

GUIDE TO COMPLETING INDERSCIENCE AUTHOR COPYRIGHT AGREEMENT AND ADDING DIGITAL SIGNATURES

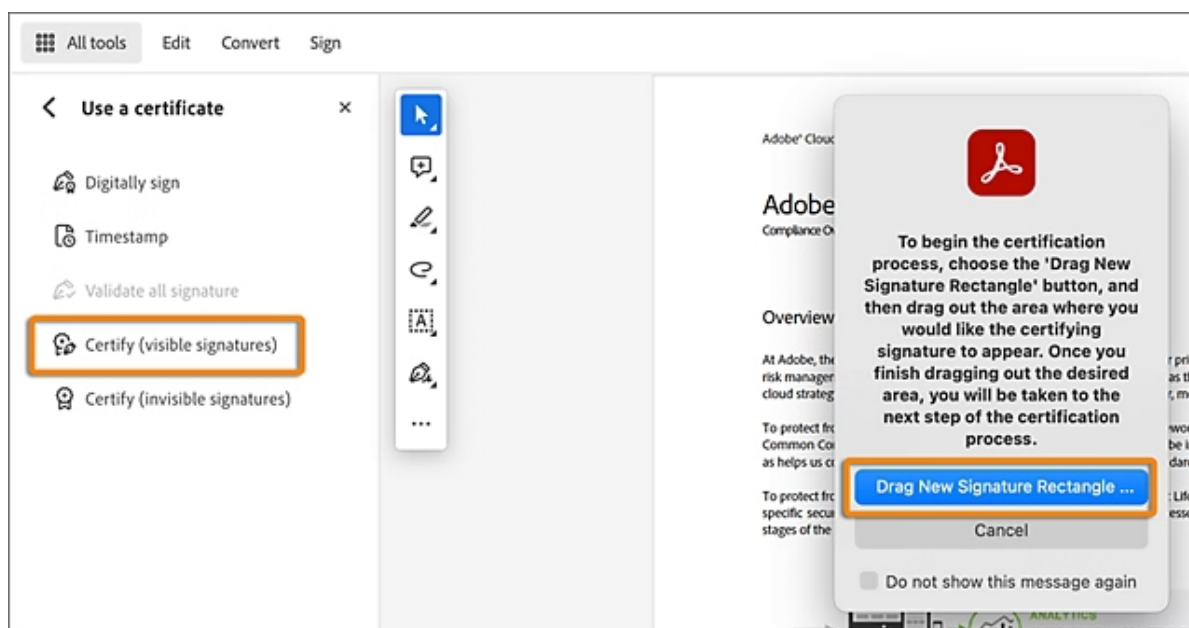
Basic requirement: Adobe reader (can be obtained from adobe.com)

Note: *Signatures of all authors may appear on one form or be sent on individual forms.*

1. Open the unsigned Author Copyright Agreement form, i.e. "authoragree.pdf".
2. Click the "Highlight Existing Fields" icon at the top of the document to highlight the fields to be completed.
3. In the author names field, insert the full names of all authors, reflecting the name order given in the article.
4. Insert the article title
5. Insert the journal title.
6. To add a digital signature and save the file, refer to

Steps to add a certificate-based signature to a PDF

- 6.1 Open a PDF in Acrobat and choose **All Tools** > **more** > **Use a certificate** in the global bar. Alternatively, from Acrobat Home, select See all tools. In the Protect section, select Use a certificate, and then select a file you want to certify.
- 6.2 The **Use a certificate tool** is open on the left pane.
 - Select **Certify (visible signatures)** to certify with a visible digital signature, and then select **Drag New Signature Rectangle** in the dialog box that appears.
 - Select **Certify (invisible signatures)** if you want to certify the document without a visible signature.

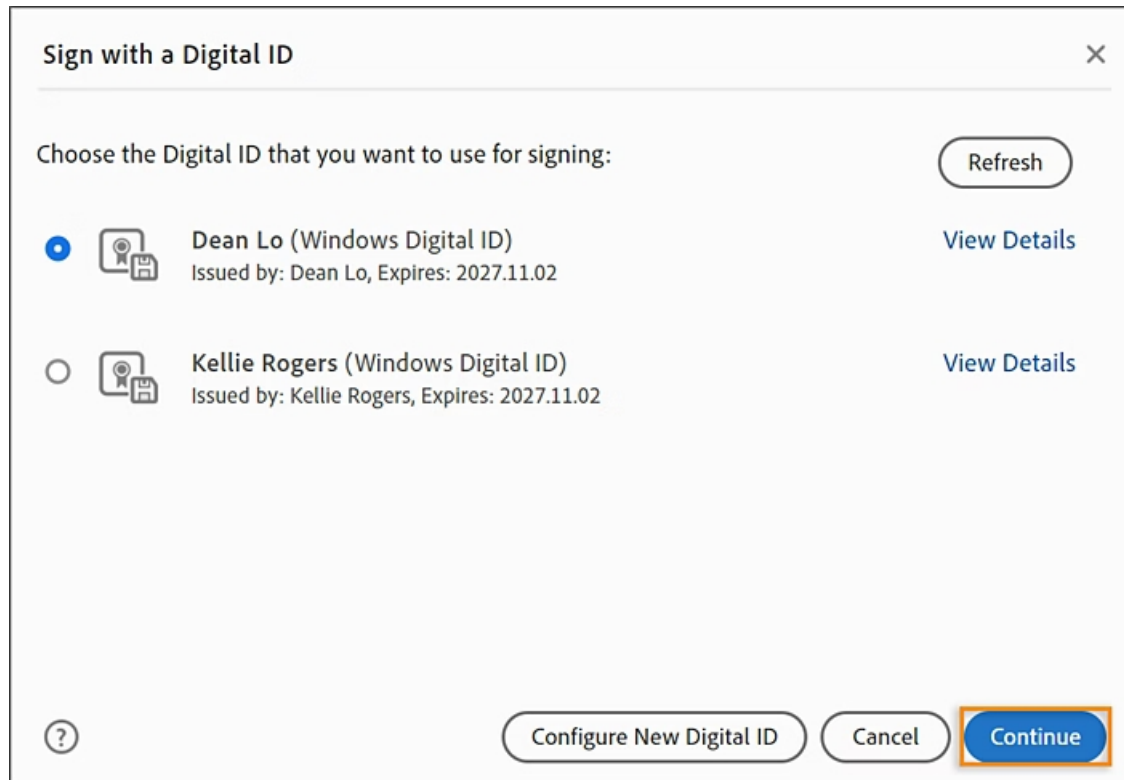


(Source: <https://helpx.adobe.com/sg/acrobat/using/certificate-based-signatures.html>)

6.3. Select OK in the Save as Certified Document dialog box.

6.4. If you've selected, Certify (visible signatures) in step 2, use the mouse to drag and draw a rectangle area where you want your signature to appear.

6.5. In the Sign with a Digital ID dialog box, choose the Digital ID you want to use for certifying the document and select Continue, or select Configure New Digital ID to create a new ID.



(Source: <https://helpx.adobe.com/sg/acrobat/using/certificate-based-signatures.html>)

6.6 Select Review to review the document content before signing, then select Sign. Save the PDF when prompted. Your document is now certified.

7. After saving the file, signing the Author Copyright Agreement form has been completed. At the top header of the file, you should see "authorform_yourname.pdf (SECURED)". Amendments to the PDF file will not be allowed. If a mistake has been made, start a new unsigned form ("authoragree.pdf") and start from again from step 1.

8. Close the PDF file. The signed Author Copyright Agreement form "authorform_yourname.pdf" can now be submitted/used officially.

Further help: <https://helpx.adobe.com/sg/acrobat/using/certificate-based-signatures.html>