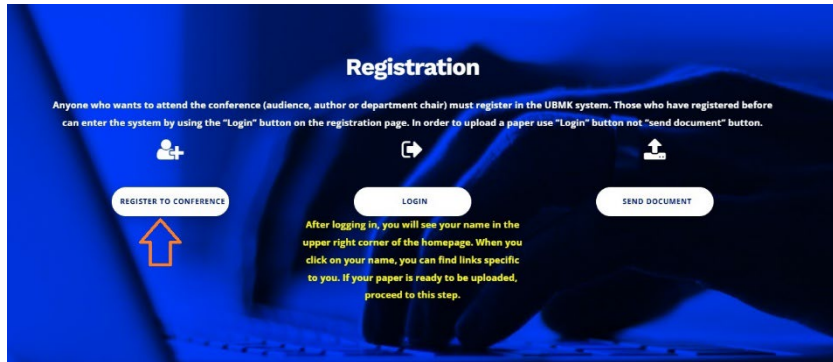


## Guidelines

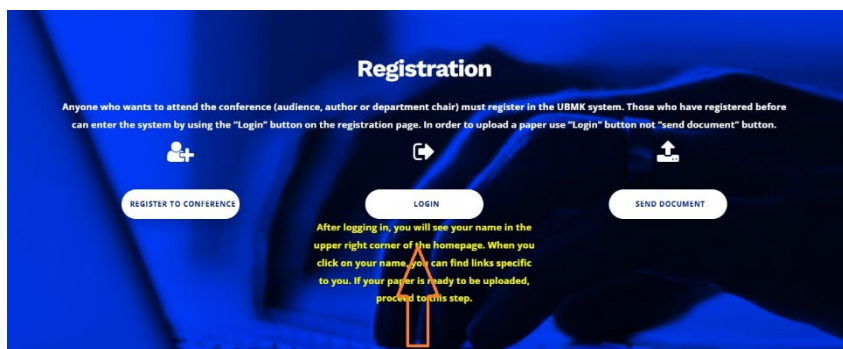
- 1- UBMK conference system is designed to both provide information about the conference and manage the papers. You can upload your paper by following the steps in this guideline and then read the referee opinions.

To submit a paper to the UBMK conference, you must first register to the UBMK system. To do this, open "Registration" page.

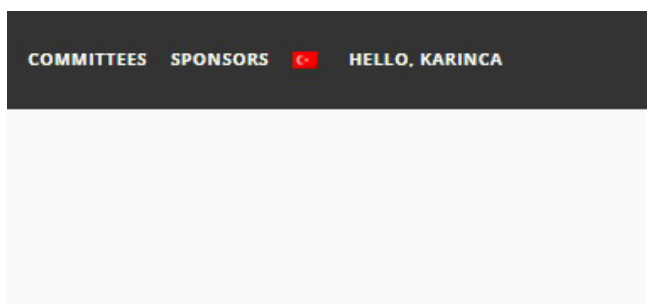


On the page that opens, answer all the questions asked and register.

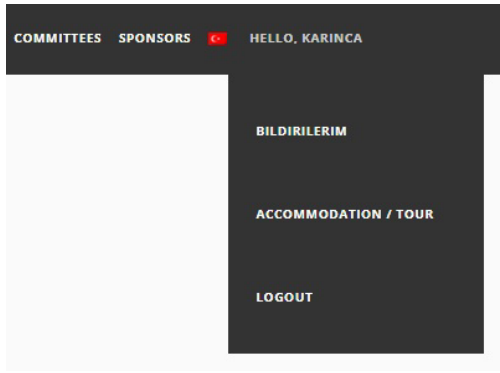
- 2- The UBMK system sends a confirmation letter to your email to verify your email. When you confirm this letter, you become a member of the UBMK system.
- 3- Those who have registered as members or have previously registered as members can enter the UBMK system by clicking the "Login" button on the REGISTRATION page.



After logging in, you will see your username and the word "HELLO" in the upper right corner of the homepage.



- 4- When you move your mouse to the word "HELLO", the following window will open.



5- When you select the “BİLDİRİLERİM” tab, the following page opens.



6- When you click on the word **+ NEW ABSTRACT** on the page that opens, the following page opens. On this new page that opens, perform the following operations in order:

- **Write the Paper Title:** Write the same title as your paper here. The title of the paper should be in line with the language of the paper.
- **Write the abstract:** You can copy and paste the abstract of your paper into this section.
- **Keywords:** Write the keywords written in your paper into this area.
- **Attachments:** Upload your paper (as a single file) using the” Select File” option. **ATTENTION**
  - o Your paper must be written in one of the pdf, doc, docx formats.
  - o Use the writing template shown on the ubmk.org.tr page as the writing template. The place where to download the writing template is shown at the end of the guideline.
  - o The maximum number of pages can be 6.
- **Topic:** Select the most appropriate topic for your paper in this section. If you have prepared your paper for Turklang, select “Turklang”, and if it is related to education, select “Computer Assisted Language Learning”.
- **Author Name:** Write the names, e-mails and institution information of the authors in your paper in this field. Fill in separately for each author. **ATTENTION:** The information you enter in this field must be **CORRECT and COMPLETE**. Since this information is recorded in the UBMK database, this information will be valid during the conference and the author cannot change them.
- **Presenter Information:** Information about the person who will present the paper at the conference will be entered in this field.

- **Presentation Preferences:** Papers sent from Turkey must be **Oral** Presentations. Papers sent from abroad and distant countries can be presented **Online**.
- After filling in all the information, do not forget to click the **SAVE** button.

## IMPORTANT WARNING

**IN A UBMK CONFERENCE, THE ABSTRACT AND THE ESSENCE OF THE PAPERS ITSELF MUST BE UPLOADED. PAPERS ARE SENT TO THE REVIEWS WITHOUT WAIT. NO CHANGES CAN BE MADE ON THE PAPERS AFTER THE PAPERS ARE SENT TO THE REVIEWS. THEREFORE, UPLOAD YOUR PAPERS TO THE UBMK SYSTEM WHEN THEY ARE IN THEIR FINAL FORM.**

Turkish papers must have a Turkish abstract followed by an English abstract. English papers must have only an English abstract.

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Event UBMK 2025

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You can download the UBMK template in MS Docx or Latex format from the place shown in the image below under the title "Publication" on the ubmk.org.tr page. **ATTENTION: Using these template patterns is mandatory.**

## Publication

### Paper Reviewing Process:

#### Paper review phase

1. Every paper is reviewed by at least two reviewers. Upon completion of the reviews, authors can see the reviewer reports.
2. If two reviewers do not agree on the result of the evaluation, the paper will be sent to a third reviewer. The result is then based on the reviews of two referees (out of 3). However, the conference editor decides whether the paper will be accepted or not.
3. If the paper published in ArXiv or similar places, the similarity rate can be at most 70%, but the final decision is made by the conference editor.
4. If AI tools have been used in the preparation of the paper, it is mandatory to specify which AI tool was used in which part of paper. The explanation must be upload to the UBMK system as an attachment.
5. Each paper will be checked for plagiarism. If the plagiarism less than 25% the paper passes this step in a satisfactory manner, it is accepted for oral presentation. The authors can see the result on the conference information system.
6. Conference participation fee must be paid for the papers that have passed the first three stages. Official Paper Acceptance Letter is sent to the author who pays the conference participation fee. A paper that has received an official acceptance letter cannot be withdrawn and the participation fee cannot be requested back. The author who has two papers pays half fee for the second paper. This discount is valid for two papers only. Those whose more papers are accepted can benefit from this right for two papers.
7. Papers accepted to the conference participate in the conference program and are included in the conference electronic proceedings book. The paper is submitted by the author who has paid the participation fee. The electronic proceedings book is given to the person presenting the paper. Authors must read their papers in the proceedings carefully and report any errors to the Organizing Committee within one week after the conference.

#### After conference evaluation

1. Papers presented at the conference will be submitted for inclusion into IEEE Xplore subject to meeting IEEE Xplore's scope and quality requirements. Conference ID : **67458** **Papers not presented at the conference will not be published in IEEE Xplore.**
2. The extended version of the selected papers by the organizing committee will be submitted to Journal of Computer Science and Engineering.

**The last day of the paper submission is June 30, 2025**

#### The format of the paper is:

1. Maximum page is 6, Size is A4. Do not use header, footer and page number.
2. Paper format: You can use either MSWord or Latex template here **MS Word or Latex**
3. **Presentation format**
4. **Copyright** : For copyright notice, an e-mail will be sent to the "First Author" from IEEE and approval will be requested from the author.
5. **Presentation Template** : All papers are requested to be presented in the same format at the conference. You can download the Presentation Template for this. You should send your presentations to ubmkkonferansi@gmail.com by **1 September 2025** at the latest. **UBMK Presentation Template**
6. **Responsibilities of Authors**: It is the responsibility of the authors to prepare the paper in accordance with the IEEE format. The Conference Organizing Committee notifies the first author if a paper conforms to the IEEE format and requests correction, but is not obliged to correct the paper.