



# **FULLPAPER SUBMISSION PROCEDURE**

**The 6<sup>th</sup> ASEAN Regional Union of  
Psychological Societies Congress 2017  
(ARUPS 2017)**



## FULL PAPER SUBMISSION

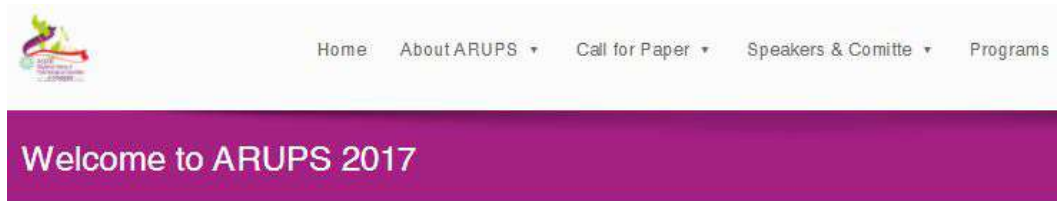
1. First, you need to login to you ARUPS account on <http://arups2017.himpsi.or.id/arups-login>.

The screenshot shows a login page for the ARUPS 6th Congress. At the top center is the ASEAN Regional Union of Psychological Societies logo, which includes a map of Southeast Asia and the text 'ASEAN Regional Union of Psychological Societies' and '6th CONGRESS'. Below the logo is a white login form with the following elements:

- A text input field labeled 'Username or Email'.
- A text input field labeled 'Password'.
- A 'Math Captcha' section with a small square containing a number, followed by '+ 48 = 58'.
- A checkbox labeled 'Remember Me'.
- A blue 'Log In' button.



## 2. Click on **My Account >> Submission**



Welcome to ARUPS 2017

- To submit an abstract, you can access this menu : [My Account >> Submission](#)
- To purchase a ticket, you can access this menu : [My Account >> Ticket](#)
- To see the ticket you have purchased, you can access this menu : [My Account >> Ticket Purchase History](#)



### 3. Find your relevant accepted abstract and click **Upload Attachment**

The screenshot shows the user interface of the ARUPS 2017 website. At the top, there is a navigation menu with links for Home, About ARUPS, Call for Paper, Speakers &amp; Committee, Programs, Venue, My Account, and Contact Us. Below the menu, there are instructions for registration and login. The main content area shows a "My Abstracts" section with a table of abstracts. The table has columns for ID, Title, Review, Status, Type, Submitted, and Action. One abstract is listed with a status of "Accepted" and a type of "Oral Presenter". The "Action" column for this abstract contains a link labeled "Upload Attachment", which is circled in red. The dashboard also includes a "Dashboard" link, a "+ New Abstract" button, and a "Logout" button.

Note:

You will only have **1 (one)** slot of attachment. If you have previously attached a file (e.g. abstract or any other files), you need to delete the attached file and click **Submit**. Then you can return to this step (step 3).



4. You will find **Attachment** box at the bottom of the page. Click **Choose File** to upload your full paper

if you already registered, please log in through the form below.

Welcome back [Name]

[Dashboard](#) [+ New Abstract](#) [Logout](#)

### Edit Attachment

**Abstract Information**

**Manage Attachments**

No Attachments uploaded

[Submit](#)

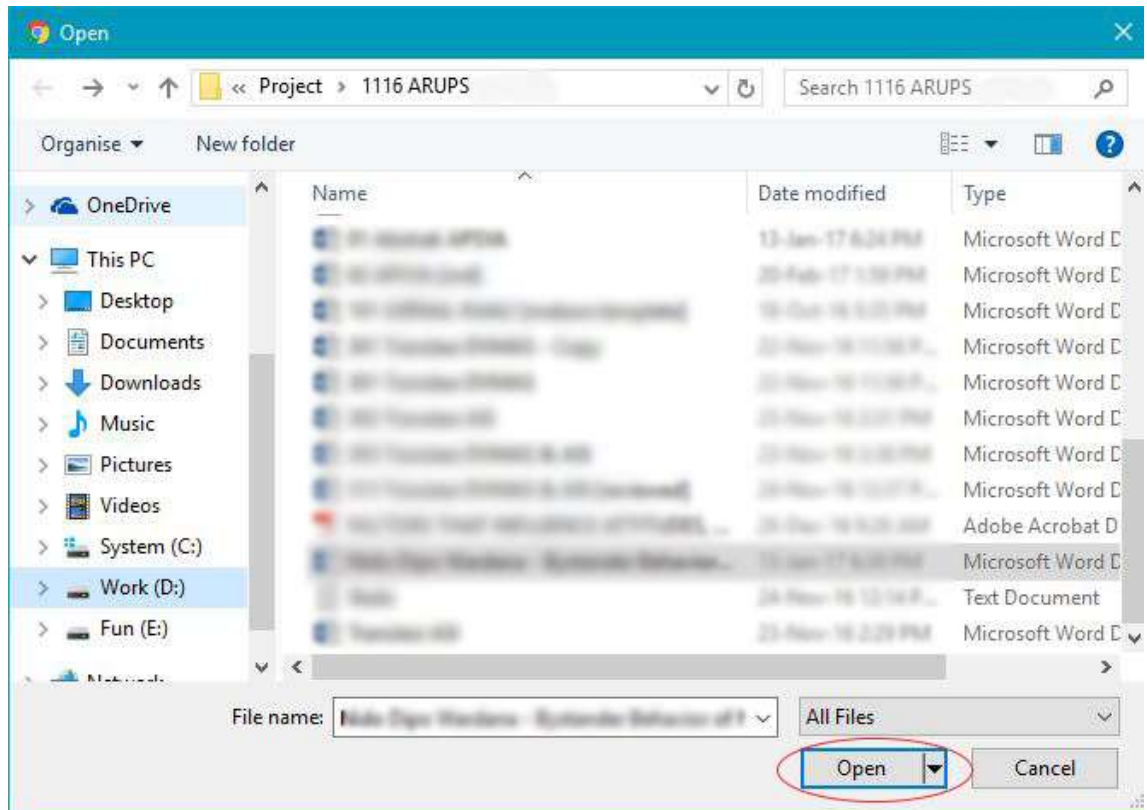
**Attachments**

Use this form to upload your images, photos or tables. Supported formats: **doc, docx** Maximum attachment size: **10MB**

Choose File No file chosen



- Pick your full paper file and click **Open**. Please notice that we only accept files in .doc and .docx format and the size should not exceed 195MB.



Also, please title your file according to this following rule:  
**FULLPAPER\_[First Author Name]\_[Title].doc**

Example: FULLPAPER\_ARUPS\_Committee\_Role\_of\_Psychology\_in\_Modern\_World.doc



6. Then, click **Submit** to finish your full paper submission.

Attachments

Use this form to upload your images, photos or tables.  
Supported formats: **doc, docx**  
Maximum attachment size: **2MB**



7. After submitting your full paper via ARUPS account, you still need to send your full paper via e-mail to [info.arups2017@himpsi.or.id](mailto:info.arups2017@himpsi.or.id). Please write "FULLPAPER Submission [Abstract ID ...]" as the Subject of the e-mail.

**Note:**

Your account may look a little bit different from what is displayed in this guidelines, but the essential parts of the submission procedure should be similar.