



2022 ICOH AUTHOR GUIDELINES

ABSTRACT SUBMISSION

- A. SUBMITTING YOUR ABSTRACT**
- B. REVISING YOUR ABSTRACT**
- C. FINAL ABSTRACT DECISION**

A. SUBMITTING YOUR ABSTRACT

1. Prepare your Abstract in doc. or docx. file following the ICOH Author Guidelines

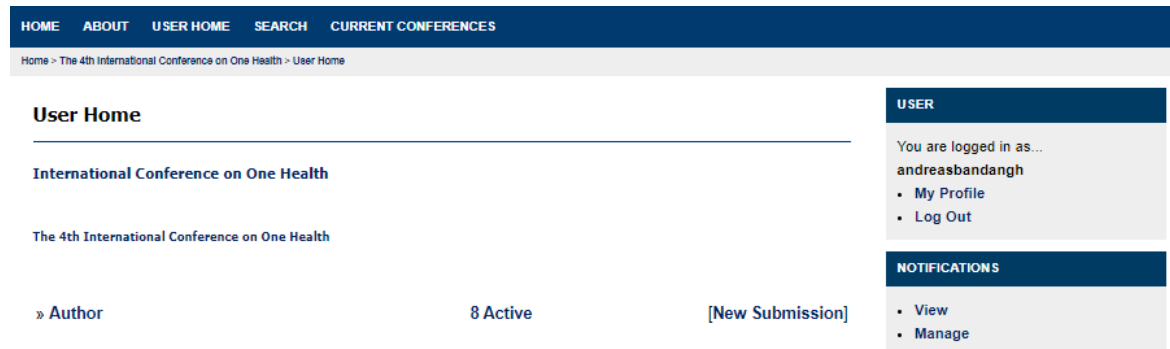
2. Go to the ICOH Open Conference System homepage:

<https://icoh.ub.ac.id/index.php/icoh/2022>

3. Log into your Author page by filling the username and password then click Log In button.



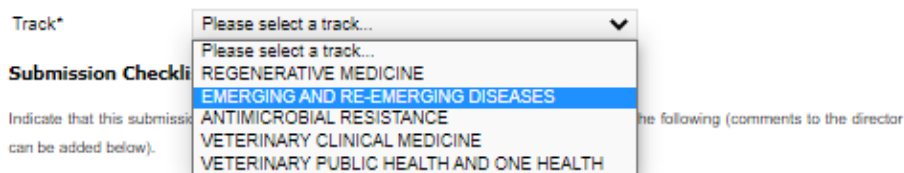
4. You will be directed to your User Home. To submit your abstract, click New Submission button.



3. Start your abstract submission by choosing your Conference Track according to the field your paper fits in. Read the Submission Checklist and tick the boxes to indicate that your paper has followed the Author Guidelines and ready to be considered by the scientific committees.

Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).



Submission Checklist

Indicate that this submission can be added below).

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- All URL addresses in the text (e.g., <http://pkp.sfu.ca>) are activated and ready to click.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Conference.
- If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.
- If submitting to peer review, all Microsoft Office documents (including Supplementary Files) have been saved by going to File and selecting Save As; clicking Tools (or Options in a Mac); clicking Security; selecting "Remove personal information from file properties on save"; clicking Save.

4. Go to the next page by clicking the Save and Continue button.

Comments for Conference Director

Enter text (optional)

Save and continue **Cancel**

* Denotes required field

5. On the next page, you will be asked to fill the authors' data. **Please add all authors contributing on your paper in this page!** You may add more authors by clicking Add Author button.

Authors

First name*	<input type="text" value="Andreas"/>
Middle name	<input type="text" value="Bandang"/>
Last name*	<input type="text" value="Hardian"/>
Email*	<input type="text" value="andreasbandangh@ub.ac.id"/>
URL	<input type="text"/>
Affiliation	<input type="text" value="Anatomic Pathology Laboratory, Faculty of Veterinary Medicine, Universitas Brawijaya, Malang, East Java 65151, Indonesia"/>
(Your institution, e.g. "Simon Fraser University")	
Country	<input type="text"/>
Bio statement (E.g., department and rank)	<input type="text"/>

Add Author

6. If there are more than one author contributing, please see some details below author's Bio statement box. You may arrange the author ordering by clicking the up-and-down arrow (↑↓). Please indicate the corresponding author by ticking the Principal Contact for editorial correspondence. In case you wish to delete some authors' data, you may click Delete Author button.




Reorder authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence. **Delete Author**

7. Fill the complete into the Title and Abstract section. **Do not put your complete abstract text here!** Just type dash mark (-) on abstract box. You may put your sponsor of your study on the Supporting Agencies section, if necessary. To finish your abstract submission, click Save and Continue button.

Title and Abstract

Title*	<input type="text" value="SAMPLE SUBMISSION_The Potential Impact of Simian Retrovirus Infect"/>
Abstract*	<input type="text" value="-"/>



Indexing

Language	<input type="text" value="en"/>
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English=en; French=fr; Spanish=es. **Additional codes.**

Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies	<input type="text"/>
----------	----------------------

* Denotes required field

8. You will see the Uploading Supplementary File page. Upload your abstract as a Supplementary File in doc. or docx. format.

Step 3. Uploading Supplementary Files

- 1. Start
- 2. Enter Metadata
- 3. Upload Supplementary Files
- 4. 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
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No supplementary files have been added to this submission.

Upload supplementary file	<input type="button" value="Pilih File"/> Abstract_Andr...donesia.docx	<input type="button" value="Upload"/>
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9. Ensure that you have clicked the **Upload button** and you will be directed to page where you should provide the information of your supplementary file. Please tick the box in the bottom of this page to present file to reviewer.

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title*	<input type="text" value="Abstract_Andreas_The Potential Impact of Simian Retrovirus Infections to"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	Research Instrument <input type="button" value="v"/> Specify other <input type="text"/>
Brief description	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px;"></div>
Publisher	<input type="text"/> Use only with formally published materials.
Contributor or sponsoring agency	<input type="text"/>
Date	<input type="text" value="2021-05-16"/> <input type="text" value="YYYY-MM-DD"/> Date when data was collected or instrument created.
Source	<input type="text"/> Name of study or other point of origin.
Language	<input type="text"/> English=en; French=fr; Spanish=es. Additional codes.

Supplementary File

File name	329-749-1-SP.docx
Original file name	Abstract_Andreas_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia.docx
File size	19KB
Date uploaded	2021-05-16 11:19 AM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file Tidak ada file yang dipilih

10. You will see this page indicating the completion of supplementary file upload. Click the Save and Continue button to go to the next page.

Step 3. Uploading Supplementary Files

- 1. Start
- 2. Enter Metadata
- 3. Upload Supplementary Files
- 4. 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
159	Abstract_Andreas_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia	Abstract_Andreas_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia_no me.docx	05-16	Edit Delete

Upload supplementary file

Tidak ada file yang dipilih

11. Confirm your abstract submission by clicking the Finish Submission button.

Step 4. Confirming the Submission

- 1. Start
- 2. Enter Metadata
- 3. Upload Supplementary Files
- 4. Confirmation

To submit your manuscript to International Conference on One Health 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 conference web site. Thank you for your interest in publishing with International Conference on One Health.

File Summary

ID	Original file name	Type	File size	Date uploaded
749	Abstract_Andreas_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia_no me.docx	Supplementary File	18KB	05-16

12. On the next page, you will see the page below indicating the completion of your abstract submission.

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES

Home > User > Author > Submissions > Active Submissions

Active Submissions

Submission complete. Thank you for submitting your work to International Conference on One Health.

» [Active Submissions](#)

13. To see the review status of your abstract submission, click Active Submissions button. You will be directed to the page where your abstract submissions are listed in order. The 'awaiting assignment' status means that your abstract submission is now delivered to ICOH director/editor by our OCS manager.

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES

Home > User > Author > Active Submissions


Active Submissions

- [Active](#)
- [Archive](#)

ID	Submit Track	Authors	Title	Status
329	05-16	EID Hardian, Rahmawati	SAMPLE SUBMISSION_The Potential Impact of Simian...	Awaiting assignment

14. Please be advised to check your ICOH user home frequently to see any updates from your abstract submission. You will receive email notification regarding your submission status where your abstract submission might be accepted, revised, or rejected.

[ICOH 2021] Submission Upload Acknowledgement Inbox x

 **4rd ICOH** <icoh.fkh@ub.ac.id>
to me ▾

Andreas Bandang Hardian:

Thank you for uploading your presentation, "SAMPLE SUBMISSION_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia" to International Conference on One Health. With the online conference management system that we are using, you will be able to track its progress through the editorial process by logging in to the conference web site:

Submission URL:
<https://icoh.ub.ac.id/index.php/icoh/2021/author/submission/329>
Username: andreasbandangh

If you have any questions, please contact me. Thank you for considering this conference as a venue for your work.

4rd ICOH
International Conference on One Health

International Conference on One Health The 4th International on One Health
<https://icoh.ub.ac.id/index.php/icoh/2019/index>

15. To see the summary of your abstract submission and corresponding page with our director/editor, click the title of your abstract submission. You may also go to the Summary page by clicking the Submission URL sent to your email notification.

#329 Summary

- [Summary](#)
- [Review](#)

Submission

Authors	Andreas Bandang Hardian, Irhamna Putri Rahmawati
Title	SAMPLE SUBMISSION_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia
Original file	None
Supp. files	329-749-2-SP.docx 2021-05-16 Add a Supplementary File
Submitter	Andreas Bandang Hardian
Date submitted	May 16, 2021 - 11:39 AM
Track	EMERGING AND RE-EMERGING DISEASES
Director	None assigned

Status

Status	Awaiting assignment
Initiated	2021-05-16
Last modified	2021-05-16

16. To go to the corresponding page with our director/editor, click the Review button. You will see the abstract review page below to find any updates of your abstract submission.

#329 Abstract Review

- [Summary](#)
- [Abstract Review](#)
- [Paper Review](#)

Submission

Authors	Andreas Bandang Hardian, Irhamna Putri Rahmawati
Title	SAMPLE SUBMISSION_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia
Track	EMERGING AND RE-EMERGING DISEASES
Director	None assigned

Peer Review

Initiated	—
Last modified	—
Uploaded file	None
Director Version	None

Director Decision

Decision	—
Notify Director	Director/Author Email Record No Comments
Director Version	None
Author Version	None
Upload Author Version	<input type="button" value="Pilih File"/> Tidak ada file yang dipilih <input type="button" value="Upload"/>

Layout

Galley Format	File	Views
None		

Supplementary Files	File
1.	<p>Abstract_Andreas_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia</p> <p>329-749-2-SP.docx 2021-05-16</p>

17. Notice that when your review status changes to be Abstract in Review, it means that your abstract is now under supervision of ICOH director/editor and undergoing review process by our reviewers.

Active Submissions

- Active
- Archive

ID	Submit	Track	Authors	Title	Status
329	05-16	EID	Hardian, Rahmawati	SAMPLE SUBMISSION_The Potential Impact of Simian...	Abstract In Review

B. REVISING YOUR ABSTRACT

1. Your abstract may get accepted, needed revision, or rejected by our directors according to reviewers' consideration. The directors will notify you about the decision through your email. If your abstract needs revision, you will receive email below along with an attached file.

[ICOH 2021] Editorial Decision on Paper Inbox x



icoh fkh <icoh.fkh@ub.ac.id>
to me ▾

Andreas Bandang Hardian:

After a careful review of your submission, "SAMPLE SUBMISSION_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia" will be considered for presentation at International Conference on One Health if the following revisions are successfully implemented.

Thank you and looking forward to your participation in this event.

icoh fkh
icoh.fkh@ub.ac.id

International Conference on One Health The 4th International on One Health
<https://icoh.ub.ac.id/index.php/icoh/2019/index>



If you log in to your ICOH account, you will see on your ICOH Active Submissions page that your abstract status is Revisions Required.

327	05-16	EID	Hardian, Rahmawati	SAMPLE SUBMISSION_The Potential Impact of Simian...	Abstract In Review: Revisions Required
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2. Download the attached file and see the comments and revisions by reviewers. Revise your abstract according to the reviewers' comments given.

ABSTRACT_SAMPLE

The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia

ABSTRACT

Simian retrovirus (SRV) is a group of retroviruses causing immunosuppressive symptoms in non-human primate around the globe. Though each of SRV species has its specific hosts which is mostly **old-world monkeys**, several cases were also reported in gibbons and other great apes. The presence of simian retrovirus type-D has been detected through the decade in Indonesian macaques, however, the positive results of antibody assay towards SRV in orangutans and gibbons were also ever reported. Thus, the necessity to understand the current situation as well as the role of simian retrovirus in Indonesia is pivotal as a part of non-human primate conservation.

Keywords: simian retrovirus, monkeys, conservation, Indonesia

A AB A few seconds ago
Where? Asian or African monkeys?
Reply Resolve

A AB A few seconds ago
The reported data existing in publications should be summarized here.
Reply Resolve

You may also find the same attached file in the ICOH Abstract Review page (see step 16).

Peer Review

Initiated 2021-07-07
Last modified 2021-07-07
Uploaded file Reviewer A 327-750-1-RV.docx 2021-07-07
Director Version None

3. Once you finished revising your abstract, save it, and rename the file by adding “_REVISED” in the end of the file name as seen below.

Name	Date modified	Type	Size
Abstract_Andreas_Simian Retrovirus in Indonesian Macaques_REVIEWED_REVIS	07/07/2021 05:19	Microsoft Word D...	23 KB

4. Upload your revised abstract file to the ICOH Abstract Review page (see step 16). Ensure that your file is already uploaded by clicking Upload button. If your revised abstract file is successfully uploaded, you will see the status as seen below.

Director Decision

Decision Revisions Required 2021-07-07
Notify Director Director/Author Email Record 2021-07-07
Director Version None
Author Version 327-751-1-DR.docx 2021-07-07 Delete
Upload Author Tidak ada file yang dipilih
Version

5. Notify the director that you have finished revising your abstract by clicking the email button in the right hand of the Notify Director tab. You will be directed to the email Send Email page, and you need to upload your revised abstract file again as the attachment (see below). To finish your abstract revision, click Send button in the right corner of the page.

Send Email

To

CC

BCC

Send a copy of this message to my address (andreasbandangh@ub.ac.id)

Attachments 1. Abstract_Andreas_Simian Retrovirus in Indonesian
Macaques_REVIEWED_REVISSED.docx (23k) Delete

Tidak ada file yang dipilih

From "Andreas Bandang Hardian" <andreasbandangh@ub.ac.id>


Subject SAMPLE SUBMISSION_The Potential Impact of Simian Retrovirus Infect

Body
Please find our revised abstract in the attachment file below.

C. FINAL ABSTRACT DECISION

1. Either your abstract is accepted or rejected, you will receive a notification email regarding the final decision of your abstract submission. If your abstract is invited for presentation, you will receive an email as seen below.

[ICOH 2021] Editorial Decision on Abstract Inbox x

 **icoh fkh** <icoh.fkh@ub.ac.id>
to me ▾

Andreas Bandang Hardian:

Congratulations, your abstract SAMPLE SUBMISSION_The Potential Impact of Simian Retrovirus Infections to Non-Human Primate Conservation in Indonesia has been accepted for presentation at International Conference on One Health which is being held 2021-10-26 at Malang. You may now submit your paper for further review.

Thank you and looking forward to your participation in this event.

icoh fkh
icoh.fkh@ub.ac.id

International Conference on One Health The 4th International on One Health
<https://icoh.ub.ac.id/index.php/icoh/2019/index>

You will find on your ICOH Active Submissions page (see step 13) that the status is now changed to be Awaiting Upload. It means that you will need to upload your **full manuscript** of your research paper here. Please contact the ICOH committee for further information.

327	05-16	EID	Hardian, Rahmawati	SAMPLE SUBMISSION_The Potential Impact of Simian...	Awaiting Upload
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2. To submit your full manuscript, see the **2021 ICOH Full Paper Submission Guideline**.

-- THIS IS THE END OF THIS GUIDELINE --