

## **Paper Submission Guidelines (FOR ORAL AND POSTER PARTICIPANTS)**

### **CONFERENCE PROCEEDINGS**

1. Download the full paper template based your targeted journal and read the guidelines, by clicking button "PAPER TEMPLATE"
2. Prepare your manuscript in English. Please ensure that your manuscript does not contain grammatical and language errors.
3. All third party work included in your paper should be properly acknowledged with referencing
4. The manuscripts should be submitted as a Ms. Word document in .doc format (not as PDF or .docx format) with other supporting documents as requested in call for paper email.
5. Upload your manuscript when filling out the registration form on our website: <https://icon.poltekkesjambmmmmmmmm.mnmi.ac.id/> before the deadline (April 20<sup>th</sup>, 2025). For participants interested in publishing their papers in the selected Journal, in addition to uploading the manuscript on our website, they must also submit the article by visiting the official website of the Journal and following all the instructions provided by the Journal. If their manuscript is not accepted by that Journal, they can then proceed to submit it to our PIHC Journal by submitting the manuscript on our official journal website: <https://journal.poltekkesjambi.ac.id/index.php/ICoHPJ/information/authors>.

### **AFFILIATED JOURNALS**

1. Read through the journal's aims, scope, article preparation guidelines and submission
2. process before preparing manuscript
3. Select and indicate the journal you prefer to publish with
4. Receive guidelines on submission through us and submit accordingly

### **REVIEWING PROCESS**

1. All manuscripts will be subjected to review and are expected to meet standards of academic excellence. Manuscript will be reviewed by peer-reviewers, whose identities will remain anonymous to the authors.
2. The corresponding author is responsible for ensuring that the article's publication has been approved by all other co-authors and takes responsibility for the paper during submission and peer review. Based on the reviewer's comments, the organizing committee will take one of the following decisions:
  - ✓ Accept without revisions
  - ✓ Accept upon addressing the recommended modifications
  - ✓ Reject the paper

3. Review comments will be communicated to you and you may require to do necessary revisions and send revised paper on or before prescribed day
4. The publisher will not be held legally responsible should there be any claims for compensation

## **JOURNALS**

1. All papers will go through double blind peer-review process and are expected to meet criteria outline by the journal
2. You may ask to revise the paper and submit back on or before the stated deadline
3. Acceptance or non-acceptance of the paper is solely in the hands of editorial board.

For further details on publication contact Coordinator of Publications via email or Whatsapp:

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