

# PANDUAN PEMAKALAH SEMNAS RISTEK 2025

<https://semnasristek.sakaintek.com/>

## 1. Registrasi sebagai Pemakalah

### a. Pilih menu Registrasi Pemakalah

The screenshot shows the website for Semnas Ristek 2025. The header includes the logo of Universitas Indraprasta PGRI and the date 'Selamat sore 15:55 | 25 Juli 2024'. The navigation menu is located below the header, with 'REGISTRASI PEMAKALAH' circled in red. The main content area features a large banner for 'Semnas Ristek 2025 Seminar Nasional Riset dan Teknologi' and a detailed information panel on the right. The information panel includes a keynote speaker profile (Prof. Ir. Tito Sulung, S.T., M.T., Ph.D., IPM, ASEAN, Eng), dates for paper submission (July 15-19, 2024), registration fees (Rp 150,000 for authors and Rp 250,000 for participants), and contact information for the organizing committee.

Gambar 1. Pilihan beranda Semnas Ristek 2025

# Isi form Register dengan benar, jika sudah maka klik tombol **Register**

Home > User > **Register**

## Register

Fill in this form to register with this site.


Click here if you are already registered with this or another journal on this site.

### Profile

Form Language

English

To enter the information below in additional languages, first select the language.

Username \*   
The username must contain only lowercase letters, numbers, and hyphens/underscores.  
Password \*   
The password must be at least 6 characters.  
Repeat password \*   
Validation \*  I'm not a robot 

Salutation

First Name \*

Middle Name

Last Name \*

Initials  Joan Alice Smith = JAS

Gender

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

Signature

Email \*

Confirm 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

Phone

Fax

Mailing Address

Country

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

Confirmation  Send me a confirmation email including my username and password

Working Languages  Bahasa Indonesia

English

Register as  Reader: Notified by email on publication of an issue of the journal.

Author: Able to submit items to the journal.

\* Denotes required field



Diisi jika nama Anda terdiri dari 3 kata atau lebih



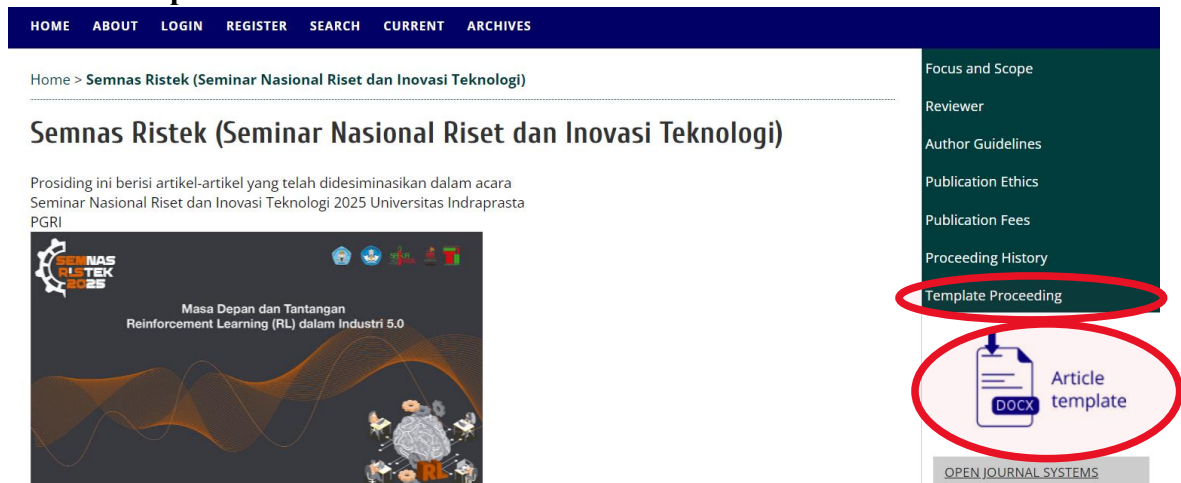
No. HP wajib diisi dengan benar & nomor yang sedang aktif



Wajib di checklist

Gambar 2. Tampilan form Register

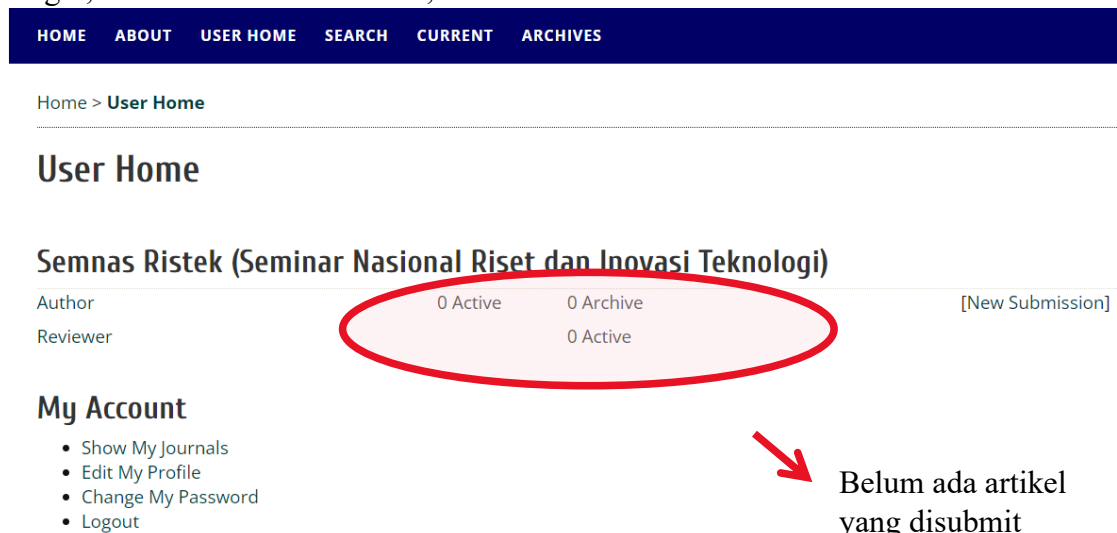
## 2. Unduh Template Penulisan Artikel Semnas Ristek 2025



Gambar 3. Tampilan beranda Semnas Ristek 2025 (Pilihan menu Template Artikel)

## 3. Login dan Upload Artikel

- a. Login, masuk ke **USER HOME**, klik **New Submission**



Gambar 4. Tampilan Beranda Author setelah Login

- b. Upload Artikel

- 1) **Step 1**, Baca terlebih dahulu *Submission Checklist*, jika Anda setuju dan lanjut submit maka checklist semua, *Save and Continue* (masuk ke step 2).

## Step 1. Starting the Submission

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

Encountering difficulties? Contact Fita Widyatun for assistance (0813-8430-9460).

### Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pull-down below.

Language \*

### 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).

- 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).*  
Artikel yang dikirim belum diterbitkan sebelumnya, juga tidak dalam pertimbangan jurnal lain.
- The submission file is in Microsoft Word document file format.*  
File kiriman dalam format file dokumen Microsoft Word.
- The entire manuscript is typed by following the **Template Proceeding**.*  
Seluruh naskah diketik dengan mengikuti **Template Proceeding**.
- All references in the article have used the Mandeley Tools with APA Style format.*  
Semua referensi di artikel tersebut telah menggunakan Alat Mandeley dengan format APA Style.
- All authors have agreed to be the authors of the article and enter completely into the **Metadata**.*  
Semua penulis sudah menyetujui sebagai penulis dalam artikel dan memasukkan secara lengkap kedalam **Metadata**.

→ Baca lalu checklist semua jika *Author* menyetujui

### Journal's Privacy Statement

### Comments for the Editor

Enter text (optional)

Gambar 5. Tampilan Step 1

- 2) **Step 2**, Pemakalah mulai melakukan *upload* File Artikel. File yang di *upload* wajib dalam bentuk **.doc dan atau .docx**

## 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 Fita Widyatun for assistance (0813-8430-9460).

### Submission File

No submission file uploaded.

Upload submission file

Choose File No file chosen

Upload

Save and continue Cancel

Gambar 6. Tampilan Step 2

Setelah Pilih File, lalu klik tombol *Upload* kemudian *Save and continue*. Berikut tampilan setelah klik *Save*.

### Submission File

File Name	7422-13731-1-SM.docx
Original file name	Contoh File Upload.docx
File Size	11KB
Date uploaded	2024-07-16 03:46 AM

Replace submission file

Choose File No file chosen

Upload

Save and continue Cancel

Gambar 7. Tampilan setelah berhasil *Upload*

- 3) **Step 3**, Isi Metadata dengan data yang sebenar-benarnya, selanjutnya *Save and continue*

### Step 3. Entering the Submission's Metadata

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

Form Language English   
To enter the information below in additional languages, first select the language.

#### Authors

First Name *	<input type="text" value="Aulia"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Paramita"/>
Email *	<input type="text" value="aullap.semnas@gmail.com"/>
ORCID ID	<input type="text"/>
<small>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. <a href="http://orcid.org/0000-0002-1825-0097">http://orcid.org/0000-0002-1825-0097</a>).</small>	
URL	<input type="text"/>
Affiliation	<input type="text" value="Universitas Indraprasta PGRI"/> <small>(Your institution, e.g. "Simon Fraser University")</small>
Country	<input type="text" value="Indonesia"/>
Bio Statement (E.g., department and rank)	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

#### Title and Abstract

Title *	<input type="text" value="Tulislah Kalimat Judul dengan Benar"/>
Abstract *	<div style="border: 1px solid #ccc; padding: 5px;"><p>Pada bagian ini, isikan atau tulis pada kolom dengan abstrak berbahasa Indonesia sesuai dengan artikel yang anda upload sebelumnya.</p></div>

#### Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords	<input type="text" value="keyword1; keyword2; keyword3"/>
Language	<input type="text" value="id"/> <small>English=en; French=fr; Spanish=es. Additional codes.</small>

#### 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	<input type="text"/>
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#### References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References	<div style="border: 1px solid #ccc; padding: 5px;"><p>Isikan dengan data yg ada pada daftar pustaka di artikel Anda</p></div>
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\* Denotes required field

Gambar 8. Tampilan Step 3 (Contoh pengisian Metadata yang wajib diisi)

- 4) **Step 4**, *Author* diperkenankan untuk *upload File* tambahan (**jika ada**), misalnya hasil pengolahan data atau kuesioner, dan sebagainya yang mendukung hasil penelitian dari *Author*. Namun jika tidak ada file tambahan, bisa langsung klik tombol *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		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	
<input type="button" value="Save and continue"/>		<input type="button" value="Cancel"/>		

Gambar 9. Tampilan Step 4 (*upload file* tambahan jika ada)

- 5) **Step 5**, selanjutnya pada bagian akhir, sistem akan menampilkan data artikel yang sudah di *upload* oleh *Author*. Jika sudah benar, maka klik *Finish Submission*

Home > User > Author > Submissions > **New 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 Semnas Ristek (Seminar Nasional Riset dan Inovasi Teknologi) 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 Semnas Ristek (Seminar Nasional Riset dan Inovasi Teknologi).

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
13734	CONTOH FILE UPLOAD.DOCX	Submission File	11KB	07-16

Gambar 10. Tampilan Step 5

Selanjutnya, sistem akan menampilkan *link submission* Anda yang aktif, seperti terlihat pada gambar di bawah.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > Active Submissions

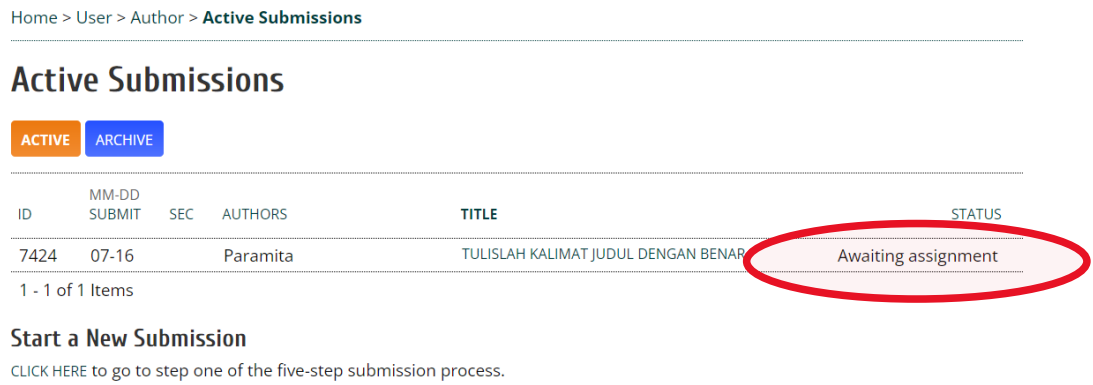
## Active Submissions

Submission complete. Thank you for your interest in publishing with Semnas Ristek (Seminar Nasional Riset dan Inovasi Teknologi)

- Active Submissions

Gambar 11. Tampilan setelah berhasil *submit* artikel

Klik *active submissions*, maka akan ditampilkan data artikel yang sudah Anda *submit* disertai dengan Status Awal artikel yaitu “*Awaiting assignment*” (menunggu penugasan) seperti terlihat pada gambar di bawah.



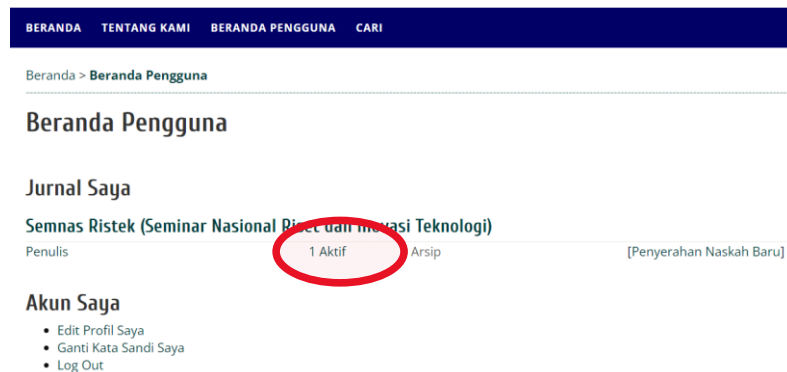
Gambar 12. Tampilan beranda *Author* yang telah *submit* artikel Pemakalah perlu memperhatikan setiap step untuk tidak terlewat dan membaca sepenuhnya. Kekeliruan sering terjadi dengan tidak melakukan upload pada bagian Original File sehingga status submission menjadi In Complete (lihat Gambar 13).



Gambar 13. Tampilan beranda *Author* yang tidak lengkap melakukan tahap *new submission*

Pemakalah juga perlu memperhatikan bagian upload original file wajib dilakukan upload berkas makalah anda dalam bentuk *word (bukan pdf)* bukan pada *supplementary file*. *Supplementary File* diisi dengan berkas pendukung penelitian anda, misalnya kuesioner, hasil pra proses data, dan lainnya.

#### 4. Periksa status artikel



Gambar 13. Tampilan beranda *Author* setelah *Login* dan sudah *submit* artikel



Lakukan pemeriksaan status artikel Anda dengan melakukan *Login* ke OJS dan *Email* Anda secara berkala. Panitia Semnas Ristek akan memberikan Notifikasi Email kepada Author jika artikel terdapat revisi. Berikut ini contoh status artikel, dimulai Login dan klik 1 Active (artinya: 1 artikel yang aktif yang sudah disubmit dan sedang diproses), masuk ke Active Submissions.

Status artikel terdiri dari 3 tingkatan yaitu:

1) *Awaiting Assigment*

Status ini merupakan tahap awal artikel anda masuk antrian untuk diproses oleh editorial (lihat Gambar 14). Proses pertama yang dilakukan adalah memeriksa jenis file, cek kesesuaian template penulisan, dan cek persentase plagiarism (maks 25%). Jika pada tahap awal memenuhi ketiga syarat tersebut maka manajer editor akan menugaskan editor dan reviewer.

Home > User > Author > Active Submissions

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### Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
7439	07-22		alus	CONTOH 2	IN EDITING: COPYEDIT REQUESTED
7442	07-22		alus	CONTOH 4	IN REVIEW
7451	07-25		alus	XXX	Awaiting assignment

1 - 3 of 3 Items

Gambar 14. Contoh Tampilan Author Status *Awaiting Assigment*

2) *In Review*

Status *In Review* memiliki makna bahwa artikel anda sudah masuk proses review oleh editor dan Reviewer (lihat Gambar 15).

Home > User > Author > Active Submissions

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### Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
7439	07-22		alus	CONTOH 2	IN EDITING: COPYEDIT REQUESTED
7442	07-22		alus	CONTOH 4	IN REVIEW
7451	07-25		alus	XXX	Awaiting assignment

1 - 3 of 3 Items

Gambar 15. Contoh Tampilan Author Status *In Review*

3) *In Review: Revision Required*

Status *In Review: Revision Required* menjelaskan bahwa artikel anda perlu melakukan revisi silahkan cek hasil review pada bagian *Editor Decision > Editor Version* (lihat Gambar 16 dan 17). Pemakalah diberikan waktu 1 minggu untuk upload hasil

perbaiki makalah melalui OJS pada bagian *Editor Decion* > *Author Version* (lihat Gambar 18).

### Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
7439	07-22		alus	CONTOH 2	IN EDITING: COPYEDIT REQUESTED
7442	07-22		alus	CONTOH 4	IN REVIEW
7451	07-25		alus	XXX	IN REVIEW: REVISIONS REQUIRED

1 - 3 of 3 Items

Gambar 16. Contoh Tampilan Author Status *In Review: Revision Required*

### Editor Decision

Decision Revisions Required 2024-07-25

Notify Editor Editor/Author Email Record No Comments

Editor Version 7451-14006-1-ED.DOCX 2024-07-25

Author Version None

Upload Author Version  No file chosen

Gambar 17. Cek Hasil Review dengan Unduh File dari Editor Version dan Hasil Revisi *upload author version*

#### 4) Archived

Status *archive* menjelaskan bahwa artikel anda di tolak (*Decline Submission/ Rejected*)

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Archive

### Archive

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
6699	08-21		Abdillah Khairul Umam	PERANCANGAN SISTEM KEAMANAN KENDARAAN MOTOR MENGGUNAKAN...	Archived

1 - 1 of 1 Items

### Editor Decision

Decision Decline Submission 2024-07-25

Notify Editor Editor/Author Email Record 2024-07-25

Editor Version 7451-14006-1-ED.DOCX 2024-07-25

Author Version 7451-14007-1-ED.DOCX 2024-07-25 DELETE

Upload Author Version  No file chosen

Gambar 18. Tampilan status *Archived*

### 5) In Editing

Status *In Editing* menjelaskan bahwa artikel anda telah diterima (*Accept Submission*) dan **sudah** melakukan pembayaran *fee* publikasi disertai surat originalitas dari pemakalah (lihat Gambar 18). Bukti Bayar dan Surat Originalitas dikirim dengan *membalas email dari Panitia dan upload bukti bayar* pada website <https://semnasristek.sakaintek.com/> (lihat Gambar 19).

## Active Submissions

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
7439	07-22		alus	CONTOH 2	IN EDITING: COPYEDIT REQUESTED
7442	07-22		alus	CONTOH 4	IN REVIEW
7451	07-25		alus	XXX	IN EDITING

## Editor Decision

Decision **Accept Submission 2024-07-25**

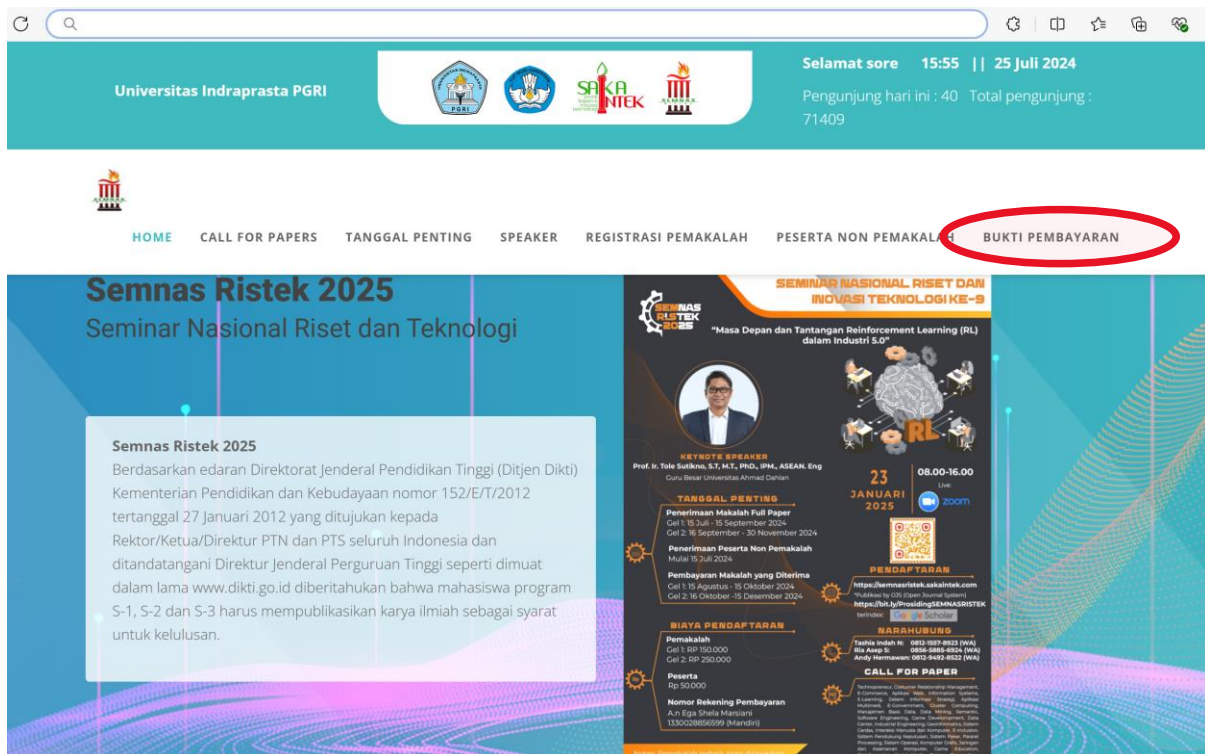
Notify Editor Editor/Author Email Record No Comments

Editor Version 7451-14006-1-ED.DOCX 2024-07-25

Author Version 7451-14007-1-ED.DOCX 2024-07-25 DELETE

Upload Author Version  No file chosen

Gambar 18. Tampilan status *In Editing*



Gambar 19. Tampilan Menu Bukti Pembayaran

Silahkan pemakalah menghubungi Contact Person dalam OJS, apabila anda kendala submission.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > About the Journal > **Journal Contact**

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## Journal Contact


### Principal Contact

**Aulia Paramita**  
Phone: 0813-1077-2762  
Email: semnas.sakaintek@gmail.com

### Support Contact

**Fita Widyatun**  
Phone: 0813-8430-9460  
Email: fita.wdy@gmail.com

- Focus and Scope
- Reviewer
- Author Guidelines
- Publication Ethics
- Publication Fees
- Proceeding History
- Template Proceeding



Article template

---Terimakasih, Selamat Berkarya---  
**SALAM SEMNASRISTEK 2025**