



Guide For Authors

Introduction

The RSU National and International Research Conference welcomes original empirical investigations. The paper may represent a variety of theoretical perspectives and different methodology approaches.

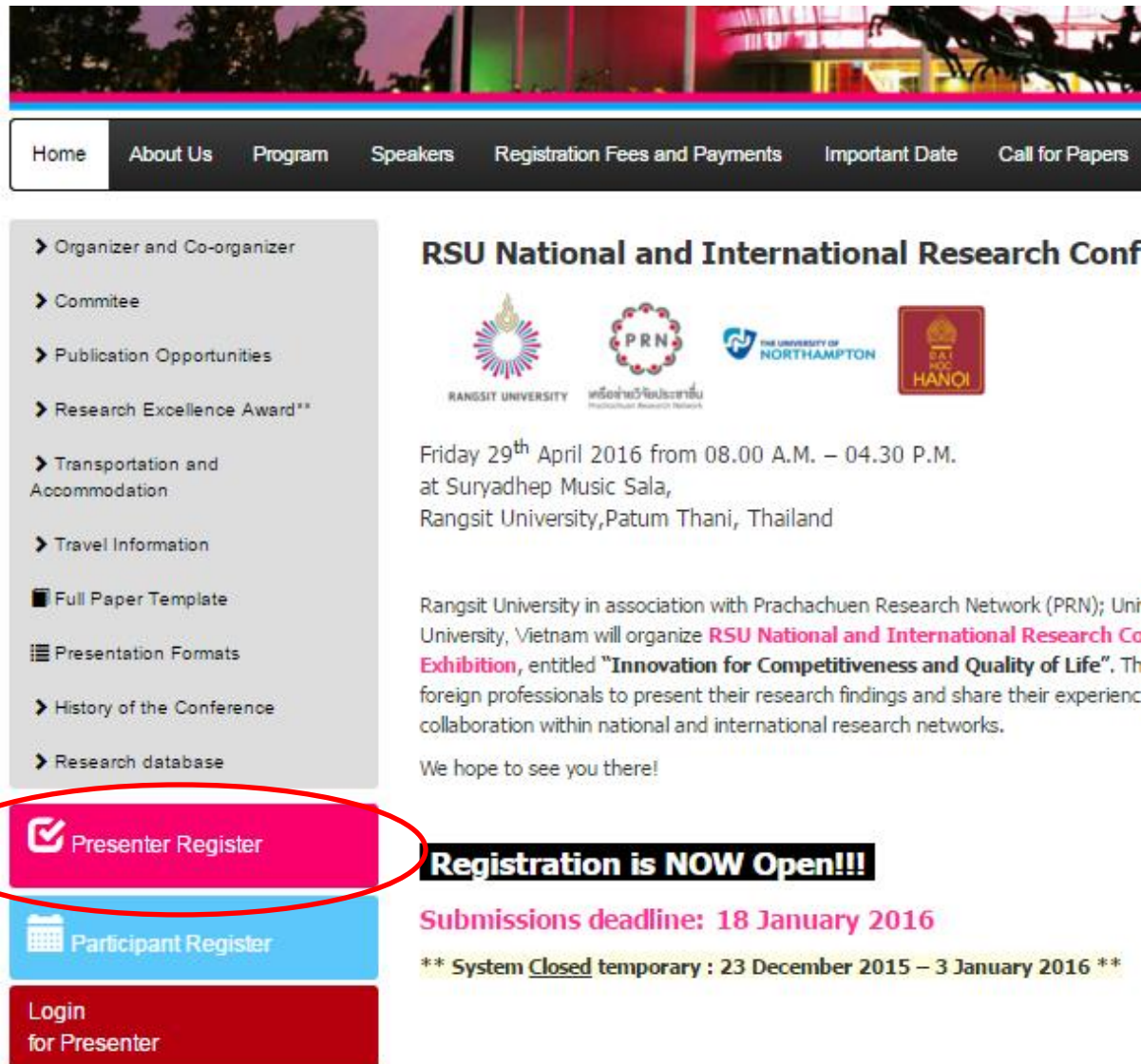
Authors are requested to submit their papers electronically by using the website (<http://rsucon.rsu.ac.th/>). This site will guide authors stepwise through the submission process.

STEP 1 – Prepare your Manuscript

- Authors can download the manuscript template from http://rsucon.rsu.ac.th/page/full_paper_template and start filling the content. Alternatively, authors can format their manuscript by following the instruction given on the website.
- During the manuscript submission process, we need two versions of the research article – Microsoft Word document (versions : 2003 or 2007 or 2010) and PDF version.

STEP 2 – Article Submission

2.1) At <http://rsucon.rsu.ac.th/> and click on the Presenter Register button



The screenshot shows the website for the RSU National and International Research Conference. At the top, there is a navigation menu with links: Home, About Us, Program, Speakers, Registration Fees and Payments, Important Date, and Call for Papers. Below the menu is a sidebar with a list of links: Organizer and Co-organizer, Committee, Publication Opportunities, Research Excellence Award**, Transportation and Accommodation, Travel Information, Full Paper Template, Presentation Formats, History of the Conference, and Research database. The main content area features the conference title, logos for Rangsit University, PRN (Prachachuen Research Network), The University of Northampton, and Hanoi University of Education. It provides the date and location: Friday 29th April 2016 from 08.00 A.M. – 04.30 P.M. at Suryadhep Music Sala, Rangsit University, Patum Thani, Thailand. A paragraph describes the conference as an exhibition on innovation for competitiveness and quality of life, organized by Rangsit University in association with PRN and The University of Northampton. A red circle highlights the 'Presenter Register' button in the sidebar. Below the main text, there is a black banner with white text: 'Registration is NOW Open!!!'. Underneath that, it says 'Submissions deadline: 18 January 2016' and '** System Closed temporary : 23 December 2015 – 3 January 2016 **'. At the bottom of the sidebar, there are buttons for 'Participant Register' and 'Login for Presenter'.

Home About Us Program Speakers Registration Fees and Payments Important Date Call for Papers


Organizer and Co-organizer
Committee
Publication Opportunities
Research Excellence Award**
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Full Paper Template
Presentation Formats
History of the Conference
Research database

Presenter Register

Participant Register

Login for Presenter

RSU National and International Research Conf



Friday 29th April 2016 from 08.00 A.M. – 04.30 P.M.
at Suryadhep Music Sala,
Rangsit University, Patum Thani, Thailand

Rangsit University in association with Prachachuen Research Network (PRN); Uni University, Vietnam will organize **RSU National and International Research Co Exhibition**, entitled "Innovation for Competitiveness and Quality of Life". Th foreign professionals to present their research findings and share their experienc collaboration within national and international research networks.

We hope to see you there!

Registration is NOW Open!!!

Submissions deadline: 18 January 2016

** System Closed temporary : 23 December 2015 – 3 January 2016 **

2.2) Select the type of conference



[Home](#) [About Us](#) [Program](#) [Speakers](#) [Registration Fees and Payments](#) [Important Date](#) [Call for Papers](#) [Contact Us](#)

- › Organizer and Co-organizer
- › Committee
- › Publication Opportunities
- › Research Excellence Award**
- › Transportation and Accommodation
- › Travel Information
- 📄 Full Paper Template
- ☰ Presentation Formats
- › History of the Conference
- › Research database

[Presenter Register](#)

Presenter Registration / Full paper submission

Registration must be submitted on www.rsu.ac.th/rsuconference. The manuscript must be saved in Microsoft Word version 2010, 2007, 2003 and PDF. Please follow the instructions and examples of manuscript preparation and download the template here.

**National Research
Conference Registration**



**International Research
Conference Registration**

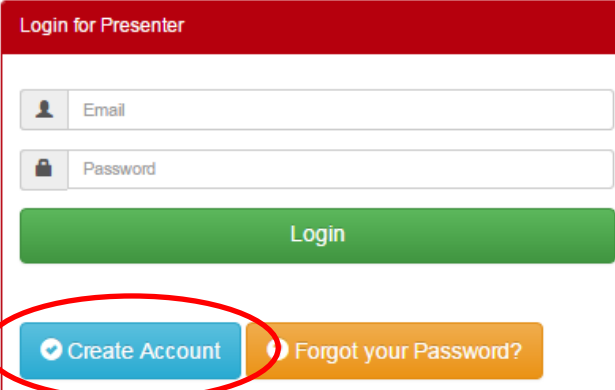


**International Creative Atrs
Exhibition Registration**



2.3) Authors need to create account by click button

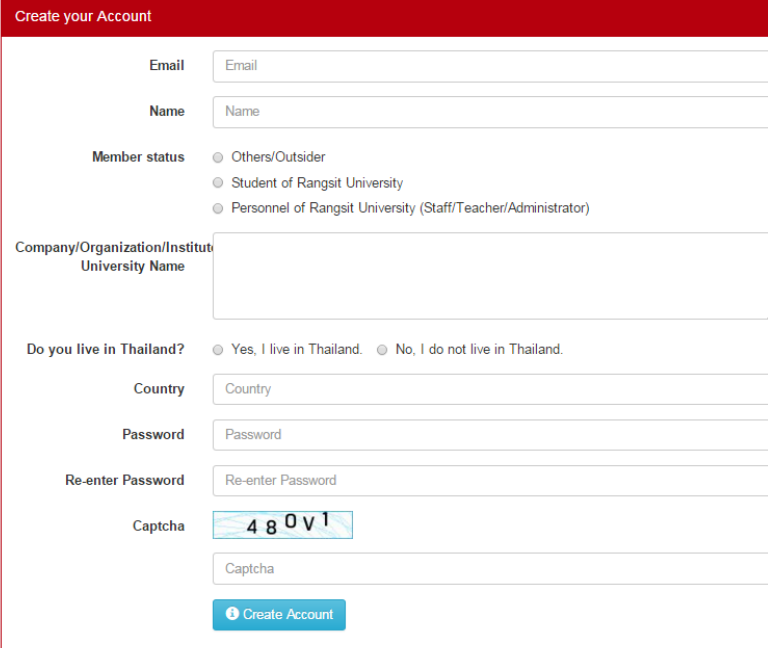




The form titled "Login for Presenter" has a red header. It contains two input fields: "Email" with a person icon and "Password" with a lock icon. Below these is a green "Login" button. At the bottom, there are two buttons: a blue "Create Account" button with a plus icon, which is circled in red, and an orange "Forgot your Password?" button with a right-pointing arrow icon.

2.4) Fill in the information. After complete the information, then click button





The form titled "Create your Account" has a red header. It contains several fields: "Email", "Name", and "Company/Organization/Institute University Name" (a large text area). The "Member status" section has three radio button options: "Others/Outsider", "Student of Rangsit University", and "Personnel of Rangsit University (Staff/Teacher/Administrator)". The "Do you live in Thailand?" section has two radio button options: "Yes, I live in Thailand." and "No, I do not live in Thailand.". Below these are fields for "Country", "Password", and "Re-enter Password". A "Captcha" section shows a grid of characters "4 8 0 v 1" and a corresponding input field. At the bottom is a blue "Create Account" button with an information icon.

2.5) Authors will get message alert from system which inform that the author need to activate an account at your email before start the submission process.



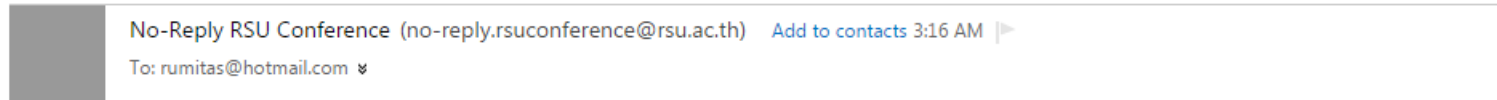
Home About Us Program Speakers Registration Fees and Payments Important Date Call for Papers Contact Us

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To complete the signup process, please activate your account at:
rumitas@hotmail.com

2.6) Author will received an acknowledgement email to activate the account. Click the attach link in email to activate account.

Please activate your account [RSU National and International Research Conference 2016]



Parts of this message have been blocked for your safety.
[Show content](#) | [I trust no-reply.rsuconference@rsu.ac.th. Always show content.](#)

Dear **Author name**

Thank you for signing up for RSU National and International Reserch Conference 2016 on date [2015-12-01 10:17:10](#)

Registered email account is **xxxxx@abcd.com**

Please click the link below to activate your account.

<http://rsucon.rsu.ac.th/member/register-confirm/e60a84525a09e51025cf2698e08a2df5/77400203ed41a40476adb89ca0d269a2>



Sincerely,

RSU Research Conference 2016 Team

International Conference: Contact | Research Institute Call: +662-7915686-5692 Fax: +662-7915689 e-mail: rsuconference@rsu.ac.th

National Conference: Contact | Instructional Support and Development Center Call: +662 -7915701 e-mail: national.rsuconference@rsu.ac.th

This is a system-generated message

2.7) After click the attach link in email, it will take authors directly to RSU Conference homepage and authors will see the alert message "Signup complete". Then authors can submit your manuscript by login to your account with the registered email and password.

Signup complete! You can login with your registered email and password.

Login for Presenter

 Email

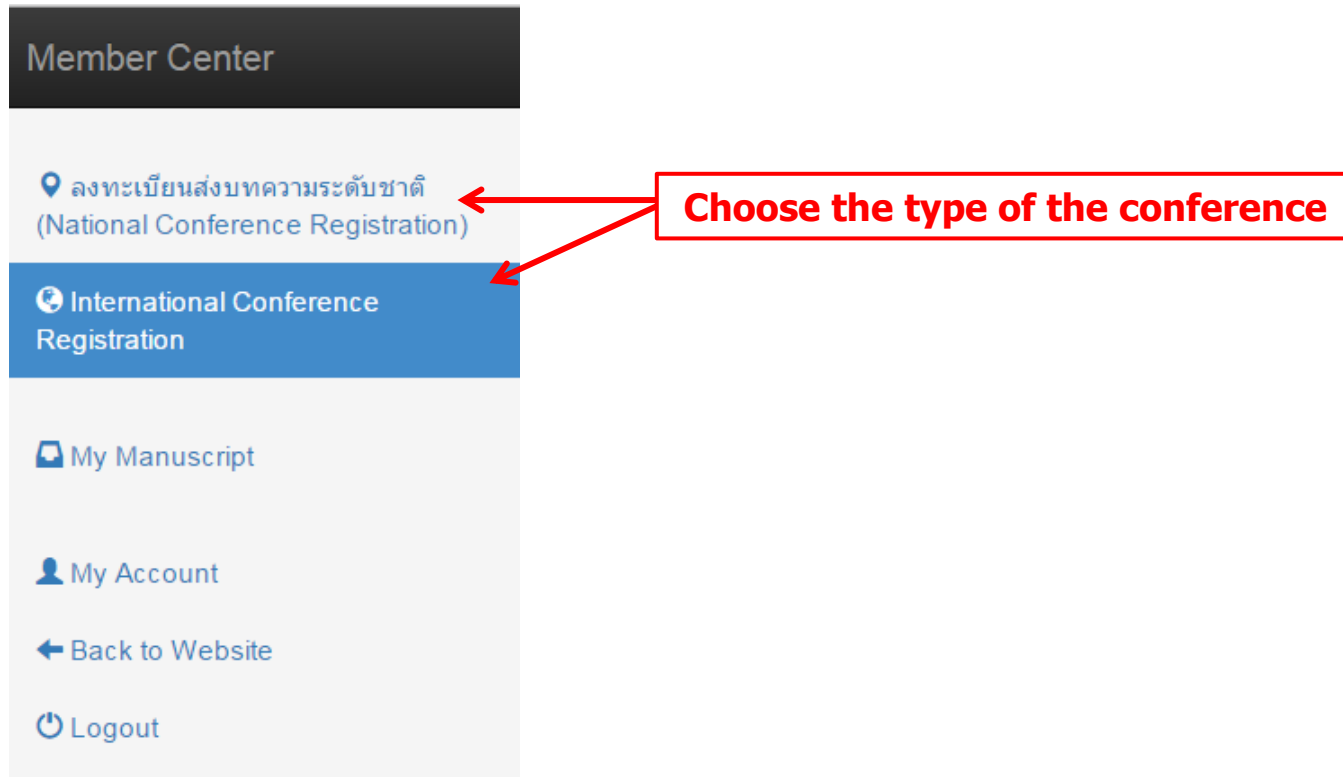
 Password

Login

 Create Account

 Forgot your Password?

2.8) For next step, author have to choose the type of the conference to register between ลงทะเบียนส่งบทความระดับชาติ (National Conference) or International conference.



2.9) Please fill in the information and submit manuscript both Microsoft Word document (versions : 2003 or 2007 or 2010) and PDF version. After complete all information, please click button



International Conference Registration

Submit
Cancel

*** Manuscript title in English**

*** Type of Presentation** Oral Poster

*** Category**

Select
▼

*** Specific Discipline**

E.g. Physiology, Biochemistry, Pharmacology, Anatomy, Optometry, Oriental Medicine, Nursing, Criminology, Political science, Communication Arts, Accounting, Finance, Business & management, Economics, Education

*** Corresponding Author name (Full Name) in English**

Member status

Others/Outsider

Student of Rangsit University

Personnel of Rangsit University (Staff/Teacher/Administrator)

*** Address**

*** Work Address (Author's affiliation)**

Rangsit University

*** Academic**

*** Telephone number**

*** Email**

Co-Authors name

Name in English

+
-
Clear

Click [+] to increase Textbox, Click [-] to decrease Textbox.

Keywords

Keyword in English

Keyword in English

Keyword in English

+
-
Clear

Click [+] to increase Textbox, Click [-] to decrease Textbox.

Please follow the instructions and examples of manuscript preparation and download the template on website: http://rsucon.rsu.ac.th/page/full_paper_template

*** Manuscript File Full Paper**

เลือกไฟล์

Only .doc or .docx file type.


*** Manuscript File Full Paper**

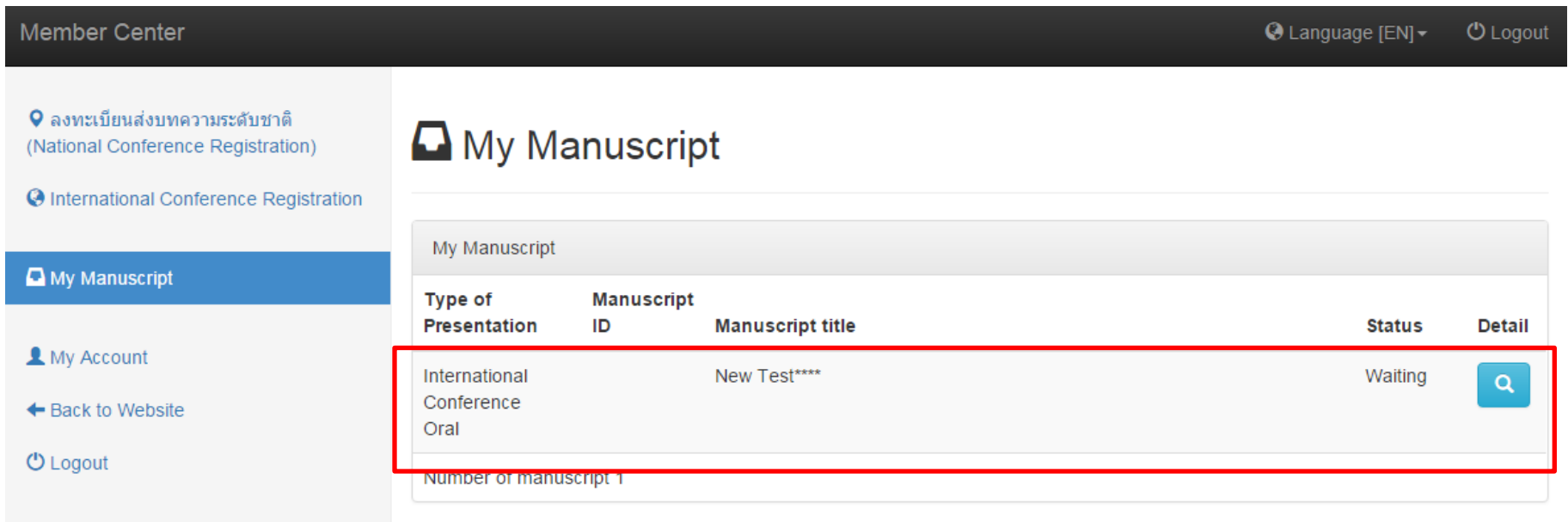
เลือกไฟล์

Only .pdf file type.

2.10) Once, authors submit manuscript successfully via Online Manuscript Submission System, authors will receive an acknowledgement email with Subject **"Approval of manuscript format"**. It means that manuscript is being processed for format approved. There will be an email to authors concerns and acknowledgement within 3 days of submission. If the manuscript is not in the correct format, the organizing committee will inform authors to readjust. And if the manuscript is not suitable for the Conference criteria, it will be refused for the further assessment by the Editor.

Note: Please do not pay the registration fee before receiving email notifications from us.

In this stage manuscript status will appear as "waiting". Click button  , to see the progress of your manuscript reviewing process.




Member Center Language [EN] Logout

ลงทะเบียนส่งบทความระดับชาติ (National Conference Registration)
International Conference Registration

My Manuscript


My Account
Back to Website
Logout

My Manuscript

Type of Presentation	Manuscript ID	Manuscript title	Status	Detail
International Conference Oral		New Test****	Waiting	


Number of manuscript 1

STEP 3 –Edit manuscript

3.1) If authors need to edit manuscript, click button 

3.2) Then click button  to edit or correct the manuscript

My Manuscript

My Manuscript				
Type of Presentation	Manuscript ID	Manuscript title	Status	Detail
International Conference Oral		New Test****	Waiting	

Number of manuscript 1

3.1

Click


New Test****

 Edit

Click

3.2

Type of Conference	International Conference
Manuscript title	New Test****
Type of Presentation	Oral
Category	Medicine, Physical Sciences and Health Sciences
Specific Discipline	Physiology
Corresponding Author name (Full Name)	sumitra kaewchan
Co-Authors name	FilterFoto
Keywords	science, Physiology
Manuscript File	http://rsucon.rsu.ac.th/files/manuscript/M20151217114149.doc http://rsucon.rsu.ac.th/files/manuscript/M20151217114149.pdf
Proof of bank transfer (Pay-in slip)	
Copyright Transfer Agreement Form(CTA)	

 Upload other related documents

3.3) After edit the manuscript, click "Save" button to save new/corrected manuscript

Edit Manuscript

New Test****

Save

3.3

* Manuscript title in English
New Test****

Type of Presentation
 Oral Poster

Category
G1 - Medicine, Physical Sciences and Health Sci ▼

* Specific Discipline
Physiology
Sample: Physiology, Biochemistry, Pharmacology, Anatomy, Optometry, Oriental Medicine, Nursing, Criminology, Political science, Communication Arts, Accounting, Finance, Business & management, Economics, Education

* Corresponding Author name
(Full Name) in English
sumitra kaewchan



Member status
 Others/Outsider
 Student of Rangsit University

STEP 4 – Payment process

4.1) When manuscript format is approved, authors will received an acknowledgement email with subject “**Format approved and Payment process**” which will inform that the further process of reviewing will be start once the registration payment has been paid.

4.2) After completion of the transaction, authors need to upload the proof of payment as an attachment through authors account via online system within 3 days after receiving the notification.

4.3) To upload the proof of payment file, authors need to login with author’s account on <http://rsucon.rsu.ac.th/>.

Now the manuscript status will appear as “Waiting for Payment”. Authors have to click button  first and then click button  .

After that authors can upload the payment file on menu “Proof of bank transfer”. When authors upload file complete, click “Save” button.

Proof of bank transfer (Pay-in slip)	<input data-bbox="550 1015 705 1068" type="text" value="เลือกไฟล์"/> <input data-bbox="705 1015 1647 1068" type="text" value="ไม่ได้เลือกไฟล์ใด"/>
	Only .doc .docx .pdf .png .jpg file type.
	http://rsucon.rsu.ac.th/files/slip/20151201142114.jpg

4.4) This is to show that upload proof of bank transfer file is completed.

 New Test****

[Edit](#)

Type of Conference	International Conference
Manuscript title	New Test****
Type of Presentation	Oral
Category	Medicine, Physical Sciences and Health Sciences
Specific Discipline	Physiology
Corresponding Author name (Full Name)	sumitra kaewchan
Co-Authors name	FilterFoto
Keywords	science, Physiology
Manuscript File	http://rsucon.rsu.ac.th/files/manuscript/M20151217114149.doc http://rsucon.rsu.ac.th/files/manuscript/M20151217114149.pdf
Proof of bank transfer (Pay-in slip)	http://rsucon.rsu.ac.th/files/slip/20151201142114.jpg
Copyright Transfer Agreement Form(CTA)	

STEP 5 – Manuscript review process and Manuscript ID No.

- After manuscript format is approved and the payment is paid, authors will receive acknowledgement mail with subject **“Notification of Manuscript review process and Manuscript ID No.”** This is to inform authors concerns Manuscript ID and your manuscript status that is now in the reviewing process. The manuscript status on website will show as “In Process”.
- Please refer to manuscript ID in all future correspondence or contacts (e.g. when calling the office for questions). Authors can view the current status of manuscript at any time by login to <http://rsucon.rsu.ac.th/>


My Manuscript

My Manuscript				
Type of Presentation	Manuscript ID	Manuscript title	Status	Detail
International Conference Oral	IN16-002	New Test****	In Process (ระหว่างกร พิจารณา)	

STEP 6 – Manuscript Evaluation

- 6.1) Once reviewers evaluated the manuscript and submit the evaluation to the editorial board. The assigned editorial board members, then decide on whether to accept or reject the manuscript based on their scientific agreement.
- 6.2) At this stage authors will received acknowledgement mail with subject “**Notification of the Manuscript Evaluation**” to notify authors to login to the system with Username / E-mail and Password to acknowledge the evaluation of manuscript by open the upload file on authors account at <http://rsucon.rsu.ac.th/>

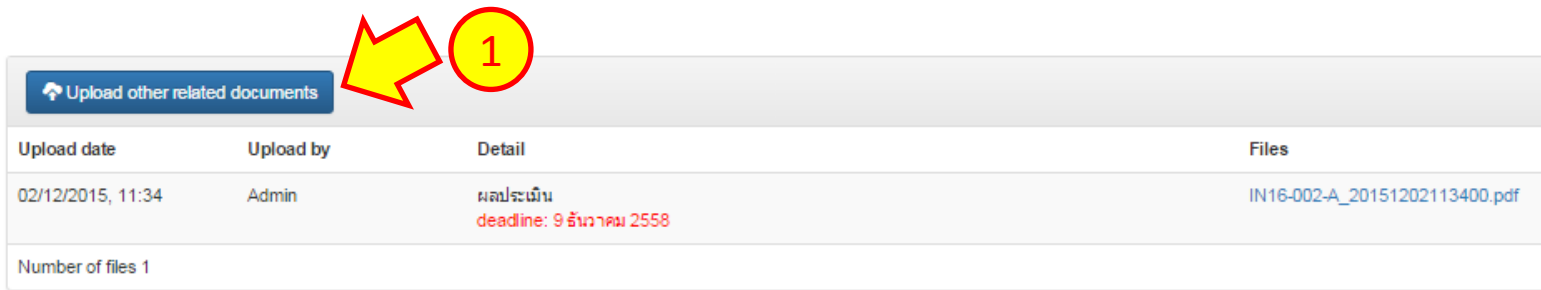
Upload other related documents			
Upload date	Upload by	Detail	Files
02/12/2015, 11:34	Admin	ผลประเมิน deadline: 9 ธันวาคม 2558	IN16-002-A_20151202113400.pdf
Number of files 1			



6.3) If the manuscript needs to be revised, authors need to take action and upload the edited files both in PDF and Word (version 2003 or 2007 or 2010) formats to the system with a message indicating which part has been modified compared with the original document.

6.4) Authors need to correct and return the final/revised manuscript in due date. If authors are not response in due date, manuscript will be removed from oral presentation as well as will not be published in proceedings. If files are already completed, organizing committee apologize for any inconvenience.

To upload the revised file on the system, click “Upload other related document”



Upload date	Upload by	Detail	Files
02/12/2015, 11:34	Admin	ผลประเมิน deadline: 9 ธันวาคม 2558	IN16-002-A_20151202113400.pdf

Number of files 1

ลงทะเบียนส่งบทความ
ระดับชาติ

Registration
International Conference

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Upload other related documents

[[IN16-002]: New Test****

Upload Cancel

2

Authors choose file and click "Upload"

* Detail

Select file

เลือกไฟล์ ไม่ได้เลือกไฟล์ใด

Only .doc|.docx|.pdf|.png|.jpg file type.

Other related documents

Upload date	Upload by	Detail	Files
02/12/2015, 11:34	Admin	ผลประเมิน deadline: 9 ธันวาคม 2558	IN16-002- A_20151202113400.pdf
02/12/2015, 12:07	Member	ปรับแก้ไขแล้วค่ะ	IN16-002- MA7_20151202120752.docx

Number of files 2

File upload
will appear
on page

3

STEP 7 – Manuscript Acceptance

If manuscript is considered "accepted" to appear in the conference proceedings, authors will receive acknowledgement mail with subject **"Invitation to be a presenter at the conference"** to inform that manuscript's peer review has been successful and manuscript has been completely revised. The Organizing Committee would like to send you the following documents:



1. Final version of manuscript
2. Acceptance Letter to join RSU International Research Conference 2016
3. Copyright Transfer Agreement Form (CTA)

Authors can login to the online system with active account Username/E-mail and Password; on the website at <http://rsucon.rsu.ac.th/> and download the above mentioned documents; however, the acceptance letter to join the conference and the original receipt will be given to authors on the conference day.

And authors need to send the following documents back to the Organizing Committee through the online system within due date.

1. Power point presentation (International fonts should be used for convenience of access. There is no limit to the number of slides; 12 minutes for presentation and 3 minutes for Q&A)
2. Copyright Transfer Agreement (CTA)

The status "Accepted" will show on member page

My Manuscript				
Type of Presentation	Manuscript ID	Manuscript title	Status	Detail
International Conference Oral		Test***** International Conference	Waiting	
International Conference Oral	IN16-002	New Test*****	Accepted (คณ รับ)	
Number of manuscript 2				



Thank you