

# **PANDUAN SUBMIT ABSTRAK DAN FULL PAPER**

**The Annual Seminar on  
Medical Issue**

**Badan Eksekutif Mahasiswa FK UMS**

**2026**

## PANDUAN SUBMIT FULL TEXT

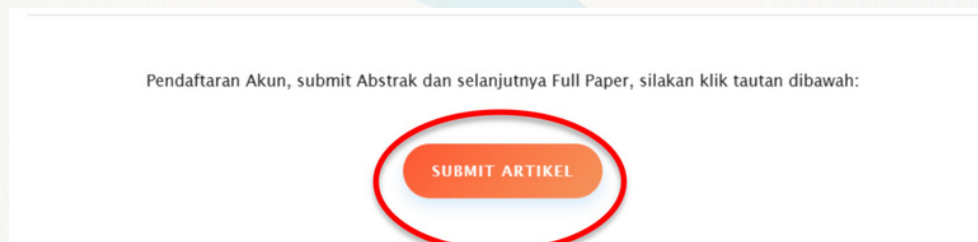
Panduan ini dibuat sebagai petunjuk bagi peserta *Call for Paper* yang hendak mengunggah naskah *full paper* agar menjadi lebih mudah dan berjalan dengan lancar.

### Tahap Persiapan

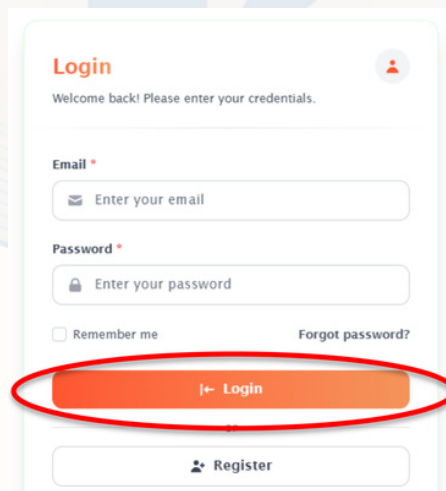
1. Pastikan komputer/laptop yang akan dipakai untuk mendaftar telah terkoneksi internet dengan cukup baik dan terdapat aplikasi web browser yang bisa digunakan (misalnya: Mozilla Firefox, Safari, Chrome, dan sebagainya).
2. Jika ingin mengunggah naskah full paper sebagai peserta Call For Paper pastikan pula bahwa naskah yang akan diunggah sesuai dengan ketentuan file seperti pada teknis kegiatan yang terdapat pada website Thalamus 2026

### Tahap Mengunggah Naskah *Full Paper*

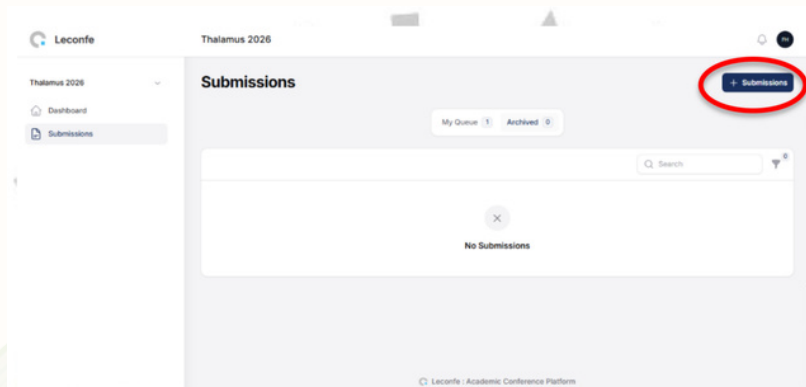
1. Setelah membuka alamat Thalamus 2026 akan muncul halaman awal sebagai berikut, lalu pilih opsi *Thalamus 2026 Submission System*



2. Jika sudah membuat akun maka *Log in* (masuk) terlebih dahulu dengan memasukkan *username* dan *password* masing-masing, kemudian akan muncul halaman berikutnya



3. Setelah *log in (masuk)* kemudian akan muncul halaman seperti di bawah ini. Sebelum mengunggah *full paper*. Kemudian untuk mengunggah pilihlah *submissions*



4. Untuk Pengiriman Kontribusi - Langkah 1, Lengkapi terlebih dahulu formulir seperti di bawah ini, setelah melengkapi lalu pilih *proses* (Gambar Panduan)

5. Peserta tidak perlu mengirimkan revisi. Abstrak yang telah diperbaiki langsung dimasukkan kedalam full paper. Kemudian *pilih berkas*, pastikan berkas yang dipilih berupa doc dengan format nama file Kode Topik-Jenis Publikasi-Judul Full Paper-Nama Lengkap Presenter.doc

Contoh: **2-Public Health-Effects of Yoga on Psychological Health, Quality of Life, and Physical Health of Patients with Cancer- Fandy Tama**

6. Setelah itu *Unggah berkas dan Selesaikan pengiriman* (Gambar Panduan)

7. Kemudian Anda akan kembali ke halaman utama dengan rincian Full Paper yang telah dikirimkan. Naskah berhasil terunggah apabila muncul “*Anda berhasil mengirimkan kontribusi anda. Harap diperhatikan bahwa anda memiliki kesempatan untuk memperbaiki hingga batas waktu pengiriman. Kami harap anda berhasil mengikuti seminar!*” dan perhatikan waktu di kanan bawah adalah sesuai dengan waktu anda mengunggah.

8. *Full paper* telah berhasil diunggah...

## PANDUAN SUBMIT ABSTRAK

1. Untuk submissions - Langkah 1, Lengkapi terlebih dahulu formulir seperti di bawah ini, setelah melengkapinya lalu pilih *Save*

**Before You Begin**

Thank you for submitting to Thalamus 2026. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our Submission Guidelines if you haven't already. When filling out the forms, provide as many details as possible to help our editors evaluate your work.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

**Title\***

**Submission Checklist**

All submissions must meet the following requirements.

- The submission has not been previously published, nor is it under consideration by another journal (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

☐ Yes, my submission meets all of these requirements.\*

**Privacy Consent**

☐ Yes, I agree to have my data collected and stored according to the privacy statement.\*

**Save**

2. Setelah mengisi formulir akan muncul laman seperti di bawah ini.

Kemudian isi bagian pada laman tersebut, dan pastikan berkas yang dipilih berupa doc dengan format nama file Kode Topik-Jenis Publikasi-Judul abstract-Nama Lengkap Presenter.doc

Contoh: **2-Public Health-Effects of Yoga on Psychological Health, Quality of Life, and Physical Health of Patients with Cancer-Aqilah**

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3. Setelah itu *Unggah berkas, lalu pilih jenis publikasi dan Selesaikan pengiriman*

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4. Kemudian Anda akan kembali ke halaman utama dengan rincian *Abstract* yang telah dikirimkan. Naskah berhasil terunggah apabila muncul *“You have submitted your submission, and an email has been sent to notify you. The manager will review your submission and send you another email once they are done.”*

