

# Manajemen OJS Tingkat Mahir

*Series Workshop RAKERNAS I*

*Relawan Jurnal Indonesia*

*Sidoarjo, 14-15 April 2017*

**Oleh :**

**Andista Candra Yusro**

**Assistant Editor JPFK**

# Andista Candra Yusro



TTL : Madiun, 23 Maret 1990  
NIDN : 0723039001  
Institusi : Universitas PGRI Madiun  
Pendidikan : S1 Pendidikan Fisika IKIP PGRI MADIUN  
              : S2 Pendidikan Sains UNS  
Keilmuan : Pendidikan Fisika  
Jurnal : Jurnal Pendidikan Fisika dan Keilmuan (JPFK)  
          : Jurnal Edukasi Matematika dan Sains (JEMS)  
WA/Email : 085649103645/ [andista@unipma.ac.id](mailto:andista@unipma.ac.id)  
GS Profile : <https://scholar.google.co.id/citations?user=mLSV17IAAAAJ&hl=id&oi=ao>  
ORCID ID : <http://orcid.org/0000-0002-0082-9842>

# Materi Yang Akan Kita Bahas

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- Review Form
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# Role As Journal Manager

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Home > User > **Journal Management**

## Journal Management

⚠ There is a new version of OJS available! You are currently using OJS 2.4.7.1. The most recent version is OJS 3.0.2.0. Please contact your Site Administrator (ojsipm Jurnal, sisfo@unipma.ac.id) to notify them of this new release. More information can be found [here](#).

### Management Pages

- [Announcements](#)
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[Home](#) > [About the Journal](#) > **Editorial Team**

## Editorial Team

### Editor in Chief

Mislan Sasono, Universitas PGRI Madiun, Indonesia

### Assitant Editor

Andista Candra Yusro, Universitas PGRI Madiun, Indonesia

### Editorial Board

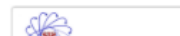
Tantri Mayasari, UNIVERSITAS PGRI MADIUN

Farida Huriawati, UNIVERSITAS PGRI MADIUN, Indonesia

Antomi Saregar, Pendidikan Fisika IAIN Raden Intan Lampung

Pujianto Pujianto, Universitas Negeri Yogyakarta, Indonesia

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Home > User > Journal Management > **Masthead**

## Masthead

Under **People** in About the Journal:

☐ OJS lists people in Editorial Team under assigned roles (Journal Manager, Copyeditor, etc.)

☒ The Journal Manager creates titles and adds people under each title.

[Record](#)


TITLE	ACTION
Editorial Team	
Editor in Chief	EDIT   MEMBERSHIP   DELETE   ↑ ↓
Assitant Editor	EDIT   MEMBERSHIP   DELETE   ↑ ↓
<a href="#">Ok mas</a> Editorial Board	EDIT   MEMBERSHIP   DELETE   ↑ ↓
Peer Reviewers	EDIT   MEMBERSHIP   DELETE   ↑ ↓

1 - 4 of 4 Items


[CREATE POSITION TITLE](#)


[Editorial Team](#)  
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Home > User > Journal Management > Masthead > **Create Title**

## Create Title

Title \*

Kettikan disini ex. Editor in chief

Type

- ☒ Publish member email addresses
- ☐ Have title appear under Editorial Team in People section of About the Journal (e.g. Editor)
- ☐ Have title appear as its own category under People (e.g. Editorial Board)

Save

Cancel

\* Denotes required field

Memilih diletakkan dimana  
anggota editorial team atau diluar

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### USER

# Review Form

- Login Jurnal Manager  
user → jurnal management → review form



# Tampilan Review Forms

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Home > User > Journal Management > **Review Forms**

## Review Forms

The peer review forms created here will be presented to reviewers to complete, instead of the default form which consists of two open text boxes, the first "for author and editor," and the second "for editor." Review forms can be designated for a specific journal section, and editors will have the option to choose which form to use in assigning the review. In all cases, editors will have the option of including the reviews in corresponding with the author.

TITLE	IN REVIEW	COMPLETED	ACTION
Form Review	0	0	EDIT   DEACTIVATE   PREVIEW   DELETE   ↑ ↓

1 - 1 of 1 Items

CREATE REVIEW FORM

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Home > User > Journal Management > Review Forms > **Create Review Form**

## Create Review Form

Title \*

Description and Instructions 

Petunjuk pengisian/penggunaan form

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Save

Cancel

\* Denotes required field

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TITLE	IN REVIEW	COMPLETED	ACTION
Form Review	0	0	<a href="#">EDIT</a>   <a href="#">DEACTIVATE</a>   <a href="#">PREVIEW</a>   <a href="#">DELETE</a>   ↑ ↓

1 - 1 of 1 Items

[CREATE REVIEW FORM](#)

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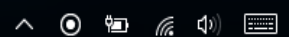

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3:54  
4/13

## Form Items

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[FORM ITEMS](#)
[PREVIEW FORM](#)

ITEM	ACTION
<input type="checkbox"/> <b>Judul :</b> Apakah Judul spesifik dan mencerminkan isi naskah?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Abstrak :</b> Apakah cukup singkat dan telah menunjukkan tujuan penelitian, apa yang telah dilakukan, apa yang ditemukan dan kesemuanya signifikan?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Tulisan:</b> Apakah isi artikel jelas, singkat, dan menggunakan bahasa yang baik dan benar?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Refrensi:</b> Apakah refrensi dan kutipan telah ditulis dalam format yang benar?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Referensi:</b> Apakah semua refrensi telah dimasukkan kedalam daftar pustka?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Kualitas Ilmiah :</b> Apakah naskah secara jelas menunjukkan adanya kebaruan/novelty?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Kualitas Ilmiah:</b> Apakah metodologi yang digunakan tepat dan dapat dituliskan secara detail yang memungkinkan untuk diulangi?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Kualitas Ilmiah:</b> Apakah data memadai untuk mendukung kesimpulan yang diambil?	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> ...	EDIT   DELETE   ↑ ↓
<input type="checkbox"/> <b>Hasil Rekomendasi :</b> Saran kepada editor terkait dengan artikel ialah:	EDIT   DELETE   ↑ ↓

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You are logged in as...  
**ojsipm**

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Home > User > Journal Management > Review Forms > Form Review > **Preview Form**

## Preview Form

[REVIEW FORM](#)[FORM ITEMS](#)[PREVIEW FORM](#)

## Form Review

Mohon untuk mengisi form review dibawah ini

### Judul :

Apakah Judul spesifik dan mencerminkan isi naskah?\*

### Abstrak :

Apakah cukup singkat dan telah menunjukkan tujuan penelitian, apa yang telah dilakukan, apa yang ditemukan dan kesemuanya signifikan?

\*

### Tulisan:

Apakah isi artikel jelas, singkat, dan menggunakan bahasa yang baik dan benar?

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# Jurnal Section

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## Journal Sections

SECTION TITLE	ABBREVIATION	ACTION
Articles	ART	EDIT   DELETE   ↑ ↓
1 - 1 of 1 Items		
CREATE SECTION		

Jurnal Pendidikan Fisika dan Keilmuan (JPFK) Indexed by :



Copyright Jurnal Pendidikan Fisika dan Keilmuan (JPFK) p-ISSN : 22442-8868 , e-ISSN : 2442-904X

email : jpfk@unipma.ac.id



ie-search.net/Search/Results?lookfor=JPFK+IKIP+PGRI+MADJILN&type=all&nohost=1&link=1&name=&thes=&refid=dcresen&newsearch=1

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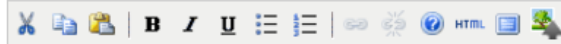
## Section

Section title \*

Abbreviation \*

(For example, Articles=ART)

Section Policy



Review Form

None / Free Form Review ▼

Indexing

Submissions made to this section of the journal

- ☐ Will not be peer-reviewed
- ☐ Do not require abstracts
- ☐ Will not be included in the indexing of the journal

Identify items published in this section as a(n)

(For example, "Peer-reviewed Article", "Non-refereed Book Review", "Invited Commentary", etc.)

Restrictions

- ☐ Items can only be submitted by Editors and Section Editors.

Word Count

Limit abstract word counts for this section (0 for no limit):

Table of Contents

- ☐ Omit the title of this section from issues' table of contents.
- ☐ Omit author names for section items from issues' table of contents.
- ☐ Omit this section from About the Journal.

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# Statistik

The screenshot shows a web browser window with the URL `e-journal.ikipggrimadiun.ac.id/index.php/JPFK/manager/statistics?statisticsYear=2017`. The page is titled "Stats & Reports" and "Journal Statistics". It includes a sidebar with navigation links like "Editorial Team", "Peer Reviewers", and "Focus and Scope". The main content area displays a table of statistics for the year 2017, with a "Record" button and a "Year" dropdown menu. The table lists various metrics such as "Issues published", "Items published", "Total submissions", "Peer reviewed", "Accept", "Decline", and "Resubmit".

Home > User > Journal Management > **Stats & Reports**

## 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 << 2017

<input type="checkbox"/> Issues published	1
<input type="checkbox"/> Items published	0
<input type="checkbox"/> Total submissions	9
<input type="checkbox"/> Peer reviewed	6
<input type="checkbox"/> Accept	5 (83%)
<input type="checkbox"/> Decline	1 (17%)
<input type="checkbox"/> Resubmit	(%)

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# Copyright

- Untuk menyampaikan informasi terkait dengan copyright artikel yang dimuat pada jurnal kita bisa sampaikan informasinya detail pada setup 3 submission 3.2 Permission

# Copyright

## 3.2 Permissions

### Copyright Notice

The Copyright Notice will appear in About the Journal. It should describe for readers and authors whether the copyright holder is the author, journal, or a third party. It should include additional licensing agreements (e.g. **CREATIVE COMMONS** licenses) that grant rights to readers (see **EXAMPLES**), and it should provide the means for securing permissions, if necessary, for the use of the journal's content.

With the receipt of the article by the Jurnal Pendidikan Fisika dan Keilmuan (JPFK) Editorial Board and the decision to be published, then the copyright regarding the article will be diverted to Jurnal Pendidikan Fisika dan Keilmuan (JPFK).

JPFK has the right to multiply and distribute the article and every author is not allowed to publish the same article that was published in this journal. The manuscript authentic and copyright statement submission can be downloaded **on this form**.

Fill out the form and submit via email or fax to the following address:

**Mislan Sasano, S.Pd.Si., M.Pd**

Copyright Holder

- ☐ Author
- ☐ Journal (JURNAL PENDIDIKAN FISIKA DAN KEILMUAN (JPFK))
- ☒ Other

Base new article's copyright year on

- ☐ Issue (Default year will be drawn from the issue's publication date.)
- ☐ Article (Default year will be drawn from the article's publication date, as in "publish-as-you-go".)

Prior Agreement

- ☐ Require authors to agree to the Copyright Notice in the submission process.

Display

- ☐ Display the copyright statement with content (advisable for asserting an author-held copyright).




License URL


Other


# Creative commons



The image is a screenshot of the Creative Commons website. At the top, there is an orange navigation bar containing the Creative Commons logo, links for "Share your work", "Use & remix", "What we do", and "Blog", and a "Donate Now" button. Below this is a grey banner with the text "Help us build a vibrant, collaborative global commons" and a green "Donate Now" button. The main content area features the "Creative Commons Global Summit" title, a description of the event, and a "Find out more" button. To the right is a large graphic of the Creative Commons logo surrounded by colorful dots, with the text "Global Summit Toronto 2017".

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## Creative Commons Global Summit

Celebrating what's next for sharing and the commons from April 28-30 in Toronto, CA.

[Find out more](#)



**Global Summit**  
**Toronto 2017**

# Creative commons

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[ [Looking for earlier license versions, including ports?](#) ]

## License Features

Your choices on this panel will update the other panels on this page.

**Allow adaptations of your work to be shared?**



☒ Yes    ☐ No    ☐ Yes, as long as others share alike

**Allow commercial uses of your work?**



# Creative commons



Share your work

Use & remix

What we do

Blog

[License.](#)

Copy this code to let your visitors know!

```
<a rel="license"
href="http://creativecommons.org/licenses/by/
4.0/"> User > Journal Management > **Plugin Management**


## Plugin Management

This page allows the Journal Manager to review and potentially configure the plugins that are currently installed. Plugins are divided into categories, according to their function. The categories are listed below, and within each category, its current set of plugins.


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- Authorization Plugins
- Block Plugins
- Citation Format Plugins
- Citation Database Connector Plugins
- Citation Output Plugins
- Citation Extraction Plugins
- Gateway Plugins
- Generic Plugins
- Implicit Authentication Plugins
- Import/Export Plugins
- OAI Metadata Format Plugins
- Payment Plugins
- Public Identifier Plugins
- Report Plugins
- Theme Plugins
- **Install A New Plugin**

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## Plugin Management

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- OAI Metadata Format Plugins
- Payment Plugins
- Public Identifier Plugins
- Report Plugins
- Theme Plugins
- **Install A New Plugin**

Untuk Side bar block

Untuk Static page

DOI, DOAJ dan quick submit

Untuk informasi pembiayaan

Untuk edit thema



Terima Kasih  
Semoga Bermanfaat