



INTERNATIONAL DOCTORAL COLLOQUIUM 2025

ASOSIASI FAKULTAS EKONOMI DAN BISNIS INDONESIA (AFEBI)

Venue in The Patra Bali Resort & Villas, Bali, Indonesia. May 7th, 2025

Author Guidelines: AFEBI International Colloquium 2025

Welcome to the **AFEBI International Colloquium 2025!**

This event uses the Open Conference System (OCS) as the official platform for all manuscript submissions and reviews. This guideline will help you prepare, submit, and finalize your paper correctly.

1. Registration on OCS

1. Visit the submission portal via the Kolokium website. Click "**Registration**" to be redirected to the OCS portal.
2. Click "**Account**" to create a new user account.
3. Complete your personal and institutional information, and select the "**Author**" role.
4. Check your email inbox for a confirmation message and click the link to activate your account.

2. Abstract Submission Workflow

1. Log in to your account.
2. Go to User **Home** > **AFEBI Kolokium 2025** > **New Submission**.
3. Confirm the originality and copyright checklist.
4. Fill in the title and abstract in the metadata section.
5. Finalize your submission by clicking "**Finish Submission**".

3. Proposal Submission (After Abstract Acceptance)

Only authors whose abstracts are accepted will be invited to submit their paper proposals.

1. You will receive an email notification confirming abstract acceptance.
2. After receiving the acceptance, authors must **complete the payment** via the registration page at <https://afebi.org/kolokium2025/#contribution>. You will get the invoice.
3. After the payment, Log in to your OCS account and go to your active submission. Click "**Awaiting Upload**".
4. Upload your proposal paper file in Word format.
5. Upload any supplementary files if necessary.



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6. Finalize your submission by clicking "Finish Submission".

4. Review Process

- All submissions undergo a **peer review** process.
- You will receive notifications via email for:
 - **Revisions (minor or major)**
 - **Acceptance or rejection**
- If revisions are required, please upload your revised manuscript through the same OCS account.

5. Final (Camera Ready) Submission

Upon acceptance, authors must submit the following documents:

1. **Final version** of the paper using the official template.
2. Signed **Statement of Originality & Copyright Form** (available on the website).
3. **Proof of payment (invoice)** for conference registration.