

Manajemen Penerbitan Jurnal Full Daring Menggunakan OJS

*Series Workshop RAKERNAS I
Relawan Jurnal Indonesia
Sidoarjo, 14-15 April 2017*

Oleh :

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Assistant Editor JPFK

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Role yang dibutuhkan

- Yang perlu disiapkan oleh peserta adalah
 1. login as author,
 2. Login as editor dan
 3. Login as reviewer

Login as author

- Pastikan bahwa calon penulis telah mendaftar pada jurnal yang dituju dengan role sebagai Author

Login author → New Submission

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Step 1. Starting the Submission

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

Encountering difficulties? Contact [Andista Candra Yusro](#) for assistance (0351-462986).

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- ☐ Where available, URLs for the references have been provided.
- ☐ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- ☐ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

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Active Submissions

ACTIVE **ARCHIVE**

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
980	02-06	ART	Zaleha, Samsudin, Nugraha	PENGEMBANGAN INSTRUMEN TES DIAGNOSTIK VCCI BENTUK...	IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items

Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

Refbacks

ALL **NEW** **PUBLISHED** **IGNORED**

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
There are currently no refbacks.						

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Tahapan Proses

1. Awaiting Assignment (artikel masuk tapi belum diproses oleh editor)
2. In Review (artikel dari editor sudah diserahkan ke reviewer dan akan muncul keputusan editor setelah hasil review)
3. In Editing (proses copy editing, Layouting, dan proffeding)
4. Archive (artikel diterbitkan)




Seluruh Proses Editorial juga tersimpan

Submission

Authors Zaleha Zaleha, Achmad Samsudin, Muhamad Gina Nugraha 

Title Pengembangan Instrumen Tes Diagnostik VCCI Bentuk Four-Tier Test pada Konsep Getaran

Section Articles

Editor Reviewer Arjuna 

Review Version 980-1808-1-RV.DOC 2017-02-06 ENSURING A BLIND REVIEW

Upload a revised Review Version No file chosen

Supp. files None

Peer Review

Round 1

[SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A

Andista Yusro

Review Form

None / Free Form Review

REQUEST

UNDERWAY

DUE

ACKNOWLEDGE

2017-02-07

2017-02-07


2017-04-03



Recommendation

Revisions Required 2017-02-17


Review

 2017-02-17

Uploaded files

980-1903-1-RV.DOC 2017-02-17 Let author view file ☒

Reviewer rating

5 High 

Reviewer B

Tantri Mayasari

Review Form

None / Free Form Review

REQUEST

UNDERWAY

DUE

ACKNOWLEDGE

2017-02-07

2017-04-11

2017-04-03

2017-04-11

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EDITOR



Editor Decision

Recommendation
Review
Uploaded files
Reviewer rating

Revisions Required 2017-04-11

No Comments

None

5 High ▼

Record

Editor Decision

Select decision

Revisions Required ▼

Record Decision

Decision

Revisions Required 2017-03-23

Notify Author

Editor/Author Email Record 2017-04-11

Review Version

980-1808-1-RV.DOC 2017-02-06

Author Version

None

Editor Version

None

Choose File No file chosen

Upload

Submissions

- Unassigned (0)
- In Review (4)
- In Editing (9)
- Archives

Issues

- Create Issue
- Notify Users
- Future Issues
- Back Issues

NOTIFICATIONS

- View (2 new)
- Manage

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Tahapan Proses Editor

- Editor Menerima Naskah bisa add self atau menugaskan editorial team yang lain (section Editor)

Editors		REVIEW	EDITING	REQUEST	ACTION
Editor	Andista Yusro 			2017-01-23	DELETE
Record ADD SECTION EDITOR ADD EDITOR					

Tahapan Proses Editor

- Menentukan reviewer

ENROLL AN EXISTING USER AS REVIEWER | CREATE NEW REVIEWER

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
SUSI SUSILAWATI - -		N/A	0	—	—	0	ASSIGN
RIZA IBNU ADAM		N/A	0	—	—	0	ASSIGN
CARI CARl		N/A	0	7	2017-02-01	0	ASSIGN
JEFFRY HANDHIKA		4.0	2	3	2017-02-27	1	Assigned
MUHAMMAD NUR HUDHA		N/A	0	—	—	0	ASSIGN
FARIDA HURIAWATI		3.5	1	7	2017-02-13	1	ASSIGN
ERAWAN KURNIADI		N/A	0	—	—	0	ASSIGN
TANTRI MAYASARI		4.0	2	7	2017-02-07	0	Assigned
JURNAL PENDIDIKAN FISIKA DAN KEILMUAN		N/A	0	—	—	0	ASSIGN
PUJIAN TO PUJIAN TO		N/A	0	—	—	0	ASSIGN
PURWANDARI PURWANDARI		N/A	0	—	—	0	ASSIGN
ACHMAD SAMSUDIN	physic education, computer simulation, conceptual change, misconception	N/A	0	—	—	0	ASSIGN
MISLAN SASONO		N/A	1	0	2017-04-08	0	ASSIGN
SUPARMI SUPARMI		N/A	1	6	2017-01-18	0	ASSIGN
WARSONO WARSONO	Fisika Komputasi	N/A	0	—	—	0	ASSIGN



Tahapan Proses Review

- Reviewer

Reviewer menjawab bersedia/tidak

Download artikel

Melakukan review


Mengisi form review

Upload hasil review

Memberikan Saran Kepada Editor

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with the submission.
Submission Manuscript 1145-2165-2-RV.DOC 2017-04-12
Supplementary File(s) None

Choose One 

Choose One

Accept Submission

Revisions Required

Resubmit for Review

Resubmit Elsewhere

Decline Submission

See Comments

Submit Review T

A. Apabila mengalami k
ngisi **Formulir Bergabun**

Tahapan Proses Editor

- Setelah menerima masukan dari reviewer menentukan editor decision

Editor Decision

Select decision

Revisions Required ▼

Record Decision

Decision

Revisions Required 2017-03-23

Notify Author

Editor/Author Email Record 2017-04-11

Review Version

980-1808-1-RV.DOC 2017-02-06

Author Version

None

Editor Version

None

Choose File No file chosen

Upload

- Email notifikasi ke author

Proses Author

- Revisi sesuai dengan saran dari editor dan reviewer
- Upload hasil revisi pada author version

Editor Decision

Select decision

Revisions Required ▼

Record Decision

Decision

Revisions Required 2017-03-23

Notify Author

Editor/Author Email Record 2017-04-11

Review Version

980-1808-1-RV.DOC 2017-02-06

Author Version

None

Editor Version

None

Choose File No file chosen

Upload

Tahapan Proses Editor

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 blind review)
5. Menetapkan Keputusan status naskah
6. Beritahu via email kepada Penulis



Tahapan 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*]



Tahapan akhir Editorial Proses


- Layout

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File:	None (Upload final copyedit version as Layout Version prior to sending request)			
Galley Format	FILE	<i>None</i>	ORDER	ACTION VIEWS
Supplementary Files	FILE	<i>None</i>	ORDER	ACTION

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files No file chosen



Create remote ☐ Galley, ☐ Supp. files

Layout Comments  No Comments

Tahapan akhir Editorial Proses

- Proffreading

Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author		—	—	
2. Proofreader	INITIATE	N/A	—	N/A
3. Layout Editor	INITIATE	N/A	—	N/A

Proofreading Corrections  No Comments **PROOFING INSTRUCTIONS**

Setelah Proofreader mengecek naskah galley akhir selanjutnya :

- memberitahukan Layout Editor untuk melayout naskah galley akhir siap publikasi
- untuk menjadwalkan penerbitan naskah

Finishing Editorial Proses

- Penjadwalan
- Memeriksa metadata
- Mempublikasikan (tidak disarankan merubah apabila sudah dipublish)

Sekian dan Terimakasih
Semoga Bermanfaat