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## PRESENTER TUTORIALS

**Editor’s Assistant (EDAS)**

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## NON-PRESENTER TUTORIALS

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EDAS: ACCOUNT REGISTRATION

This tutorial will guide you through the registration of your EDAS account. If you already have an EDAS account, please log in to submit your paper using your registered account.

1. Go to the ICST UGM 2018 EDAS site.

Alternatively, you can click the register button on the ICST website.

Then, click the submit paper button under the EDAS card, which will redirect you to the ICST UGM 2018 EDAS website.
2. Below the login form, click **create a new account**.

3. Enter your details, tick the box “I consent to the EDAS privacy and policies”, and click **add this person** button to create your account.
4. Your account has been created. Your username and ID number will be sent to your email.

5. Set up your initial password by clicking the link in your email.

6. Your initial password has been created.

If you still require further assistance, please feel free to contact us.
EDAS: FULL PAPER SUBMISSION

This tutorial will guide you through the submission of your paper in EDAS.

1.  Go to the ICST UGM 2018 EDAS site.

   Alternatively, you can click the register button on the ICST website.

   All the paper's author must register an EDAS account before submitting a paper.

   Please ensure that you are using the correct account to submit your paper, as an invoice will be generated for this account.

   Prepare your paper in accordance with the author guidelines and your co-author's EDAS account.
Then, click the submit paper button under the EDAS card, which will redirect you to the ICST UGM 2018 EDAS website.

2. Log in to your EDAS account.

3. Once you are logged in, click the symposium name—under the Track column—that matches on your paper to be registered.
4. Enter your paper details, tick the box “Add yourself as author”, and click submit button to submit your paper.

5. Your paper has been successfully submitted. You will now be able to view your paper in your EDAS account. Click add authors to add your co-authors (if available).

6. Write your co-author’s name, EDAS ID, or email. Alternatively, you can simply select your co-author’s name from the co-author list. Then, click add author button.
7. Select the radio button before your co-author’s name and click select this person button to confirm it.

8. After adding your co-author, click upload the manuscript to upload your full paper’s file.

9. Tick the box “I have checked that the authors listed in the manuscript are the same as the current list of authors on the paper record”, upload your full paper’s file, and click upload button.

⚠️ Please ensure your file is in DOC, DOCX, or PDF format.
10. Your full paper has been uploaded.

Upload manuscript for #1234567890: Your Paper Title

The file has been uploaded.

If you still require further assistance, please feel free to contact us.
EDAS: CAMERA-READY

We will announce it after the paper submission deadline has passed.
TTP: ACCOUNT REGISTRATION

This tutorial will guide you through the registration of your Trans Tech Publications account. If you already have a Trans Tech Publications account, please log in to submit your paper using your registered account.

1. Go to the Trans Tech Publications’ login site.

Alternatively, you can click the register button on the ICST website.

Then, click the submit paper button under the Trans Tech Publications card, which will redirect you to the Trans Tech Publication site.
2. Below the login form, click **register now**.

3. Enter your details and click **register** button to create your account. The verification link will be sent to your email.

   ![Login form](image)

   **All the information details must be filled.**
4. Verify your account by clicking the link in your email.

Complete your Scientific.Net registration

2/7/2018 5:03 PM
To: lorem.ip@email.co

Dear Mr. Lorem Ipsum,

Thank you for submitting your registration information. To complete your registration and to continue on with your request, please click on the link to activate your account.

If received this message but did not attempt to register, it means that someone may have entered your email address when registering, probably by mistake. If this is the case, you can safely disregard this email - no further action is required. We apologize for the intrusion.

Best regards,
Team Scientific.Net by TTP
office@scientific.net

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Discover NEW!
https://www.scientific.net/SC

5. Your account has been created. To upload your paper, you need to activate your account by sending a request to editors.

Welcome to our site

2/7/2018 4:13 PM
To: lorem.ip@email.co

Dear Mr. Lorem Ipsum,

Thank you for completing your registration. Now your account is active.

We welcome you to our webpage.

If you have any questions, please do not hesitate to contact us.

Best regards,
Team Scientific.Net by TTP
office@scientific.net

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Specialized Collection
Look inside! Our specialized collection for your research!
Discover NEW!
https://www.scientific.net/SC
6. Click **TTP account activation request** under Presenter menu.

Alternatively, you can click **request activation** button on the submission page.
7. Enter your TTP registered account details and click send request button.

8. Your request has been sent. We will notify your account activation via email.
9. Your account has been activated.

Symposium of Materials Science and Chemistry

3/7/2018 2:19 PM

To: Lorem Ipsum

Dear Mr. Lorem Ipsum,

Your login credentials for uploading your paper for the “Symposium of Materials Science and Chemistry” are:

URL: https://www.scientific.net
Username: lorem
Password: yourPASSw012d

After you log in, please select “Participant” near the top of the screen to access menus and instructions for uploading your new or revised manuscripts.

When preparing your manuscript, please be sure to follow the template available under “Participant Home”. Please fill out the manuscript Checklist (fourth entry on the Participant bar). Also, while submitting the manuscript, be sure to also submit a completed Copyright Form.

Please note that manuscript submission closes on 3/21/2018.

Best regards,
Roto Roto
roto05@ugm.ac.id

If you still require further assistance, please feel free to contact us.
TTP: FULL PAPER SUBMISSION

All the paper’s author must register a TTP account before submitting a paper.

Please ensure that you are using the correct account to submit your paper, as an invoice will be generated for this account.

Prepare your paper in accordance with the author guidelines and your co-author’s TTP account.

This tutorial will guide you through the submission of your paper in Trans Tech Publications.

1. Go to the Trans Tech Publications’ login site.

Alternatively, you can click the register button on the ICST website.
Then, click the **submit paper** button under the Trans Tech Publications card, which will redirect you to the Trans Tech Publication site.

2. Log in to your TTP account.

3. Once you are logged in, click **participant** on the top menu.
4. On the participant home tab, click **upload page**.

5. Complete the six stages listed on the left-side menu.
   a. Files. Upload your files by clicking the corresponding **browse** buttons and click **upload** to submit the documents. Click the **PDF icon** in the uploaded files area. When the file is opened, please check whether all the text is within the red frame. If there is any text outside, adjust the formatting of your document and re-upload the new versions of your files (word/LaTeX and corresponding PDF).
   b. Edit paper. Type the paper title and abstract.
   c. Copyright agreement. Read carefully the copyright agreement and confirm that you accept the terms.
   d. Edit authors. Add all the authors responsible for creating the paper to the list, mark the corresponding author.
   e. Edit keywords. Make a list of keywords.
   f. Comments. Leave your comments, if necessary. You can also check the comments left by editors.
6. On the papers tab, tick the checklist and click the submit button.

Your paper has been successfully submitted. You can watch the tutorial video on the Scientific.Net system guide for participant page. If you still require further assistance, please feel free to contact us.
TTP: CAMERA-READY

We will announce it after the paper submission deadline has passed.
Non-presenter guidelines

FOREIGN ATTENDANT

This tutorial will guide you through the registration of your EDAS account if you are just going to attend the conference without presenting your paper. If you already have an EDAS account, please log in using your registered account.

1. Go to the ICST UGM 2018 EDAS site.

Alternatively, you can click the register button on the ICST website.

Then, click the foreign attendant button under the Non-Presenter card, which will redirect you to the ICST UGM 2018 EDAS website.
2. Below the login form, click create a new account.

3. Enter your details, tick the box “I consent to the EDAS privacy and policies”, and click add this person to create your account.

The following information must be filled:

- Name
  - Title
  - First name, Middle initial (if any), and Last name
- Affiliation
  - Status
  - Current affiliation
  - Country
- Mailing address
  - Street address (use P.O. box, if street address is not available)
  - City
  - State, province, or region (based on your country)
  - Postal (zip) code
  - Country
- Contact information
  - Email address
  - Phone or mobile number
Non-presenter guidelines

4. Your account has been created. Your username and ID number will be sent to your email.

5. Set up your initial password by clicking the link in your email.

6. Your initial password has been created.
7. Log in to your account.

8. Once you are logged in, click the **register** menu in the EDAS navigation bar.


10. In the search result sheet, click the **ticket icon** (_sell) under the following columns:
    a. **register self** column to register yourself as non-presenter; or
    b. **register other** column to register your friend as non-presenter.

If you want to register your friend, write your friend’s name, EDAS ID, or email. Alternatively, you can simply select your friend’s name from the co-author list. Then, click **register new person** button.
Select the radio button before your friend’s name and click select this person button to confirm it.

11. After confirming the information, click the trolley icon (🛒) under the register column.

12. Your account has been successfully registered as an attendant (non-presenter participant) at the ICST 2018.

If you still require further assistance, please feel free to contact us.
LOCAL ATTENDANT

Please ensure that you can attend this conference since the payments are non-refundable.

This tutorial will guide you through the registration in the ICST 2018 if you are just going to attend the conference without presenting your paper.

1. Go to the ICST 2018 site.

2. Click the register button on the ICST website.

3. Click the local attendant button under the non-presenter card.
4. Enter your details, upload the payment receipt, and click the submit button to register.

You should now be registered as an attendant (non-presenter participant) at the ICST 2018. If you still require further assistance, please feel free to contact us.