**Guidelines for Authors**

Thank you for submitting your manuscript to *ICMEM 2021*. Please follow the instructions below before you proceed to submitting your manuscript.

1. 1st Application Process
Researchers may apply by uploading cover file through the ICMEM 2021 Portal with the following steps:
	1. Sign Up and make your ICMEM 2021 account here: <https://icmem.sbm.itb.ac.id/login>
	2. Choose your stream type: (1) Research for ICMEM conference participant and (2) International Graduate Colloquium for IGC participant
	3. Choose ONE topic from the conference stream list
	4. Fill out the questions
	5. All participant have to write down an abstract in the ICMEM 2021 Portal system. The abstract must be written in English No figures, photos or illustrations are allowed in the abstract. The inclusion of trade names/brand names is not allowed in the abstract.
	6. Submit the cover file based on **“ICMEM 2021 Cover File Template”** that you can download in **“Resources”** menu. Cover file submissions must include paper title, author(s)' name(s), affiliations, email address of the Main Author, and the abstract body
	7. You **don’t need** to submit the “Paper Files” for the 1st Application Process
	8. After completed the 1st submission process you will get the Paper ID
	9. Only submissions made via the online process will be considered. You will receive an email confirmation within 24 hours of your submission. If not, please email ICMEM 2021 secretariat to: icmem@sbm-itb.ac.id
	10. All applications and abstracts will be reviewed for scientific merits and after that ICMEM 2021 committee will announce the abstract acceptance results.
	11. After get the acceptance results, ICMEM 2021 participant can continue to submit the full paper in the 2nd application process based on **“ICMEM 2021 Full Paper Template”** for “**Conference Participant”** OR **“IGC 2021 Full Paper Template”** for **“International Graduate Colloquium Participant”** that you can download in **“Resources”** menu.
2. 2nd Application Process
	1. Log In with your ICMEM 2021 account here: <https://icmem.sbm.itb.ac.id/login>
	2. Click your previous paper ID
	3. Click the **“Full Paper Submission”** button and you can submit your Full Version paper based on **“ICMEM 2021 Full Paper Template”** for “**Conference Participant”** OR **“IGC 2021 Full Paper Template”** for **“International Graduate Colloquium Participant”** that you can download in **“Resources”** menu
	4. Please **do not include the authors name and affiliation** anywhere in the **Full Paper** manuscript that you submit
	5. To avoid plagiarism, every paper will go through plagiarism checking
	6. By submitting the Full Paper manuscript, you are granting ICMEM 2021 to publish and disseminate it electronically
	7. All applications and full paper manuscript will be reviewed for scientific merits and after that ICMEM 2021 committee will announce the full paper acceptance results.