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The first step to submit the paper is to register in the submission panel <https://panel-qualityfest.uek.krakow.pl/en/logowanie>. Once you registered, you can login to this system. Click “go to the dashboard”. Now you can upload your paper. The file should be in doc or docx. Please remember **not to include any personal information** in this file. You cannot include personal data in the article (e.g. name, surname, email address, affiliation), but you also cannot include information in the article that may enable the identification of information about the author (e.g. placing references to “my” research, any footnotes that could provide such information or acknowledgments). Before making this file be available for reviewers, the administrator of the system checks if there is no personal information. If there are any, the paper is send back to the author.

While submission of the paper, you can add some comments. The next step is to click the button “send”. The paper should be prepared according to the template (check the separate file). You can also check the review form to know what is evaluated by the reviewers.