

PANDUAN PENGIRIMAN FULL PAPER BAGI PENULIS

(PENULIS YANG MEMILIH UNTUK MENGIRIM ABSTRACT/EXTENDED ABSTRACT TIDAK PERLU MENGIKUTI PROSES PADA PANDUAN INI)

1. Setelah Anda menerima informasi via email bahwa Anda diminta untuk mengirimkan paper sebagai kelanjutan dari pengiriman abstract Anda, maka Anda dapat login kembali ke febconferences.id dengan username dan password yang sama dengan pada saat Anda mengirimkan abstract.
2. Setelah Anda login, Anda akan masuk ke tampilan User Home seperti pada gambar di bawah ini. Silakan klik Author (dilingkari pada gambar).

The screenshot shows a web browser window with the URL `febconferences.id/index.php/isclo/isclo2020/user`. The page title is "FEB Telkom University Open Conference Systems". The navigation menu includes "HOME", "ABOUT", "USER HOME", "SEARCH", "CURRENT CONFERENCES", and "##REGISTER##". The breadcrumb trail is "Home > 8th International Seminar and Conference on Learning Organization > User Home". The main content area is titled "User Home" and features a table for the "ISCLO 8th International Seminar and Conference on Learning Organization". The table has two columns: "Role" and "Count". The "Author" role is circled in blue, with a count of "1 Active" and a "[New Submission]" link. The "Reviewer" role has a count of "0 Active". Below the table is a "My Account" section with links for "Edit My Profile", "Change My Password", and "Log Out". The right sidebar contains several sections: "OPEN CONFERENCE SYSTEMS" with a "Conference Help" link; "USER" with "You are logged in as..." and links for "My Profile" and "Log Out"; "NOTIFICATIONS" with "View" and "Manage" links; "CONFERENCE CONTENT" with a search box and "Browse" options for "By Conference", "By Author", and "By Title"; "FONT SIZE" settings; and "INFORMATION" with links for "For Readers" and "For Authors". The Windows taskbar at the bottom shows the date and time as "23/07/2020 00:42".

3. Kemudian akan muncul tampilan Active Submission seperti pada gambar di bawah ini. Silakan klik judul paper Anda (dilingkari pada gambar). Terlihat pada gambar bahwa status paper Anda adalah Awaiting Upload, karena Anda memang belum meng-upload file paper Anda.

The screenshot displays the 'Active Submissions' page of the FEB Telkom University Open Conference Systems. The page features a navigation menu at the top with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT CONFERENCES, and ##REGISTER##. Below the navigation, there is a breadcrumb trail: Home > User > Author > Active Submissions. The main heading is 'Active Submissions', with tabs for 'ACTIVE' and 'ARCHIVE'. A table lists the submission details:

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
133	07-22	ENTRE		HOW ACTORS CHANGE INSTITUTIONS: TOWARDS A THEORY OF...	AWAITING UPLOAD

Below the table, it indicates '1 - 1 of 1 Items' and provides instructions: 'Start here to submit a paper to this conference. STEP ONE OF THE SUBMISSION PROCESS'. The right sidebar contains several sections: 'OPEN CONFERENCE SYSTEMS' with a 'Conference Help' link; 'USER' section stating 'You are logged in as...' with a profile picture and links for 'My Profile' and 'Log Out'; 'AUTHOR Submissions' section with links for 'Active (1)', 'Archive (0)', and 'New Submission'; 'NOTIFICATIONS' section with links for 'View' and 'Manage'; 'CONFERENCE CONTENT' section with a search bar and a dropdown menu set to 'All'; 'Browse' section with links for 'By Conference', 'By Author', and 'By Title'; 'FONT SIZE' section; and 'INFORMATION' section with links for 'For Readers' and 'For Authors'. The Windows taskbar at the bottom shows the search bar, task view, and several application icons, with the system tray displaying the time as 00:45 on 23/07/2020.

4. Selanjutnya akan muncul tampilan 'Step 3. Uploading the Submission' seperti terlihat pada gambar di bawah ini. Silakan pilih file paper Anda, lalu kemudian upload file tersebut (bagian yang dilingkari pada gambar). Mohon hanya mengirimkan file paper berformat Microsoft Word saja. Setelah berhasil meng-upload, silakan klik tombol hijau 'Save and Continue'.

The screenshot displays the 'Step 3. Uploading the Submission' page on the FEB Telkom University Open Conference Systems website. The page features a navigation menu at the top with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT CONFERENCES, and REGISTER. A breadcrumb trail indicates the user's path: Home > User > Author > Submissions > New Submission. The main heading is 'Step 3. Uploading the Submission', followed by a progress indicator showing '3. UPLOAD SUBMISSION' as the current step, with '4. UPLOAD SUPPLEMENTARY FILES' and '5. CONFIRMATION' as subsequent steps. Instructions for uploading a paper are provided, including steps for selecting a file, naming it, and clicking 'Upload'. A 'Submission File' section shows 'No submission file uploaded.' and a file upload interface with a 'Choose File' button circled in blue, a 'No file chosen' message, and an 'Upload' button. Below the upload area are 'Save and continue' and 'Cancel' buttons. The right sidebar contains various utility links such as 'OPEN CONFERENCE SYSTEMS', 'Conference Help', 'USER' (with a profile link and 'Log Out'), 'NOTIFICATIONS' (with 'View' and 'Manage'), 'CONFERENCE CONTENT' (with a search box and dropdown), 'Browse' (with 'By Conference', 'By Author', and 'By Title'), 'FONT SIZE', and 'INFORMATION' (with 'For Readers' and 'For Authors'). The browser's address bar shows the URL 'febconferences.id/index.php/isclo/isclo2020/author/submit/2?paperid=133'. The Windows taskbar at the bottom shows the search bar, task view, and several application icons, with the system tray displaying the time '00:49' and date '23/07/2020'.

5. Selanjutnya Anda akan sampai ke tampilan 'Step 4. Uploading Supplementary Files' seperti terlihat pada gambar di bawah ini. Di tahap ini, Anda dapat meng-upload bukti pembayaran registrasi berbentuk scan atau foto. Jika Anda melakukan pembayaran sebagai peserta student, di tahap ini Anda pun diminta untuk meng-upload scan atau foto student ID Anda, setelah selesai meng-upload bukti pembayaran registrasi. Lalu akhiri tahap ini dengan klik tombol hijau 'Save and Continue'.

The screenshot displays the 'Step 4. Uploading Supplementary Files' page on the FEB Telkom University Open Conference Systems website. The page features a navigation menu at the top with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT CONFERENCES, and ##REGISTER##. Below the navigation, a breadcrumb trail shows the path: Home > User > Author > Submissions > New Submission. The main heading is 'Step 4. Uploading Supplementary Files'. A sub-heading indicates the current step: '3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION'. A descriptive paragraph explains that this step allows for uploading supplementary files such as research instruments, data sets, or figures. Below the text is a table with columns for ID, TITLE, ORIGINAL FILE NAME, DATE UPLOADED, and ACTION. The table is currently empty, with a message stating 'No supplementary files have been added to this submission.' Below the table, there is a section for 'Upload supplementary file' with a 'Choose File' button (circled in blue), a 'No file chosen' indicator, and an 'Upload' button. At the bottom of this section are 'Save and continue' and 'Cancel' buttons. The right sidebar contains several utility sections: 'OPEN CONFERENCE SYSTEMS' with a 'Conference Help' link; 'USER' information showing the user is logged in with options for 'My Profile' and 'Log Out'; 'NOTIFICATIONS' with 'View' and 'Manage' links; 'CONFERENCE CONTENT' with a search bar and a dropdown menu; 'Browse' options by conference, author, or title; 'FONT SIZE' adjustment tools; and 'INFORMATION' links for readers and authors. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date 23/07/2020 and time 00:56.

6. Anda kemudian akan sampai pada tampilan 'Step 5. Confirming the Submission' seperti terlihat pada gambar di bawah ini. Jika Anda sudah yakin dengan file-file yang Anda sudah upload, maka klik tombol hijau 'Finish Submission' untuk mengirimkan file-file Anda ke panitia ISCLO 2020.

Step 5. Confirming the Submission

3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to ISCLO click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with ISCLO.

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
162	BODYEMAIL.DOCX	Submission File	14KB	07-23

[Finish Submission](#) [Cancel](#)

OPEN CONFERENCE SYSTEMS

[Conference Help](#)

USER

You are logged in as...

- [My Profile](#)
- [Log Out](#)

NOTIFICATIONS

- [View](#)
- [Manage](#)

CONFERENCE CONTENT

Search

All

[Search](#)

Browse

- [By Conference](#)
- [By Author](#)
- [By Title](#)

FONT SIZE

INFORMATION

- [For Readers](#)
- [For Authors](#)

7. Jika Finish Submission berhasil, maka Anda akan melihat tampilan seperti terlihat pada gambar di bawah ini. Submission Anda dinyatakan lengkap dan status paper Anda tertulis Paper in Review (dilingkari pada gambar).

The screenshot shows the 'Active Submissions' page on the FEB Telkom University Open Conference Systems website. The page features a navigation menu at the top, a breadcrumb trail (Home > User > Author > Active Submissions), and a table of active submissions. The status 'PAPER IN REVIEW' is circled in blue. The table has columns for ID, MM-DD SUBMIT, TRACK, AUTHORS, TITLE, and STATUS. The submission details are as follows:

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
133	07-23	ENTRE	Hatammimi	HOW ACTORS CHANGE INSTITUTIONS: TOWARDS A THEORY OF...	PAPER IN REVIEW

Below the table, it indicates '1 - 1 of 1 Items' and provides instructions: 'Start here to submit a paper to this conference. STEP ONE OF THE SUBMISSION PROCESS'. The right sidebar contains various utility links such as 'OPEN CONFERENCE SYSTEMS', 'USER', 'AUTHOR', 'NOTIFICATIONS', 'CONFERENCE CONTENT', and 'FONT SIZE'.

8. Selanjutnya Anda tinggal menunggu hasil review terhadap paper Anda dalam jangka waktu maksimal 14 hari. Anda hanya akan mendapatkan hasil review dan LoA resmi jika Anda sudah mengirimkan bukti pembayaran registrasi melalui febconferences.id. Jika Anda belum meng-upload bukti pembayaran registrasi setelah meng-upload full paper, Anda dapat mengklik judul paper Anda di tampilan Active Submission dan kemudian mengklik 'Add Supplementary Files'. Demikianlah seluruh langkah yang harus Anda lakukan sebagai penulis untuk pengiriman berjenis Paper.