Working with our Editorial Platform Meteor

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Dear Editor,

Conference Proceedings are projects with many authors and papers. It is a challenge to keep track of submissions and review the status of all papers. This is the reason why we work with the editorial platform Meteor. It is a web-based editorial management system designed to support the collaboration on conference proceedings. It provides the infrastructure to register authors and create papers and upload these to the system. It supports the collection of manuscripts, the review process and forwards final manuscripts to the typesetters. Anytime, Meteor provides detailed and up-to-date information about the project status/overview.

This document gives you a short overview of the features and functionalities of our Editorial platform Meteor.
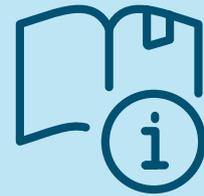
The Workflow in a Nutshell

Project Setup

1. Structure of your book:
Together with your Publishing Editor you will think of the structure of the proceeding: table of contents, size, the sections and style elements of each paper (e.g. learning objectives, case studies, conclusion, questions and answers at the end of each paper etc.). Accordingly, Tracks and Paper types can be added to the project that authors can select upon creating a paper to the project

2. Project setup on Meteor:
After receipt of the project details, your contact person at the publisher sets up the project environment on Meteor.

3. Editor's invitation:
Meteor support team will send invites to the PC Chairs/Volume Editor(s) to join the platform, via a welcome mail through Meteor with some basic information and a direct link to the system and the link to the public landing page for authors to register. PC Chair need to go through the settings before sharing the public landing page to the authors. It's important

4. Author registration:
Authors can register for the project using the public landing page. Or they can be invited to some projects with an access link to the project.

Lifecycle of a Paper

5. Abstract Submission/Initial Paper Submission:
The authors access the system after completing the registration or via the link in the invitation (see step 4.). They can write the Abstract or manuscript files as an Initial submission to Meteor.

6. Review:
The reviewing Editor (you and/or your Co-Editor) get informed by an e-mail newsletter or by Meteor's "task list" about any papers that are ready for review. Editor can assign additional reviewers to give recommendation on the manuscript. The Editor downloads the files and reads the recommendations suggested by the external/internal reviewers. The Editor can then review and decide on the manuscript. If the manuscript requires further work, the Editor can request revision. The author then receives a mail with the feedback. The manuscript status is now Revision Requested.

8. Revision:
The author revises the manuscript according to the feedback he has received, and re-uploads it to the system, just like during step 7 of the life cycle. Manuscript status is now again "In Review". The review/revision cycle can be repeated if necessary.

9. Acceptance:
If the reviewing Editor is happy with the manuscript, he accepts it. The author receives an acceptance mail, Manuscript status is in Final Paper submission stage

10. Final paper submission:

Author will get the option to upload the final manuscript files, including source files and figures, tables. During this step authors will also make declarations and accept publishing agreements.

11. Ready for Production:

As soon as all papers manuscripts are Ready for Production, the book can be exported to production, proofing and publication.
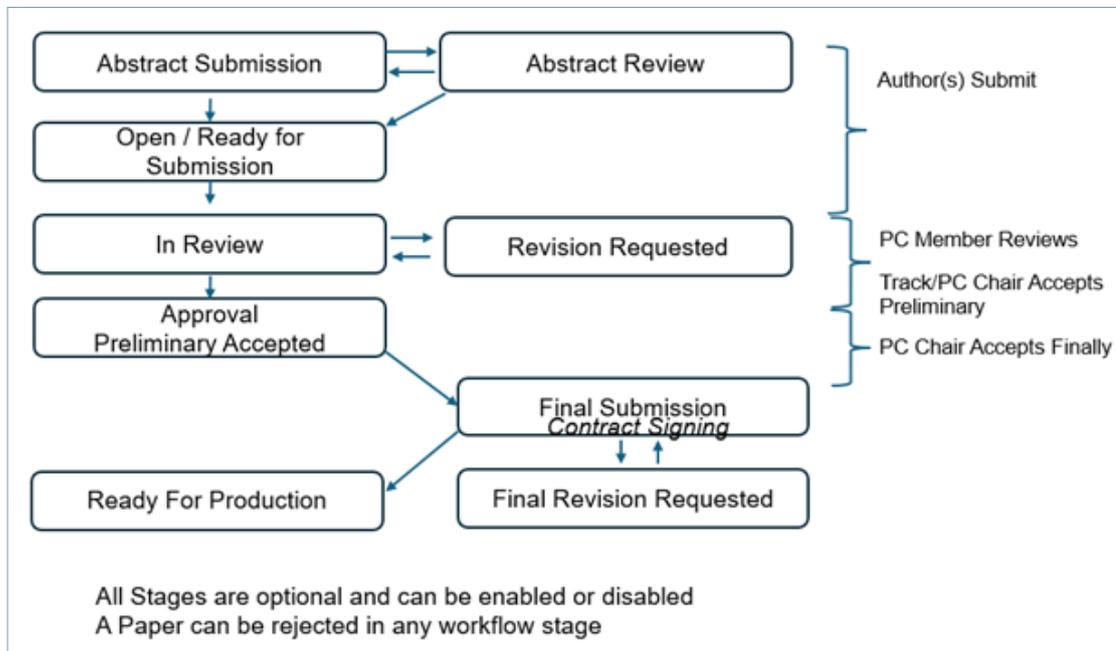
Home/Book Information page

Meteor greets you with information on the **home** tab under different pages. Here you can find Author guidelines for the project, a list of PC Chairs and Track Chairs, and your accepted Contracts. The author guidelines provide instructions on writing the papers.
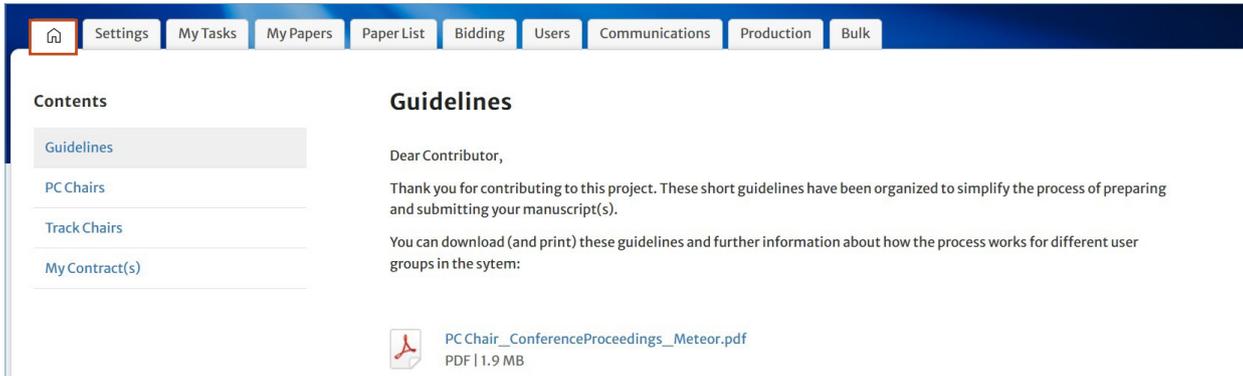
My Tasks

The My Tasks tab on Meteor shows the list of tasks for a user. It is different for each type of user. An author can see if there is a "Submit Manuscript" task, or a "Submit Revision" task. Each task can be performed by clicking on the respective paper title. The Editor will see the papers that they need to review. If the list is empty, there are no open tasks. Email newsletter frequency can be set on this page, and the system will send the status update of the project to respective users via email as per the frequency chosen. This is a quick way to monitor your tasks on the project.

As soon as the task is complete, it will disappear from this view. There is also a date available on the page to indicate for how long this task is available for you. Depending on your author, editor roles the tasks are displayed here. If you are an author on some papers and reviewers on others, then you will get task to submit and Review papers

My Papers

"My Papers" tab on Meteor shows the list of all papers of relevance for the appropriate user. Authors see only their own Papers; PC Chairs can see all of them. Various filter options can be used by clicking on the "Show Filter" link. By clicking on the pie chart colors and headings, the papers in their various statuses can be isolated. Also new papers and Tracks can be added using the Add button.

Paper List

The Paper List tab on Meteor shows the complete TOC (track, papers and author names, workflow status). Authors don't have access to the paper list tab, whereas PC Chairs can access all papers. Project information can be downloaded by applying filters and using excel icon. Track chairs can be added by going to the Tack Chairs accordion and selecting the user, a user can also be added using the add new track chair button.

Submitting a paper

Option 1:

Author registration: Author will follow the project landing page to register to the conference project and create a paper.

Option 2:

Author accounts have been created in the system, and they have been invited to follow the link in the invitation email and upload the manuscript files.

Step 1: Authors can upload the manuscript by drag/drop or by using the "Upload files" button. They can also generate Alt-txt for the figure files by using the "Alternative Text Assistant" button. We offer you Alternative Text Assistant Tool powered by AI, which assists in creating alt text. First make sure that the file names of all your images are the same as mentioned in your manuscript, e.g. fig1_1, fig1_2. Avoid identical figure names. Upload the image files (either 1 by 1 or in bulk/batches) to the tool and click the Generate Alternative Text button. Check and edit the created texts. As this is an AI supported service, a manual human check is always required. Export the alt texts to Excel and submit the Excel file with your manuscript.

Step 2: Authors can add comments to the editors using the pencil icon. Also, can download the comments posted for them using the "Download Comments" button under this step.

In **Step 3:** Authors can add co-authors using the "Add Author" button and make an author Corresponding/Active using the pencil icon next to their name. Authors cannot update co-authors' details if the user account already exists. Authors can update their affiliations by going to the profile page. Authors can add new co-authors to the paper and can update the status against the paper and make them Active/ Correspond etc.

STEP 3: EDIT AUTHORSHIP

Please provide all author names, email addresses and complete affiliation, and list them exactly as they appear in the published work.

Rukmani Test AU   🗑 ✏ ↕
rukmani.parameswaran+testau@gmail.com

☑ agrees to receive project-related email notifications
☑ is corresponding author

Add Author

In **Step 4:** Authors tick the Third-party content declarations and Disclosure of interest, Studies involving Humans and Animals etc. only in the "Final Paper Submission" stage, this stage comes after papers is accepted or if authors need to submit the final paper submission to the conference directly. During the Abstract submission and Initial submission stages these declarations will not be available for authors.

STEP 4: DECLARATIONS

Materials submission confirmation

I have uploaded all manuscript files, including the source files, PDF, and figures. I have deleted all irrelevant files, such as outdated versions that are not part of this submission.

I confirm that the names, affiliations, and the order of the authors are correct in both the manuscript and the submission system.

If any co-author details are incorrect and you are unable to correct them, please ask your co-authors to update their information.

☐ I confirm that the above statements are true and complete

Third-party content declaration

Third-party content is defined as any material within the manuscript which is not your original work.

Third-party content may consist of text passages, figures, photos, poems, song lyrics, screenshots, etc. and be found in many places such as, but not limited to, the Internet, print and online books and articles, theses, annual reports, conference material, photocopies, course packages, and translations.

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Show files

Follow These Steps

1. Download/Upload Manuscript
2. Read/Write Comments
3. Check Authorship
4. Declarations
5. Submit

Author guidelines and project information

0 ▮▮▮▮▮▮▭▭▭ 100
Final Submission

Withdraw

In **Step 5:** The Submit button becomes active once the file is submitted and declarations are ticked. Authors then receive a Submission confirmation email from the system, and the Corresponding Author is asked to accept the LTP/Contract via DocuSign on the next page. Manuscript files will then be screened for plagiarism automatically.
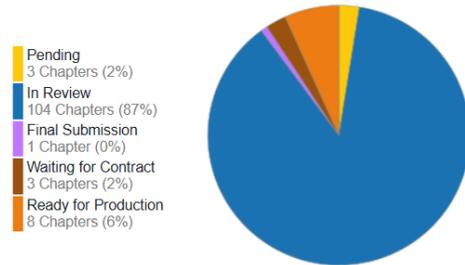
Automated Newsletter

Meteor sends a compiled newsletter to all participants of the project (PC Chairs, PC Members, Authors). This is an auto-generated email which provides a status overview of the project, and informs you about all the papers that need to be reviewed etc. It can be dispatched daily, weekly, bi-weekly, monthly, and quarterly. It can also be switched off.

Dear Jagdev Mudgal,

This is your email newsletter for the project **--- Contributor Master--- CC BY NC_Non Exclusive** on https://meteor-beta.springer.com delivered to you on every new task. You can unsubscribe from the newsletter or change its frequency by clicking here.
Overview
This is the status of all chapters (currently assigned to you as editor/reviewer/author at the time of sending this newsletter):

Pending
3 Chapters (2%)

In Review
104 Chapters (87%)

Final Submission
1 Chapter (0%)

Waiting for Contract
3 Chapters (2%)

Ready for Production
8 Chapters (6%)

Total number: 119

Your Tasks:

- (2025-04-15) **Submit Final:** "--- Contributor Master--- CC BY NC ND_Non Exclusive 3"
- (2025-03-25) **Review:** "Open Access - CCND"
- (2025-03-25) **Review:** "Test Chatper 111111"
- (2025-03-25) **Review:** "Test_Test TEst"
- (2025-03-25) **Review:** "NC-ND OA LTP Test Chapter 2"
- (2025-03-25) **Review:** "NC-ND OA LTP Test Chapter 1"
- (2025-03-25) **Review:** "Test tile for id: ALT Text"
- (2025-01-15) **Review:** "Ttiel 1111"

Reviewing and Review Roles

Reviewers
Give recommendations on a manuscript but do not communicate with the paper authors or make decisions. Reviewers can be external experts, PC Members or even Authors of other papers.

Deciders
Decide on a manuscript i.e. they ask authors for revisions or accept it. Deciders are generally Track Chairs, PC Chairs or any user appointed by the PC Chair/Volume Editors

Approvers
Do the "final acceptance" and give the final approval after the Decider has (preliminarily) accepted the manuscript. Alternatively, they can send it back for review so the Decider can have further reviewing done.

Reviewing a Paper – Request Revision

The papers awaiting your reviews will be listed under the "My Tasks" tab.

Click on the paper title to be reviewed. It will take you to the manuscript review page. Follow the steps there to complete the review process.

Step 1: Download the manuscript by using the Download button or clicking on the show files link to open the file from the page.

Step 2: Read Reviews and Comments from authors, your co-Editors.

Note: *Click on the Show full history link to see the old review comments.*

STEP 2: READ REVIEWS AND COMMENTS

Authors
provide the manuscript

✉ Test g AU

Reviewers
give recommendations

Due: 2025-12-10 📅

✉ PC Member

✉ B A

✉ Anna Kramer

Deciders
accept and request revision

✉ PC Chair

[Download Comments]

Review Iteration 1

	Not yet reviewed	✉ B A
	Not yet reviewed	✉ Anna Kramer
2025-11-20 07:05	**Recommended Acceptance** ⭐⭐⭐⭐☆ I like the paper	✉ PC Member (PC Member)
2025-11-20 07:03	**Submitted** Download | Compare	✉ Test g AU (Author)

Notes for Editors
✏ Add or edit

Step 3: Make your decision on the manuscript: accept/request revision/recommend revision/recommend acceptance/approve (available options depend on your review role).

STEP 3: WHAT DO YOU THINK ABOUT THE MANUSCRIPT?

Please Select ▼

Accept preliminarily
Accept this manuscript for publication without any further changes.

Request revision
Ask the author(s) for minor or major changes.

Reject
Decide that the manuscript is unsuitable for this project.

Rebuttal
Request a rebuttal from the author(s).

Recommend acceptance
Recommend that the manuscript be accepted for publication.

Recommend revision
Recommend changes to the manuscript.

Recommend rejection
Recommend that the manuscript is unsuitable for publication.

Step 4: Submit Feedback to the corresponding author/approver depending on your role and the review settings. All Recommendations are stored in the review UI and do not trigger any email to the authors, Deciders.

If the review decision "Request Revision" is selected and comments are added in the input box, then the button "Copy all recommendations" can be used to add the recommendations given by the Reviewers in the email draft automatically.

STEP 3: WHAT DO YOU THINK ABOUT THE MANUSCRIPT?

Request revision ▾

Follow These Steps

1. Download Current Manuscript
2. Read Reviews and Comments
3. What do you think about the manuscript?

STEP 4: WRITE REVISION INSTRUCTIONS TO AUTHOR(S)

[Copy all recommendations]

0 ▬▬▬▬▬ 100
In Review

Show help

Withdraw

Tutorial

Subject: Invitation to the Project:----My First Conference Proceedings __Standard subscription

---------- METEOR TEST PLATFORM ----------

Dear AAZZ___Track 12__paper2,

Thank you very much for taking part in **----My First Conference Proceedings __Standard subscription**, edited by **PC Chair, Rukmani PC Chair and Rajeswari Testpcchair**. With this e-mail we invite you to https://meteor-beta.springer.com (submission platform) as author of the following topic(s):

- »AAZZ___Track 12__paper2« (revision due: December 15, 2025; Author(s): **AU, T.***)

* corresponding author(s)

Please refer to the attached document(s) for further details of this project.

Once your article is published, you will receive access to online edition of reference works published by us along with 33% discount on the purchase of Springer books.

We look forward to a fruitful cooperation.
The SpringerNature Editorial Team

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The Submit Feedback button is pressed once feedback is drafted (there is also an option to upload the comments as an attachment). This button will trigger an email with the comments to the Decider.

Authors will see the task to Submit revised manuscript under the My Tasks tab. Authors can then upload the revised manuscript and complete the Re-Submission phase. The paper will move to "In Re-Review" stage for further reviewing.

Please visit https://meteor-beta.springer.com to upload your revision within the next 10 days.

With thanks and best regards,
The Springer Reference Editorial Team

▶ **Attachments (2)**

[Save draft]

Submit Feedback

Reviewing a Paper – Accept

Select 'Accept' as the review decision from Step 3 and compose your feedback. An email is triggered containing the comments/attachments to the author(s). The paper then moves to "Final manuscript submission" stage. Authors will get the option to upload the final manuscript files including source files, figures, tables etc.

Reviewing a Paper – Accept Preliminarily/Approve

This option is available only in cases where "Approval" stage is enabled for a project. The Deciders then has the option to "Accept Preliminarily" the paper, *no email is sent to the author(s).* The comments are added on Meteor for the "Approver". The Approver makes the final decision in this case, and they have the options to "Approve" or "Reject Review" the paper.

If the option "Approve" is selected, an email goes out to the authors. Approvers can consider and include the comments suggested by the Deciders while compiling Accept email to the Authors.

If the option "Reject Review" is selected, then the paper moves back to "In Review" stage. This will open the task for Deciders. The Decider gets the option to "Request Revision" or "Accept Preliminarily" the paper again. If further revisions are needed, then more Reviewers can be invited by the Deciders, and if the paper is "Request Revision" then authors will get the option to upload the revised files.

Final paper submission

Once the paper is accepted by the Deciders/Approvers, then authors will receive an accept email from the system and then you will have the option to upload the final manuscript files now. Submission steps are the same to upload an initial paper and the final paper, however there will be an additional option to declare the declarations that will need to be ticked by the authors.

License to Publish acceptance

During the final paper submission stage when authors tick the declarations and click on "Submit" button and confirm the submission then corresponding authors will get the option to accept the Publishing agreement/Contract for the book/conference. Author can select the author status, license type and accept the text in DocuSign. System will redirect authors to the DocuSign and pre-populate the text as per the choices selected by the author. Once the contract is fully signed a copy of the signed contract is sent to the author via email. A copy of the signed contract is also stored in the meteor system.

Ready for Production

Once final papers are submitted by the Authors, these will move to Ready for production stage. Once all the papers are moved to Ready for production stage which means papers are ready for publication.

Export to production

"Produce" option can be enabled under project settings and if enabled the menu item will be visible to conference organizers. Papers can be arranged in different volumes under "Produce" menu. Also, front matter can be uploaded for each volume separately. After arranging papers to volumes, the download button can be used to export the final package in a zip file. The final export package contains (ToC, Author details, declaration text, final manuscript files, Accepted contracts by Authors). This final package will be added to our master book system and production will be started after that.

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