



ePaper Guidebook

UGM Annual Scientific Conferences



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ACCOUNT REGISTRATION

This section will guide you through the registration of your ePaper Management account.

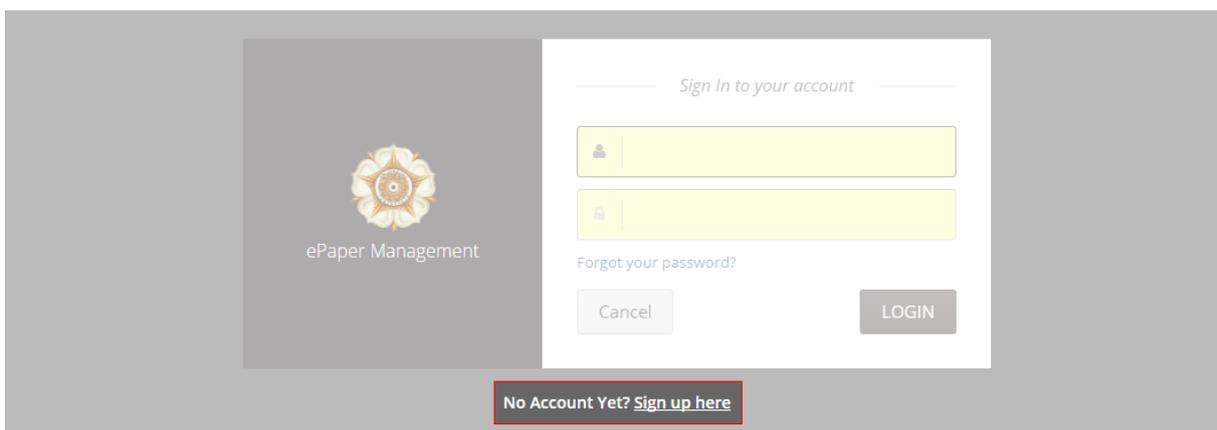
1. Go to the [ePaper Management](#) site.



Alternatively, you can simply click the [Register](#) button on the respective UASC website, which will redirect you to the ePaper Management site.



2. Below the login form, click [Sign up here](#).





3. Enter your details and click **Submit** to create your account.

Notes:

- Add your country's phone code (e.g. **+62** for Indonesia)
- Enter **only one** active email address
- You can change these details later (except for your email)

Create new ePaper account

Country	Indonesia
Email	username@example.com
Password
Confirm Password
Status	Student
Salutation	Mr.
First Name	Lorem Ipsum
Last Name	Amet
Address	Pogung Dalangan, Mlati, Sleman, Yogyakarta - Indonesia
Affiliation	Department of <u>Abc</u> , Faculty of Def, <u>Universitas Gadjah Mada</u>
Mobile Phone	+62 85200000000

I Agree to the ePaper Terms of Service and Privacy Policy

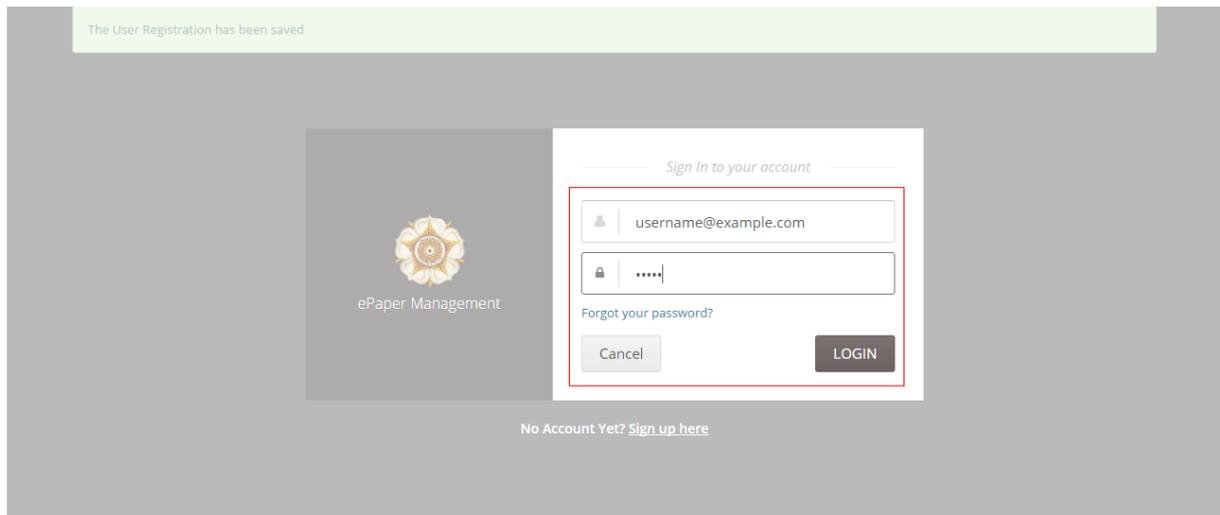
SUBMIT

4. Your account has been created. Your user ID and password will be sent to your email.

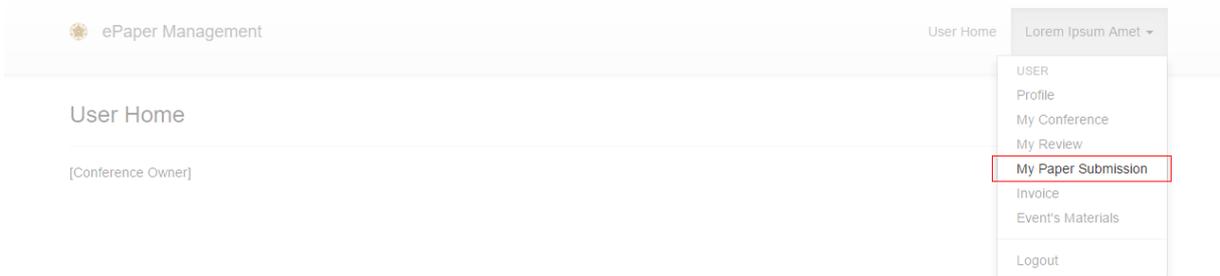
Further steps for participants (non-presenters)

Conference participants who will not be presenting a paper or poster should continue with the following steps.

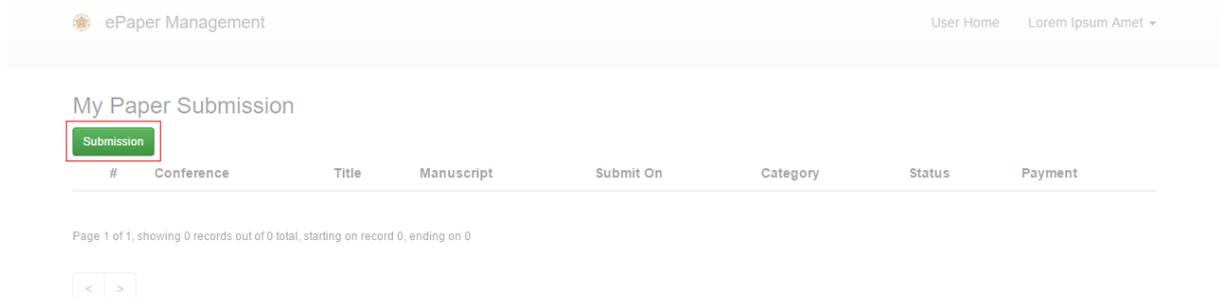
5. Once you have received your user ID and password, log into your account.



6. Click on your name in the top-right corner of the page and select **My Paper Submission**.



7. Click the **Submission** button.





8. Select **Participant** under **Type of presentation** and then click **Submit**.

ePaper Management User Home Lorem Ipsum Amet ▾

Paper Submission

Conference:

Type of presentation: Oral Poster **Participant (No Present Paper)**

Symposia:

Topic:

Title:

Abstract:

Author:

Name	Email	Authorship	<input type="button" value="+ Author"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="- Authorship -"/>	

Paper/Abstract (Max. 10MB): No file selected.

If you require further assistance, please email the conference's contact person.

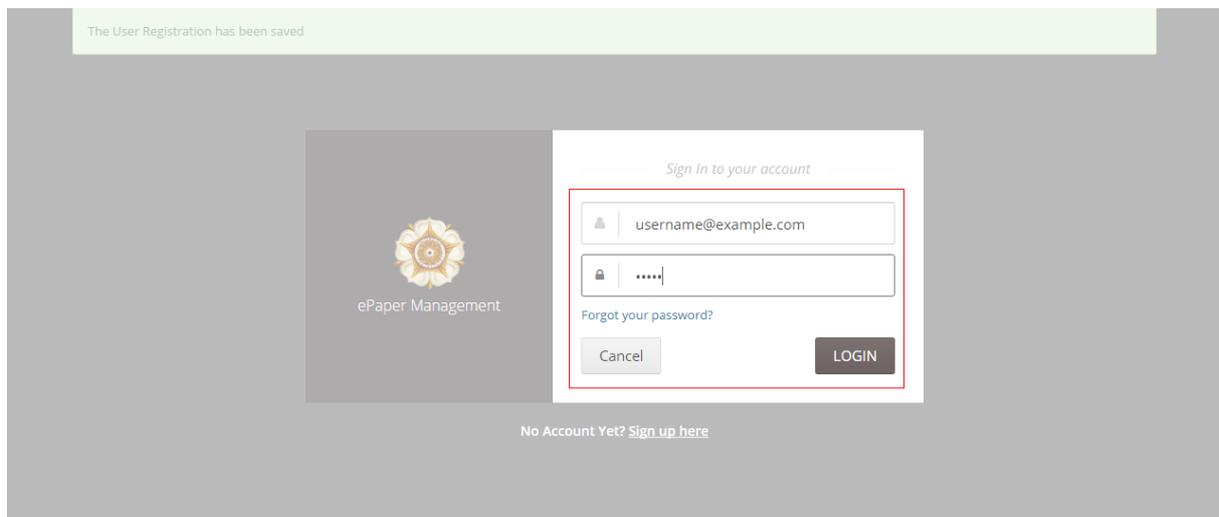
ABSTRACT SUBMISSION

Once your ePaper Management account has been created, you will be able to use this account to submit your abstract. This section will guide you through your abstract submission.

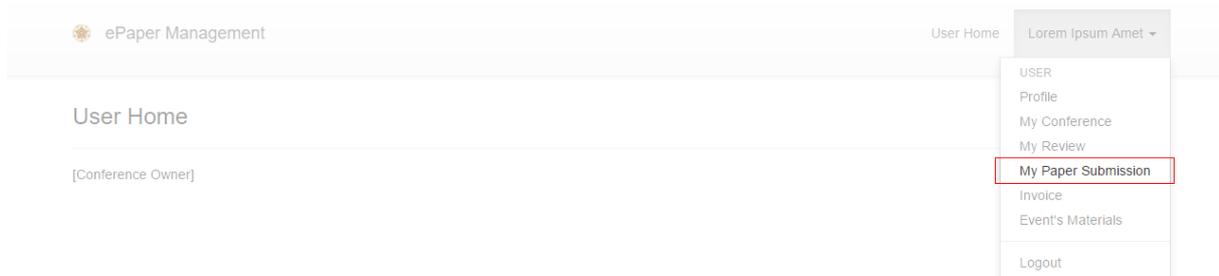


Please ensure that you are using the correct account to submit your manuscript, as an invoice will be generated for this account.

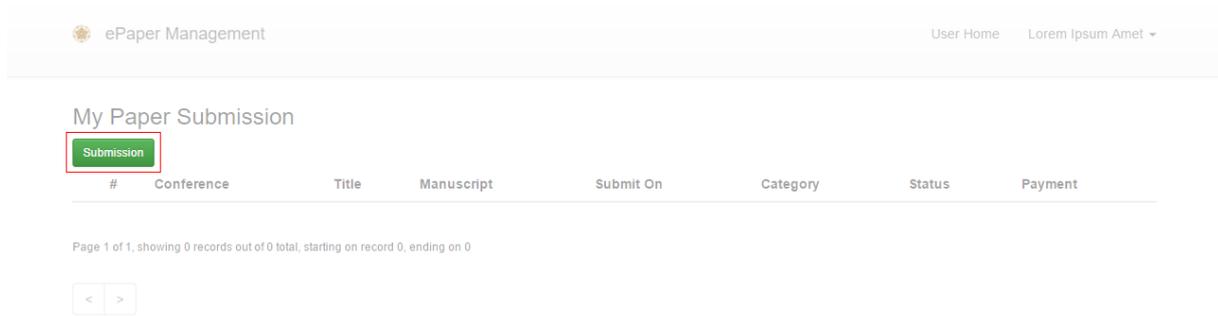
1. Sign in to your account.



2. Once you are logged in, click on your name in the top-right and select **My Paper Submission**.



3. Click the **Submission** button.



4. Fill in the form and then click **Submit** to send your abstract.

Notes when selecting authorship:

- Select **First Author** for first author
- If the corresponding author is not a first author, select **Corresponding Author**
- Select **Co-Author** for another author

Paper Submission

Conference:

Type of presentation: Oral Poster Participant (No Present Paper)

Symposia:

Topic:

Title:

Abstract:

Author	Name	Email	Authorship	
	<input type="text" value="Dolor Sit Amet"/>	<input type="text" value="dolorsit@example.com"/>	<input type="text" value="First Author"/>	<input type="button" value="+ Author"/>
	<input type="text" value="Lorem Ipsum Amet"/>	<input type="text" value="username@example.com"/>	<input type="text" value="Corresponding Author"/>	<input type="button" value="Remove"/>
	<input type="text" value="Consectetur Adipiscing Eli"/>	<input type="text" value="consectetur@example.com"/>	<input type="text" value="Co-Author"/>	<input type="button" value="Remove"/>

Paper/Abstract (Max. 10MB):



5. Your abstract has successfully been submitted. You will now be able to view your abstract in the [My Paper Submission](#) and [Active Paper](#) pages.

ePaper Management User Home [Lorem Ipsum Amet](#)

Paper has been submitted, waiting for review!

My Paper Submission

[Submission](#)

	#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
Ad	11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Manuscript submitted	

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

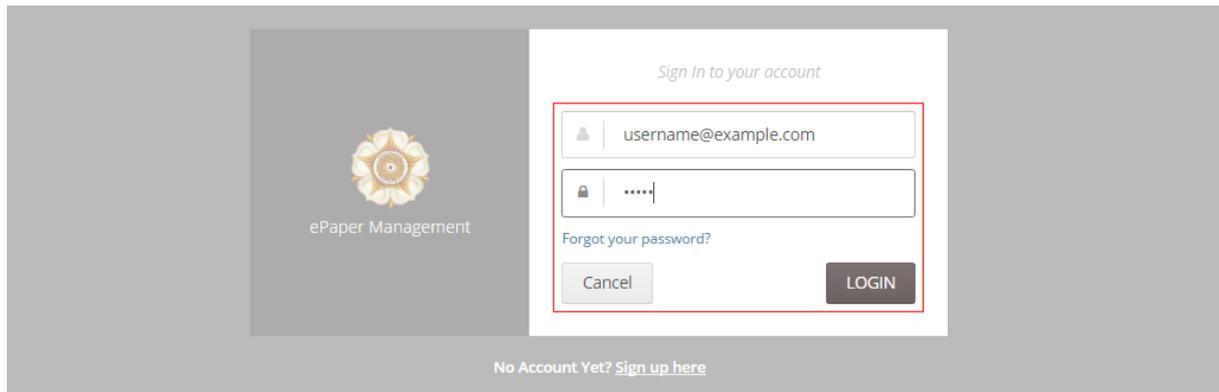
< >

If you require further assistance with submitting your abstract, please email the conference's contact person.

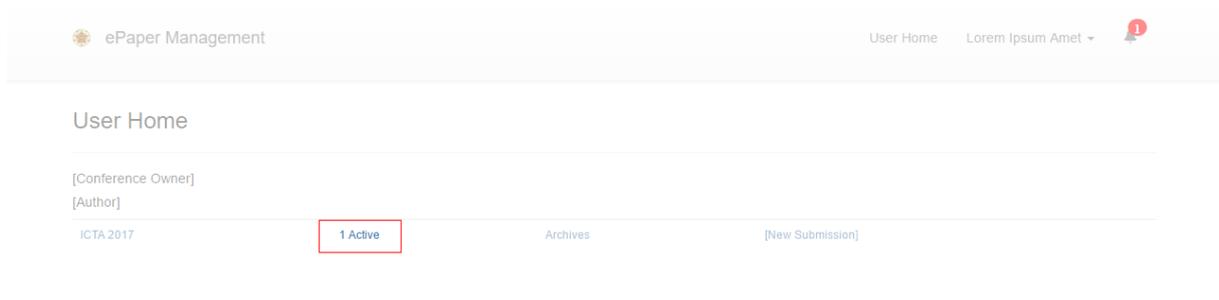
FULL PAPER SUBMISSION

If your abstract is accepted, you will be able to submit your full paper. Follow these steps to do so.

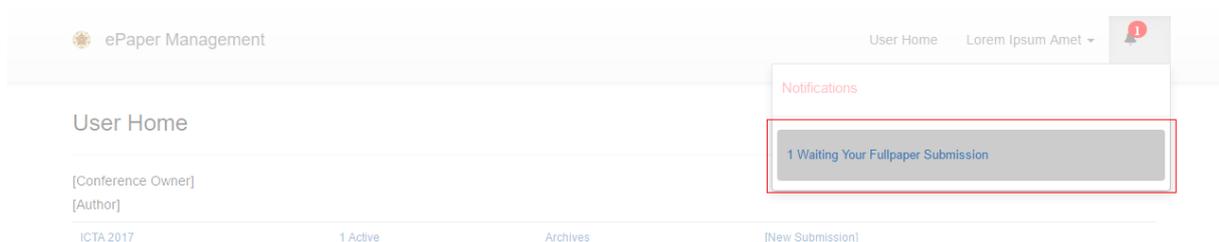
1. Sign in to your account.



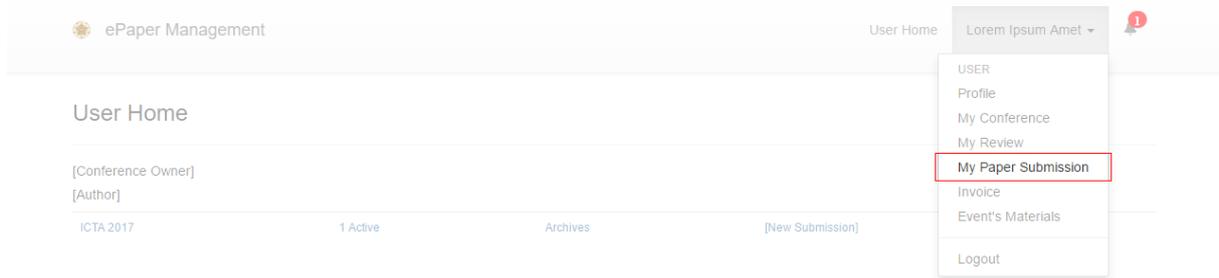
2. In the [User Home](#) page, click your [Active](#) paper.



Alternatively, you can click the notification in the top-right of the page.

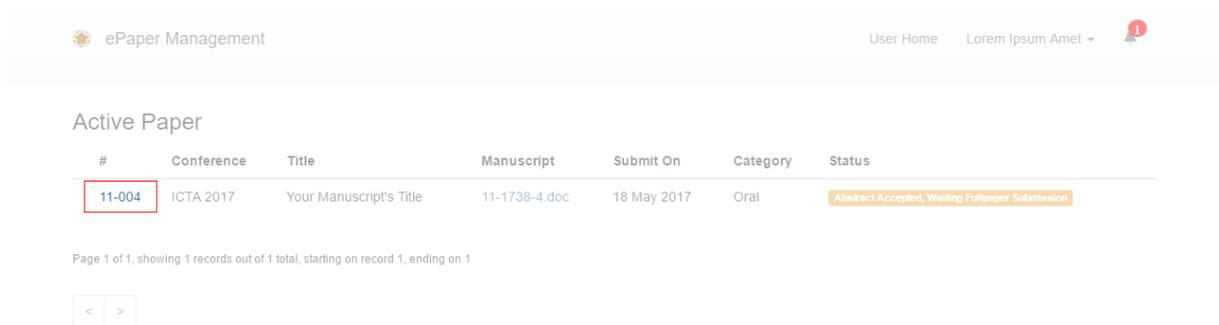


You can also access your paper by clicking your name in the top-right of the page and then selecting [My Paper Submission](#).



The screenshot shows the 'User Home' section of the ePaper Management interface. A dropdown menu is open, displaying options: USER, Profile, My Conference, My Review, **My Paper Submission** (highlighted with a red box), Invoice, Event's Materials, and Logout. The user's name 'Lorem Ipsum Amet' is visible in the top right corner.

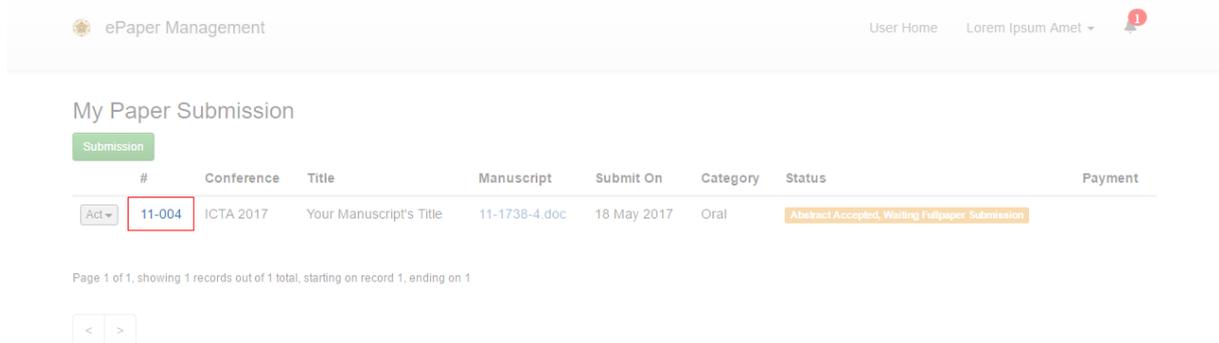
3. Click your [paper's ID](#).



The screenshot shows the 'Active Paper' section with a table listing paper details. The first row is highlighted with a red box around the ID '11-004'.

#	Conference	Title	Manuscript	Submit On	Category	Status
11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Abstract Accepted, Waiting Fullpaper Submission

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

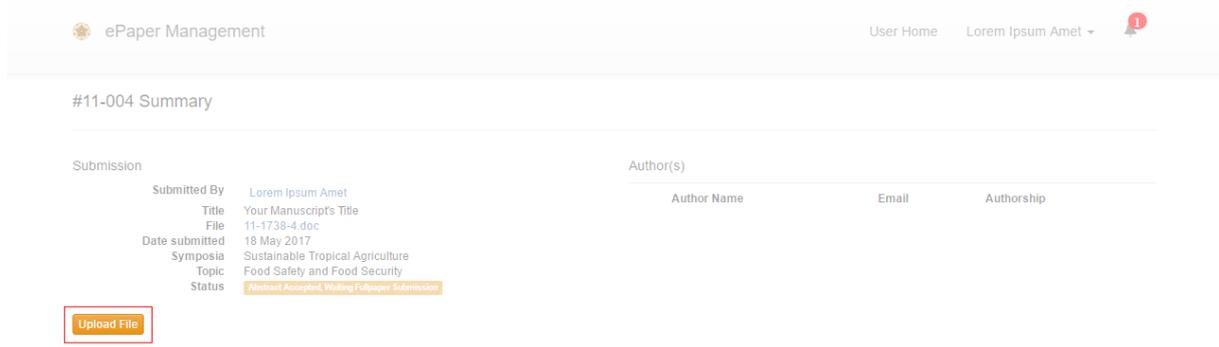


The screenshot shows the 'My Paper Submission' page. A table lists the submission details, with the ID '11-004' highlighted by a red box. A green 'Submission' button is visible above the table.

#	Conference	Title	Manuscript	Submit On	Category	Status	Payment
Act 11-004	ICTA 2017	Your Manuscript's Title	11-1738-4.doc	18 May 2017	Oral	Abstract Accepted, Waiting Fullpaper Submission	

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

4. Your paper's summary will appear. Click the [Upload File](#) button.



The screenshot shows the '#11-004 Summary' page. It displays submission details and author information. An 'Upload File' button is highlighted with a red box.

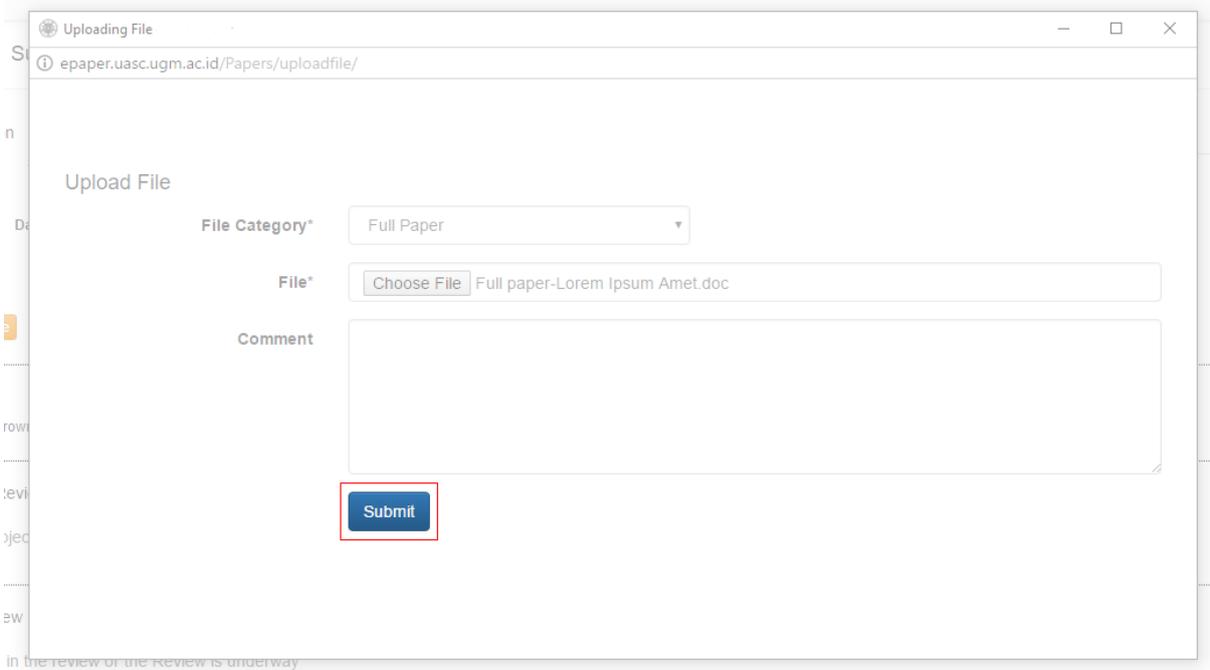
Submission		Author(s)		
Submitted By	Title	Author Name	Email	Authorship
Submitted By	File			
Date submitted	Symposia			
Topic	Status			

The 'Upload File' button is located at the bottom left of the summary page.

5. A new window will appear, through which you can upload your full paper. Once you have selected the [File Category](#) and attached your full paper, click [Submit](#).

Notes:

- Select **Full Paper** for a new full paper
- If you submit a revised full paper, select **Revised Full Paper**
- If your paper has supplementary files, select **Supplementary File**



A confirmation dialogue will appear. Click [OK](#) to confirm your submission.





6. Your full paper has been submitted.

ePaper Management User Home Lorem Ipsum Amet ▾

#11-004 Summary

Submission		Author(s)		
Submitted By	Lorem Ipsum Amet	Author Name	Email	Authorship
Title	Your Manuscript's Title			
File	11-1738-4.doc			
Date submitted	18 May 2017			
Symposia	Sustainable Tropical Agriculture			
Topic	Food Safety and Food Security			
Status	Fullpaper Submitted			

File	File Category	Comment	Uploaded
	Full Paper		2017-05-18 04:06:25

If you require further assistance with submitting your full paper, please email the conference's contact person.



BADAN PENERBIT DAN PUBLIKASI
UNIVERSITAS GADJAH MADA

UGM Main Office Building, 3rd Floor, Room B3-05
Bulaksumur, Yogyakarta, Indonesia 55281

Phone (+62) 274-6491-963

Whatsapp (+62) 811-2576-950