



THE 7TH INDOEBTKE CONEX 2018: *Guidelines for Authors*

Dear Author

Thank you for writing and contributing a paper to poster & paper competition The 7th IndoEBTKE ConEx 2018. These guidelines are intended to help everyone, so we are grateful to you, and any co-authors, for taking the time to read them and for following the instructions below.

Reading lots of documentation can be time-consuming so we have tried to be brief and cover the most important points you need to consider before writing your paper for THE 7TH INDOEBTKE CONEX 2018. If you have any questions, do please contact us via e-mail at conference@indoebtkeconex.com We will do our best to write back to you within 1 working day but the proceedings mailbox is extremely busy and it may, sometimes, take a little longer to reply.

If you have already attended the event, we hope that the conference was enjoyable. If you are yet to attend, we wish you a safe journey.

Thank you, and best wishes
The THE 7TH INDOEBTKE CONEX 2018

Paper / Article Submission Format:

1. Academic / Research:

- a. Extended Abstract of maximum 2 pages (to be selected for 6 paper presentation, while the rest, up to 4 papers, will be selected for poster),
- b. Extended Abstract submittal at least 6 weeks before the event, and the selected papers and posters will be announced 4 weeks before the event.
- c. Papers should be typewritten no longer than 6 pages – A4 size paper in English using Microsoft Word with 12pt Arial typeface and 1,5 linespace. The paper should be organized to contain Title Page, Abstract Introduction, Body, Conclusion, and References.
- d. Selected posters should be prepared in A0 size, portrait lay out, using English as the main language, to be brought into the venue 1 (one) day before the event.
- e. Question / remarks for poster will be collected from written questions / remarks by audience addressed directly to the poster presenters. Such questions / remarks shall be collected by committee and become part for the selection for Best Poster.



2. Journalist / General:

- a. 5 Articles will be selected by the Judges and should be prepared as posters in the category.
- b. Question / remarks for poster will be collected from written questions / remarks by audience addressed directly to the poster presenters. Such questions / remarks shall be collected by committee and become part for the selection for Best Poster.
- c. Selected posters should be prepared in A0 size, portrait lay out, using English as the main language, to be brought into the venue 1 (one) day before the event.
- d. Paper/Article which have been published should not exceed 1 year after the publication date.

Is there anything else I need to prepare or submit?

In addition to your article, you should send the following items to your proceedings editor:

- **A signed copyright transfer form:** The file **copyright_transfer.pdf** should be printed, signed and then scanned and saved as a PDF.
- **Copyright permission letters/e-mails:** The ZIP file folder “permissions” contains essential advice in the file **permission_guidelines.pdf**. If you have used copyrighted material in your paper you must obtain permission to use it from the owner of the copyright and/or authors. You need to send full details (e.g., copies of e-mails) to your editor who will subsequently submit them to THE 7TH INDOEBTKE CONEX 2018 Publishing.

Essential points for all authors

Before you start writing, please consider the following essential points.

- **Avoid huge PDF files (10 MB maximum, ideally).** For the benefit of readers and researchers accessing your article from slow or expensive internet connections we recommend that you try to keep your article PDF file below 10 MB. This is just a recommendation, *it is not a requirement*.
- **Prepare and format references with care.** Please prepare and format your references in accordance with the examples provided in the document **sample_references.pdf**.

If you have further questions please contact us at conference@indoebtkeconex.com

Regards,

The 7th IndoEBTKE ConEx 2018