

Instructions for Authors

Manuscript Preparation

Manuscript Preparation

Authors must prepare the manuscript using Microsoft Word. The manuscript should be written between 4,000 to 6,000 words or a minimum of 12 pages. However, the manuscript shall not exceed 14 pages at the maximum. It should strictly follow the [ICOCI2023 Template](#), which can be downloaded from the [ICOCI2023 website](#).

Please upload and submit TWO(2) manuscript files.

- (1) A manuscript with complete authors' names and their affiliations and the acknowledgement, and;
- (2) A manuscript WITHOUT authors' names, affiliations, and acknowledgement for the double-blind review process.

Abstract

The abstract should briefly summarize the contents of the manuscript between 150-250 words. The abstract should contain the background of the study, problem statement, objective(s), a brief description of the methodology, the results/findings, and the significance of the study.

Keywords

Please provide THREE (3) keywords only, as stated in the ICOCI2023 Template.

Manuscript Submission

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Manuscript submission must be of original work that has not been published before. It implies that the manuscript is not under consideration for publication elsewhere; that its publication has been approved by all co-authors involved.

Permissions

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Online Submission

Authors should submit their manuscripts online. Authors need to register and login prior to submission. The following is the link to the online submission:

<https://icoci.soc-conferences.com/cms/author/login.php>

Upon registration, authors should receive a verification email from ICOCI 2023. Authors must verify the account before it can be used for submission. This account serves as the main communication between the authors and ICOCI 2023 secretariat.

Similarity Index

Authors are not required to do the similarity check on the manuscript before submission. Once the manuscript is submitted, the ICOCI2023 technical committee shall run Turnitin for the similarity index of each manuscript. This process is to ensure the same setting is used during the similarity checking and to avoid any issue with regard to the similarity index prior to acceptance and publication of the manuscript.

The accepted similarity is less than 20%. Should the manuscript exceeds 20% of similarity, authors shall be contacted by ICOCI2023 technical committee. Authors have to make necessary changes according to the Turnitin results and re-submit the manuscript following instructions from the technical committee.

After Submission

Authors can check the status of the submitted manuscript from the system. The status shall be updated, from time to time, based on the current progress of the manuscripts. Should authors have any inquiries, authors are encouraged to use the 'Message' function in the system to communicate with ICOCI2023 technical committee.

After Acceptance

Notification of Acceptance

Authors shall receive notification of acceptance via email and may also check the manuscript status in the system.

Registration

After manuscript acceptance, at least ONE (1) author should register and present at the conference. The registration of the presenter can be done in the system. The registration of participants can also be done in the system.

Payment

Authors have to pay the conference fees within the stipulated time. Payment can be made using various methods, and proof of payment has to be uploaded to the system upon registration.