



SUBMISSION GUIDELINES for CONTRIBUTIONS for the STAKEHOLDER FORUM

**Deadline to submit your contribution:
21 October 2019, Midnight (Central European Time)**

Welcome on the submission platform of the 20th **Organic World Congress**. The STAKEHOLDER Forum conferences will take place from **23 to 25 September 2020** in **Rennes, France**.

Please read this information carefully before proceeding to the online submission form

A – RULES

1. Contributions must be submitted online, via the online submission platform. Contributions sent by post or email will not be accepted. You can submit your contribution **until 21 October 2019, 23:59 (Central European Time)**
2. Contributions must be submitted in English.
3. The STAKEHOLDER Forum board has defined the call for contributions. **A committee will review the submitted contributions.** The notification of acceptance will be sent in February 2020.
4. The submission of a contribution implies that if it is selected, its presenting author will register to **OWC 2020** and come to present the contribution. There is no budget for sponsorship of expenses of contributors.

B – SUBMISSION THEMES

Theme	Theme and Description
1	Inspire people to take action and move toward sustainability
2	Guide the growth of the organic sector
3	Develop sustainable and organic plant and animal production as well as food and non-food systems
4	Adapt to climate change and reduce the carbon footprint
5	Foster biodiversity at multiple scales
6	Commit to the health of soil, food, people and the planet



C – CONTRIBUTION STRUCTURE

1. Contributions must have the following structure:

- Summary (max. 1000 characters)
- Background (max. 1000 characters)
- Core messages and conclusions (1500-3000 characters)
- Suggested readings and/or references to your work (max. 1000 characters)

2. **Length of the text:** The text cannot contain more than **6,000 characters** in total (blank spaces, punctuation included). The title of the contribution as well as the authors' affiliations are included). The minimum size is 1,500 characters.

3. **Pictures:** It is possible to insert two illustrations at the end of the contribution. The pictures must not exceed 500 pixels height, and 500 pixels width.

4. **Special characters: you can insert special characters** (ex: Greek letters) and format your text (ex: underline, bold or italic).

D – TECHNICAL GUIDELINES

The submission website works best with Mozilla Firefox:

- Cookies needs to be enabled
- All pop-up blockers should be turned off

DEFINITIONS

- **Submitting author:** person who physically submits the contribution and who will receive information
- **Presenting author:** person who will physically present the contribution at the meeting and who is marked as the presenter in the programme
- **Co-Author:** A co-author endorses contribution and is therefore co-responsible for its content

SUBMISSION PLATFORM

1. Account creation and submission of the first contribution

- During your first submission, you will receive two emails
 - ✓ The first to confirm the creation of your account. It is recommended keep track of your user name, your password and the answer to the secret question.
 - ✓ The second to confirm the submitted contribution and its reference number.
- Correspondence relating to the contribution will be sent by default to the submitter.
- Before submitting the contribution, you will be asked to carefully check the preview of the text.
- Please kindly note that "*" indicates a mandatory field. The system will inform you if you have not fulfilled all mandatory fields to submit your contribution.
- You can still modify your submission until the deadline.



2. Submission of another contribution

- For submission of another contribution, you will not need to re-enter your details. At the end of the first submission, the system will offer to submit another contribution for the same forum or for another forum. You can also submit later by returning to your account. If the password is forgotten, you may request to send a reminder email.

3. List of authors

- By clicking the button "Add author" you can add co-authors in your contribution. The first author is automatically already entered but you can modify it.
- Please enter the full name in lower case (first letter capitalized).
- You can change the order of authors by using the arrows.
- In the final submission, the co-authors will receive by email a confirmation of the submission.

4. Your contribution

- Write or copy / paste your text inside the fields.
- Do not repeat the title of your contribution, the names of authors or headers of each field that will be automatically added to your contribution.

If you have successfully submitted your contribution, you will receive a confirmation number. If no confirmation number is received, the contribution has not been successfully submitted.

Submitted contributions can be re-edited and modified until the submission deadline (21 October 2019). Therefore, the author submitting the contribution will be invited to provide his/her e-mail address as login and a preferred password during the submission process. To save the contribution, all required fields (marked with a *) must be filled in. If you leave the system without having provisionally submitted the contribution, all data would be lost. Submitted contributions cannot be edited after the submission deadline, so please ensure that your contribution does not contain spelling, grammatical or other errors.

If you need to withdraw your contribution, a written statement explaining the reasons must be sent to: papers@owc2020.bio

E – AFTER THE SUBMISSION

1. The reviewers will assess the contribution according to:

- The relevance to OWC 2020; it has to address organic farming and one of the 6 themes of the STAKEHOLDER Forum call.
- the language standards.

2. The submitting authors will be notified in **February 2020**, to the e-mail address (submitting author) provided during the submission process, whether their contribution has been accepted. It is the author's responsibility to ensure that emails from OWC 2020 can reach them.

3. For selected contributions, the presenting authors will have to register to the OWC2020 congress before the 19th of March 2020, in order to confirm their participation and to add the contribution in the conference programme.

NB. The STAKEHOLDER Forum board will ensure that selected contributions represent all together a diversity in terms of regions, gender, ages and topics.



PUBLICATION POLICY

The summary of the selected contributions will be published in the final programme.

For a limited number of papers, which have been judged excellent, submitting authors will be invited, if they agree, to submit a full article for publication in a peer-reviewed journal (special edition of Organic Agriculture).

PRESENTATION OF SELECTED CONTRIBUTIONS

1. Selected contributions will be accepted for oral presentation or for an exchange session with participatory methods.
2. Full presentation guidelines will be included in the acceptance letter.
3. The presenting author accept to be recorded and the presentation will be made available on the congress website

NEVER USE YOUR BROWSER'S RETURN BUTTON (you might lose all of your data). Instead, please use the previous/next button provided at the bottom of each page. If you accidently hit your navigator's return button, click on the forward button to return to the page containing your data.