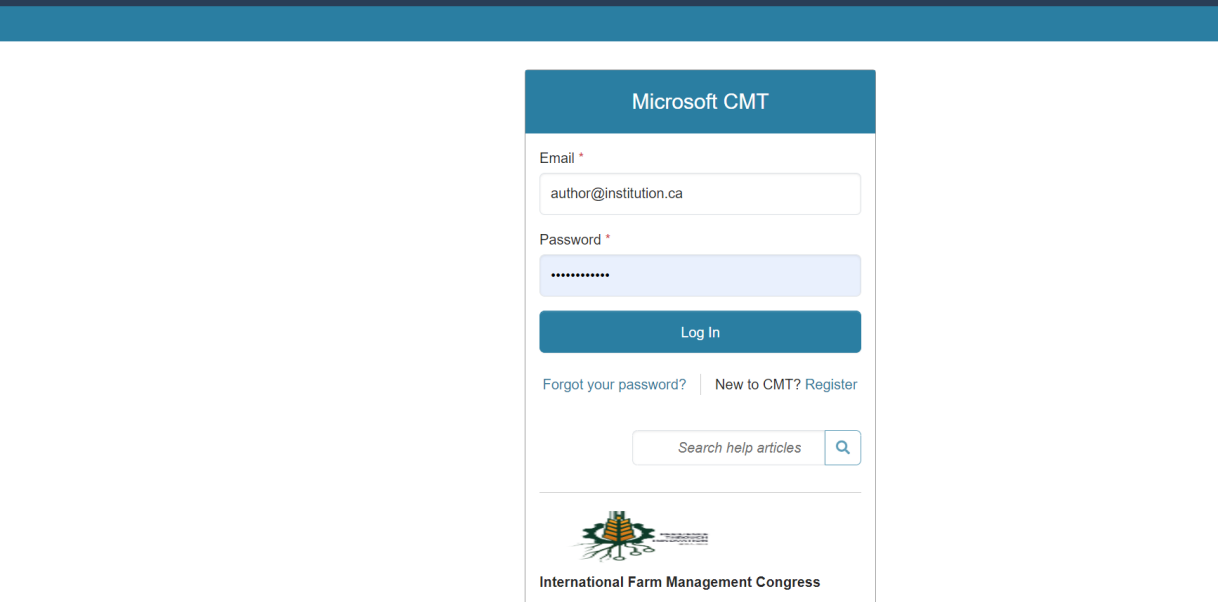- Approval from all co-authors to submit the manuscript.

For an Applied paper you will need:

- **To set up an account on the submission site.**
- A full manuscript (cover page with title, authors, affiliations, acknowledgements, keywords followed by abstract and the full paper with references).
- Word count for manuscript.
- Biographical notes (3-4 sentences) for each author.
- Approval from all co-authors to submit the manuscript.

Microsoft CMT will save any information and uploaded documents you provide – you can complete your submission in more than one session.
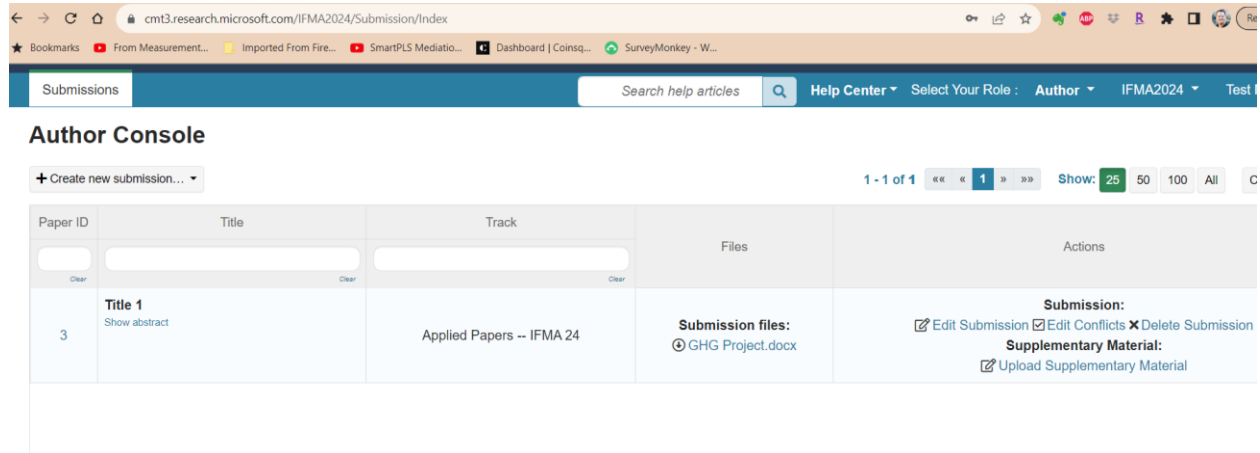
Process:

1. Open the portal: https://cmt3.research.microsoft.com/IFMA2024

2. Select 'Author Login' **OR** New to CMT? Register if you are not already registered with Microsoft CMT.

3. Once you register, you will receive an activation link to the email address you provided. Click on the link to activate your account.

4. Once you log back into the IFMA24 site on the Microsoft CMT platform, click on "Create New Submission" located in the upper left-hand corner of the page.

5. Choose the appropriate track (Academic Papers – IFMA24 for academic papers or Applied Papers – IFMA24 for applied papers).

6. Begin the submission by adding the title and abstract of your paper.

7. On this same page, you can add your coauthors by adding their email address.

8. Select the primary and up to two secondary subject areas for your paper.

9. Upload your files at the bottom of the page, then click submit.

10. Select Submissions in the upper left-hand corner of the webpage to view your submission.

On completion of your submission, an email will be sent to the email address of the submitting author which will include a summary of the submission (Track (Academic or Applied), Paper ID, Abstract, Title, and the list of authors.

Please keep a record of this reference number and pass it on to any other authors who may attend IFMA24.