BEFRED Researcher Manual – Alltech-Hartpury Conference 2017

Stage 1 – Registering with BEFRED

BEFRED asks all researchers to register before submitting their work. This is totally free of charge and BEFRED does NOT share any registration information with other organisations without explicit prior agreement. The deadline for abstract submission is **Friday 17th March 2017.**

1
- Access BEFRED through www.BEFRED.org
- Click **"Register as a Researcher"** in the **"Researchers Tools"** menu

2
- Enter a current and valid **"Email Address"** - an account activation code will be sent to this address.
- Enter a **"Password"** - passwords are case sensitive, must be a minimum of 6 characters & contain a mixture of letters and numbers.

3
- Select how you are currently involved in research - please select all that are applicable and state relevant institute where prompted; if yours is not listed state **"Other".**
- **Educational Establishment** e.g. - student or a lecturer
- **Research Institution** e.g. - involved in an organisation such as the Animal Health Trust or the Roslin Institute)
- **Conference** - e.g. conference organiser, submitting author / researcher
- **Journal / Publication** - e.g. involved in editing a journal or other publication
- **Commercial** - e.g. involved in a commercial organisation
- **Other Equestrian Organisation** - if none of the above apply to you

4
- Read the **Terms and Conditions** and tick the confirmation box, providing you are happy with their content.

5
- Click **"Register"**
- You will be sent to a page entitled **"Activate your Account"**

6
- Go to the email account you used to register; you should find an email from admin@BEFRED.org containing an activation code.
- Check your junk/spam box if you can not see an email or ask for it to be resent from the BEFRED page you are curently on.

7
- Enter the activation code on the **"Activate your Account"** page and click **"Activate"**

8
- On notification that your account has been activated and will be ready to upload your first abstract!

Like us on Facebook

WWW.HARTPURY.AC.UK

Stage 2 – Uploading your abstract

1 • Access BEFRED through www.BEFRED.org

2 • Click the **"Researchers Tools"** button and then **"Log into BEFRED"**

3 • On the **"Your Submissions"** home page click **"Submit your Research"** or **"Make a new Submission"**

4 • Using the drop down menus select the options relevant to your work;
- **Category** of work *(not the Conference category you are submiting to)*,
- **Sub category, Year** *(2017)*,
- **Organisation** *(select "Alltech-Hartpury Conference"),*
- **Level of Research** *(select "Conference Paper"),*
- **Online Publication** *(leave as "Not in an online Journal Publication"),*
- **Peer review** *(select "This work has been wholly peer reviewed")*

5 • Cut and paste, or type the following into the relevant submission boxes:
- **Title & Abstract:** *including introduction, materials & methods, results, tables & figures, discussion & conclusions & references. Please include up to eight key words.*
- **Author**(s) and **Supervisor**(s) (Surname, First Name *e.g. Smith, Jane*).

6 • Upload pdf version of your abstract using the pdf tool.

7 • In the **"Additional Information"** insert: author's affiliations, institution where the research was carried out, **your email address, your supervisor's contact details**, section of the Conference submiting to.
• Specify whether you wish the abstract to be considered for oral submission only, poster submission only or either.

8 • Leave the **"Publications Details"** box blank

9 • Read the **Terms and Conditions** and tick the confirmation box, providing you are happy with their content.

10 • Click **"Save"** to submit the Abstract.
• You can leave the BEFRED website. Thank you for uploading your abstract.

11 • Please scan the signed Authorship Agreement form and email it to alltech@hartpury.ac.uk
• You have now finished, well doneIf you have any problems please contact alltech@hartpury.ac.uk or info@BEFRED.org

Like us on **Facebook**

WWW.HARTPURY.AC.UK

Stage 3 – Editing your abstract

1
- Once uploaded your abstract will be assigned two reviewers who will make comments and recommendations for improvement
- These will be viewable in the **"Additional Information"** box.

2
- You will receive an email from alltech@hartpury.ac.uk once your abstract has been reviewed to inform you as to whether your abstract has been accepted, and if so, whether revisions are needed.

3
- Log-in to BEFRED via www.BEFRED.org

4
- Click **"Researchers Tools"** and then **"Your submissions"**

5
- Click **"Edit"** next to the correct abstract title to take you to the **"Research submission details"** area.

6
- *Amend the text* abstract **AND**
- Click **"Remove pdf"** and then upload an *updated pdf* document.

7
- **Do not** delete the reviewer's comments

8
- Click the **"Save"** button to submit the Abstract
- should see the message "**Thank you, this submission has been updated in BEFRED**"

9
- Email alltech@hartpury.ac.uk to confirm your ammendments have been made
- Your abstract will be resubmitted through the review process

10
- Once the reviewers are happy with the abstract you will recieve an email from alltech@hartpury.ac.uk with guidelines on oral and poster presentation format and timescales.

Like us on **Facebook**

WWW.HARTPURY.AC.UK