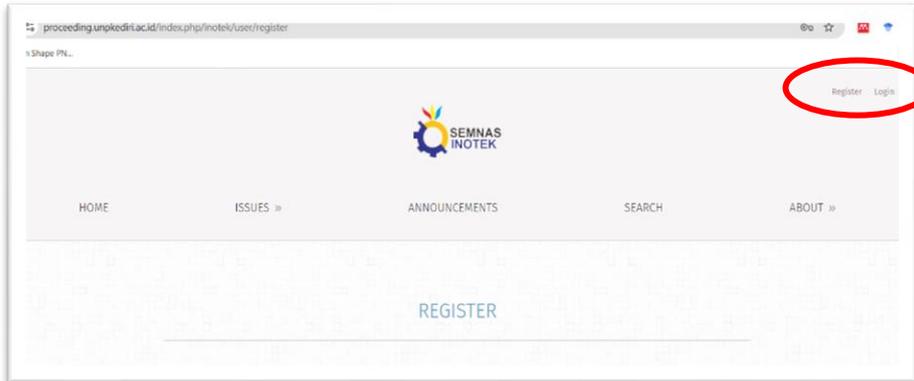
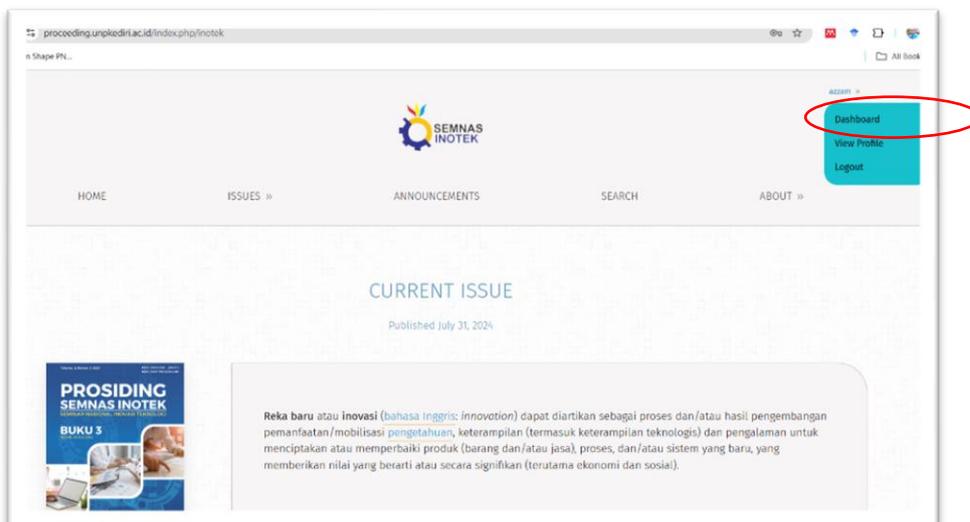


Tutorial Pengiriman Artikel Seminar Nasional Inovasi Teknologi (SEMNASINOTEK) tahun 2025

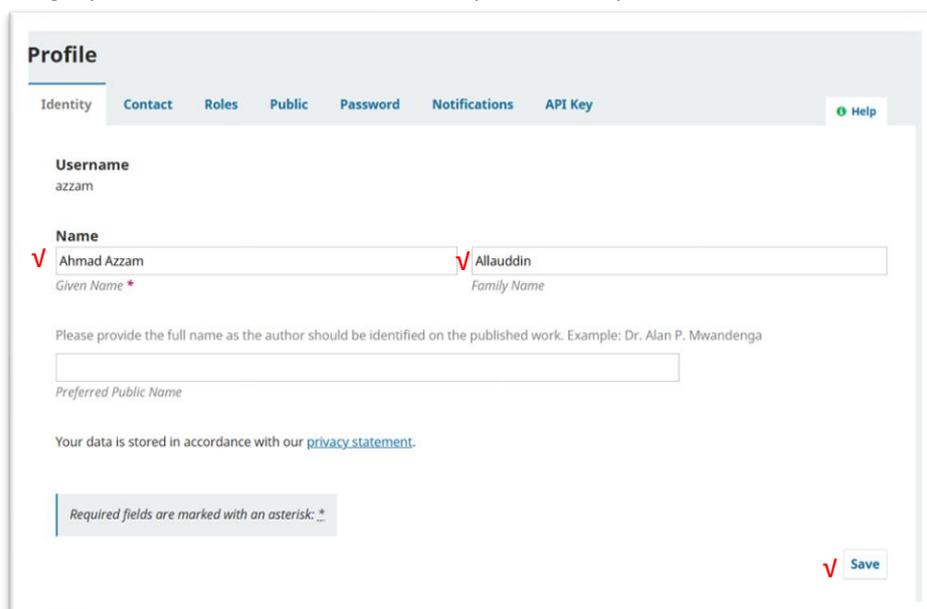
1. Masuk ke link seminar nasional inovasi teknologi di [sini](#).
2. Daftarkan diri anda melalui menu “Register”. Jika sudah mendaftar, bisa langsung masuk menggunakan menu “Login”.



3. Setelah proses pendaftaran selesai, akan ada notifikasi melalui *e-mail* yang dituliskan dalam formulir pendaftaran. Silahkan klik *link* yang terkirim melalui *e-mail* untuk menyelesaikan aktivasi dan masuk ke sistem.
4. Silahkan klik “Dashboard”



5. Lengkapi data dalam “dashboard”, meliputi “identity”, “Contact”, dan “Role”.

A screenshot of the user profile dashboard. The page title is 'Profile' and it has tabs for Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Identity' tab is active. The 'Username' field is 'azzam'. The 'Name' field is split into 'Given Name' (Ahmad Azzam) and 'Family Name' (Allauddin). There is a note: 'Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga'. Below this is a field for 'Preferred Public Name'. A note states: 'Your data is stored in accordance with our [privacy statement](#).' At the bottom, there is a 'Save' button with a red checkmark. A footer note says: 'Required fields are marked with an asterisk: *'.

Profile

Identity **Contact** Roles Public Password Notifications API Key [Help](#)

✓

This field is required.

Email *



Signature

✓

Phone

Affiliation



Mailing Address

✓

This field is required.

Country *

Your data is stored in accordance with our [privacy statement](#).

Required fields are marked with an asterisk: *

✓ Save

Profile

Identity Contact **Roles** Public Password Notifications API Key [Help](#)

Roles

Reader

Author ✓

+ Register with other journals

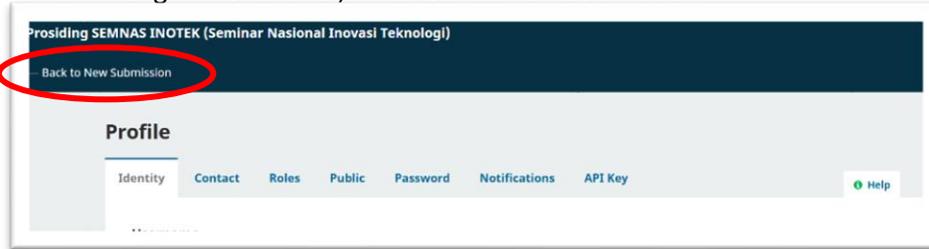
Reviewing interests

Your data is stored in accordance with our [privacy statement](#).

Required fields are marked with an asterisk: *

✓ Save

6. Untuk mengirimkan artikel, klik “*Back to New Submission*”



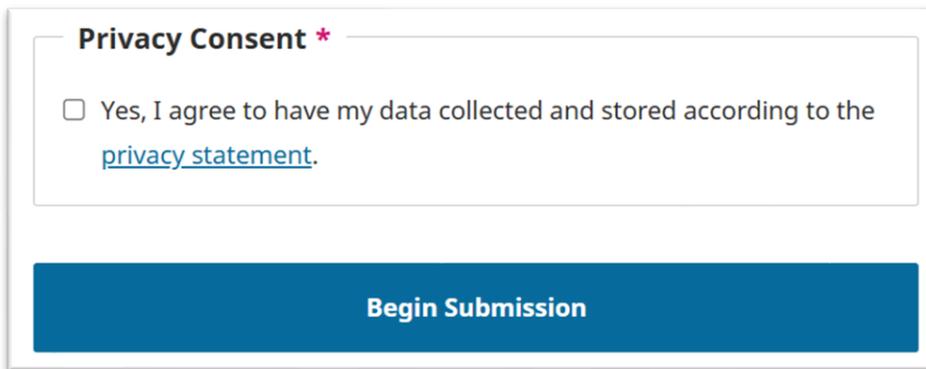
7. Isikan Judul Artikel pada kolom “*Title*”. Judul maksimal 15 kata.

A screenshot of a web page titled "Make a Submission". The page has a light gray header with the title "Make a Submission". Below the header, there is a section titled "Before you begin" with the following text: "Thank you for submitting to the Prosiding SEMNAS INOTEK (Seminar Nasional Inovasi Teknologi). 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 have not done so already. When filling out the forms, provide as many details as possible in order 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." Below the text, there is a form field labeled "Title *" with a red asterisk indicating it is required.

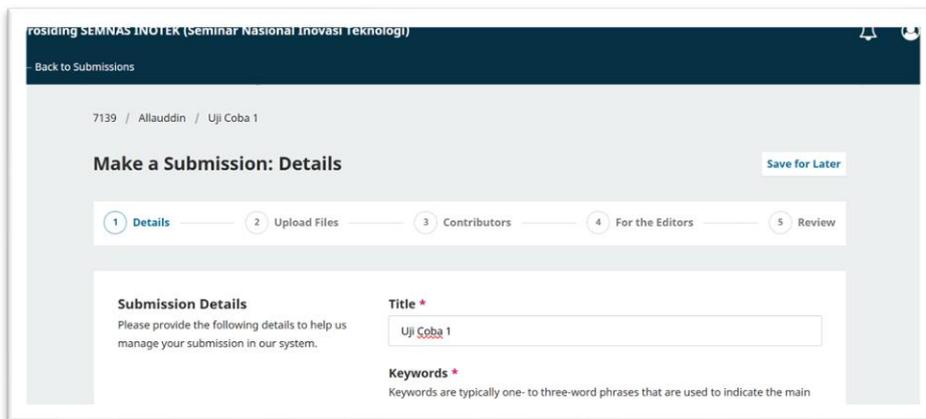
8. Pastikan artikel anda sudah sesuai format tersebut atau bisa langsung unduh *template* yang telah disiapkan. Jika sudah sesuai, silahkan centang pada kolom dibagian bawah.

A screenshot of a web page titled "Submission Checklist *". The page has a light gray header with the title "Submission Checklist *". Below the header, there is a section titled "Submission Checklist *" with the following text: "All submissions must meet the following requirements." Below the text, there is a list of requirements: "The submission has not been previously published, nor is it before another journal for consideration (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." Below the list, there is a checkbox labeled "Yes, my submission meets all of these requirements."

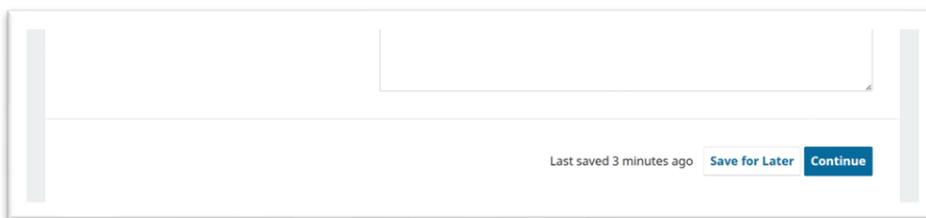
9. Jika sudah selesai, klik “*privacy Consent*”. Lanjut klik “*Begin Submit*”.



10. Jika berhasil masuk, akan tampil seperti berikut



11. Silahkan isi,
- “*Keyword*” : kata kunci maksimal 3 frasa. Untuk memisahkan penulisan masing-masing frasa, dengan klik “*enter*” pada keyboard komputer.
 - “*Abstract*” : Abstrak
 - “*Reference*” : Daftar Pustaka menggunakan format IEEE.
12. Jika sudah lengkap, klik “*Continue*” jika ingin langsung melanjutkan. Atau klik “*Save for Later*” jika ingin melanjutkan nanti.



13. Upload file artikel (.doc atau .docx) dengan klik “*Add File*” atau “*Upload File*”. Jika sudah terunggah, klik “*Continu*”

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

Files [Add File](#)

Upload any files the editorial team will need to evaluate your submission.
[Upload File](#)

[Back](#) Last saved a few seconds ago [Save for Later](#) [Continue](#)

14. Jika ada penulis lain dalam artikel, tambahkan nama penulis lain melalui menu *“Add Contributor”*.

Make a Submission: Contributors [Save for Later](#)

Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

Contributors	Order	Preview	Add Contributor
Ahmad Azzam Allauddin Author Universitas Nusantara PGRI Kediri			Primary Contact Edit Delete

15. Isikan *“Given Name”*; *“Email”*; *“Country”*; *“Contributor’s Role”*; dan *“Publication Lists”*. Setelah selesai klik *“Save”*.

Add Contributor ×

Given Name *

Family Name

Preferred Public Name
 Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Mwandenga

Email *

Country *

Contributor's role

Author

Translator

Publication Lists

Include this contributor when identifying authors in lists of publications.

[Save](#)

16. Semua nama yang tertera dalam artikel, harus di masukkan dalam “Add Contributor”.
Selanjutnya klik “Continue”
17. Kolom “Comment for the Editor”, tidak perlu diisi. Langsung lanjut klik “Continue”.

Details — Upload Files — Contributors — **4 For the Editors** — 5 Review

For the Editors
Please provide the following details in order to help our editorial team manage your submission.

When entering metadata, provide entries that you think would be most helpful to the person managing your submission. This information can be changed before publication.

Comments for the Editor
Add any information that you think our editorial staff should know when evaluating your submission.

B I x² x₂ [link](#)

[Back](#) Last saved 11 minutes ago [Save for Later](#) [Continue](#)

18. Pastikan semua yang telah anda masukkan terekam dengan baik.

7139 / Allauddin et al. / Uji Coba 1

Make a Submission: Review [Save for Later](#)

Details — Upload Files — Contributors — **4 For the Editors** — **5 Review**

Review and Submit
Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

Details [Edit](#)

Title

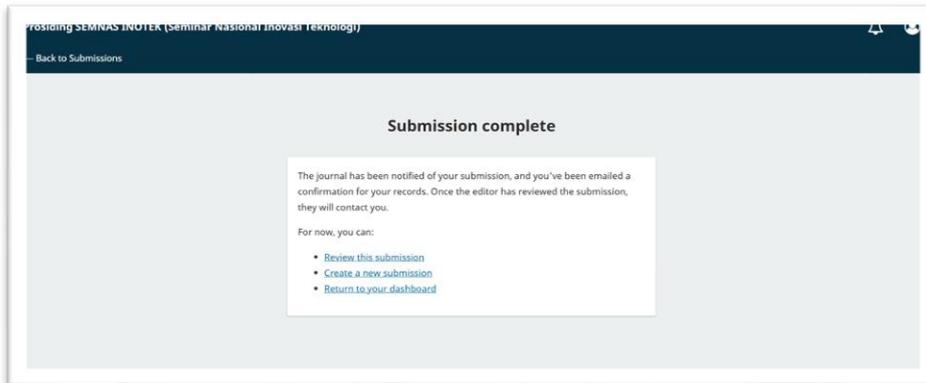
Keywords

Abstract

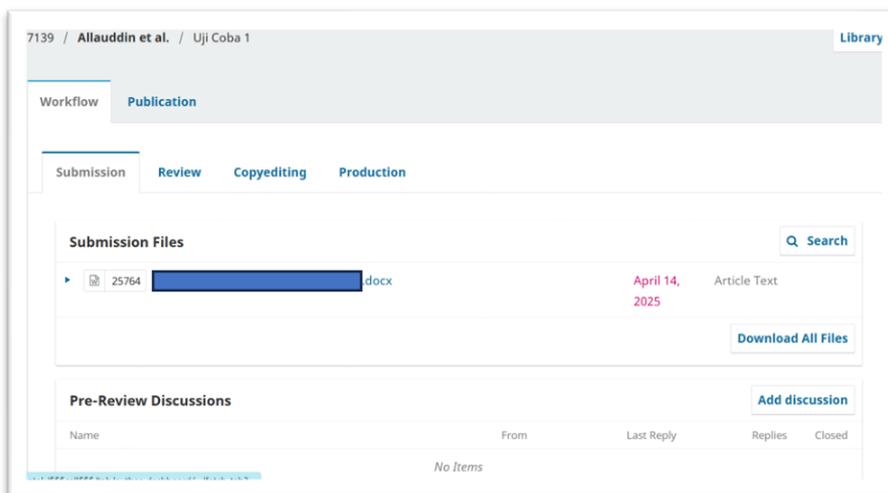
19. Klik “Copyright” sebagai tanda anda telah menyetujui hal-hal yang telah dituliskan tersebut.



20. Klik "Submit" untuk mengirimkan artikel. Maka akan muncul tampilan berikut.



21. Untuk memantau perkembangan proses editing artikel, klik "review this submission"



22. Komunikasi dengan editor melalui "Pre-Review Discussions".

23. Adapun tahapan yang harus dilalui adalah *Submissions* → *Review* → *Copyediting* → *Production*.

Catatan :

Cek selalu perkembangan artikel anda paling lama 2 minggu sekali. Hal tersebut dilakukan untuk melihat apakah ada revisi yang harus dilakukan atau tidak. Jika artikel **ada revisi**, namun yang bersangkutan **tidak melakukan revisi** hingga waktu yang telah ditentukan, maka **dianggap mengundurkan diri**.

