

1. Registration with BBBE Submission System

(<http://conference.tpsubmission.com/index.php/bbbe2020/login?source=%2Findex.php%2Fbbbe2020%2Fsubmissions>)

If this is your first time using BBBE submission system, you should register. Please click “**Register**” on the above website.

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*Username **

*Password **

[Forgot your password?](#)

Keep me logged in

[Register](#)



This will open the Registration Form for you to complete with all required information (see below). All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. You will be automatically registered as a Reader and Author. You can also click the option at the bottom to request the Reviewer role, or you will be given the option to register as a Reviewer as well.

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Profile

*First Name **

Middle Name

*Last Name **

*Affiliation **

*Country/Territory **

2. Submitting a paper/abstract.

You can click the proper link in the conference website

<http://www.icbbbe.com/>

or start a new submission by clicking the New Submission button on the right side of the screen of BBBE submission website

<http://conference.tspsubmission.com/index.php/bbbe2020/submissions>

In the “**Section**” box, use the dropdown menu, choose your symposium. Then click on “**Save and continue**”, you will be taken to Step 1 of a 5-Step process to upload and describe your submission.

Please make sure to add co-authors’ information after you upload your files.

That should be enough information for you to submit your paper.

The screens below are for your use if more detailed guide is needed.



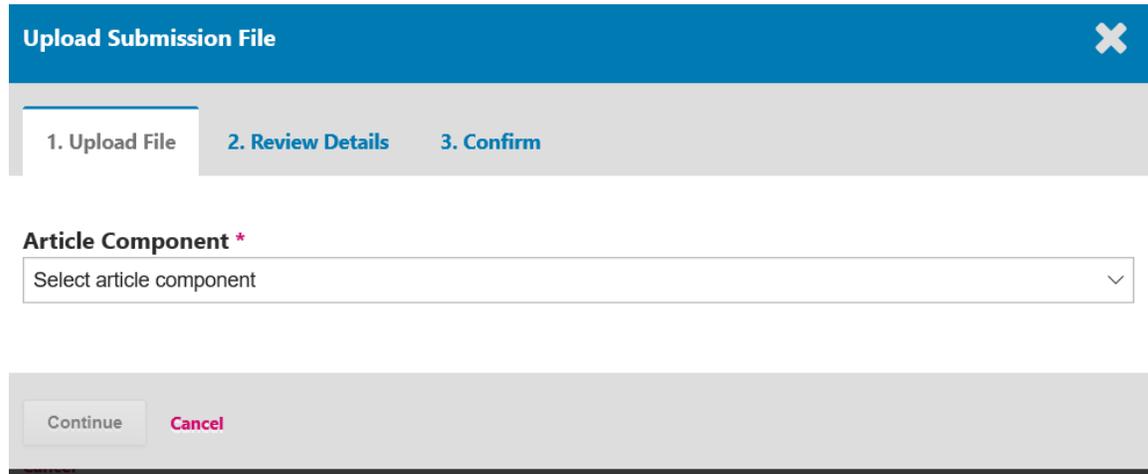
Step 1

On Step 1, you will provide preliminary information about your submission.

A screenshot of the "Submit an Article" form. The form has a progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". The "Section" field is a dropdown menu with "Articles" selected. A red arrow points to the dropdown arrow. Below the dropdown is the text "Articles must be submitted to one of the journal's sections. *". At the bottom, there are two buttons: "Save and continue" and "Cancel". A red arrow points to the "Save and continue" button.

Step 2

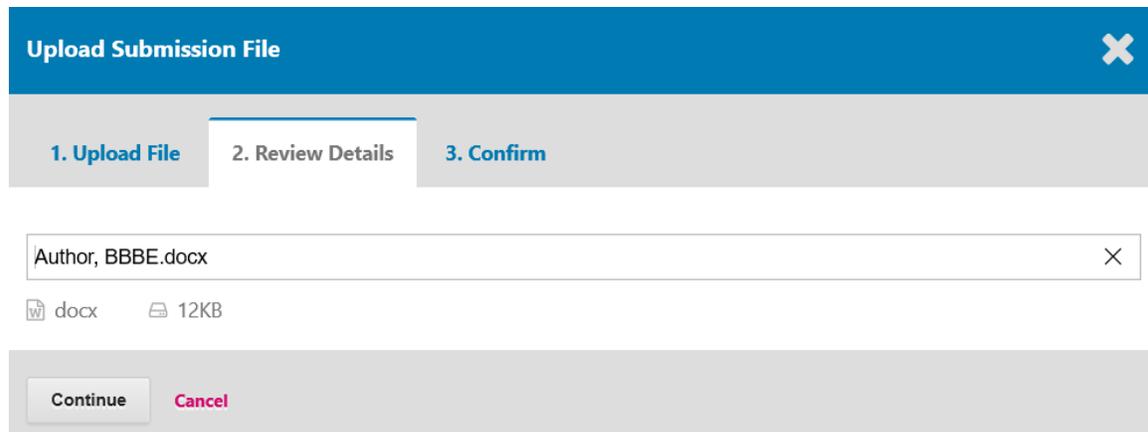
On Step 2, a window will open allowing you to upload your submission file.



The screenshot shows a window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (highlighted), "2. Review Details", and "3. Confirm". Below the progress indicator is a dropdown menu labeled "Article Component *" with the text "Select article component" and a downward arrow. At the bottom of the window are two buttons: "Continue" and "Cancel".

First, you **MUST** select an **Article Component**. Once you have made the selection, you can then upload your first file. It is important to note that you can only upload one file at a time. Additional files can be uploaded later in the process.

Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.



The screenshot shows the same "Upload Submission File" window, but now the progress indicator shows "1. Upload File" and "2. Review Details" (highlighted), with "3. Confirm" still visible. Below the progress indicator is a text input field containing "Author, BBBE.docx" and a close button (X). Below the text input field are two icons: a document icon labeled "docx" and a scale icon labeled "12KB". At the bottom of the window are two buttons: "Continue" and "Cancel".

After uploading the file, you will be asked to review the name of the file. Use the **Edit** link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a date set or an image).

Once you have finished uploading all your files, click **Complete**; this will close the upload window.

Upload Submission File



1. Upload File

2. Review Details

3. Confirm

File Added

Add Another File

Complete

Cancel

You will be brought back to the Submit an Article screen where you will see the files you have uploaded. If you need to make changes, **expand the blue arrow to the left of your file and make any changes using the Edit link.**

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission Files

	 43375-1 Author, BBBE.docx	Abstract
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Save and continue

Cancel

Click **“Save and continue”** to move to Step 3.

Step 3

On Step 3, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and scrolling down...

Submit an Article

1. Start 2. Upload Submission **3. Enter Metadata** 4. Confirmation 5. Next Steps

Prefix **Title ***

Examples: A, The

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *



...any additional contributors.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Pei Huang	VeraHuangP@outlook.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You can add more contributor (e.g., co-authors), by clicking the [Add Contributors](#) link. This will open a new window with fields to enter their information.

Add Contributor



Name

First Name *

Middle Name

Last Name *

Contact

Email *

Country

Country *

User Details

Suffix

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors					Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists		
▶ Pei Huang	VeraHuangP@outlook.com	Author	☑	☑		
▶ Pei Huang	icbme@techscience.com	Author		☑		

Click **Save and Continue** to move forward.

Step 4

On Step 4, you will be asked to confirm that you are happy with your submission. Click **Finish Submission**.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

A box will pop up asking you to confirm you are finished. Click **OK**.

Step 5

Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Submission complete

Thank you for your interest in publishing with The International Conference on Advances in Biotechnology, Bioscience and Biomedical Engineering.

What Happens Next?

The organizing committee has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool or email conference secretariat at info@icbbbe.com.