

INSTRUCTIONS FOR ABSTRACT SUBMISSION VIA THE SCINDEX ASSISTANT PLATFORM

For the submission of abstracts to the 9th Congress of Pharmacists of Serbia with international participation, the corresponding author must log in using their personal account on the SCIndex Assistant platform. If you need to update your email address or password, please use the “Forgot your password?” option or access your profile settings to modify your account details. The submission platform can be accessed via the following link: <https://aseestant.ceon.rs/index.php/SFUS/login>.

If the corresponding author does not yet have an account on the SCIndex Assistant platform, it is necessary to register using the Registration option available at:

<https://aseestant.ceon.rs/index.php/SFUS/user/register>.

ABSTRACT SUBMISSION PROCEDURE

The submission process begins by selecting the option **Make a New Submission** after registration. The Submission page can be accessed either by choosing **MAKE A SUBMISSION** from the menu on the right-hand side of the screen or by selecting **Submissions** from the ABOUT drop-down menu, as well (Figure 1).

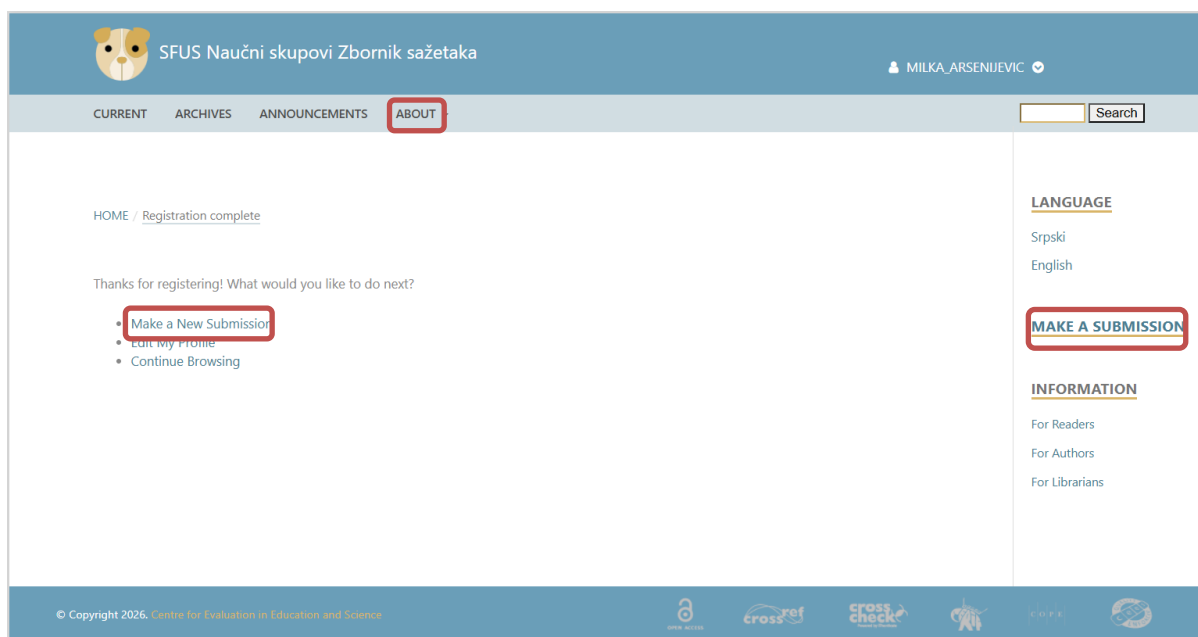
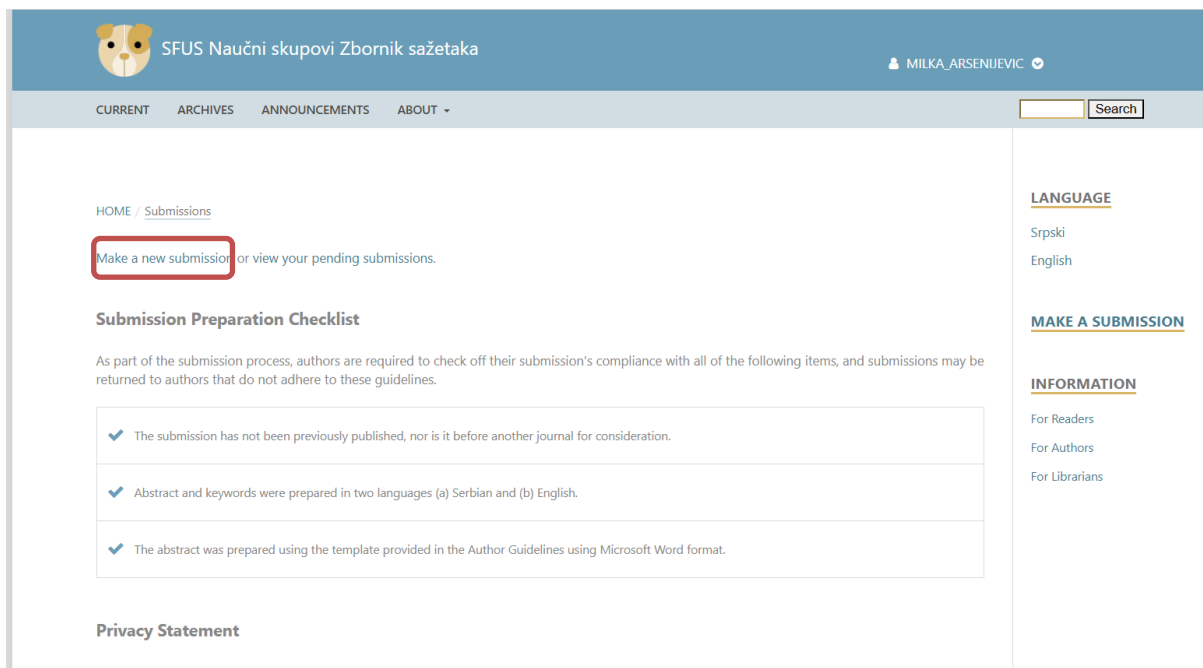


Figure 1. Platform interface after registration, with highlighted navigation paths to the abstract submission page

The [Submissions](#) page, which provides the general requirements for abstract submission, displays the **Make a new submission** option used to initiate the submission process (Figure 2).



Slika 2. [Submissions](#) page interface where the abstract submission process is initiated

The abstract submission process consists of four steps:

1. **Start:**

- a. Submission Language: Select the primary language (English) from the drop-down menu.
- b. Section: Choose the appropriate section **corresponding to the category of your submission. For poster presentations, please select the relevant session.**
- c. Submission Requirements: Confirm that the manuscript complies with the stated submission criteria.
- d. Comments for the Editor: Additional notes may be provided here, if necessary.
- e. Corresponding Contact: Confirm that the submitting author agrees to receive all correspondence related to the manuscript.
- f. Provide consent for the collection and storage of the submitting author's data in accordance with the privacy policy.

2. **Upload Submission File** is completed in three stages:

- a. Article Component: Select Article text from the drop-down menu.
Upload the abstract prepared using the [Abstract Template](#) (MS Word format) by clicking Upload File or by using the Drag & Drop option. The file can be replaced at this stage by selecting Change File.
- b. Review Details: An intermediate step for verification. The file name can be modified by selecting Edit.
- c. Confirm: Finalize the upload by selecting Complete, or cancel the process by selecting Cancel.

At each stage, select Continue to proceed or Cancel to return to the beginning of the file upload process.

Please upload only **one MS Word document** in this step.

3. Enter Metadata

Metadata is entered in English. It is recommended to copy the information directly from the prepared MS Word abstract (created using the Abstract Template) into the corresponding fields on the platform.

a. **Title and Abstract:** Fields marked with an asterisk are mandatory (title and abstract text). Fields labeled *Prefix* and *Subtitle* are not required.

b. **List of Contributors:**

- The submitting author's details are entered automatically. Additional authors must be added manually by selecting Add Contributor. Required information includes: first name, last name, email address, affiliation, and country. Optional fields include URL, ORCID, etc.

If co-authors already have accounts on the SCIndex Assistant platform, it is recommended to use the email addresses associated with their accounts.

- Ensure that each added contributor is assigned the role of Author.
- If applicable, an author may be designated as the primary corresponding contact.

c. **Additional Metadata:**

Keywords: Provide 3 to 5 keywords, separated by commas.

4. Confirmation

This step allows for a final review of all entered information. To complete the submission process, click Finish Submission.