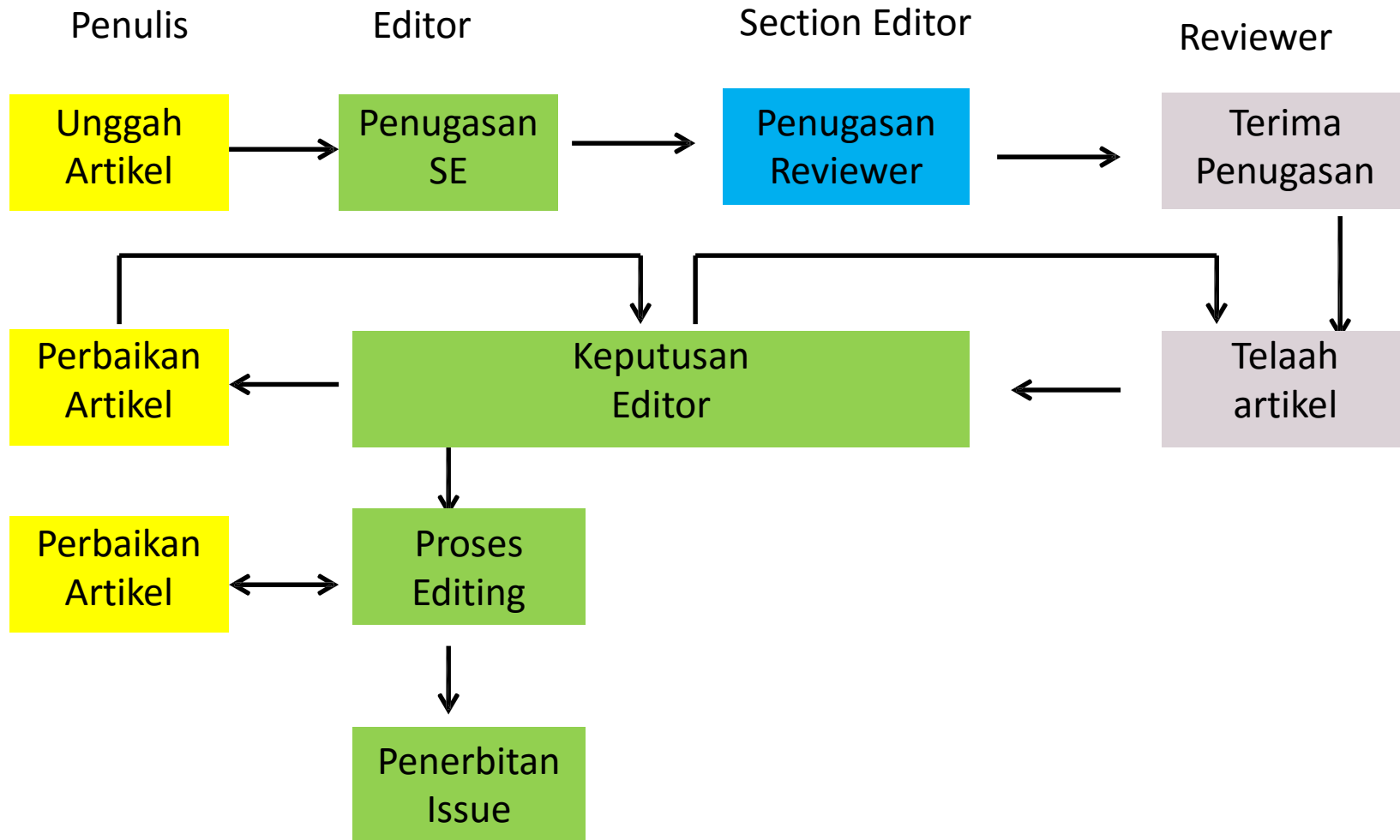


# Manajemen Artikel Online

Oleh:  
Khoirul Fathoni, ME

(Staf Administrasi Rumah Jurnal IAIN Ponorogo)

# OJS Workflow



UNGGAH ARTIKEL

# Unggah Artikel

- Login sebagai Author/Penulis

The screenshot displays a web interface for a journal. At the top, there is a navigation bar with links: HOME, ABOUT, USER HOME, and SEARCH. Below this, a breadcrumb trail shows 'Home > User Home'. The main heading is 'User Home'. Underneath, there's a section for 'My Journals' featuring the 'JOURNAL OF CATALYSIS'. A link to 'Journal Manager' is provided. Below that, a table shows submission statistics: '» Author' with '0 Active' and '18 Archive' (underlined), and a '[New Submission]' link. A 'My Account' section includes links for 'Edit My Profile', 'Change My Password', and 'Logout'. On the right side, there's a sidebar with 'OPEN JOURNAL SYSTEMS' and 'Journal Help' links. Below these, a 'USER' section indicates the user is logged in as 'ahmad', with links for 'My Journals', 'My Profile', 'Log Out', and 'Log Out as User'. At the bottom of the sidebar, there's a 'JOURNAL CONTENT' section with a search bar and a dropdown menu set to 'All', accompanied by a 'Search' button.

HOME ABOUT USER HOME SEARCH

Home > User Home

## User Home

### My Journals

JOURNAL OF CATALYSIS

» Journal Manager

» Author      0 Active    18 Archive      [\[New Submission\]](#)

### My Account

- » Edit My Profile
- » Change My Password
- » Logout

OPEN JOURNAL SYSTEMS

Journal Help

USER

You are logged in as...

**ahmad**

- My Journals
- My Profile
- Log Out
- Log Out as User

JOURNAL CONTENT

Search

All ▼

- Click **[New Submission]**

# Unggah Artikel

- Step-1: Starting the Submission
  - Beri centang pada **Submission Checklist** dan **Comment**

## 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.
- 

- Klik **Save and Continue.**

# Unggah Artikel

- Step-2: Uploading the Submission
  - Unggah artikel yang hendak didaftarkan

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

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Daniel Siahaan](#) for assistance.

## Submission File

File Name [30-60-1-SM.doc](#)  
Original file name 58-79-1-RV1.doc  
File Size 4MB  
Date uploaded 2015-09-09 08:40 AM

Replace submission file

Choose File

No file chosen

Upload

- Klik **Save and Continue.**

# Unggah Artikel

- Step-3: Entering the Submission's Metadata
  - Isi data penulis

**Authors**

First Name \*

Middle Name

Last Name \*

Email \*


URL

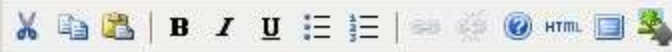
Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio Statement (E.g., department and rank)





## Perhatikan:

- Isian yang wajib
- Nama satu kata
- Principal Contact Person

# Unggah Artikel

- Step-3: Entering the Submission's Metadata
  - Judul dan Abstrak

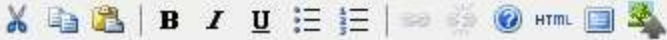
## Perhatikan:

- Title Case / Upper Case
- Plain-Text

### Title and Abstract

Title \*

Abstract \*





# Unggah Artikel

- Step-3: Entering the Submission's Metadata
  - Indexing, Language, dan References

## Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Gelombang elektromagnetik bebas; Radiofrequency  
Photosynthesis; Black Holes; Four-Color Map Problem;  
Bayesian Theory

Language

id

English=en; French=fr; Spanish=es. [Additional codes.](#)

## Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

## References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

[1] Balanis, Constantine A (2005), "Antenna Theory Third Edition Analysis and Design", John Wiley & Sons, INC  
[2] Mudrik Alaydrus. "Antena Prinsip Dan Aplikasi", Graha Ilmu, 2  
[3] Stutzman, L. Warren dan Thiele, A. Gary, "Antenna Theory and Design", 2nd edition, John Wiley and Sons  
[4] Harrist, Daniel W (2004), "Wireless Battery Charging System Radio Frequency Energy Harvesting", University of Pittsburgh  
[5] James, J.R dan Hall, P.S, "Handbook of Microstrip Antennas", Elektromagnetic Waves series 28

**Perhatikan:**

- keyword: pemisah (;)

- Klik **Save and Continue.**

# Unggah Artikel

- Step-4: Uploading Supplementary Files
  - Jika ada berkas tambahan: hasil MRI, data spasial, video, dll
  - Klik **Next and Continue**
- Step-5: Confirming Submission

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

To submit your manuscript to JOURNAL OF CATALYSIS click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with JOURNAL OF CATALYSIS.

## File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
60	<a href="#">58-79-1-RV1.DOC</a>	Submission File	4MB	09-09

- Klik **Finish Submission**

## Active Submissions

ACTIVE ARCHIVE					
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
30	09-09	ART	Zhendykiawan, Wirawan	<a href="#">OPTIMASI PERFORMANSI HARVESTING ELEKTROMAGNETIK PADA...</a>	Awaiting assignment

**PENUGASAN SECTION EDITOR**

# Penugasan Section Editor

- Login sebagai Editor



- Klik pada **Unassigned**



- Klik pada Judul artikel

# Penugasan Section Editor

## Editors

REVIEW EDITING REQUEST ACTION

None assigned

**Record** [ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

- Tekan **Reject** untuk menolak artikel tanpa proses review.

- Tekan **Add Self** (untuk menugasi diri sendiri) atau **Add Section Editor** (untuk menugasi section editor lain).

## Section Editors

### Select Section Editor

First Name ▼ contains ▼  Search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

NAME	JOURNAL SECTIONS	COMPLETED	ACTIVE	ACTION
<a href="#">MISS MARGARETA YANI</a>	—	0	0	<a href="#">ASSIGN</a>
<a href="#">MS ANI YANTI</a>	—	0	1	<a href="#">ASSIGN</a>

1 - 2 of 2 Items

- Klik **Assign** pada nama section editor yang bersesuaian.

# Penugasan Section Editor

Editors

		REVIEW	EDITING	REQUEST	ACTION
Editor	Margareta Yani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2015-09-09	<a href="#">DELETE</a>

[Record](#) [ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

[Add Recipient](#) [Add CC](#) [Add BCC](#)

☐ Send a copy of this message to my address (yonas@its.ac.id)

Attachments [Choose File](#) No file chosen [Upload](#)

From "Yonas Rumbewas" <yonas@its.ac.id>

Subject [JOC] Editorial Assignment

Body

Miss Margareta Yani:

The submission, "Optimasi Performansi Harvesting Elektromagne Frekuensi 2,4 Ghz Dengan Desain Antena Patch Panel Sirkular," OF CATALYSIS has been assigned to you to see through the editing process in your role as Section Editor.

Submission URL:  
<http://localhost/ejurnal/index.php/joc/editor/submissionReview/3>  
Username: yani

Thank you,  
Yonas Rumbewas  
yonas@its.ac.id

[Send](#) [Cancel](#) [Skip Email](#)

- Kirim email pemberitahuan kepada Section Editor yang ditunjuk
- Klik **Send** untuk mengirimkan email pemberitahuan
- Klik **Skip Email** untuk tidak mengirimkan email pemberitahuan

**PENUGASAN REVIEWER**

# Penugasan Reviewer

- Login sebagai Editor atau Section Editor

<u>JOURNAL OF CATALYSIS</u>					
» <a href="#">Editor</a>	0 Unassigned	<a href="#">1 In Review</a>	<a href="#">3 In Editing</a>	<a href="#">[Create Issue]</a>	<a href="#">[Notify Users]</a>

- Klik pada **Review**

<a href="#">ID</a>	<a href="#">MM-DD SUBMITTED</a>	<a href="#">SEC</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">PEERREVIEW ASK DUE DONE</a>		
30	09-09	ART	Zhendykiawan, Wirawan	<a href="#">OPTIMASI PERFORMANSI HARVESTING...</a>	—	—	—
1 - 1 of 1 Items							

- Klik pada judul artikel



# Penugasan Reviewer

PeerReview Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, P](#)

- Klik pada Select Reviewer untuk memilih reviewer.

<u>NAME</u>	REVIEWING INTERESTS	<u>DONE</u>	<u>WEEKS</u>	<u>LATEST</u>	<u>ACTIVE</u>	ACTION
<u>MR ROHMAD TENRIA</u>		0	—	—	0	<a href="#">ASSIGN</a>
<u>MS YUNI YAMAWATI</u>		1	0	2014-04-25	0	<a href="#">ASSIGN</a>

1 - 2 of 2 Items

- Klik pada **Assign** pada reviewer yang bersesuaian.

PeerReview Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, P](#)

---

Reviewer A Rohmad Tenria [CLEAR REVIEWER](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	—	<u>2015-10-07</u>	

- Klik pada icon **REQUEST** untuk mengirimkan email penugasan.

# Penugasan Reviewer

## Send Email

.....

To

CC

BCC

☐ Send a copy of this message to my address (yonas@its.ac.id)

Attachments 1. 30-60-1-SM.doc (4MB) [DELETE](#)

No file chosen

From "Yonas Rumbewas" <yonas@its.ac.id>

Subject

Body

Mr Rohmad Tenria:

I believe that you would serve as an excellent reviewer of the manuscript, "Optimasi Performansi Harvesting Elektromagnetik P Frekuensi 2,4 Ghz Dengan Desain Antena Patch Panel Sirkular," I am asking that you consider undertaking this important task for I Review Guidelines for this journal are appended below, and the submission is attached to this email. Your review of the submission along with your recommendation, should be emailed to me by 20 07.

Please indicate in a return email by 2015-09-16 whether you are and willing to do the review.

Thank you for considering this request.

- Tekan **Send** untuk mengirimkan email permintaan review.
- Tekan **Skip Email** untuk tidak mengirimkan email permintaan review.

# Penugasan Reviewer

PeerReview Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, P](#)

---

Reviewer A Rohmad Tenria [CLEAR REVIEWER](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	—	<a href="#">2015-10-07</a>	

---

- Klik pada **SELECT REVIEW FORM** untuk memilih form review yang hendak digunakan.

**TERIMA PENUGASAN DAN  
MELAKUKAN REVIEW**

# Penugasan dan Review

- Login sebagai Reviewer

JOURNAL OF CATALYSIS

» [Reviewer](#)

[1 Active](#)

- Klik pada **Active**

**ACTIVE** ARCHIVE

<a href="#">ID</a>	<a href="#">MM-DD ASSIGNED</a>	<a href="#">SEC</a>	<a href="#">TITLE</a>	<a href="#">DUE</a>	<a href="#">REVIEW ROUND</a>
30	09-09	ART	<a href="#">OPTIMASI PERFORMANSI HARVESTING ELEKTROMAGNETIK PADA...</a>	10-07	1

1 - 1 of 1 Items

- Klik pada judul artikel

# Penugasan dan Review

## Review Steps

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

Response Will do the review ☒ Unable to do the review ☐

2. Click on file names to download and review (on screen or by downloading files associated with this submission).

Submission [30-61-1-RV.DOC](#) 2015-09-09

Manuscript

Supplementary File(s) None

3. Click on icon to enter (or paste) your review of this submission

Review ☐

4. In addition, you can upload files for the editor and/or author to

Uploaded files None

No file chosen

5. Select a recommendation and submit the review to complete it. You must enter a review or upload a file before selecting a recommendation.

Recommendation

## Send Email

To

Margareta Yani <yani@its.ac.id>

CC

BCC

☐ Send a copy of this message to my address (tenria@its.ac.id)

Attachments

No file chosen

From

"Mr Rohmad Tenria" <tenria@its.ac.id>

Subject

[JOC] Able to Review

Body

Margareta Yani:

I am able and willing to review the submission, "Optimasi Performa Harvesting Elektromagnetik Pada Frekuensi 2,4 Ghz Dengan Desain Patch Panel Sirkular," for JOURNAL OF CATALYSIS. Thank you for asking me, and I plan to have the review completed by its due date, September 07, if not before.

Mr Rohmad Tenria

- Klik pada icon **Will do the review** untuk menerima penugasan

# Penugasan dan Review

## Review Steps

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

Response

Accepted

**Review**

2. Click on file names to download files associated with this submission.

Submission

Manuscript

Supplementary

File(s)

Subject

For author and editor

Optimasi Performansi Harvesting Elektromagnetik Pada Frekuer

Artikel mengandung kontribusi keilmuan yang baik. Penulis perlu menambahkan aspek pengujian dan analisis hasil yang lebih kuat akan lebih menakutkan



3. Click on icon to enter (or) Review

4. In addition, you can upload files

Uploaded files

Choose File

No file chosen

5. Select a recommendation for editor. You must enter a review recommendation.

For editor

Artikel ini dapat diterima. Mohon dicek kembali gaya selingkungnya.



Save

Close

- Klik pada icon **Review** untuk melakukan review.
- Tekan **Save** untuk menyimpan hasil review Kemudian tekan tombol **Close**.



# Penugasan dan Review

**Review Steps**

1. Notify the submission Response **Accept**
2. Click on file name of files associated with Submission Manuscript Supplementary File(s)
3. Click on icon to e Review 
4. In addition, you can Upload files
5. Select a recommendation. You must enter a Recommendation

## Send Email

---

To:

CC:

BCC:

☐ Send a copy of this message to my address (tenria@its.ac.id)

Attachments:  No file chosen

From: "Mr Rohmad Tenria" <tenria@its.ac.id>

Subject: [JOC] Article Review Completed

Body:

Margareta Yani:

I have now completed my review of "Optimasi Performansi Harve Elektromagnetik Pada Frekuensi 2,4 Ghz Dengan Desain Antena Sirkular" for JOURNAL OF CATALYSIS, and submitted my recommendation "Accept Submission."

Mr Rohmad Tenria

- Unggah dokumen review jika diperlukan.
- Pilih salah satu rekomendasi, misalnya: *Accept Submission*
- Klik pada icon **Submit Review To Editor** untuk melakukan finalisasi hasil review.



# Penugasan dan Review

## 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 this submission.

Submission	<a href="#">30-61-1-RV.DOC</a>	2015-09-09
Manuscript		
Supplementary	None	
File(s)		

3. Click on icon to enter (or paste) your review of this submission.

Review 

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files    None

5. Select a recommendation and submit the review to complete the process.  
You must enter a review or upload a file before selecting a recommendation.

Recommendation    **Accept Submission**    2015-09-09

**KEPUTUSAN EDITOR**

# Keputusan Editor

- Login sebagai Editor atau Section Editor

JOURNAL OF CATALYSIS

» [Section Editor](#)

[1 In  
Review](#)

[0 In  
Editing](#)

- Klik pada **In Review**

<a href="#">ID</a>	<a href="#">MM-DD SUBMIT</a>	<a href="#">SEC</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">PEERREVIEW ASK DUE DONE</a>			<a href="#">RU</a>
30	09-09	ART	Zhendykiawan, Wirawan	<a href="#">OPTIMASI PERFORMANSI HARVESTING...</a>	09-	—	09-	—
09 09								
1 - 1 of 1 Items								

- Klik pada Judul artikel

# Keputusan Editor

Reviewer  
A

Rohmad Tenria

Review Form None / Free Form Review

REQUEST	UNDERWAY	DUE	ACKNOWLEDG
2015-09-09	2015-09-09	<u>2015-10-07</u>	

Recommendation Accept Submission 2015-09-09  
Review 2015-09-09

Uploaded files None

Reviewer  
B

Yuni Yamawati

Review Form None / Free Form Review

REQUEST	UNDERWAY	DUE	ACKNOWLEDGL
2015-09-09	2015-09-09	<u>2015-10-07</u>	

Recommendation Accept Submission 2015-09-09  
Review No Comments

Uploaded files None

## Editor Decision

Select  
decision

Accept Submission ▼

Record Decision

Decision

Accept Submission 2015-09-09

Notify Author

Editor/Author Email Record No Comments

Send to Copyediting

Before sending a submission to Copyediting, use Notify Author link to inform author of decision and select the version to be sent.

☐ 30-61-1-RV.DOC 2015-09-09

Review  
Version

Author  
Version

Editor Version

None

None

Choose File

No file chosen

Upload

- Pilih keputusan, kemudian klik **Record Decission**.
- Klik icon pada **Notify Author**.

# Keputusan Editor

## Send Email

To: Mr. Yani Ahmad <ahmad@its.ac.id>

CC:

BCC:

☐ Send a copy of this message to my address (yani@its.ac.id)

Attachments:  No file chosen

From: "Miss Margareta Yani" <yani@its.ac.id>

Subject: [JOC] Editor Decision

Body:

Mr. Yani Ahmad:

We have reached a decision regarding your submission to JOURNAL CATALYSIS, "Optimasi Performansi Harvesting Elektromagnetik Frekuensi 2,4 Ghz Dengan Desain Antena Patch Panel Sirkular".

Our decision is to:

Miss Margareta Yani  
yani@its.ac.id

☐ After sending, present an editable BCC copy to send to reviewer

- Tekan **Send** untuk mengirimkan email notifikasi ke penulis.
- Tekan **Skip Email** untuk tidak mengirimkan email.

# Keputusan Editor

Reviewer A	Rohmad Tenria			
Review Form	None / Free Form Review			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2015-09-09	2015-09-09	<u>2015-10-07</u>	
Recommendation	Accept Submission 2015-09-09			
Review	2015-09-09			
Uploaded files	None			

---

Reviewer B	Yuni Yamawati			
Review Form	None / Free Form Review			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2015-09-09	2015-09-09	<u>2015-10-07</u>	
Recommendation	Accept Submission 2015-09-09			
Review	No Comments			
Uploaded files	None			

Editor Decision	
Select decision	<input type="button" value="Accept Submission"/> <input type="button" value="Record Decision"/>
Decision	Accept Submission 2015-09-09
Notify Author	Editor/Author Email Record  2015-09-09
	<input type="button" value="Send to Copyediting"/>
Review Version	<input checked="" type="radio"/> <u>30-61-1-RV.DOC</u> 2015-09-09
Author Version	None
Editor Version	None
	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <input type="button" value="Upload"/>

- Klik radio button pada **Review Version** atau **Author Version** jika ada.
- Atau unggah artikel yang telah diedit oleh Section Editor.
- Kemudian tekan tombol **Send to CopyEditing**.

# PROSES EDITING

# PROSES EDITING

- Login sebagai Editor atau Section Editor



- Klik pada **In Editing**

<a href="#">ID</a>	<a href="#">SUBMIT</a>	<a href="#">SEC</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">COPYEDIT</a>	<a href="#">LAYOUT</a>
30	09-09	ART	Zhendykiawan, Wirawan	<a href="#">OPTIMASI PERFORMANSI HARVESTING ELEKTROMAGNETIK PADA...</a>	—	—

1 - 1 of 1 Items

- Klik pada Judul artikel



# PROSES EDITING

Copyediting

<a href="#">REVIEW METADATA</a>	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: <a href="#">30-62-1-CE.DOC</a>	<a href="#">INITIATE</a> 2015-09-09	N/A	<a href="#">COMPLETE</a>	N/A
2. Author Copyedit File: <input type="text"/>	<input type="text"/>	—	—	<input type="text"/>
3. Final Copyedit File: <input type="text"/>	<input type="text"/>	N/A	<a href="#">COMPLETE</a>	N/A

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3


No file chosen

Copyedit Comments  [COPYEDIT INSTRUCTIONS](#)

- Klik **Initiate** untuk menandai dimulainya proses copy editing.
- Unggah artikel yang telah melalui proses editing awal ini jika perlu, kemudian klik **Complete**.

# PROSES EDITING

Copyediting

<a href="#">REVIEW METADATA</a>	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: <a href="#">30-62-2-CE.DOC</a>	2015-09-09 2015-09-09	N/A	2015-09-09	N/A
2. Author Copyedit File: 	—	—		
3. Final Copyedit File:		N/A	<a href="#">COMPLETE</a>	N/A

Upload file to ☐ Step 1, ☒ Step 2, or ☐ Step 3

Copyedit Comments  No Comments [COPYEDIT INSTRUCTIONS](#)

- Jika diperlukan, minta author untuk melakukan proses copy editing yang diperlukan. Klik icon **Author Copyedit**.
  - Jika author telah mengirim versi copy edit-nya, tekan icon **Acknowledge**.
  - Author yang mengirimkan artikel lewat email dapat diunggah artikelnya pada bagian **Upload File – Step-2**.
  - Kemudian, editor dapat mengunggah artikel versi editing final dengan memilih step -3.
- Jika proses copyediting dianggap telah selesai, klik pada tombol **Complete** pada baris **Final Copyedit**

# PROSES EDITING

**Scheduling**

Schedule for publication in Published

Vol 5, No 1 (2015)  [TABLE OF CONTENTS](#)

September 09

2015

- Pilih jadwal issue yang akan menjadi tempat untuk publikasi dari artikel tersebut.
- Klik **Record** untuk menyimpan pilihan.
- Demikian juga dengan tanggal rencana publikasinya.

# PROSES EDITING

## Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File:	<a href="#">30-63-2-LE.DOCX</a> 2015-09-09			

Galley Format	FILE		ORDER	ACTION	VIEWS
1. PDF	<a href="#">VIEW PROOF</a> <a href="#">30-64-1-PB.PDF</a>	2015-09-09	↑ ↓	<a href="#">EDIT</a>   <a href="#">DELETE</a>	0

Supplementary Files	FILE		ORDER	ACTION
---------------------	------	--	-------	--------

None

## Edit a Layout Galley

### Galley File Information

Label \*   
The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).

Language \*

File Name [30-64-1-PB.PDF](#)

Original file name 60-80-1-SM\_rev.pdf

File Type application/pdf

File Size 395KB

Date uploaded 2015-09-09




Replace File  No file chosen .

- Unggah versi akhir dari layout dengan memilih Layout Version
- Unggah versi galley dengan memilih Galley

- Beri label, kemudian klik **Save** untuk menyimpan pilihan.

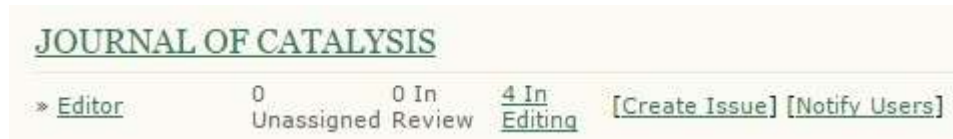
# PROSES EDITING

- Jika diperlukan lakukan proses Proofreading

Proofreading				
	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author		—	—	
2. Proofreader	<a href="#">INITIATE</a>	N/A	—	N/A
3. Layout Editor	<a href="#">INITIATE</a>	N/A	—	N/A
Proofreading Corrections  No Comments <a href="#">PROOFING INSTRUCTIONS</a>				

# PENERBITAN ISSUE

- Login sebagai Editor



- Klik pada **Create Issue**



- Klik pada Future Issue

## Vol 2, No 2 (2013)



CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: Vol 2, No 2 (2013) ▼

TABLE OF CONTENTS ISSUE DATA ISSUE GALLEYS PREVIEW ISSUE

### Table of Contents

Articles ↑ ↓

	AUTHORS	TITLE	PUBLIC ID	REMOVE	PROOFED
↑ ↓	Sulaksono, Soehartanto	<a href="#">PERANCANGAN SISTEM SURGE ABSORBER UNTUK MENCEGAH...</a>	1-10		<input type="checkbox"/>
↑ ↓	Pebriningtyas, Musyafa, Indriawati	<a href="#">PENELUSURAN DAYA MAKSIMUM PADA PANEL PHOTOVOLTAIC...</a>	11-20		<input type="checkbox"/>

Save

Publish Issue

- Beri nomor halaman pada bagian **Public ID**.
- Klik **Preview Issue** untuk melakukan pengecekan terakhir hasil tampilan.
- Untuk melakukan finalisasi publikasi, klik **Publish Issue**.