Manajemen
Online Journal System (OJS)

Muhamad Ratodi
Workshop Relawan Jurnal Indonesi
Sidoarjo, 14 April 2017

"Berbagi Bersama Giatkan Publikasi"

MUHAMAD RATODI

Institusi	Universitas Islam Negeri Sunan Ampel Surabaya
NIP	198103042014031001
TTL	Jakarta, 04 Maret 1981
Pendidikan	- Sarjana Teknik Arsitektur Universitas Pancasila Jakarta - Magister Kesehatan, Program Ilmu Kesehatan Masyarakat Universitas Airlangga Surabaya
Alamat	Komplek Sedati Permai, Jl. Gelatik Blok AA34 , Sedati, Sidoarjo, Jawa Timur
WA / Email	+62813 4888 1023 / mratodi@uinsby.ac.id
Orcid ID	http://orcid.org/0000-0001-8292-9400
Keilmuan	Kesehatan Lingkungan Binaan & Urban Health
Jurnal yang dikelola	- EMARA Indonesian Journal of Architecture (EIJA) : http://emara.uinsby.ac.id/index.php/EIJA - Journal of Health Science and Prevention (JHSP) : http://jhsp.uinsby.ac.id/index.php/jhsp

Materi

- Manajemen formulir review
- Masthead
- Journal Section
- Statistic
- Copyright
- Plugin

FORM REVIEW

- Umumnya, setiap naskah artikel reviewer akan menerima form tambahan untuk mereview

- Pada OJS, anda dapat membuat form review berbasis web yang meliputi berbagai pertanyaan yang telah disetting sebagai panduan reviewer dalam melaksanakan perannya.

- Langkah-langkah membuat Form Review di OJS adalaha sebagai berikut:

Langkah membuat form review

1. Masuk sebagai Jurnal Manager dan masuk ke menu "Journal Management Pages"

2. Klik "Review Forms"

Management Pages

- Announcements
- Files Browser
- Journal Sections
- Review Forms
- Languages
- Masthead
- Prepared Emails
- Reading Tools
- Setup
- Stats & Reports
- Payments
- System Plugins
- Import/Export Data

Langkah membuat form review

3. Klik pada "Create Review Form"

4. Isi Judul form dan deskripsi & instruksi kemudian **"Save"**

Langkah membuat form review

5. Untuk membuat item pertanyaan, pada halaman "revie forms" klik "edit" pada From Review yang baru dibuat

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 Naskah Publikasi	0	1	DEACTIVATE | COPY | PREVIEW | : ↓
Form Review Artikel	0	1	ACTIVATE | COPY | PREVIEW | : ↓
Form Review Naskah Publikasi Coba	0	0	EDIT | ACTIVATE | PREVIEW | DELETE | : ↓

1 - 3 of 3 Items
CREATE REVIEW FORM

6. pilih tab "Form Items" dan Klik "**Create New Item**"

Form Items

REVIEW FORM   **FORM ITEMS**   PREVIEW FORM

ITEM

No form items have been created.

CREATE NEW ITEM

Berbagi Bersama Giatkan Publikasi

Langkah membuat form review

7. Akan muncul form, terdiri dari dua bagian **"Item"** (biasanya untuk mengisi pertanyaan /pernyataan) untuk reviewer dan "**Item Type**" yang bisa digunakan untuk merespon pertanyaan

8. Ingat untuk selalu "Save" setiap selesai membuat satu item pertanyaan

ULANGI LANGKAH 6-8 SESUAI DENGAN PERTANYAAN YANG DIKEHENDAKI PADA FORM REVIEW

Create New Item

Item*

Rate the clarity of the writing style.

[toolbar: X 📋 📋 📋 📋 | **B** *I* U ☰ ☰ | ...]

☑ Reviewers required to complete item

Item type*

Choose item type ▼

Choose item type
Single word text box
Single line text box
Extended text box
Checkboxes (you can choose one or more)
Radio buttons (you can only choose one)
Drop-down box

Save   Cancel

* Denotes required

Langkah membuat form review

9. Untuk mengaktifkan form review, klik "activate"

10. Untuk melihat tinjauan form review, klik "review"

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 Naskah Publikasi	0	1	DEACTIVATE | COPY | PREVIEW | ↑ ↓
Form Review Artikel	0	1	ACTIVATE | COPY | PREVIEW | ↑ ↓
Form Review Naskah Publikasi Coba	0	0	EDIT | ACTIVATE | PREVIEW | DELETE | ↑ ↓

1 - 3 of 3 Items

CREATE REVIEW FORM

Langkah membuat form review

Hasil Tinjauan

Masthead

- Masthead di gunakan untuk membuat list peran (*roles*) yang berhubungan dengan jurnal

- Masthead dapat diakses melalui "Journal Manager Management Pages"

- Informasi dari Masthead akan muncul di bagian "About The Journal" dibawah bagian "People"

Management Pages

» Announcements
» Files Browser
» Journal Sections
» Review Forms
» Languages
» **Masthead**
» Prepared Emails
» Reading Tools
» Setup
» Stats & Reports
» Payments
» Subscriptions
» System Plugins
» Import/Export Data

"Berbagi Bersama Giatkan Publikasi"

RELAWAN JURNAL INDONESIA

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
No editorial team positions have been created.	

CREATE POSITION TITLE

Dua Metode menampilkan anggota Peran pada Jurnal Anda
1. Automatis (berdasarkan *"assignment user roles"* >> default OJS)
2. Manual (menggunakan perintah "Create Position Title")

Home > User > Journal Management > Masthead > **Create Title**

Create Title

Title*   [Managing Editor]
               ☑ Publish member email addresses

Type   ● 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

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	
Managing Editor	EDIT | MEMBERSHIP | DELETE | ↑ ↓

1 - 1 of 1 Items
CREATE POSITION TITLE

Klik "Membership" untuk melihat, menambah atau menghapus anggota / akun pada peran yang sudah dibuat sebelumnya

"Berbagi Bersama Giatkan Publikasi"

Home > User > Journal Management > Masthead > Managing Editor > **Membership**

Membership

EDIT TITLE   **MEMBERSHIP**

NAME	ACTION
This group has no members.	

ADD MEMBER

Pada menu Membership, klik "ADD MEMBER"

Home > User > Journal Management > Masthead > Managing Editor > **Add Member**

Add Member

[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	ACTION
SMITH, JANE	ADD MEMBER
JONES, SALLY	ADD MEMBER

Akan muncul list akun yang terdaftar di Jurnal anda, kill "ADD MEMBER" pada akun yang ingin anda tugaskan pada peran yang dikehendaki

Home > About the Journal > **Editorial Team**

Editorial Team

Managing Editor

Sally Jones

Journal Section

Management Pages

» Announcements
» Files Browser
» Journal Sections
» Review Forms
» Languages
» Masthead
» Prepared Emails
» Reading Tools
» Setup
» Stats & Reports
» Payments
» Subscriptions
» System Plugins
» Import/Export Data

- Jurnal dengan platform OJS dapat berisi berbagai macam jenis bagian (section) tulisan (Artikel, Reviews, halaman awal, dll)

- Jika anda tidak menghendaki "section title" terlihat oleh pembaca, anda dapat memilih untuk menyembunyikan dari "Daftar Isi" anda

"Berbagi Bersama Giatkan Publikasi" — RELAWAN JURNAL INDONESIA

Cara membuat "Journal Section"

1. Pada menu "Management Pages" pilih "Journal Section"

2. Pilih "Create Section"

3. Lengkapi form sesuai section baru yang akan dibuat

Home > Journal Management > **Journal Sections**

Journal Sections

SECTION TITLE	ABBREVIATION	ACTION
Articles	ART	EDIT	DELETE	↑ ↓

1 - 1 of 1 Items
CREATE SECTION

Section

Section title*	Editorials
Abbreviation*	ED (For example, Articles=ART)
Section Policy	This section is only for editors.

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) Editorial Commentary
(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.

About: ☑ Omit this section from About the Journal.

Statistic

- OJS menyediakan sejumlah fitur statistic dan laporan jurnal anda
- Untuk mengaksesnya masuk ke "Management Pages" sebagai "Journal Manager" dan pilih **"Stats & Reports"**

Management Pages

- » Announcements
- » Files Browser
- » Journal Sections
- » Review Forms
- » Languages
- » Masthead
- » Prepared Emails
- » Reading Tools
- » Setup
- » Stats & Reports
- » Payments
- » Subscriptions
- » System Plugins
- » Import/Export Data

Bagian Statistic

Bagian ini menyediakan informasi tentang rangkuman kegiatan jurnal anda. Gunakan "checkboxes" untuk menampilkan info statistic kepada pembaca pada "About the Journal"

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
> Editorials

Record

Year	<< 2009 >>
☐ Issues published	0
☐ Items published	0
☐ Total submissions	0
☐ Peer reviewed	0
☐ Accept	0 (0%)
☐ Decline	0 (0%)
☐ Resubmit	0 (0%)
☐ Days to review	0
☐ Days to publication	0
☐ Registered users	2 (2 new)
☐ Registered readers	0 (0 new)
☐ Subscriptions	
☐ 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

Copyright

- Baik pembaca, penulis ataupun pihak lainnya harus mendapatkan informasi yang sejelas-jelasnya tentang pemegang copyright artikel yang terbit di jurnal anda.

- Untuk mencantumkan informasi ini, dapat melalui akses "Management Pages" >> "Setup" >> "3.Submission" >> bagian "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.

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work.
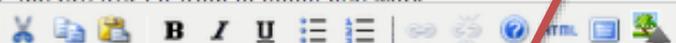
Copyright Holder	● Author
	○ Journal (EMARA Indonesian Journal of Architecture)
	○ Other [ ]
Base new article's copyright year on	○ Issue (Default year will be drawn from the issue's publication date.)
	○ Article (Default year will be drawn from the article's publication date, as in "publish-as-you-go".)
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	CC Attribution-NonCommercial 4.0 ˅
	http://creativecommons.org/licenses/by-nc/4.0
	Provide URL for license webpage, if available.
Display	☑ Display the license with published work.

Copyright statement and license information will be permanently attached to published content, ensuring that this data will not change in the case of a journal changing policies for new submissions. To reset stored permissions information already attached to published content, use the button below.

Reset Article Permissions

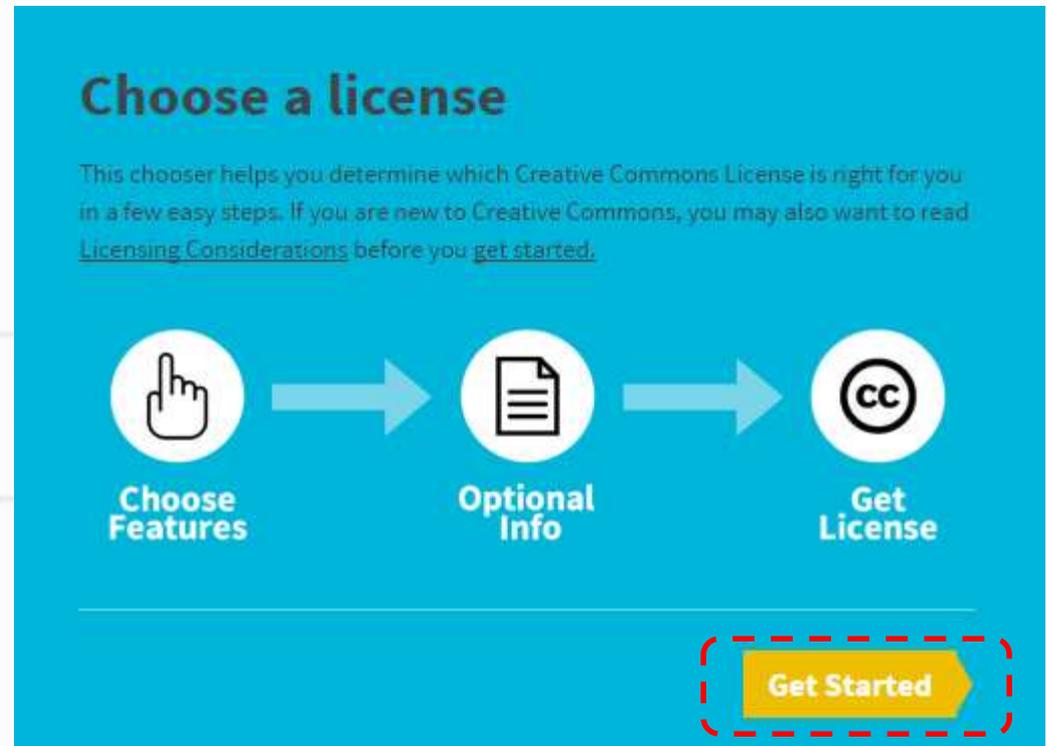## Langkah Membuat Creative Common (CC) License

1. Dapatkan script lisensi dari common-creative dengan mengakses situs https://creativecommons.org/

Langkah Membuat Creative Common (CC) License

2. Pada bagian 'Share your work' Klik 'Choose Licence'

3. Setelah itu akan muncul 'Choose A Licence', klik saja **'Get Started'**

Langkah Membuat Creative Common (CC) License

4. Pilih Fitur Lisensi

Langkah Membuat Creative Common (CC) License

5. Mengisi informasi tambahan pada kolom yang disediakan

6. Copy kode HTML nya untuk dipasang pada OJS anda

Help others attribute you!

This part is optional, but filling it out will add machine-readable metadata to the suggested HTML!

Title of work	EMARA Indonesia Journal of Archit
Attribute work to name	UIN Sunan Ampel Surabaya
Attribute work to URL	http://uinsby.ac.id
Source work URL	http://emara.uinsby.ac.id/index.php/
More permissions URL	
Format of work	Text
License mark	HTML+RDFa

Have a web page?

EMARA Indonesia Journal of Architecture by UIN Sunan Ampel Surabaya is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License.
Based on a work at
http://emara.uinsby.ac.id/index.php/EIJA.
Copy this code to let your visitors know!

```
<a rel="license"
href="http://creativecommons.org/licenses/by
-nc/4.0/"><img alt="Creative Commons
License" style="border-width:0"
src="https://i.creativecommons.org/l/by-
```

- Normal Icon
- Compact Icon

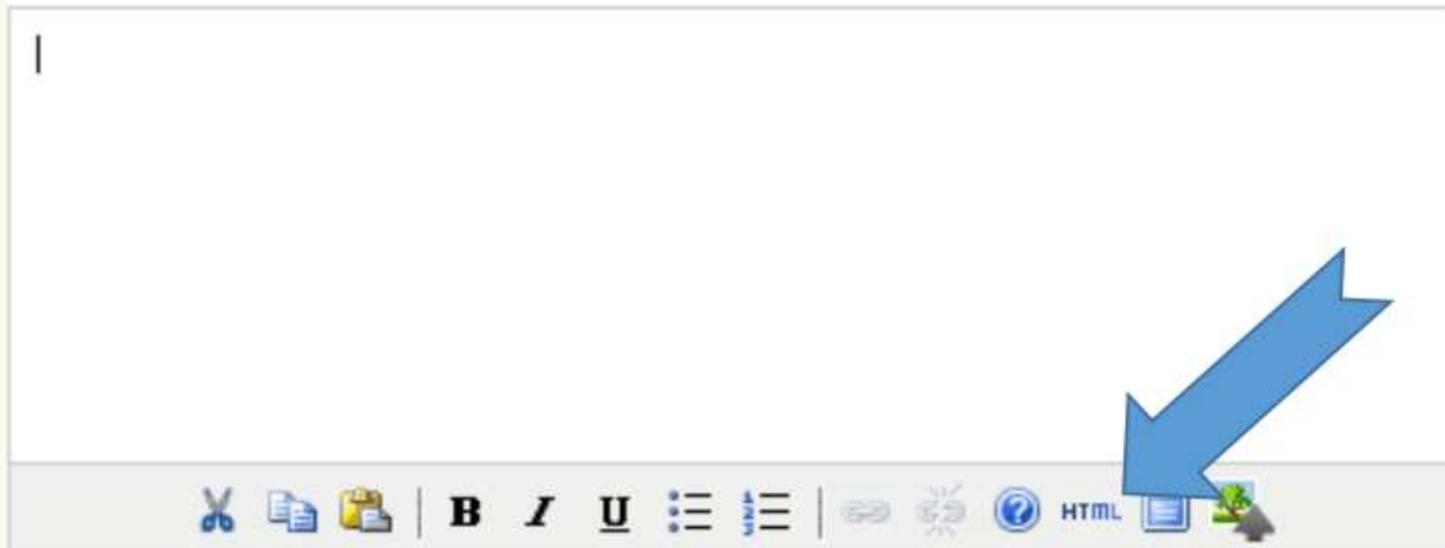## Langkah Membuat Creative Common (CC) License

7. Masuk ke jurnal anda sebagai jurnal manager dan masuk ke menu 'Journal Management' dan pilih 'Setup'

8. Klik sub menu '5.The Look' dan pada bagian '5.4 Journal Page Footer' klik **'HTML'**

5.4 Journal Page Footer

This is the footer of your journal. To change or update the footer, paste the HT bar, a counter, etc. This footer will appear on every page.

Langkah Membuat Creative Common (CC) License

9. Paste kode HTML yang telah di copy di langkah 6 pada jendela HTML yang terbuka

10. Klik tombol Update

HTML Source Editor ☑ Word Wrap

```
<a rel="license" href="http://creativecommons.org/licenses/by-nc/4.0/"><img alt="Creative
Commons License" style="border-width:0" src="https://i.creativecommons.org/l/by-nc/4.0
/88x31.png" /></a><br /><span xmlns:dct="http://purl.org/dc/terms/" href="http://purl.org
/dc/dcmitype/Text" property="dct:title" rel="dct:type">EMARA Indonesia Journal of
Architecture</span> by <a xmlns:cc="http://creativecommons.org/ns#"
href="http://uinsby.ac.id" property="cc:attributionName" rel="cc:attributionURL">UIN
Sunan Ampel Surabaya</a> is licensed under a <a rel="license"
href="http://creativecommons.org/licenses/by-nc/4.0/">Creative Commons Attribution-
NonCommercial 4.0 International License</a>.<br />Based on a work at <a
xmlns:dct="http://purl.org/dc/terms/" href="http://emara.uinsby.ac.id/index.php/EIJA"
rel="dct:source">http://emara.uinsby.ac.id/index.php/EIJA</a>.|
```

Update **Cancel**

11. Anda akan diarahkan kembali ke sub menu 'Jurnal Page Footer', jangan lupa untuk klik **'SAVE'** dan lihat hasilnya

System Plugins

- Memungkinkan untuk mengeksplorasi pengayaan fungsi dan tampilan OJS anda dengan fitur "plugin"

- Sebagai journal manager, anda memiliki kewenangan untuk memutuskan fitur plugin mana yang akan diaktifkan atau di non aktifkan

Management Pages

- » Announcements
- » Files Browser
- » Journal Sections
- » Review Forms
- » Languages
- » Masthead
- » Prepared Emails
- » Reading Tools
- » Setup
- » Stats & Reports
- » Payments
- » Subscriptions
- » System Plugins
- » Import/Export Data

Plugin Management

This page allows the Journal Manager to Plugins are divided into categories, accor category, its current set of plugins.

- » Authorization Plugins
- » Block Plugins
- » Citation Format Plugins
- » Gateway Plugins
- » Generic Plugins
- » Implicit Authentication Plugins
- » Import/Export Plugins
- » Payment Plugins
- » Report Plugins
- » Theme Plugins

Install A New Plugin

Katagori	Deskripsi singkat	Penggunaan
Authorization Plugins	Memungkinkan pengaturan alternative system autentifikasi user	Sebagian besar jurnal tidak memodifikasi plugin ini
Block Plugins	Memungkinkan pengaturan komponen yang muncul pada halaman muka OJS,	Biasa digunakan untuk memunculkan komponen tambahan (costumized block, seperti : Journal Template, Journal Tools, Visitor Statistic dll)
Citation Format Plugins	Digunakan sebagai bagian dari "Reading Tools" memungkinkan pengunjung mengekspor sitasi artikel dalam berbagai format	Sebagian besar jurnal tidak memodifikasi plugin ini
Gateway Plugins	Menyediakan data update terbaru jurnal anda ke system eksternal	Sebagian besar jurnal tidak memodifikasi plugin ini
Generic Plugins	Menyediakan fitur fungsi sangat beragam yang mengakomodir keterbatasan katagori plugin yang lain	Sering digunakan, khususnya Costum Block manager dan Static Page Plugin
Implicit Authentication Plugins	Menyediakan data update terbaru jurnal anda ke system eksternal	Sebagian besar jurnal tidak memodifikasi plugin ini

"Berbagi Bersama Giatkan Publikasi"

Katagori	Deskripsi singkat	Penggunaan
Import/Export Plugins	Plugin ini digunakan untuk berbagi informasi antar sistem	Sering digunakan, biasa digunakan untuk mengexport metadata artikel dan issue ke system pengindeks (DOAJ. Crossreff dll)
Payment Plugins	Memungkinkan pengaturan berbagai tipe pembayaran terkait biaya submit, donasi dll	Biasa digunakan pada jurnal berbayar
Report Plugins	Digunakan untuk mengekspor kontent seperti review report, articles report kedalam format .csv	
Theme Plugins	Untuk membuat berbagai modifikasi tema tampilan jurnal dalam format CSS	Biasa digunakan untuk perubahan sederhana pada warna header, background dsb dengan "Costum Theme Plugin:

Terima Kasih