



PANDUAN SUBMIT CALL FOR PAPER THALAMUS 2025

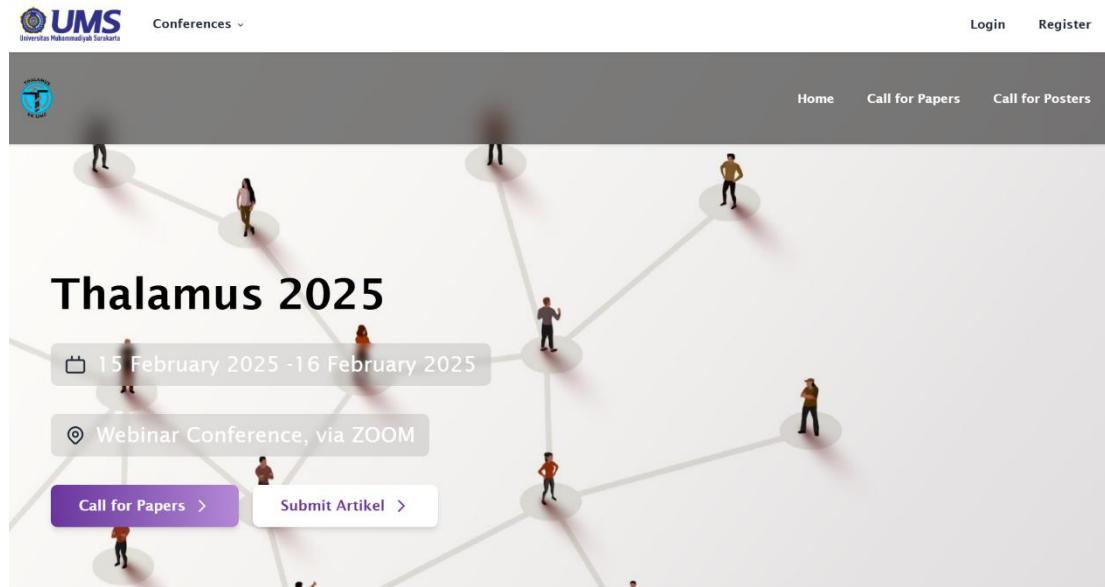
Panduan ini dibuat sebagai petunjuk bagi peserta Call for Paper yang hendak mengunggah abstrak maupun naskah full paper agar menjadi lebih mudah dan berjalan dengan lancar.

Tahap Persiapan

1. Pastikan komputer/laptop yang akan dipakai untuk mendaftar telah terkoneksi internet dengan cukup baik dan terdapat aplikasi web browser yang bisa digunakan (misalnya: Mozilla Firefox, Safari, Chrome, dan sebagainya).
2. Jika ingin mengunggah abstrak maupun naskah full paper sebagai peserta Call For Paper, pastikan bahwa naskah yang akan diunggah sesuai dengan ketentuan file seperti pada teknis kegiatan yang terdapat pada website <https://conferences.ums.ac.id/thalamus/scheduled/2025>

Tahap Mengunggah Naskah Full Paper

1. Setelah membuka alamat <https://conferences.ums.ac.id/thalamus/scheduled/2025> akan muncul halaman awal sebagai berikut, lalu pilih opsi “Submit Artikel”.



2. Lakukan pembuatan akun dengan cara melakukan registrasi terlebih dahulu dengan memilih opsi “Register”.



Login

Welcome back! Please enter your credentials.

Email *

Enter your email

Password *

Enter your password

Remember me

[Forgot password?](#)

or

3. Kemudian silakan lengkapi data informasi pada formulir pendaftaran. Jika sudah, silakan pastikan bagian author sudah tercentang kemudian klik "Register".

Home > Register

Register

Given Name * Family Name

Affiliation Country

Indonesia

Phone

International format, e.g. +6281234567890

Email *

Password *

Password Confirmation *

Register as *

Reader

Author

I accept and approve according to Privacy Statement.

4. Setelah log in (masuk) kemudian akan muncul halaman seperti dibawah ini. Kemudian, klik "Submission".



The screenshot shows the Leconference software interface. At the top, there are navigation tabs for 'Submissions' (which is currently selected), 'Settings', and '+ Submissions'. Below these are four status indicators: 'My Queue 0', 'Unassigned 0', 'Active 0', and 'Archived 0'. A central search bar with a magnifying glass icon and a filter icon is present. The main content area displays a message: 'No Submissions'.

5. Untuk pengiriman file - Langkah 1, Isi Judul dan pastikan sudah mencentang persetujuan persyaratan, serta pastikan mengirimkan artikel sebagai author dengan mencentang bagian authors pada "Submit as".

The screenshot shows a submission form titled 'Make a Submission'. The 'Before You Begin' section contains general instructions and links to submission guidelines. The 'Submission Checklist' section lists requirements for submissions, such as being previously published or using specific document formats. The 'Privacy Consent' section contains a checkbox for agreeing to data collection statements. A 'Save' button is at the bottom.



6. Langkah 2, isi dan lengkapi data informasi mengenai artikel Anda seperti topik, judul, kata kunci dan abstrak. Untuk topik silakan disesuaikan dengan "Topik of interest" yang sudah ada pada guideline peserta.

The screenshot shows the 'Details' step of a manuscript submission process. The interface is divided into four main sections: 'Submission Details', 'Topic', 'Title', 'Keywords', and 'Abstract'. The 'Submission Details' section contains a brief description of what information is needed. The 'Topic' field is a dropdown menu labeled 'Select an option'. The 'Title' field contains the text 'Paper for Leconfe platform'. The 'Keywords' field is empty. The 'Abstract' field is a rich-text editor with a toolbar containing buttons for bold (B), italic (I), superscript (x²), subscript (x₂), a link icon (🔗), and a double quote icon (‘’). Below the abstract editor, it says '0 WORDS'. At the bottom right of the form is a blue 'Next' button.

7. Langkah 3, unggah file abstrak maupun naskah full paper dan pilih tipe artikel yang Anda kirim. Sebelum menyimpan berkas yang diunggah, pastikan status proses pengunggahan telah selesai. Kemudian klik "Submit".

The screenshot shows the 'Upload Files' step of the submission process. It features a navigation bar with steps 01 (Details), 02 (Upload Files), 03 (Contributors), and 04 (Review). Step 01 is marked with a checkmark. The 'Upload Files' section contains instructions for including necessary files. It includes a 'Submission Files' area with a 'Download All Files' button and an 'Upload Files' button. Below this is a large text input field with a clear button (X) and the text 'No Files'. At the bottom right of the form is a blue 'Next' button.



Upload Files

Type*
Research Instrument

Files*
54884+-+Rizma+Dwi+Nastiti(2).docx
96 KB

Upload complete
tap to undo

Submit Cancel



8. Tambahkan Contributor

*boleh dilewati

Details Upload Files Contributors Review

Contributors
Please provide information for all contributors involved in this submission.

Contributors	New Contributor
No authors	No Contributors



9. Tahap terakhir, cek dan pastikan semua data yang sudah dimasukkan. Kemudian Klik “Submit”

Review and Submit

Before submitting, please check the information you have entered and make any necessary changes by clicking the edit button at the top of each section.

After you submit, one of our editorial team members will be assigned to review your submission. It is important that you enter the details as accurately as possible.

Details	
Title	Paper for Lecone platform
Keywords	No information has been provided.
Abstract	<p>LOREM IPSUM is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.</p>

[Edit Submission](#)

10. Proses pengiriman selesai dan pastikan sudah muncul gambar seperti di bawah ini

