

# MANUAL FOR ABSTRACT SUBMISSION

To submit your abstract to ICMS4, please follow STEP 1 and Step 2 (a)-(f).

**STEP 1:** Prepare the abstract in Microsoft Word using abstract template downloaded from <http://conference.ukm.my/ICMS4/ICMS4/about/submissions#authorGuidelines>

The screenshot shows the website for the 4th International Conference on Mathematical Sciences (ICMS4). The main navigation bar includes links for HOME, ABOUT, USER HOME, SEARCH, CURRENT CONFERENCES, and ANNOUNCEMENTS. The page title is "The 4th International Conference on Mathematical Sciences (ICMS4)".

The "Submissions" section is highlighted, containing links for Online Submissions, Author Guidelines, Copyright Notice, and Privacy Statement. The "Author Guidelines" section includes a callout box with the text "Click here to download abstract template" pointing to the first item in the list: "1. Template for abstract."

The "Submission Preparation Checklist" section lists seven requirements for abstract submissions, including publication status, file format, URL activation, text formatting, adherence to guidelines, peer review process, and security settings.

The "Copyright Notice" section states that authors agree to the following terms: a) Authors retain copyright over their work, while allowing the conference to place this unpublished work under a Creative Commons Attribution License; b) Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work; c) In addition, authors are encouraged to post and share their work online at any point before and after the conference.

The "Privacy Statement" section states that the names and email addresses entered in this conference site will be used exclusively for the stated purposes of this conference and will not be made available for any other purpose or to any other party.

**The title Goes Here with Each Initial Letter  
Capitalized**

Author's Name<sup>a</sup> and Author's Name<sup>b</sup>

*\*Replace this text with authors' affiliations (use complete addresses)  
Continue Here*

*<sup>a</sup>If more than one affiliation is needed, they should be indicated by superscript  
letters, a, b, c, etc. as shown above*

**Abstract.** The title should be in upper and lower case, bold and centred on the page, use 18 point Times New Roman and please do not put a full stop at the end of your title. Author's names should be 14 point Times New Roman, no title such as Prof. Dr. PhD or MD should be used and please ensure that the presenting authors named is underlined. The main text of abstract should be in 10 point Times New Roman, fully justified, single spacing and no more than 200 words.

**Keywords:** Enter Keywords here.

**STEP 2:** Submit the abstract (in Microsoft Word) prepared in STEP 1 into ICMS4 system, by following steps (a) – (f)

Step 2(a) Login to <http://conference.ukm.my/ICMS4/ICMS4>. Every author should create an account with the site.

Step 2(b) In **USER HOME**, click NEW SUBMISSION

The screenshot shows the 'User Home' page of the ICMS4 system. The navigation menu includes 'HOME', 'ABOUT', 'USER HOME', 'SEARCH', 'CURRENT CONFERENCES', and 'ANNOUNCEMENTS'. The 'USER HOME' menu item is circled in red. Below the navigation, there is a breadcrumb trail: 'Home > The 4th International Conference on Mathematical Sciences > User Home'. The main content area is titled 'User Home' and contains a section for 'The 4th International Conference on Mathematical Sciences' with a '0 Active' status and a '[New Submission]' link. A green callout box with an arrow points to a button that says 'Click here to submit abstract'. On the right side, there are sections for 'OPEN CONFERENCE SYSTEMS', 'USER' (logged in as 'rosli'), 'NOTIFICATIONS', and 'CONFERENCE CONTENT'.

Step 2(c) Fill in all necessary information in **Step 1. Starting the Submission.**

The screenshot shows the 'Step 1. Starting the Submission' page. The title 'Step 1. Starting the Submission' is circled in red. The page includes a progress indicator: '1. START 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION'. Below this, there is a 'Conference Track' section with a dropdown menu labeled 'Track\*' and a 'Session Type' section with two radio buttons: 'Abstract' (selected) and 'Proceedings'. A green callout box with an arrow points to the 'Abstract' radio button. The 'Abstract' option is described as 'A brief summary of your paper and presentation with not more than 200 words. Abstract Word Limit: 200'. The 'Proceedings' option is described as 'Full proceeding paper to be published in AIP.'. Below the session type selection is a 'Submission Checklist' with several items to be checked. The page title is 'The 4th International Conference on Mathematical Sciences (ICMS4)'.

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.

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### Copyright Notice

Authors who submit to this conference agree to the following terms:

**a)** Authors retain copyright over their work, while allowing the conference to place this unpublished work under a **Creative Commons Attribution License**, which allows others to freely access, use, and share the work, with an acknowledgement of the work's authorship and its initial presentation at this conference.

**b)** Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgement of its initial presentation at this conference.

**c)** In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point before and after the conference.

The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this conference (comments to the director can be added below).

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### Comments for Conference Director

Enter text (optional)

\* Denotes required field

**INFORMATION**

- For Readers
- For Authors

Then click save and continue.

Step 2(d) Fill in all necessary information in Step 2. Entering the Submission Metadata.

ICMS4:2016 Step 2. Entering the Submission...

conference.ukm.my/ICMS4/ICMS4/author/submit/3?paperid=2887

## The 4th International Conference on Mathematical Sciences (ICMS4)

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES ANNOUNCEMENTS

Home > User > Author > Submissions > New Submission

### Step 2. Entering the Submission's Metadata

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

#### Authors

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Middle name\*

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URL

Affiliation School of Mathematical Sciences,  
Faculty of Science and Technology,  
Universiti Kebangsaan Malaysia.

Country Malaysia

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

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Conference Help

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**CONFERENCE CONTENT**  
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All Search

Conference Information  
» Call for Papers (November 5, 2015 - November 1, 2016)  
» Presentations  
» Conference Schedule  
» Registration  
» Timeline

Browse  
• By Conference  
• By Author  
• By Title

**FONT SIZE**  
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**INFORMATION**  
• For Readers  
• For Authors

**Title and Abstract**

Title\*

Abstract\*

**Indexing**

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

Academic discipline and sub-disciplines: Mathematics, Statistics, Actuary, Data Science

Language: en (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:

**Save and continue**

\* Denotes required field

Then click Save and continue

Step 2(e) Upload your abstract prepared in STEP 1 into Step 3. Uploading Supplementary Files (compulsory)

The 4th International Conference on Mathematical Sciences (ICMS4)

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Home > User > Author > Submissions > New Submission

**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
No supplementary files have been added to this submission.				

Upload supplementary file  No file selected.

**Save and continue**

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Conference Help  
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You are logged in as... syahida2015  
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Then click Save and continue

Step 2(f) Confirm your submission in **Step 4. Confirming the Submission.**

HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES ANNOUNCEMENTS

Home > User > Author > Submissions > New Submission

### Step 4. Confirming the Submission

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

To submit your manuscript to The 4th International Conference on Mathematical Sciences 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 The 4th International Conference on Mathematical Sciences.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
2875	ABSTRACT.DOCX	Supplementary File	12KB	11-06

[Finish Submission](#) [Cancel](#)

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» Timeline

**Browse**  
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• By Author  
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**INFORMATION**  
• For Readers  
• For Authors

Then click Finish Submission.

The author will also receive an email of submission upload acknowledgement from the system.

Done.