

**TATA CARA PENDAFTARAN PEMAKALAH
SEMINAR NASIONAL PAGELARAN PENDIDIKAN
DASAR NASIONAL 2019**

1. Pastikan artikel ditulis sesuai pedoman penulisan Seminar Nasional PPDN 2019, belum pernah dipublikasikan, dan tidak sedang dalam proses *submission/review* pada jurnal atau seminar selain Seminar Nasional PPDN 2019.

2. Kunjungi laman

<http://seminar.uad.ac.id/index.php/ppdn/user/register>

Akan muncul tampilan berikut. **Isilah yang bertanda bintang (*) saja, abaikan yang lain.**

The screenshot shows the registration page for the Seminar Nasional PP DN 2019. The page has a dark blue header with the seminar's name and logo. Below it is a navigation bar with links like HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, and ARCHIVES. The main content area shows a registration form with various fields. Fields marked with an asterisk (*) are highlighted with a red border. These include Username, Password, Repeat password, First Name, Middle Name, Last Name, Initials, Gender, and Email. Other fields like Salutation, Affiliation, Signature, Confirm Email, and ORCID ID are not highlighted.

URL

Phone

Fax

Mailing Address

Country

Bio Statement
(E.g., department and rank)

Confirmation
 Send me a confirmation email including my username and password

Register as
 Reader: Notified by email on publication of an issue of the journal.
 Author: Able to submit items to the journal.
 Reviewer: Willing to conduct peer review of submissions to the site.

Identify reviewing interests (substantive areas and research methods):

Register **Cancel**

Jangan lupa, **centang pilihan Author**, jika pilihan ini tidak dicentang, maka calon pemakalah tidak akan bisa mengunggah papernya. Jika isian bertanda bintang sudah diisi semua, **klik Register**.

- Dengan menggunakan username dan password yang telah dibuat saat register, silakan login di laman <http://seminar.uad.ac.id/index.php/ppdn/login>



4. Setelah berhasil login, akan muncul tampilan ini. Klik **New Submission**.

The screenshot shows the 'User Home' section of a journal website. At the top, there is a navigation bar with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. Below the navigation bar, the page title is 'User Home'. A breadcrumb trail indicates 'Home > User Home'. The main content area is titled 'Seminar Nasional Pendidikan Matematika Ahmad Dahlan'. It displays statistics: Author (0 Active), 0 Archive, and a prominent blue button labeled '[New Submission]' which is highlighted with a red box.

5. Langkah 1, centang checx box berikut ini, lalu Klik **Save and Continue**.

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact Afif Istiandaru for assistance.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

Pastikan paper belum pernah diterbitkan atau sedang proses review di jurnal atau seminar lain, serta format file MS Word.

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

A large text input field for entering comments to the editor. Below the input field is a toolbar with various icons for text formatting, including bold, italic, underline, and alignment options.

Save and continue

Cancel

6. Langkah 2, unggah file paper dengan cara klik **Choose File**, lalu pilih file paper yang akan diunggah, klik **Open**, klik **Upload**, lalu klik **Save and Continue**.

Step 2. Uploading the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Afit Istiandaru for assistance.

Submission File

No submission file uploaded.

Upload submission file

No file chosen ENSURING A BLIND REVIEW

7. Langkah 3, isikan data penulis, judul, dan abstrak. Untuk menambahkan penulis kedua, ketiga, dst, klik **Add Author**. Isilah yang bertanda bintang (*) saja, yang lain diabaikan. Setelah diisikan semua, klik **Save and Continue**.

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors

First Name *

Middle Name:

Last Name *

Email *

ORCID ID:

ORCID IDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID IDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL:

Affiliation:

(Your institution, e.g. "Simon Fraser University")

Country:

Bio Statement
(E.g., department and rank):

Title and Abstract

| | |
|------------|----------------------|
| Title * | <input type="text"/> |
| Abstract * | <input type="text"/> |
| | |

Indexing

Language

English=en; French=fr; Spanish=es. Additional codes.

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Save and continue **Cancel**

8. Abaikan langkah 4, langsung klik Save and Continue.

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

| ID | TITLE | ORIGINAL FILE NAME | DATE uploaded | ACTION |
|----|-------|--------------------|---------------|--------|
|----|-------|--------------------|---------------|--------|

No supplementary files have been added to this submission.

Upload supplementary file No file chosen ENSURING A BLIND REVIEW

Save and continue **Cancel**

9. Langkah 5, pastikan file yang terunggah sudah benar. Lalu klik **Finish Submission**.

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to SENDIKA: Seminar Pendidikan click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with SENDIKA: Seminar Pendidikan.

File Summary

| ID | ORIGINAL FILE NAME | TYPE | FILE SIZE | DATE UPLOADED |
|------|--------------------|-----------------|-----------|---------------|
| 2235 | COBA LAGI.DOCX | Submission File | 241KB | 11-13 |

Finish Submission **Cancel**

10. Untuk mengecek status paper, klik **User Home**. Lalu klik **Active**.

Status **awaiting assignment** = belum diproses.

Status **in review** = sedang direview.

| User Home | | | | | | |
|-----------------------------|----------|-----------|------------------|---|---------------------|--|
| SENDIKA: Seminar Pendidikan | | | | | | |
| Author | 1 Active | 0 Archive | [New Submission] | | | |
| Active Submissions | | | | | | |
| ACTIVE ARCHIVE | | | | | | |
| MM-DD | | | | | | |
| ID | SUBMIT | SEC | AUTHORS | TITLE | STATUS | |
| 1053 | 11-08 | ART | Irmayanti | APLIKASI REGRESI SPLINE TRUNCATED TERHADAP HARGA SAHAM... | Awaiting assignment | |

11. Untuk setiap korespondensi dengan panitia, mohon menyebutkan paper ID masing-masing yang ditunjukkan pada kotak paling kiri di atas.

SELESAI.

CARA MENGUNGGAH REVISI PAPER

1. Jika ingin merevisi ungahan paper, setelah login, klik **Active**, lalu klik **judul**. PERHATIKAN PAPER ID nya, jangan sampai keliru paper ID.

The screenshot shows the 'User Home' section of a website. At the top, there is a navigation bar with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. Below the navigation bar, the text 'Home > User Home' and 'User Home' are displayed. The main content area is titled 'Seminar Nasional Pendidikan Matematika Ahmad Dahlan'. It shows statistics: 'Author' (1 Active), 'Reviewer' (0 Active), 'Archive' (1 Archive), and a link '[New Submission]' which is crossed out with a red X. A red circle highlights the '1 Active' status under 'Author'.

2. JANGAN KLIK NEW SUBMISSION.

The screenshot shows the 'Active Submissions' page. The URL in the address bar is 'Home > User > Author > Active Submissions'. The page title is 'Active Submissions'. There are two tabs at the top: 'ACTIVE' (selected) and 'ARCHIVE'. Below is a table with columns: ID, SUBMIT, SEC, AUTHORS, TITLE, and STATUS. One row is shown: ID 849, SUBMIT 10-11, SEC ART, AUTHORS Gunawan, TITLE EXPANSION OF PARANORMAL OPERATOR, and STATUS IN REVIEW. A red circle highlights the title 'EXPANSION OF PARANORMAL OPERATOR'. Below the table, it says '1 - 1 of 1 Items'. At the bottom, there is a link 'Start a New Submission' with a red X over it, and a note 'CLICK HERE to go to step one of the five-step submission process.'

3. Klik JUDUL artikel (lingkaran merah), lalu akan muncul tampilan berikut.

The screenshot shows the '#849 Summary' page. At the top, there are three tabs: 'SUMMARY' (highlighted with a red circle), 'REVIEW', and 'EDITING'. Below the tabs, the word 'Submission' is displayed. The page lists article details:

- Authors: Gunawan Gunawan
- Title: EXPANSION OF PARANORMAL OPERATOR
- Original file: 849-1431-1-SM.DOCX 2018-10-11
- Supp. files: None [ADD A SUPPLEMENTARY FILE](#)
- Submitter: Takbir Gunawan [edit](#)
- Date submitted: October 11, 2018 - 05:40 PM
- Section: Articles
- Editor: Puguh Prasetyo [edit](#)

4. Klik REVIEW, lalu muncul tampilan berikut.

The screenshot shows a manuscript review interface with the following sections:

- Submission**:
 - Authors: Gunawan Gunawan
 - Title: EXPANSION OF PARANORMAL OPERATOR
 - Section: Articles
 - Editor: Puguh Prasetyo
- Peer Review**:
 - Round 1**:
 - Review Version: 849-1433-1-RV.DOCX 2018-10-11
 - Initiated: —
 - Last modified: —
 - Uploaded file: None
- Editor Decision**:
 - Decision: —
 - Notify Editor: Editor/Author Email Record (No Comments)
 - Editor Version: None
 - Author Version: None

A red oval highlights the "Upload Author Version" section, which includes a "Choose File" button, a "No file chosen" message, and a blue "Upload" button.

5. Unggah paper revisi pada bagian **upload author version**, pilih file-nya dengan klik **choose file**, lalu klik **upload**. Selesai.