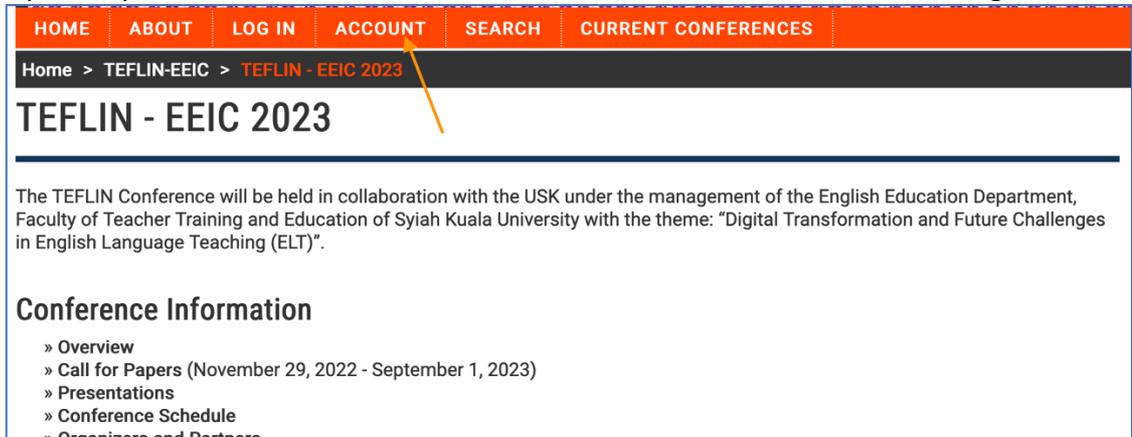


PROCEDURE OF ABSTRACT AND FULL PAPER SUBMISSION

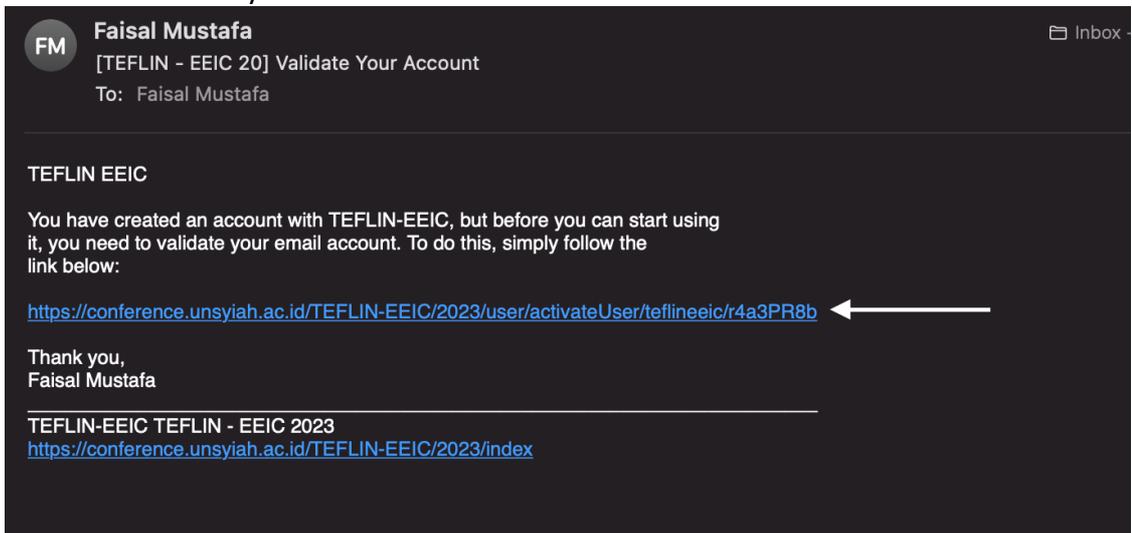
A. Registration

1. Open <https://conference.usk.ac.id/TEFLIN-EEIC/> and click "ACCOUNT" to register.



2. Complete the registration form and make sure you select "Author" before completing the registration

3. After creating an account, you need to validate your account. Check the email and click on the link in your email for validation.



B. Abstract Submission

1. Login using your username and password.

HOME ABOUT **LOG IN** ACCOUNT SEARCH CURRENT CONFERENCES

Home > Log In

Log In

Username

Password

2. Click on STEP ONE

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES

Home > User > Author > Active Submissions

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE
<i>No Submissions</i>				

Start here to submit a paper to this conference.
STEP ONE OF THE SUBMISSION PROCESS

3. Choose your track and click "Save and Continue"

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES

Home > User > Author > Submissions > New Submission

Step 1. Starting the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

Encountering difficulties? Contact Faisal Mustafa for assistance.

Conference Track

Select the appropriate track for this submission (see Track Policies).

Track*

Submission Checklist

4. Type Author and Abstract Details, then click “Save and Continue”

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

Authors

First name*

Middle name

Last name*

Email*

URL

Affiliation

5. Choose the file to upload and click on “Upload”, then click “Save and Continue”

1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file No file selected.

6. Add details about the uploaded abstract, then click “Save and Continue”

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title*

Creator (or owner) of file

Keywords

Type

Brief description

7. Write down the Abstract ID because you need to complete a confirmation form at <https://teflin-eeic.usk.ac.id/confirmation.html>

In Track:

Title

ID	MM-DD SUBMIT	TRACK	SESSION TYPE	AUTHORS	TITLE	PEER REVIEW				RULING
						REVIEW STAGE	ASK	DUE	DONE	
5275	11-29	TLT		Mustafa	THIS IS AN ABSTRACT TITLE	-	-	-	-	11-29 -

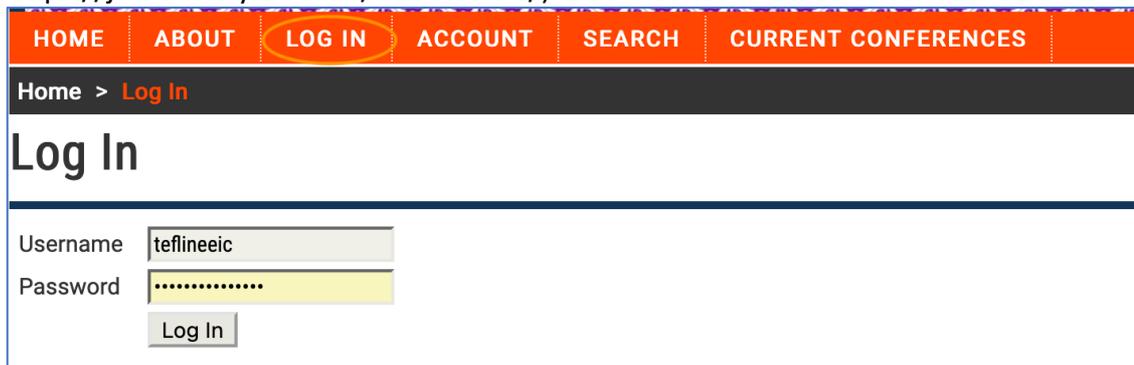
C. Paper Submission (This section has been updated)

Note: After receiving review results, please make any necessary revisions in the abstract:

- a) If you have planned to submit a full paper, you do not have to submit a revised version of the abstract, but you can submit it (in the same file) with the full paper before the full paper submission deadline.
- b) If you do not intend to submit a full paper, you can submit the revised version of the abstract as the full paper.
- c) DO NOT submit a full paper / revised abstract before the status of your abstract changes to "AWAITING UPLOAD." If the status is still "ABSTRACT IN REVIEW: REVISIONS REQUIRED", do not submit a full paper or revised abstract. This status means that you need to revise your abstract to be uploaded (with or without a full paper) later.

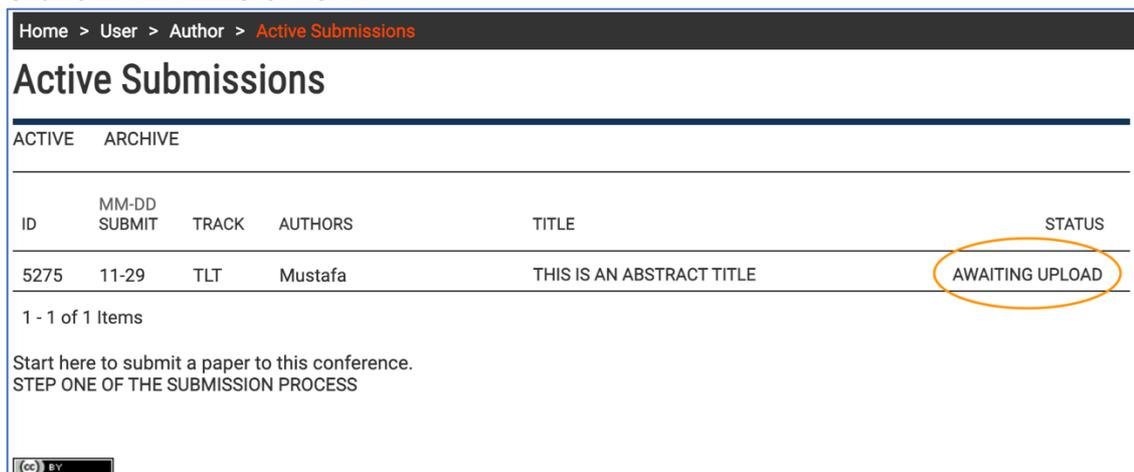
Please follow these steps to submit you full paper or revised abstract.

1. After receiving Abstract Acceptance Email from the editor, you can log in to the Abstract and Paper Submission System (the same website you upload the abstract: <https://jurnal.unsyiah.ac.id/TEFLIN-EEIC/>)



The screenshot shows the 'Log In' page of the submission system. At the top, there is a navigation bar with links: HOME, ABOUT, LOG IN (highlighted with a red circle), ACCOUNT, SEARCH, and CURRENT CONFERENCES. Below the navigation bar, the breadcrumb trail reads 'Home > Log In'. The main heading is 'Log In'. There are two input fields: 'Username' with the value 'teflineeic' and 'Password' with masked characters. A 'Log In' button is located below the password field.

2. Click on AWAITING UPLOAD



The screenshot shows the 'Active Submissions' page. The breadcrumb trail is 'Home > User > Author > Active Submissions'. The main heading is 'Active Submissions'. There are two tabs: 'ACTIVE' and 'ARCHIVE'. Below the tabs is a table with the following data:

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
5275	11-29	TLT	Mustafa	THIS IS AN ABSTRACT TITLE	AWAITING UPLOAD

Below the table, it says '1 - 1 of 1 Items'. At the bottom, there is a message: 'Start here to submit a paper to this conference. STEP ONE OF THE SUBMISSION PROCESS'. A Creative Commons BY license logo is visible in the bottom left corner.

- Choose the full paper or revised abstract file to upload and click on “Upload”, then click “Save and Continue”

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

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Faisal Mustafa for assistance.

Submission File 1

No submission file uploaded.

Upload submission file 2

No file chosen

- Upload Supplementary file such as datasheet or appendix if there is any, then click “Save and Continue”

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
1879	Untitled	Surat Permintaan Website TEFLIN.docx	11-29	EDIT DELETE

Upload supplementary file 1

No file chosen

- Finally, click “Finish Submission”. If you need to change the full paper file or supplementary file, you can do it before you click on “Finish Submission”. You cannot make any changes after clicking “Finish Submission”. You need to contact the conference editor if you need to make changes before your paper is sent to reviewers.

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

To submit your manuscript to TEFLIN-EEIC 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 TEFLIN-EEIC.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
11766	SURAT PERMINTAAN WEBSITE TEFLIN.DOCX	Supplementary File	498KB	11-29
11814	TEMPLATE FULL PAPER TEFLIN-EEIC 2023.DOCX	Submission File	58KB	01-04

1