

# Manajemen Situs dan Manajemen Penerbitan Jurnal Menggunakan Open Journal Systems

Busro

Fakultas Ushuluddin UIN Sunan  
Gunung Djati Bandung

# MANAJEMEN SITUS

## Journal of Mechatronics, Electrical Power, and Vehicular Technology

- ISSN: 2088-3379 (print)
- ISSN: 2088-6985 (online)
- Accreditation Number (LIPPI): 633/AL/P/2011-03/2015
- Accreditation Number (RISTEKDIKT): 1/E/KP/2015

Journal of Mechatronics, Electrical Power, and Vehicular Technology (hence MEV) is an international journal providing authoritative source of scientific information for researchers and engineers in academia, research institutions, government agencies, and industries. We publish original research papers, review articles and case studies focused on mechatronics, electrical power, and vehicular technology as well as related topics. All papers are peer-reviewed by at least two referees. MEV is published and printed by Research Center for Electrical Power and Mechatronics - Indonesian Institute of Sciences and managed to be issued twice in every volume.

Abstracted/Indexed in:

Directory of Open Access Journal (DOAJ), Google Scholar, EBSCOhost, Indonesian Scientific Journal Database (ISJD), Indonesian Publication Index (IPI), Crossref, Mendely, CiteLike, Academic Journal Database, ResearchBib, Index Copernicus, Cite Factor, etc.

MEV Journal is currently under SCOPUS review.

## Announcements

### Standard: MEV Journal Call for Papers

Authors are invited to submit electronically no more than 10 pages full paper through journal website. The submitted paper should follow the format available on the author guideline.

The scopes of accepted papers are:

- Mechatronics
- Electrical Power
- Vehicular Technology
- and Selected Application

Online submission and online publication in MEV Journal will be charged at no cost.

Posted: 2012-08-02

More...

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Available Online since December 23, 2016

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# 5.1. HEADER

- 5.1 dan 5.3 Journal Homepage Header ,
- Header bisa berupa teks maupun gambar.
- jpg, atau png, dengan ukuran 800 x 150 piksel, tetapi bisa lebih besar atau kecil.
- Biar rapih pakai gambar

## Transparent

### 5.1 Journal Homepage Header

A graphic version of the journal's title and logo (as a .gif, .jpg, or .png file) can be uploaded for the homepage, which will replace the text version that otherwise appears.

#### Journal title

☐ Title text

☒ Title image

Choose File

No file chosen

Upload

File Name: homeHeaderTitleImage\_en\_US.jpg 2016-10-11 03:18 PM

Delete



## 5.5 Navigation Bar

- Penambahan menu link navigasi dengan memasukkan nama label dan URL-nya pada kotak yang tersedia.
- Menu navigasi yang ditambahkan akan ditampilkan di bagian atas halaman jurnal.
- Untuk menambah baru klik tombol Add Item. Pastikan untuk memberi tanda centang pada check box jika Anda mengetikkannya dalam teks biasa (plain text) dan URL lengkap.

## 5.5 Navigation Bar

Navigation bar items can be added to the current set (Home, About, User Home, etc.) that appear at the top of the page.

Label name

- ☐ The label value is a literal string (e.g., "Journal Setup") rather than a localization message key (e.g., "manager.setup")

URL

- ☐ URL is an absolute URL (e.g., "http://www.example.com") rather than a path relative to the site (e.g., "/manager/setup")

# Cara membuat Blok

- Aktifkan Blok → System Plugins → Generic Plugin → klik enable pada Custom Block Manager
- Setting (Custom Block Manager) → Isika nama Blok
- System Plugins → [Block Plugins](#), cari blok yg sebelumnya dibuat → klik edit
- Pastekan Block dari s.id/rq

# JOURNAL DESCRIPTION

- Set Up 5.2 Journal Homepage Content

Tuliskan semua informasi jurnal, yg membuat pembaca jelas tanpa harus klik sana sini

- Nama Jurnal
- Penerbit
- Kerjasama
- Fokus dan Skup
- Jadwal Penerbitan
- Perubahan-perubahan (histori)

## 5.2 Journal Homepage Content

By default, the homepage consists of navigation links. Additional homepage content can be appended by using one or all of the following options, which will appear in the order shown. Note that the current issue is always accessible through the Current link in the navigation bar.

### Journal Description

Add a brief 20-25 word description in text/HTML which will appear just below the navigation links.

- 
- A screenshot of a text editor window with a dashed border. Inside, there is a bulleted list of journal information. The list includes the ISSN for online and print versions, and the URL to the journal's website. The editor has a standard toolbar at the bottom with icons for text formatting and editing.
- ISSN: 2502-3489 (online)
  - ISSN: 2527-3213 (print)
  - URL: <http://journal.uinsgd.ac.id/index.php/tw/index>



# BLOCK TOOLS/TEMPLATE

- Sama dengan Membuat Block Langkah 3
  - System Plugins → Generic Plugin → Setting (Custom Block Manager) → Isika nama Blok
  - System Plugins → [Block Plugins](#), cari blok yg sebelumnya dibuat → klik edit
  - Masukkan Gambar dan URL
- `<span class="blockTitle">TEMPLATE</span>`

# Journal Sections

- Jurnal mungkin memiliki sejumlah kategori (sections) misalnya artikel, review, atau penelitian.
- Biasanya dibuat untuk upload Cover dll (selain artikel)

Home > Journal Management > Journal Sections

## Journal Sections

\*\*\*\*\*

SECTION TITLE	ABBREVIATION	ACTION
Articles	ART	<a href="#">EDIT</a>   <a href="#">DELETE</a>   <a href="#">↑</a> <a href="#">↓</a>

1 - 1 of 1 items


[CREATE SECTION](#)

Klik link CREATESECTION, sehingga muncul halaman Section seperti Gambar di bawah ini

Home > User > Journal Management > Journal Sections > Section

## Section

---

Section title*	<input type="text" value="Editorials"/>
Abbreviation*	<input type="text" value="ED"/> (For example, Articles=ART)
Section Policy	<div>This section is only for editors.</div> <div></div>
Review Form	<input type="text" value="None / Free Form Review"/>
Indexing	<p>Submissions made to this section of the journal</p> <p><input checked="" type="checkbox"/> Will not be peer-reviewed</p> <p><input checked="" type="checkbox"/> Do not require abstracts</p> <p><input type="checkbox"/> Will not be included in the indexing of the journal</p> <p>Identify items published in this section as a(n) <input type="text" value="Editorial Commentary"/> (For example, "Peer-reviewed Article", "Non-refereed Book Review", "Invited Commentary", etc.)</p>
Restrictions	<p><input checked="" type="checkbox"/> Items can only be submitted by Editors and Section Editors.</p>
Word Count	Limit abstract word counts for this section (0 for no limit): <input type="text"/>
Table of Contents	<p><input type="checkbox"/> Omit the title of this section from issues' table of contents.</p> <p><input checked="" type="checkbox"/> Omit author names for section items from issues' table of contents.</p>
About	<p><input checked="" type="checkbox"/> Omit this section from About the Journal.</p>

- Lengkapi form Section dan beri tanda centang pada opsi yang sesuai.
- Pilih user sebagai section editor. Jika sebelumnya belum ada akun user yang dibuat, maka Anda harus membuatnya terlebih dahulu.
- Klik tombol Save untuk menyimpan atau klik tombol Cancel untuk membatalkan.

## 5.4 Journal Page Footer

Footer akan muncul di setiap halaman jurnal.

1. Lisensi (creativecommons.org)
2. Pengunjung (<https://statcounter.com/>)
3. Indeksasi

### 5.4 Journal Page Footer

This is the footer of your journal. To change or update the footer, paste the HTML code in the textbox below. Examples could be another navigation bar, a counter, etc. This footer will appear on every page.

The image shows a screenshot of a web-based editor for a journal's page footer. It features a large, empty rectangular text area for pasting HTML code. Below the text area is a horizontal toolbar with various icons for text formatting, including bold, italic, underline, and list creation, as well as a link icon and a preview icon. The interface is clean and functional, designed for easy editing of the footer content.

# BLOCK FLAGCOUNTER

- Flagcounter.com
- Sama dengan Membuat Block Langkah 3
- System Plugins → Generic Plugin → Setting (Custom Block Manager) → Isika nama Blok
- System Plugins → [Block Plugins](#), cari blok yg sebelumnya dibuat → klik edit
- Masukkan kode Flagcounter

```
<span class="blockTitle">TEMPLATE</span>
```

# LISENSI

1. Set Up 5.4 Footer
2. Lisensi (creativecommons.org)
3. Pengunjung (<https://statcounter.com/>)



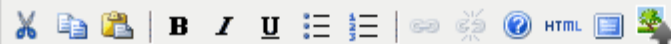
# SET UP KELENGKAPAN E-JURNAL

1. Bandingkan halaman About Jurnal Kita dengan jurnal yang dianggap sudah Mapan ([mevjournal.com](http://mevjournal.com))
2. Catat yang tidak ada di jurnal kita tapi ada di jurnal pembanding dan cari isinya apa.

## 1.2 Principal Contact ,Bagian ini dapat ditambahkan alamat kontak dari ketua editor.

### 1.2 Principal Contact

This position, which can be treated as a principal editorship, managing editorship, or administrative staff position, will be listed on the homepage of the journal under Contact, along with the Technical Support Contact.

Name *	<input type="text" value="Husnul Qodim"/>
Title	<input type="text"/>
Affiliation	<input type="text" value="Fakultas Ushuluddin UIN Sunan Gunung Djati Bandung"/>
Email *	<input type="text" value="wawasan@uinsgd.ac.id"/>
Phone	<input type="text" value="022-7802275"/>
Fax	<input type="text" value="022-7803936"/>
Mailing Address	<div><div></div><div></div></div>



# EDITORIAL TEAM/REVIEWER

- Journal Manager → Masthead
- Di bagian Masthead ini, Anda dapat membuat susunan dari redaksi jurnal mulai dari pimpinan redaksi, tim editor, mitra bestari dan sebagainya. Untuk membuat susunan redaksi dapat dilakukan dengan cara sebagai berikut.
- Klik link Masthead pada menu Management Pages, sehingga akan muncul halaman

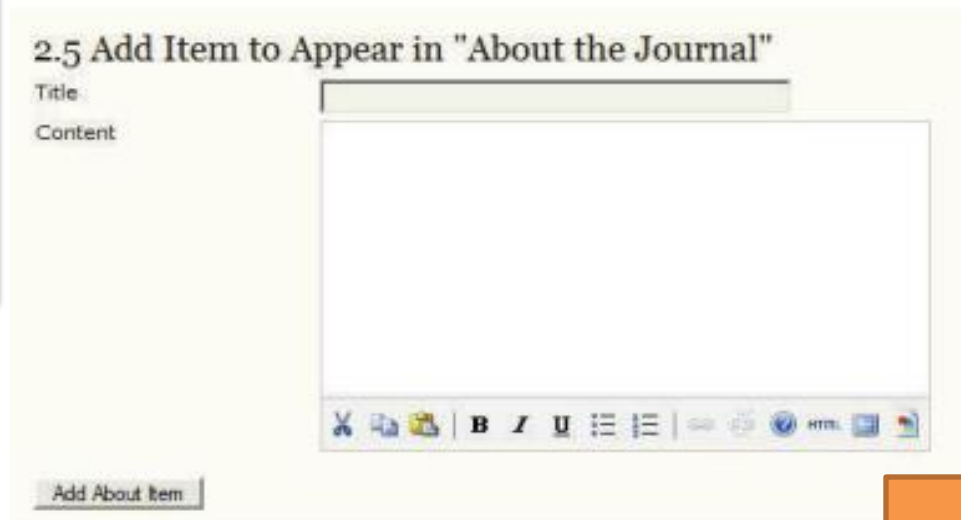
## SUBMISSION

# Isikan data pada Set Up 2

2.5. Add Item to Appear in “About the Journal” ,Jika Anda ingin menambahkan informasi tambahan yang akan ditampilkan di halaman About the Journal, Anda bisa menambahkannya di sini.

Tambahan:

1. Plagiarism Check
2. Reference Management
3. Publication Ethics
4. Article Processing Check



The screenshot shows a web form titled "2.5 Add Item to Appear in 'About the Journal'". It contains two input fields: "Title" and "Content". The "Content" field is a large text area with a rich text editor toolbar at the bottom, including icons for bold, italic, underline, list, link, and other formatting options. At the bottom of the form is a button labeled "Add About Item".

# Statistik dan Laporan

## Jurnal Manager → Statistic

Stats & Reports

Journal Statistics

OJS calculates the following statistics for each journal. The "days to review" is calculated from date of submission (or designation of Review Version) to the initial Editor Decision, while the "days to publish" is measured for accepted submissions from its original uploading to its publication.

Select the sections for calculating this journal's peer-reviewed statistics:

Articles

Record

Year: << 2011 >>

<input type="checkbox"/> Issues published	2
<input type="checkbox"/> Items published	5
<input type="checkbox"/> Total submissions	10
<input type="checkbox"/> Peer reviewed	6
<input type="checkbox"/> Accept	6 (100%)
<input type="checkbox"/> Decline	0 (0%)
<input type="checkbox"/> Resubmit	0 (0%)
<input type="checkbox"/> Days to review	0
<input type="checkbox"/> Days to publication	0
<input type="checkbox"/> Registered users	13 (13 new)
<input type="checkbox"/> Registered readers	6 (6 new)
<input type="checkbox"/> Article View Counts (for Authors only)	

Note: Percentages for peer reviewed submissions may not add up to 100%, as items resubmitted are either accepted, declined, or still in process.

Check items to be made available to readers in About the Journal.

Record

## Report Generator

OJS generates reports that track the details associated with processing submissions to the journal from the perspective of submissions, editors, reviewers, and sections, over a given period of time. Reports are generated in CSV format which requires a spreadsheet application to view.

- » [Articles Report](#)
- » [View Report](#)
- » [Subscriptions Report](#)
- » [Review Report](#)

- Statistik pada bagian Journal Statistics, menyajikan ringkasan statistik penggunaan jurnal. Untuk menampilkan data statistik ini dapat dilakukan dengan cara memberi tanda centang pada check box yang bersesuaian.
- Laporan Pada bagian Report Generator terdiri dari beberapa bagian:
- Articles Report yang berisi ringkasan semua artikel yang masuk dalam jurnal.
- View Report yang berisi laporan jumlah pengunjung yang mengakses abstrak, maupun galley untuk tiap-tiap artikel.
- Subscription Report berisi daftar para pelanggan jurnal baik pelanggan individual maupun atas nama institusi. Menu ini akan tampil jika sebelumnya Anda telah mengaktifkan sistem berlangganan.
- Review Report berisi laporan aktivitas penyuntingan meliputi nama penyunting/mitra bestari, komentar, keputusan dan lain-lain.
- Semua laporan di atas berbentuk spreadsheet.



MANAJEMEN PENERBITAN  
EJURNAL  
MENGGUNAKAN OJS

## TIM EDITORIAL/DEWAN REDAKSI

- Struktur Tim Editorial **BEDA** dengan peran pengguna (Role) pada OJS
- TIM EDITOR bertugas sesuai aturan perjurnalan
- Peran Pengguna (Role) mengacu pada standar pembagian peran di OJS
- Bisa saja secara struktur dan peran di OJS berbeda

Hindari Struktur:

- **Penasehat**
- **Pelindung**
- **Pengarah**
- **Penanggung jawab**

## PENYESUAIAN PERAN EDITORIAL BOARD

Peran dalam Jurnal	Peran dalam OJS
Editor in Chief	Editor
Editor	Journal Manager Editor Section Editor Copy Editor Layout Editor Proofreader
Reviewer	Reviewer
Author	Author
-	Site Administrator

## PENYESUAIAN TIM EDITOR dengan PERAN di OJS

JABATAN	NAMA	INSTANSI/LEMBAGA	PERAN	USERNAM E	PASSWORD
<b>TIM EDITORIAL</b>					
Editor-In-Chief			Editor		
Advisory Editors			Section Editor		
Managing Editors			Editor		
Copy Editor			Copyeditor		
Layout Editor			Layout Editor		
Reviewer			Reviewer		
Reviewer			Reviewer		
Secretariats			Proofreader		
Secretariats			Subscription Manager		

# MANAJEMEN PENERBITAN NASKAH

# Poin Penilaian Akreditasi Penerbitan E-Journal



## 6. Manajemen Pengelolaan Terbitan Berkala Ilmiah

- ☐ Menggunakan manajemen pengelolaan penyuntingan secara daring penuh (Bobot 3.0)
- ☒ Menggunakan manajemen pengelolaan penyuntingan secara kombinasi daring dan surat elektronik (Bobot 2.0)
- ☐ Menggunakan manajemen pengelolaan penyuntingan melalui surat elektronik saja (Bobot 1.0)
- ☐ Menggunakan manajemen pengelolaan penyuntingan secara pencatatan manual saja (Bobot 0.5)

- Penulis Register dahulu
- Ikuti 5 langkah dalam proses submission

**SUBMIT NASKAH HARUS  
BERHASIL**

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

ACTIVE SUBMISSIONS

Submission complete. Thank you for your interest in publishing with BACA: JURNAL DOKUMENTASI DAN INFORMASI.

» Active Submissions

# **HARUS DIPERHATIKAN PENULIS**

1. Lihat Panduan Penulisan (Jangan menggunakan gaya selingkung sendiri)
2. Gunakan Template yang tersedia
3. Baca artikel yang pernah terbit di Jurnal tersebut (Untuk mengukur kemampuan diri)
4. Kutip beberapa artikel yang sudah terbit



## EDITOR

1. Artikel yang masuk diterima Editor (OJS)
2. Status Naskah Belum ditugaskan

### TUGAS UTAMA EDITOR → SCREENING NASKAH

- 1) Membuat Issue
- 2) Mengecek naskah di internet
- 3) Mengecek kesesuaian bidang ilmu (aim & scope)
- 4) Menunjuk & menugaskan Editor Bagian
- 5) Mendistribusikan naskah ke Editor Bagian
- 6) Menolak naskah jika tidak sesuai aim & scope)

## EDITOR HOME

### SUBMISSIONS

» Unassigned (1)

» In Review (0)

» In Editing (1)

» Archives

Status  
naskah:  
**UNASSIGN  
ED**

TITLE

KAJIAN SITIRAN TERBITAN BERKALA PADA KEGIATAN RISET..

## SECTION EDITOR

**TUGAS EDITOR BAGIAN:**

- 1) Lakukan Proses Edit
- 2) Hapus identitas penulis (termasuk Metadata) jika *blind review*
- 3) Tugaskan naskah ke reviewer (jangan lupa form)

Status Pada akun Penulis:  
**IN REVIEW**

In Section: All Sections ▼

Title ▼ contains ▼

Submitted ▼ between  ▼  ▼ and  ▼  ▼  ▼

ID	MM-DD	SEC	AUTHORS	TITLE	PEER&REVIEW		DONE	RULIN
	SUBMIT				ASK	DUE		
7	02-04	artic.	, S.Sos.	KAJIAN SITIRAN TERBITAN BERKALA PADA...	—	—	—	—

## REVIEWER

### TUGAS REVIEWER:


- ☐ Menjawab Pemintaan SE/ED

### REVIEW STEPS

1. Notify the submission's editor as to whether you will undertake the review.

Response Will do the review  Unable to do the review 

- ☐ Download Artikelnya
- ☐ Memeriksa substansi naskah (gunakan comment msword)
- ☐ Memberikan penilaian dan catatan pada form review
- ☐ Upload coretan revisi
- ☐ Memberikan rekomendasi naskah diterima/ditolak
- ☐ Memberitahukan Rekomendasi review ke Editor Bagian

Choose One 

Choose One

- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

Submit Review To Editor

A. Apabila mengalami kesulitan, dapat mengisi **Formulir Bergabung sebagai Mitra**

**Status  
naskah:  
IN REVIEW**

#### TUGAS EDITOR BAGIAN JILID 2:

- 1) Lihat hasil Review dari Reviewer (comment, naskah, form review)
- 2) Lihat Rekomendasi yang diberikan Reviewer
- 3) Beri Rating dan ucapkan Terima Kasih kepada Reviewer
- 4) Kasih Keputusan Status Naskah (ikuti saja bisikan reviewer)
- 5) Beritahu Keputusan kepada Penulis

#### CATATAN:

Jika Naskah perlu direvisi, maka SE bisa memberi akses naskah hasil coretan reviewer kepada penulis dengan cara ceklis let author..... SE juga bisa mengimport hasil isian form review pada saat mengirim Email ke Penulis.

Naskah dapat di-*copy edit* jika penulis memperbaiki naskah sesuai catatan reviewer dan editor bagian menyatakan status ACCEPT SUBMISSION terhadap naskah yang direview (agar dapat didistribusikan ke Copy Editor)

Choose One ▼

- Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

Submit Review To Editor

A. Apabila mengalami kesulitan, dapat mengisi **Formulir Bergabung sebagai Mitra**

Kirim naskah hasil review ke penulis jika perlu dilakukan revisi (**REVISION REQUIRED**) atau hal lain yang mengindikasikan naskah kurang sesuai (**RESUBMIT FOR REVIEW; RESUBMIT ELSEWHERE; SEE COMMENTS; DECLINE SUBMISSION**)

**PENULIS-REVISI****Status naskah: IN REVIEW****TUGAS PENULIS-REVISI:**

- ☐ **Periksa hasil Comment, File dan lain-lain yang diberikan SE**
- ☐ **Revisi naskah sesuai catatan reviewer**
- ☐ **Upload hasil Revisian di kirim ulang ke Editor Bagian**
- ☐ **Beritahu SE**

## SECTION EDITOR BAG. 3

### **TUGAS EDITOR BAGIAN:**

- 1) Mengecek hasil perbaikan naskah dari penulis (lihat form hasil review)
- 2) Menyampaikan naskah perbaikan penulis ke reviewer (jika dibutuhkan)
- 3) Jika reviewer telah setuju (*Accept Submission*), naskah siap untuk di-*copy edit*
- 4) Melengkapi nama dan identitas penulis (setelah di blind review)
- 5) Menetapkan Keputusan status naskah
- 6) Beritahu Penulis

# Kirim Naskah Ke Copy Editor

- **TUGAS COPY EDITOR:**

- 1) Mengecek kerapian susunan kata/kalimat naskah
  - 2) Mengedit dan memperbaiki karakter huruf, istilah, kata, tanda baca, penomoran, dan bahasa (tanpa merubah makna kalimat aslinya)
- [Jika perlu dilakukan perbaikan naskah oleh penulis, kirim naskah ke penulis. Jika tidak, langsung dikirim ke Editor Bagian untuk proses *layout*]

Sebagai contoh: naskah langsung masuk proses layout

## SECTION EDITOR JILID SELANJUTNYA

**Mengecek ulang dan menyetujui naskah hasil *copy edit***

**Menugaskan dan Mendistribusikan naskah ke Layout Editor**

## LAYOUT

Layout Editor Dwiatri Kusumaningrum , S.T. [ASSIGN LAYOUT EDITOR](#)

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	2016-02-17	—	—	
File: 7-20-1-LE.DOC 2016-02-17				

Galley Format	FILE	ORDER	ACTION	VIEWS
None				

Supplementary Files	FILE	ORDER	ACTION
None			

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files [Browse...](#) [No file selected.](#) [Upload](#)

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Layout Comments No Comments [LAYOUT INSTRUCTIONS](#) [REFERENCE LINKING](#) [TEMPLATE NASKAH JURNAL BACA](#)



## LAYOUT EDITOR

- ☐ Melayout naskah sesuai desain template *layout* jurnal (pdf)
- ☐ Kirim Kembali ke SE

Status naskah: IN EDITING

## LAYOUT


Layout Editor Dwiatri Kusumaningrum, S.T.

Layout Version	REQUEST	UNDERWAY	COMPLETE
7-20-1-LE.DOC 2016-02-17	2016-02-17	2016-02-17	 2016-02-17

Galley Format	FILE	ORDER	ACTION
	None		

Supplementary Files	FILE	ORDER	ACTION
	None		

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Layout Comments  No Comments [LAYOUT INSTRUCTIONS](#) [REFERENCE LINKING](#) [TEMPLATE NASKAH JURNAL BACA](#)

11. SECTION EDITOR → **Menunjuk Proofreader (Author; Editor in Chief; Layout Editor)**

12. PROOFREADER → **Memeriksa Akhir (galely akhir)**

Setelah Proofreader mengecek naskah galley akhir, Editor Bagian:

- 1) memberitahukan Layout Editor untuk melayout naskah galley akhir siap publikasi
- 2) Mengkonfirmasi Editor untuk menjadwalkan penerbitan naskah

## EDITOR (AKHIR)

- Penjadwalan (dimasukkan ke Issue mana)
- Memeriksa hasil kerja SE
- Memeriksa Metadata
- Memeriksa apapun sebelum terbit karena jika sudah terbit dilarang untuk mengedit
- Jika sudah Yakin klik Publish

## Manajemen Situs

IT Support  
/ web  
admin

## Manajemen Journal

Journal  
Manager

## Manajemen Penerbitan

Editor

Section Editor

Reviewer

Copy Editor

Layout Editor

Proofreader

# Tahapan Penerbitan Jurnal dalam Open Journal System

