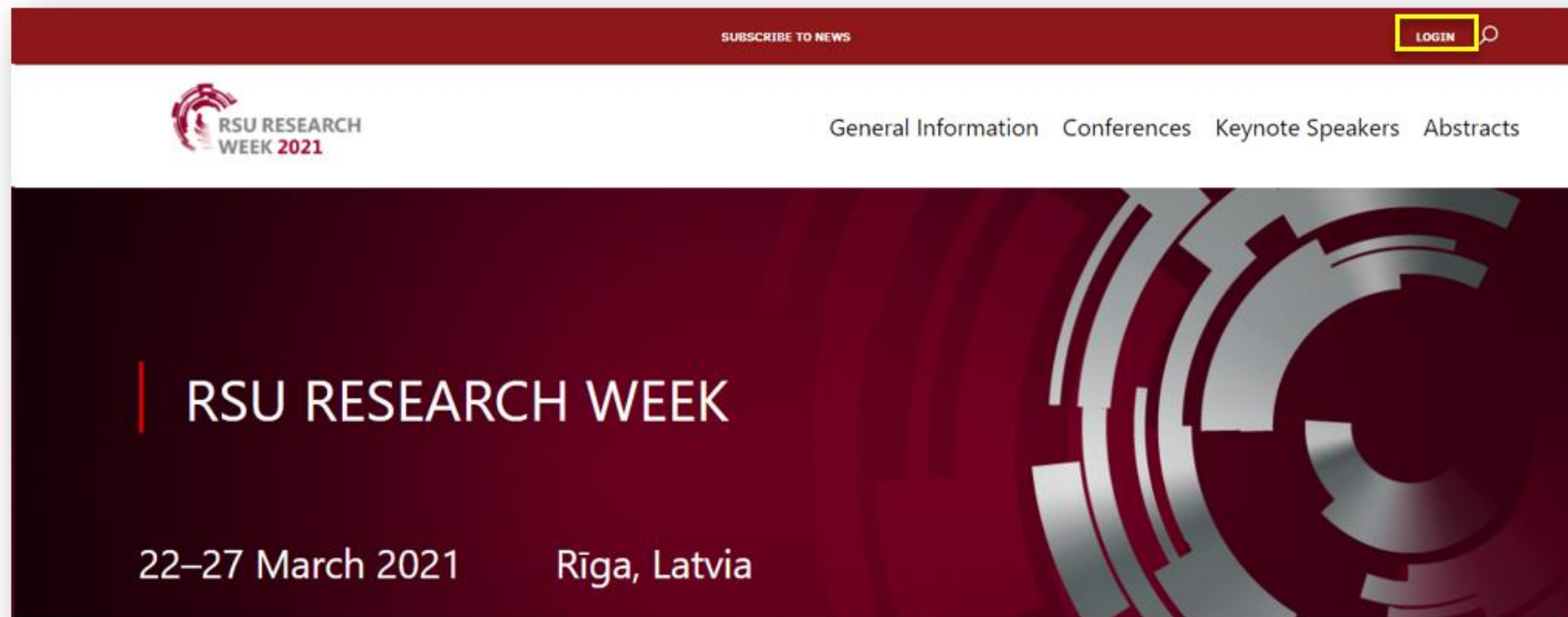


Abstract Submission

[Got to webpage of RSU Research Week](#)

Abstract submission is supported by the professional conference management software Exordo. All abstracts must be submitted electronically through this system.



Before you can submit an abstract, the system will require that you **create an account**. (Please note that accessing the Exordo system after creating the account can be only made using the original email and password. Please do not use alternative emails when accessing the system.)

Rīga Stradiņš University Research Week 2021

NEW TO EX ORDO?

Email Address

First Name

Last Name

Password


Create Account →

LOGGED IN PREVIOUSLY?

Email Address

Password

Login → [Forgot your password?](#)



Your abstract should be entered in the online system by finding the “My Submissions” tab on your dashboard.
Select “New Submission” for each abstract you would like to submit. The site will then walk you through the process step by step.

The screenshot shows a web dashboard for the Rīga Stradiņš University Research Week 2021. At the top, there is a navigation bar with a logo on the left and three tabs: "Dashboard", "My Submissions", and "Reviews". The "My Submissions" tab is currently selected. In the top right corner, there is a user profile icon with the initials "TA".

Rīga Stradiņš University Research Week 2021

SUBMIT ABSTRACT

days
until submissions close

The submissions deadline is 23:59 on Dec 15th, 2020 EET.
Please complete your submissions before this date.

If this conference has multiple submissions deadlines,
you'll see the other deadlines when you submit.

[Submit Your Abstract Now →](#)

RSU RESEARCH WEEK 2021

Conference Dates
24 - 26 Mar 2021

Conference Location
Riga, Latvia, 16 Dzirciema street

Conference Website
rw2021.rsu.lv/

Before submitting, look for submission guidelines [here](#). Read following information in order to prepare for the abstract submission. Then click **Next**.

My Submissions Reviews

New Submission

STEP 1. Track

STEP 2. Format

STEP 3. Title & Abstract

STEP 4. Authors

STEP 5. Topics

STEP 6. Best Paper

New Submission

Before submitting the abstract, look for the submission guidelines [here](#)

Following information will help you to prepare for the abstract submission:

Before submitting of abstract text you will be asked to choose the track (track = conference).

Only after submitting the abstract text you will be asked to specify the topic.

The list of main topics can be found [here](#)

! When entering more than one affiliation in the affiliation box, divide them by coma or semicolon. Make sure you use the correct English title of the affiliation. You may also select the most popular from the drop-down menu.

!! The corresponding author (the author submitting the abstract) will be asked for ORCID of all the authors (including the co-authors). Make sure you have it.

!!! In case submitting a case report, annotation or similar, you may enter the entire text in the "Objectives" field and put a "." in the 3 other fields.

!!!! Headings of each paragraph will appear automatically. There is no need to enter paragraph heading into the body text (objectives, methods etc.)

Next
Start Workflow

Choose **Track** and click **Done**. Same repeat for the next step – choose one of the **Formats** and click **Done**.

The screenshot shows a submission process interface. On the left, a vertical sidebar contains a progress indicator with six steps: 'STEP 1. Track', 'STEP 2. Format', 'STEP 3. Title & Abstract', 'STEP 4. Authors', 'STEP 5. Topics', and 'STEP 6. Best Paper'. The 'Track' step is currently active, indicated by a green dot. Above the sidebar are two buttons: 'My Submissions' and 'New Submission'. The main content area is titled 'Track' and contains the question 'Which track would you like to submit to?'. Below this question are four radio button options: 'Knowledge for Use in Practice', 'Society. Health. Welfare', 'PLACES', and 'University Teaching and Learning'. At the bottom center of the main area is a 'Done' button with the text 'Go To The Next Step' below it.

My Submissions

New Submission

STEP 1. Track

STEP 2. Format

STEP 3. Title & Abstract

STEP 4. Authors

STEP 5. Topics

STEP 6. Best Paper

Track

Which track would you like to submit to?

- Knowledge for Use in Practice
- Society. Health. Welfare
- PLACES
- University Teaching and Learning

Done
Go To The Next Step

In case of **case reports** or **keynote lecture annotations**, you need to enter the whole text in the first field and put a dot “.” in the three other sections.

- The **maximum number of words is 300** (excluding the abstract title and authors). No figures or tables are allowed at the time of abstract submission;

The image displays two overlapping screenshots of a submission interface. The background screenshot shows the 'Title & Abstract' section, which includes a 'Title' field, an 'Objectives' field, and a 'Materials and Methods' field. Each field has a rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, x^2 , x_2 , and Ω . A sidebar on the left indicates the current step (STEP 3) and lists other steps: STEP 1 (Track), STEP 2 (Format), STEP 4 (Authors), STEP 5 (Topics), and STEP 6 (Best Paper). A green indicator shows '300 words remaining.' at the bottom.

The foreground screenshot shows the 'Results' section, which includes a 'Results' field and a 'Conclusions' field. Both fields have the same rich text editor toolbar as the 'Objectives' and 'Materials and Methods' fields. A green indicator shows '300 words remaining.' at the bottom. A 'Done' button with the text 'Go To The Next Step' is located at the bottom right of the foreground screenshot.

Please **list all authors** (including email address, author's names, title, affiliation, and country) by clicking on **Add Another Author**. Each listed author will receive an automated email regarding the submission;

Only the corresponding author can make modifications to an abstract after it has been submitted, and only until the abstract submission deadline 15 December 2020.

Please nominate all the authors that contributed to this submission below.

Test Account
008405@rsu.edu.lv

Title

Affiliation

Country

ORCID - Optional
Your ORCID

2. Add Another Author

Authors

Please nominate all the authors that contributed to this submission below.

Test Account has been removed

1. Add Another Author

Go To The Next Step

Check the preview of authors. You can still Add Another Authors if required.

The screenshot shows a web interface for managing a submission. On the left is a vertical sidebar with a progress indicator. The progress indicator consists of six steps, each with a colored circle: STEP 1 (green), STEP 2 (green), STEP 3 (green), STEP 4 (orange), STEP 5 (orange), and STEP 6 (orange). The steps are labeled: My Submissions, New Submission, Track, Format, Title & Abstract, Authors, Topics, and Best Paper. The 'Authors' step (STEP 4) is currently active. The main content area is titled 'Authors' and contains the instruction: 'Please nominate all the authors that contributed to this submission below.' Below this instruction, there are two author entries. The first entry is '2. Test Account RSU' and has two checkboxes: 'Corresponding Author' (checked) and 'Presenting Author' (checked). To the right of this entry are three action icons: 'Re-order' (a vertical double-headed arrow), 'Edit Author' (an infinity symbol), and 'Remove' (an X symbol). The second entry is '2. Add Another Author'. At the bottom center of the main content area is a button labeled 'Done' with the text 'Go To The Next Step' below it.

My Submissions

New Submission

STEP 1. Track

STEP 2. Format

STEP 3. Title & Abstract

STEP 4. Authors

STEP 5. Topics

STEP 6. Best Paper

Authors

Please nominate all the authors that contributed to this submission below.

2. Test Account RSU

Corresponding Author Presenting Author

Re-order

Edit Author

Remove

2. Add Another Author

Done
Go To The Next Step

Choose **Topic** and click **Done**.

My Submissions

New Submission

STEP 1. **Track**

STEP 2. **Format**

STEP 3. **Title & Abstract**

STEP 4. **Authors**

STEP 5. **Topics**

STEP 6. **Best Paper**

Topics

Please choose one topic from the list below.

You must choose at least one topic:

LAW	2 Topics
<input type="checkbox"/> Contemporary Legal Problems	
<input type="checkbox"/> Medical and Sports Law	
INTERNATIONAL RELATIONS AND POLITICAL SCIENCE	1 Topics
<input type="checkbox"/> International Relations and Political Science	
COMMUNICATION STUDIES	1 Topics
<input type="checkbox"/> Communication Studies	
SOCIAL ANTHROPOLOGY	1 Topics
<input type="checkbox"/> Social Anthropology	

PSYCHOLOGY 1 Topics

Psychology

ECONOMICS AND BUSINESS 1 Topics

Economics and Business

If none of the topics suit your submission, please choose the nearest applicable topic or contact the chair for further advice.

Done
Go To The Next Step

Submitters that intend to participate in the “Best Paper Competition” should indicate this at the time of submission. The best paper will be selected from each conference section.]\

The image shows a web interface for submitting a paper. On the left is a vertical sidebar with a progress indicator. The progress indicator consists of six steps, each with a colored dot: STEP 1 (green), STEP 2 (green), STEP 3 (green), STEP 4 (green), STEP 5 (green), and STEP 6 (red). The steps are labeled: My Submissions, New Submission, Track, Format, Title & Abstract, Authors, Topics, and Best Paper. The 'Best Paper' step is currently active. The main content area is titled 'Best Paper' and contains the following text: 'BEST PAPER COMPETITION', 'The best paper will be selected from each conference (track), each section.', 'Papers will be evaluated in two steps: 1. evaluation of the abstract 2. evaluation of the presentation. Awarded papers receive the invitation to submit a full paper in a cited journal.', and 'DO YOU AGREE TO PARTICIPATE IN THE COMPETITION?'. Below this text is a dropdown menu with the text 'Select an Option' and two options: 'YES' and 'NO'. At the bottom of the main content area is a button labeled 'Done' with the text 'Save Submission' below it.

My Submissions

New Submission

STEP 1. Track

STEP 2. Format

STEP 3. Title & Abstract

STEP 4. Authors

STEP 5. Topics

STEP 6. Best Paper

Best Paper

BEST PAPER COMPETITION

The best paper will be selected from each conference (track), each section.

Papers will be evaluated in two steps: 1. evaluation of the abstract 2. evaluation of the presentation. Awarded papers receive the invitation to submit a full paper in a cited journal.

DO YOU AGREE TO PARTICIPATE IN THE COMPETITION?

Select an Option

- YES
- NO

Done
Save Submission

Preview of submitted Abstracts. You can withdraw or edit them.

The screenshot displays a user interface for managing submissions. At the top, there are two tabs: 'My Submissions' (active) and 'Reviews'. On the left side, there are two buttons: 'My Submissions' and 'New Submission'. The main content area is titled 'My Submissions' and indicates that there are '3 Submissions'. Below the title, a message states: 'All of your submissions are listed below. You are free to update any of these submissions as long as the deadline date has not yet expired.' To the right of this message is a yellow button with a plus sign and the text 'New Submission'. Below the message, there are two dropdown menus: 'All Statuses' and 'All Formats'. To the right of these is a search bar with a magnifying glass icon and the text 'Search by ID or Title'. The main content area contains a table with three rows, each representing a submission. The first row shows '#69 My Abstract' with a status of 'Pending'. The second row shows '#68' with a status of 'Pending'. The third row shows '#67' with a status of 'Pending'. At the bottom center of the main content area, there is a small icon of a person with a question mark.

ID	Title	Status
#69	My Abstract	Pending
#68		Pending
#67		Pending

You can change your original abstract until the final date of the submission period (15 December 2020). In order to do that, click **Edit** and follow the same workflow.

The image shows a user interface for managing a submission. On the left, a 'Pending' submission card displays the following information:

- Title:** X
- Authors:** 1. Ms. Test Account
- Track:** Knowledge for Use in Practice
- Topic Areas:** —
- BEST PAPER COMPETITION:** —
- Submission Format:** To be defined
- Latest Update:** 25th Nov 2020, 1:43pm EET
- Submission Date:** 25th Nov 2020, 1:43pm EET
- Submission ID:** 67

Below the submission card, there are two buttons: 'Edit' (highlighted with a yellow box and a blue arrow) and 'Withdraw' (with a red lightning bolt icon).

On the right, a 'New Submission' modal is open, showing a progress bar with six steps:

- STEP 1. Track
- STEP 2. Format
- STEP 3. Title & Abstract
- STEP 4. Authors
- STEP 5. Topics
- STEP 6. Best Paper

The modal contains the following text:

Before submitting the abstract, look for the submission guidelines [here](#)

Following information will help you to prepare for the abstract submission:

Before submitting of abstract text you will be asked to choose the track (track = conference). Only after submitting the abstract text you will be asked to specify the topic. The list of main topics can be found [here](#)

! When entering more than one affiliation in the affiliation box, divide them by coma or semicolon. Make sure you use the correct English title of the affiliation. You may also select the most popular from the drop-down menu.

!! The corresponding author (the author submitting the abstract) will be asked for ORCID of all the authors (including the co-authors). Make sure you have it.

!!! In case submitting a case report, annotation or similar, you may enter the entire text in the "Objectives" field and put a "." in the 3 other fields.

!!!! Headings of each paragraph will appear automatically. There is no need to enter paragraph heading into the body text (objectives, methods etc.)

At the bottom of the modal, there is a 'Next Start Workflow' button.

In order to withdraw it, click on **Withdraw**. After pop-up window appear where you need to confirm that you want to withdraw Abstract. It will still appear there with status Withdrawn.

The image shows a submission management interface. On the left, a 'Pending' submission card is displayed with the following details:

- Title:** 1. Ms. Test Account
- Authors:** 1. Ms. Test Account
- Track:** Knowledge for Use in Practice
- Topic Areas:** —
- BEST PAPER COMPETITION:** —
- Submission Format:** To be defined
- Latest Update:** 25th Nov 2020, 1:43pm EET
- Submission Date:** 25th Nov 2020, 1:43pm EET
- Submission ID:** 67

At the bottom right of the submission card, there are two buttons: 'Edit' and 'Withdraw'. The 'Withdraw' button is highlighted with a yellow box, and a blue arrow points from it to a 'Withdraw Submission' dialog box that is overlaid on the right side of the screen.

The 'Withdraw Submission' dialog box contains the following text:

Withdraw Submission

Are you sure you want to withdraw your submission?

Withdrawing your submission will make it ineligible for acceptance to the conference. You may re-insert your paper at any time afterwards.

At the bottom of the dialog box, there are two buttons: 'Yes, Withdraw it' (in orange) and 'No, Cancel' (in grey).

Below the dialog box, the submission card is partially visible, showing the 'Submission Date' and 'Submission ID' fields, and the 'Edit' and 'Withdraw' buttons at the bottom right.

It will still appear there with status Withdrawn.

Withdrawn

Title

Authors

1. Ms. Test Account

Track

Knowledge for Use in Practice

Topic Areas

—

BEST PAPER COMPETITION

—

Submission Format	Latest Update
To be defined	25th Nov 2020, 3:01pm EET
Submission Date	Submission ID
25th Nov 2020, 1:43pm EET	67

Edit

Reinsert

