



Step-by-Step Instructions for Authors

2026 國際音樂治療研討會：投稿操作指南

2026 INTERNATIONAL MUSIC THERAPY CONFERENCE:
SUBMISSION GUIDE

第一步：帳號註冊 (Account Registration & Login)

- 註冊 (Register): 若您沒有 CMT 帳號，請至 [Microsoft CMT](#) 點擊 "Register"。
- 驗證 (Verification): 完成信箱驗證後登入系統。
- 尋找會議 (Find Conference): 在 "All Conferences" 標籤搜尋 "Music Therapy Association" 並進入。
- **Create Account:** If you do not have a CMT account, please visit [Microsoft CMT](#) and click "Register. "
- **Verification:** Complete the email verification process to activate your account.
- **Find Conference:** Under the "All Conferences" tab, search for "Music Therapy Association" to access the submission portal.

2. 開始投稿 (Start Your Submission)

- 建立新投稿 (Create New Submission): 點擊左上角 "+ Create New Submission"。
- 選擇類別 (Select Track): 本屆研討會採單一類別，請直接進入下一步。
- **Create New Submission:** Click the "+ Create New Submission" button in the top-left corner.
- **Select Track:** This conference uses a single track. You will be directed to the submission form automatically.

3. 填寫摘要資訊 (Enter Submission Details)

- 標題 (Title): 輸入您的論文或臨床案例標題。
- 摘要 (Abstract): 在文字框內直接貼入摘要。上限 1000 字元 (Max 1,000 characters)。
- 作者 (Authors): 系統自動帶入您的資訊 (Primary Contact)。
 - 點擊 "+ Add" 加入共同作者的 Email。
 - 重要：評審無法看到此區塊，請放心填寫正確姓名。
- **Title:** Enter the full title of your research or clinical case study.
- **Abstract:** Paste your abstract text directly into the text box. (Limit: 3,000 characters).
- **Authors:** The system will automatically list you as the Primary Contact.
 - To add co-authors, click "**+ Add**" and enter their email addresses.
 - **Note:** This section is hidden from reviewers. Please ensure all author details are accurate here.

4. 專業領域與檔案上傳 (Subject Areas & File Upload)

- 領域標籤 (Subject Areas): 請選擇至少一項主要專長 (如: Neurorehabilitation 或 Early Childhood)。
- 檔案上傳 (Submission File): 僅接受 PDF 格式。
 - **雙盲審查警告 (Double-Blind Warning):** PDF 檔案內嚴禁出現任何作者姓名或單位資訊。(The PDF file must be anonymous; do not include author names or affiliations.)
- **Subject Areas:** Select at least one Primary Subject Area (e.g., Neurorehabilitation, Early Childhood, or Geriatric Care) to help us assign the most suitable reviewers.
- **Upload PDF:** Only PDF format is accepted.
 - **Double-Blind Review Policy:** The uploaded PDF must be anonymous. Do not include author names, affiliations, or email addresses within the file.
 - **File Name:** Avoid using your name in the file name (e.g., use Abstract_MT2026.pdf instead of JohnDoe_Abstract.pdf).

5. 時程提醒 (Finalize & Submit)

- 勾選底部的 Acknowledge (確認條款) 。
- 點擊右下角的 "Submit" 。
- 看到 Success 畫面：您會收到一封系統自動寄出的確認信。
- 在截止日 (2026/04/15) 前，您都可以隨時回來點擊 "Edit Submission" 修正內容。
- **Acknowledgment:** Check the required boxes at the bottom of the form to agree to the submission terms.
- **Submit:** Click the "Submit" button. You will receive an automated confirmation email.
- **Editing:** You may log back in to click "Edit Submission" and update your files or info anytime before the deadline.

給投稿者的溫馨提醒 (Tips for Authors)

- 時間認知：您的電腦系統可能顯示的是 Pacific Time。請務必在台灣時間 2026/04/15 23:59 前完成，不要挑戰最後一分鐘。
- 瀏覽器：建議使用 Chrome 或 Edge，避免使用舊版 IE。
- 檔案格式：僅接受 PDF 格式。
- Submission Deadline: April 15, 2026, 23:59 (Taipei Time, GMT+8).
- System Time Note: Please be aware that the CMT system displays Pacific Time (PT). The system will close at 08:59 AM (PT) on April 15.
- We strongly recommend completing your submission at least 24 hours in advance.