**AUTHOR GUIDELINES**

We use an open conference system therefore all abstracts and papers should be submitted online through submission menu. Author must be registered first and create an account by filling up the registration form. Authors use this account to log in and access any information regarding their abstracts and status.

Before abstract and full paper submissions;

* **Please refer to author’s guideline and paper template in preparing your abstract and full paper.**
* **Please be ensured that you follow paper template properly. Editors have the right to reject papers that does not follow the format properly.**
* **Please sign and send scanned statement of ethics as supplementary files for the research.**

**Submission Guide for Authors**

1. Create a new account in “Registration” menu. Don't forget to click "author".
2. Login to your account then click "user home"
3. Send your abstract. Copy the abstract in the space provided. Upload the abstract file.
4. Wait until the committee announces the abstract selection results (estimated 2-3 days)
5. Letter of Acceptance (LoA) and Letter of Invitation (LoI) can be downloaded directly from your account once your abstract is accepted to be presented at the conference
6. After the announcement of the abstract receipt, please send a full paper, make payment and upload proof of payment through our online system (cc via email committee \_\_\_\_\_\_\_\_\_)
7. Send scanned statement of ethics as supplementary files for the research
8. Use Template of Full Paper: a template when sending a full paper.
9. Wait until the committee announces the results of a full paper review to be published at Atlantis Press.
10. Revise your full paper according to the review, and upload it again through our online system
11. Wait until the announcement of the final receipt of full paper for publication

The registration fee conditions are as follows:

* payable through bank transfer.
* Non-Indonesian participants should pay in USD.
* Paid after abstract acceptance
* Please send the scan of your proof of payment through the system by logging in to your account.
* Please send any queries regarding registration and payment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Steps of the Reviewing Process**

C**onfidentiality**

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

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Manuscipt submitted to **ICCFBT 2019** must not submitted to other conference or journal. Submitting the same manuscript to more than one journal/conference is considered as an unethical publishing behavior. Editors have the right to reject or retract any manuscript submitted to other conference or journal.

**Review Process**

The steps of the reviewing process are as follows:

1. Authors submit its paper through conference's web page (http://iccfbt.fpp.unp.ac.id).
2. Editors perform a preliminary review to ensure the paper is according to format, using a proper English language, and pass the plagiarism check.
3. Editor distributes the papers to selected reviewers. Each paper will be reviewed by 2 reviewers.
4. Reviewers review each paper based on **ICCFBT 2019** guideline and send the result to Editors.
5. Editors forward the result to correspoding author.Reviewers result is sent to author.
6. If necessary, author should fix its paper based on the review note. Paper should not be changed more than 30% of its content.

**Paper Format Instructions**

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| --- | --- |
| **Item(s)** | **Conditions/Description** |
| **Language** | All papers must be in **English** |
| **Allowed number of pages** | The paper must be no longer than: Twelve (12) pages for full papers Eight (6) pages for short papers*If needed extra pages may be used. For each extra page a fee will be charged.**Please notice that there is a limit of four (4) extra pages.* |
| **Page setup** | Paper SizeA4 (210x297 mm)Document margins (Please keep these values)MarginsTop : 3,3 cmBottom : 4,2 cmLeft : 2,6 cmRight : 2,6 cmLayoutSection start : Continuous Header : 1,4 cmFooter : 2,5 cm Vertical Alignment : Top |
| **Important notes** | Any text or material outside the aforementioned margins **will not be printed**.Do NOT change the headers and footers. Headers and footers will be added to the document electronically. No page numbers should be included. |
| **Font** | Times New Roman. |