

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:
 - Click the box next to "Signed by the Author".
 - "Add Digital ID" dialog box will be shown. If you already have a digital ID, select "My existing digital ID". If not, select "A new digital ID I want to create now"
 - To create your digital ID, choose either "New PKCS#12 digital ID file" or "Windows Certificate Store". After clicking next, complete your personal details and choose "1024-bit RSA" from the Key Algorithm menu and "Digital Signatures and Data Encryption" from the Use Digital ID menu. Enter a password of your choice on the last screen and click finish. A new digital ID file will be created and saved.
 - You should see that your digital ID (with your name and email address) has been selected and that your name is shown next to Certificate Issuer.
 - Enter the password you used when creating the digital ID.
 - Leave Appearance as "Standard Text".
 - Tick the "Lock Document After Signing" box. (Please only tick this when all fields have been completed and all authors have signed the form (if you plan to have all author signatures on one form), as it will lock all fields on the form.)
 - Click "Sign".
 - When you click "Sign" you will be prompted to save the PDF file by a "Save As" dialogue box. Save it using a new filename. eg. "authorform_yourname.pdf"
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:

Create a new digital ID

<http://www.adobepress.com/articles/article.asp?p=1708161&seqNum=4>

Sign a document

<http://www.adobepress.com/articles/article.asp?p=1708161&seqNum=5>