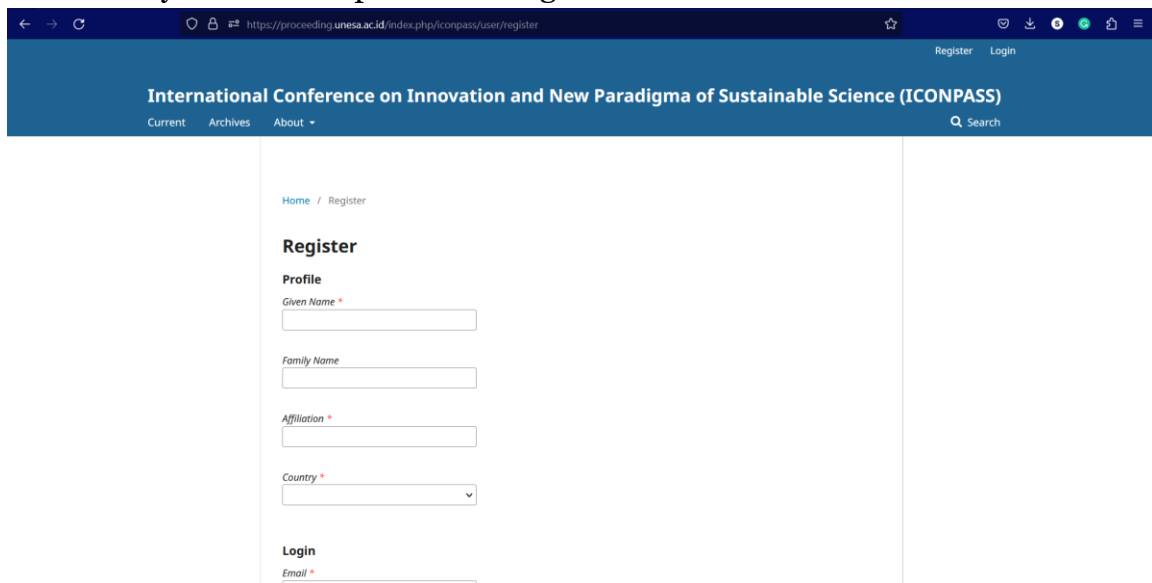# Author Guideline

This is a guideline for Author/Presenter in **ICONPASS 2024**. We need to inform you, that ICONPASS 2024 uses the OJS 3 system in processing articles. The OJS 3 system ensures that your articles are processed according to international standards and you can easily track the current status of your articles

Please see the information below for the detailed information for each step.

1. **OJS 3 ICONPASS 2024 Registration**

   All presenter participant should create an account in OJS 3 ICONPASS to submit their manuscripts.

   - Go to the registration page.
     https://proceeding.unesa.ac.id/index.php/iconpass/user/register

   - Make sure you have completed the Registration Form.

   - After completing the registration process, participants will get username and password. Please note the username and password as it will be required for updating data, submitting abstract, submitting full paper, and checking the manuscript progress.
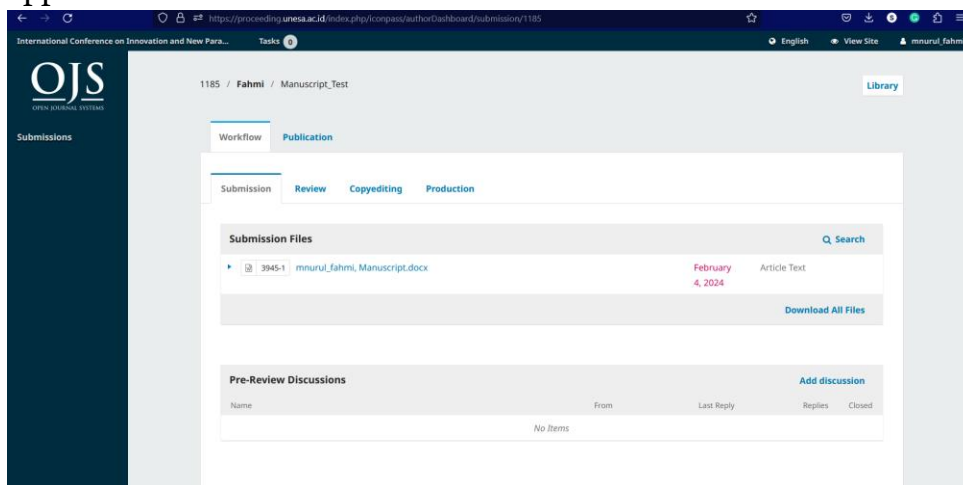
2. **Abstract Submission**
   - To Submit an abstract, please go to submission page.
     https://proceeding.unesa.ac.id/index.php/iconpass/about/submissions

- Make sure you have completed the submission Form.
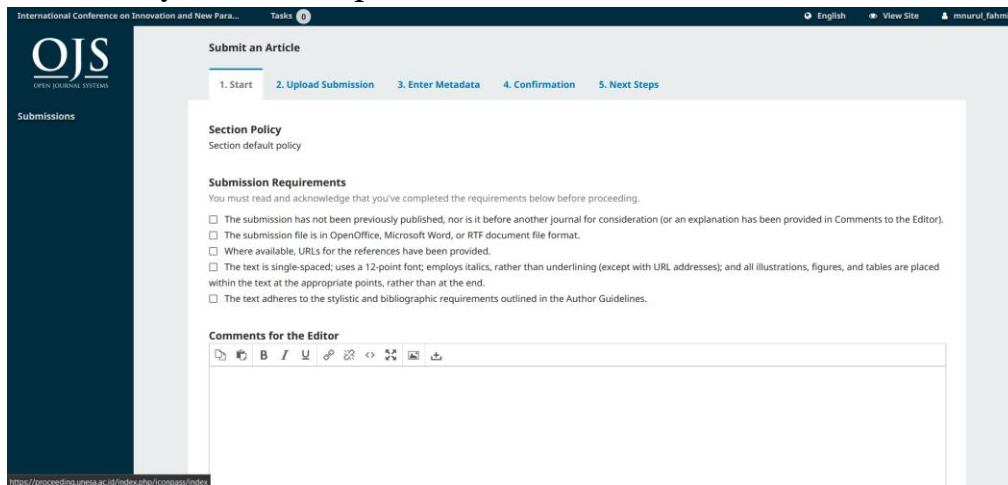
- Follow the abstract template for the details of the manuscript style. The paper template can be downloaded in the website.
- If your submission is complete and successful, then the submission menu will appear as follows

3. **Notification of Abstract Acceptence**
   The submission progress can be checked by logging in to the OJS 3 ICONPASS 2024 through a registered account. The notification of acceptance for the abstract will be informed through the OJS 3 system

4. **Registration Payment**
   Presenters with accepted abstract will receive an acceptance letter and invoice of registration fee through email.

5. **ICONPASS 2024 Registration**

   Participants, presenter, or general participant should fill an online registration form to join the ICONPASS 2024.

6. **Full Paper Submission**
   - Please prepare a full paper in doc/docx file for the submission.
   - To submit full paper, please log in to your OJS 3 ICONPASS Account.
   - In your submission menu, click the title your manuscript.
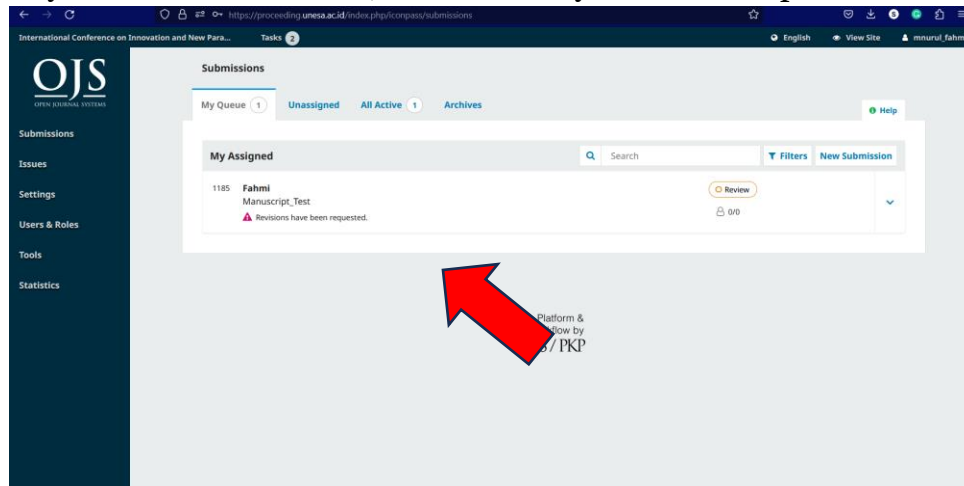
   - Upload your full paper on **Revision** menu
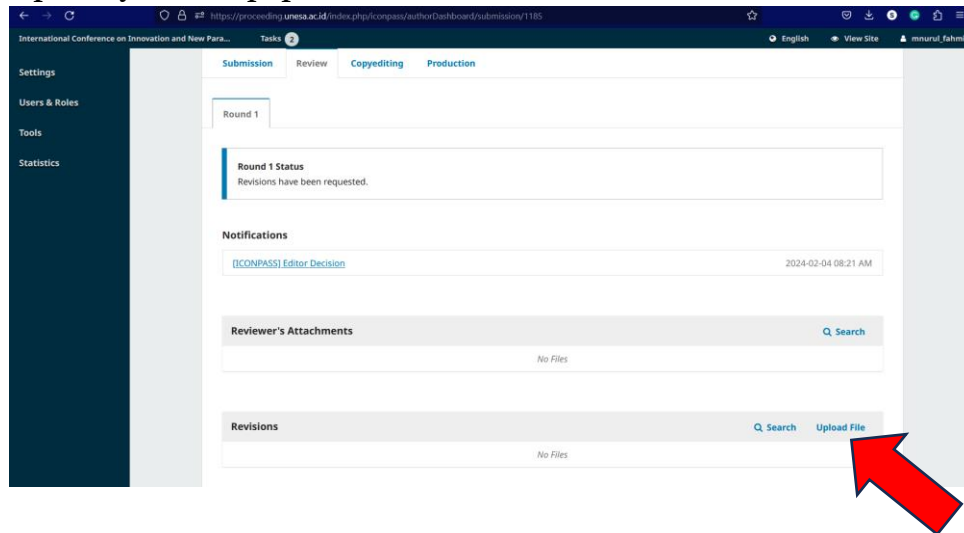
   - Follow the full paper template for the details of the manuscript style. The paper template can be downloaded in the website.
   - The article format and writing are very important before you make submissions, for example, if your article exceeds the required word limits or if

sentences did not use proper grammar and scientific English, the editor may reject your article.

7. **Notification of Full Paper Acceptance**
   - Accepted manuscripts will be informed through OJS 3 system and registered email in the OJS 3 system.
   - Accepted manuscripts will receive an acceptance letter together with an invoice for publication fee.

8. **Revision Paper**
   Please revised your paper based on the reviewer comments and send your revised paper through OJS 3 system. The quality of your revised article is very important before you make revision, for example, if your article if the revision of the article does not match the suggestions of the reviewers, the editor may reject your article.