

Pengelolaan Jurnal OJS 3 standar Akreditasi Sinta

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PENGALAMAN KERJA

- Koordinator Sekretariat Jurnal FITK UIN Syarif Hidayatullah Jakarta,
- Editor TARBIYA: Journal of Education in Muslim Society (**Sinta 2**)
- Section Editor EDUSAINS (**Sinta 2**)
- Section Editor IJEE (Indonesian Journal of English Education) (**Sinta 4**)
- Section Editor DIALEKTIKA: Jurnal Bahasa, Sastra, dan Pendidikan Bahasa dan Sastra Indonesia (**Sinta 4**)
- Editor JURNAL HARKAT : Media Komunikasi Gender (**Sinta 4**)
- Editor Mimbar Agama Budaya

Peringkat Akreditasi

Status	Nilai Total
Terakreditasi Peringkat 1 (Satu)	$85 \leq n \leq 100$
Terakreditasi Peringkat 2 (Dua)	$70 \leq n < 85$
Terakreditasi Peringkat 3 (Tiga)	$60 \leq n < 70$
Terakreditasi Peringkat 4 (Empat)	$50 \leq n < 60$
Terakreditasi Peringkat 5 (Lima)	$40 \leq n < 50$
Terakreditasi Peringkat 6 (Enam)	$30 \leq n < 40$

Hasil Akreditasi Jurnal ilmiah yang ditetapkan Tim Akreditasi digunakan oleh Tim Penilai Angka Kredit Jabatan Fungsional untuk melakukan penilaian substansi artikel.

Unsur dan Bobot Penilaian

Unsur	Bobot	
	Manajemen	Substansi*
Penamaan Jurnal Ilmiah	3	-
Kelembagaan Penerbit	4	-
Penyuntingan dan Manajemen Jurnal	17	-
Substansi Artikel	-	39
Gaya Penulisan	-	12
Penampilan	8	-
Keberkalaan	6	-
Penyebarluasan	11	-
Jumlah	49	51

*Suatu jurnal ilmiah dinyatakan **minimum terakreditasi Peringkat 2** apabila paling sedikit memperoleh nilai total 70 (manajemen dan substansi), dengan nilai substansi paling sedikit 26.

Disinsentif (maksimum -20) diberlakukan bila terjadi penyimpangan **unsur-unsur plagiarasi** oleh sebuah jurnal ilmiah

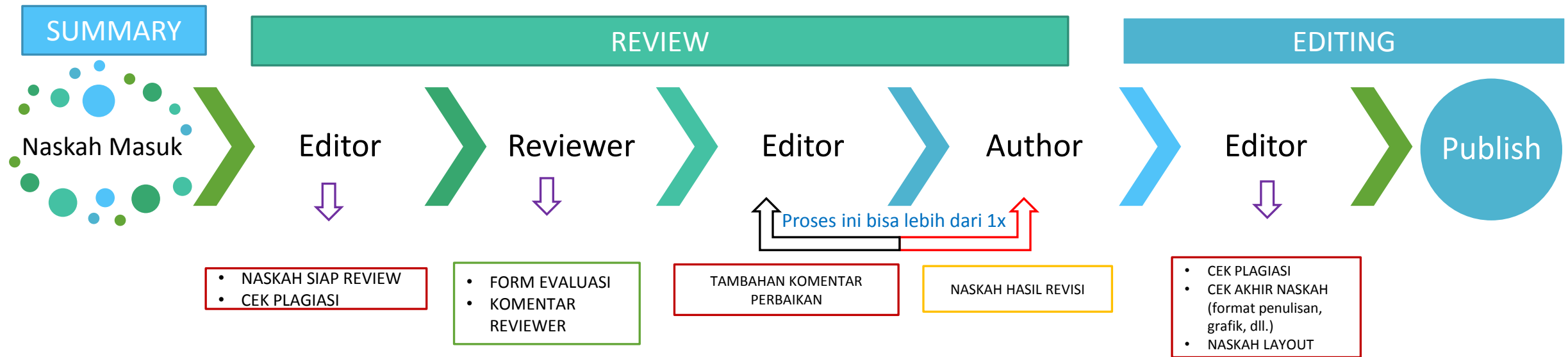
Persiapan akreditasi Jurnal

**TARGET SINTA BERAPA YANG AKAN
DICAPAI ?**

KESERiusAN KESIAPAN TIM JURNAL ?

DUKUNGAN PIMPINAN ?

Tahapan Proses Penerbitan Artikel pada OJS



Perekaman Data dalam OJS

- Dalam proses penerbitan artikel jurnal secara online, maka setiap artikel yang diterbitkan setidaknya mempunyai 6 Riwayat Document/Naskah:
 - *Naskah Awal (bentuk file Doc) dari penulis*
 - *Catatan Reviewer (bentuk komentar dalam naskah dan OJS, evaluasi penilaian (PDF))*
 - *Catatan Editor (bentuk komentar dalam naskah dan OJS)*
 - *Naskah Perbaikan dari penulis (melalui fasilitas ms.words berupa TRACK CHANGES)*
 - *Naskah Copyediting (cek kebahasaan, gambar dsb diluar masalah konten) (Optional)*
 - *Naskah Layout (bentuk PDF)*

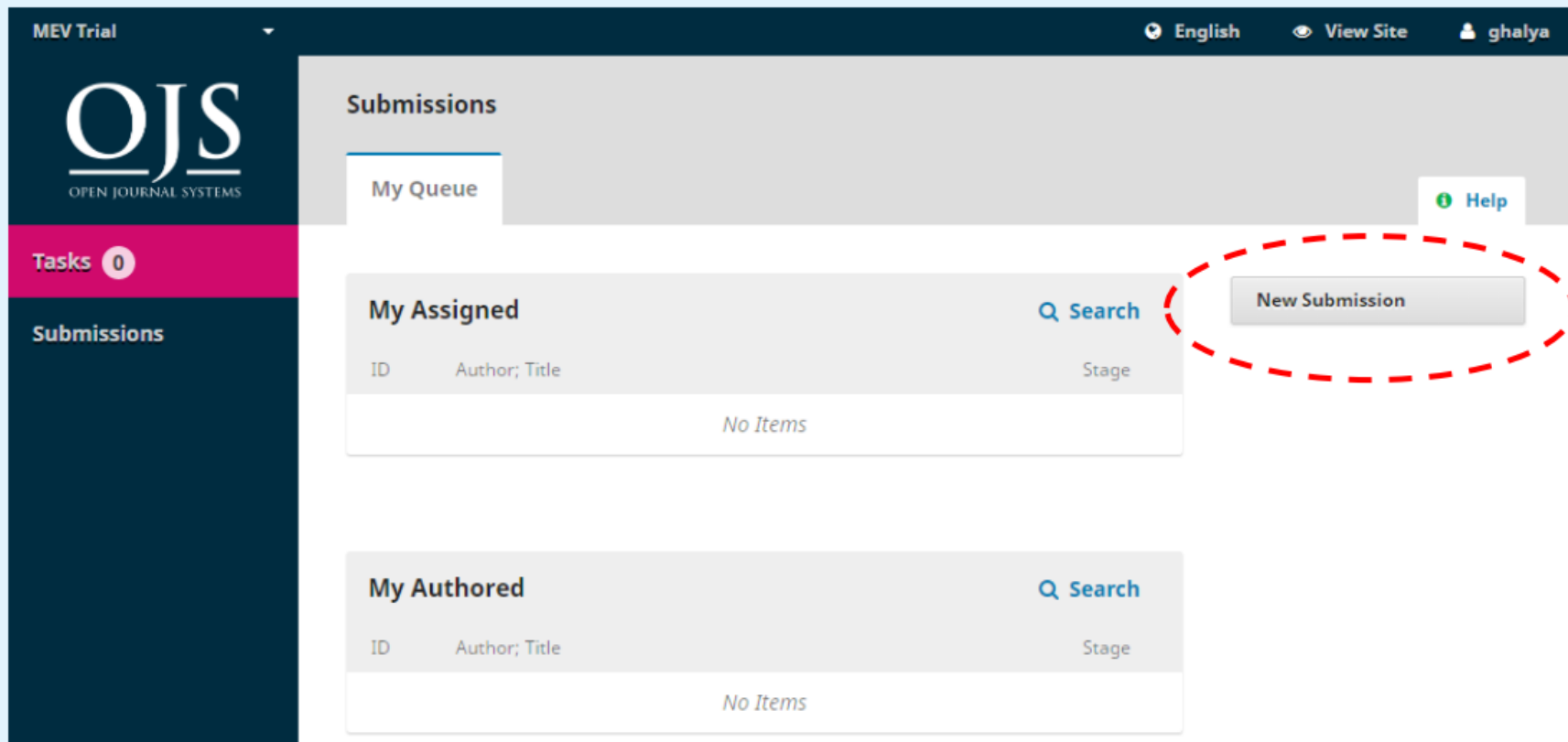
CATATAN....

- Dalam penerbitan jurnal ilmiah, peranan staf sekretariat sangat penting
- Pengelola Jurnal perlu membangun sistem/mekanisme pengelolaan naskah melalui alat-alat administrasi berupa format-format isian, pembukuan, surat-surat baku dll
- Pengelola Jurnal (Ketua Penyunting) perlu menciptakan budaya kerja kelompok (*team-work*), BUKAN budaya kerja *single-fighter*

MANAJEMEN ARTIKEL JURNAL BERBASIS OPEN JOURNAL SYSTEM (OJS 3)

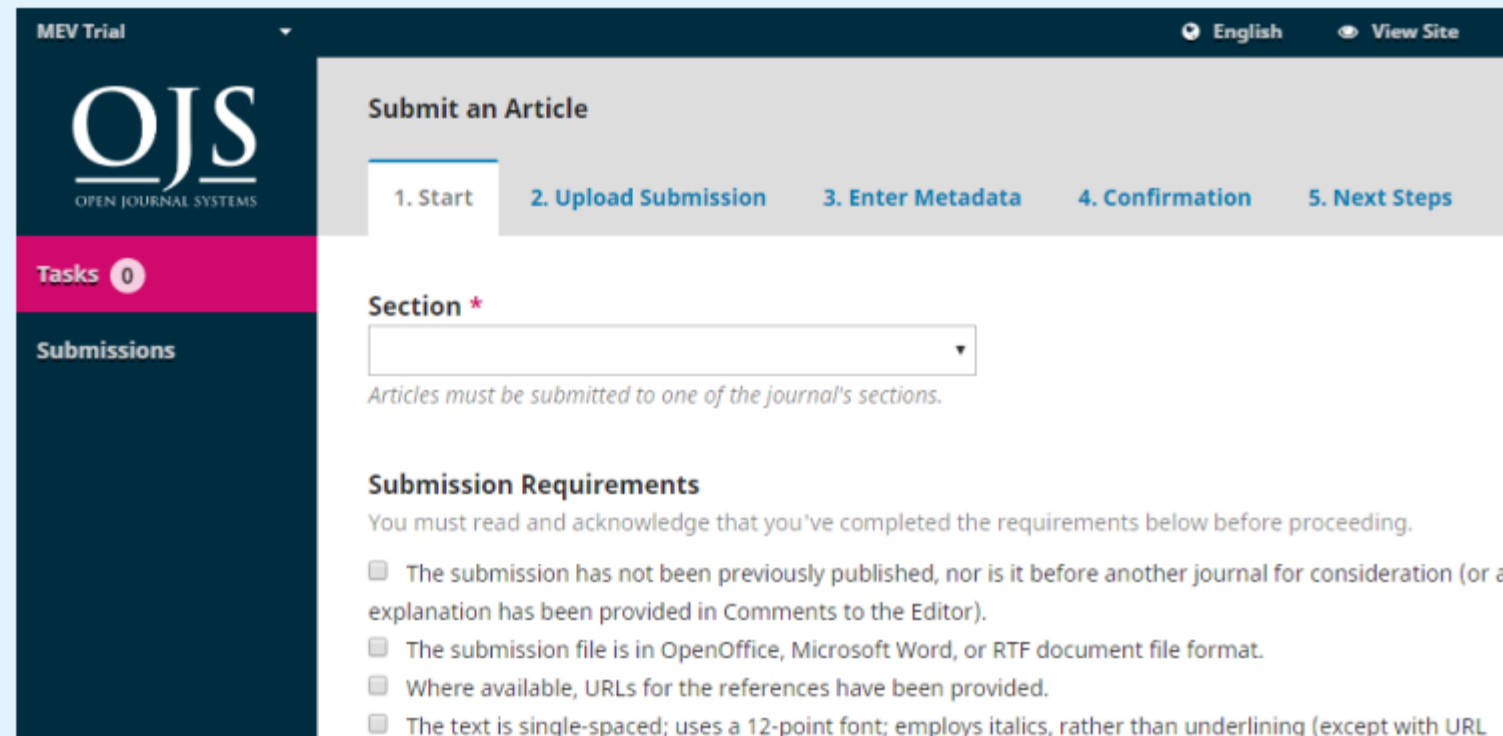
Author Home

- Klik “new submission”



Start

- Pilih Journal Section
- Mengisi submission checklist



MEV Trial

English View Site

OJS
OPEN JOURNAL SYSTEMS

Tasks 0

Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section *

Articles must be submitted to one of the journal's sections.

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ 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, or RTF 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).

Upload File and Review Details

- Klik pada **Article Component**, lalu pilih **Article Text**.
- Klik tombol **Upload**, lalu cari file artikel yang akan diupload.
- Klik tombol **Continue**, untuk memastikan file yang diupload sudah benar.
- Klik lagi tombol **Continue**, muncul konfirmasi dan permintaan upload file yang lain (jika ada)
- Klik tombol **Save and Continue**
- Masuk ke tahap berikutnya

The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". The main content area has a dropdown menu labeled "Article Component *" with "Article Text" selected. Below this is a file selection area showing a green checkmark, the filename "authordua, Author, 01-umi halwati.docx", and a "Change File" button. A link "Ensuring a Blind Review" is visible below the file area. At the bottom are "Continue" and "Cancel" buttons.

The screenshot shows the same modal window, now at "2. Review Details". The progress indicator shows "1. Upload File" and "2. Review Details" as active steps, with "3. Confirm" next. The file name "authordua, Author, 01-umi halwati.docx" is displayed with an "Edit" link. Below the name, it shows a document icon, the extension "docx", and the size "46KB". At the bottom are "Continue" and "Cancel" buttons.

Enter Metadata

Ketik seluruh meta data yang diperlukan:

- Judul dan sub judul, Abstrak, Kata kunci.

Jika penulis lebih dari satu, klik tombol **Add Contributor** dan pilihlah nama penulis lain.

Klik tombol **Save and Continue**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Examples: A. The

Title *

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

B *I* U

 \times^2 \times Upload

This research is motivated by the fact that every society has the power (potential) that can be empowered. In reality, women's empowerment can not be separated from the mass media. Media plays an important role in community development activities in addition to those factors that physically exists, the costs that are physically visible, and a program that systematically reads as a motor of an empowerment. Can not be denied that the media be a factor that plays a role

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ AuthorDua AuthorDua	authordua@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Contributor

Submission Metadata
These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Additional Refinements
Keywords

Enter Metadata

Klik tombol Finish Submission. Proses submit artikel sudah selesai dilakukan.

The image shows a two-part screenshot of a submission process. The top part is a grey bar titled 'Submit an Article' with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (highlighted), 4. Confirmation, and 5. Next Steps. Below this bar, a message states: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' At the bottom of this section are two buttons: 'Finish Submission' and 'Cancel'.

The bottom part of the image shows a 'Submission complete' confirmation screen. A large blue arrow points from the 'Finish Submission' button in the top screenshot to this screen. The confirmation screen text reads: 'Thank you for your interest in publishing with GAYENG: Jurnal Seni dan Budaya Jawa. What happens Next? The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission they will contact you. For now you can:' followed by a list of three links: 'Review this submission', 'Create a new submission', and 'Return to your dashboard'.

Klik tombol **Review Submission**, untuk melihat hasil artikel yang telah diupload.

Submission complete

Thank you for your interest in publishing with GAYENG: Jurnal Seni dan Budaya Jawa.

What happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission they will contact you.

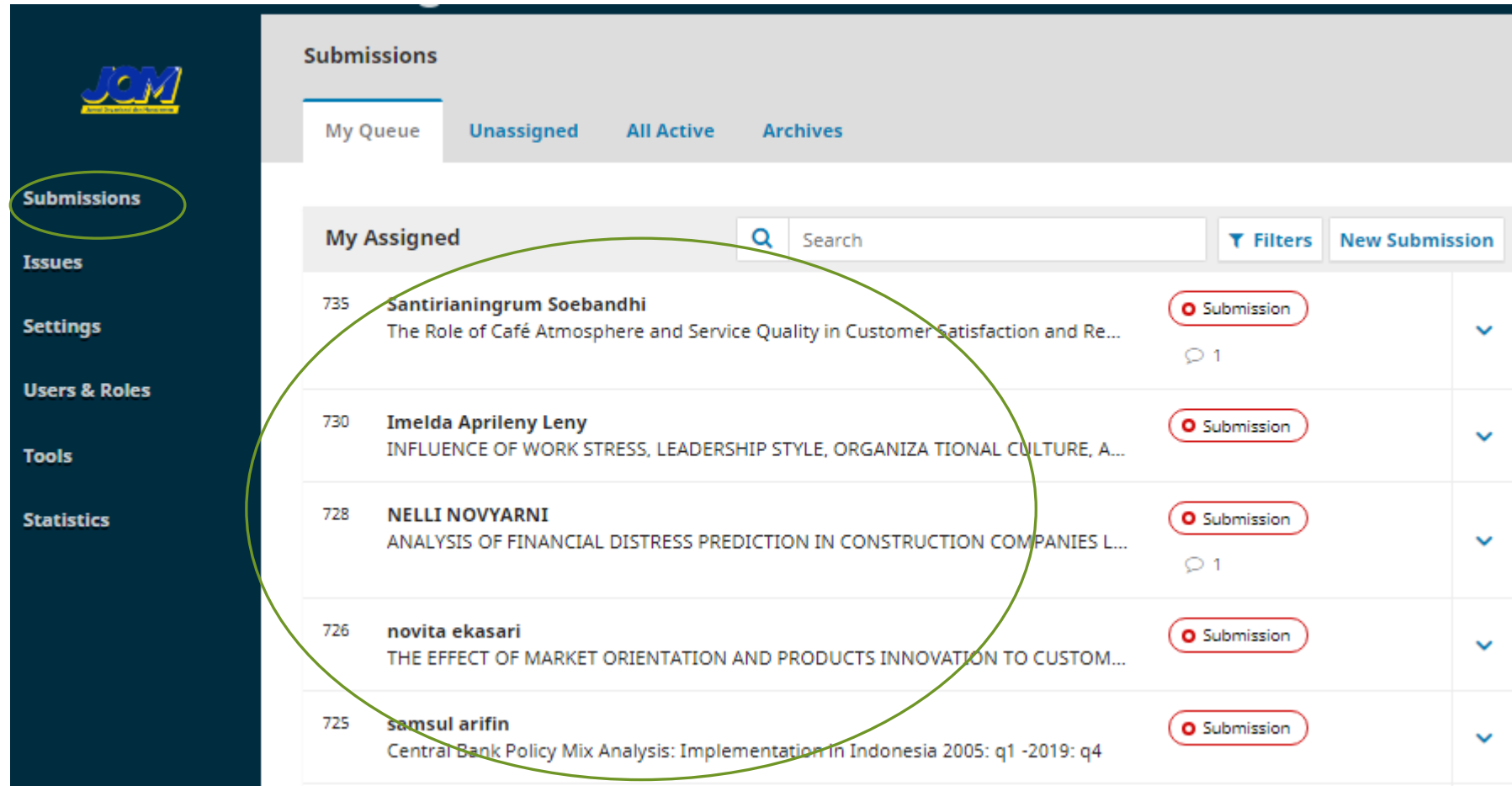
For now you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Editor Editor in Chief atau Editor Pelaksana

Enter Metadata

- Login sebagai editor, lalu klik pada tab All Active, maka muncul artikel yang di submit oleh para author.
- Klik pada tombol Submission, maka muncul halaman editorial.



The screenshot displays the 'Submissions' section of the JOM (Jurnal Online Mahasiswa) interface. On the left sidebar, the 'Submissions' menu item is highlighted with a green circle. The main content area shows the 'Submissions' header with tabs for 'My Queue', 'Unassigned', 'All Active', and 'Archives'. The 'All Active' tab is selected. Below this, the 'My Assigned' section is visible, featuring a search bar and a 'Filters' button. A table lists five assigned submissions, each with a red 'Submission' button circled in green. The submissions are as follows:

ID	Author	Title	Action
735	Santiraningrum Soebandhi	The Role of Café Atmosphere and Service Quality in Customer Satisfaction and Re...	Submission
730	Imelda Aprileny Leny	INFLUENCE OF WORK STRESS, LEADERSHIP STYLE, ORGANIZA TIONAL CULTURE, A...	Submission
728	NELLI NOVYARNI	ANALYSIS OF FINANCIAL DISTRESS PREDICTION IN CONSTRUCTION COMPANIES L...	Submission
726	novita ekasari	THE EFFECT OF MARKET ORIENTATION AND PRODUCTS INNOVATION TO CUSTOM...	Submission
725	samsul arifin	Central Bank Policy Mix Analysis: Implementation in Indonesia 2005: q1 -2019: q4	Submission

- Yang dilakukan pertama kali oleh editor adalah mendownload artikel, kemudian bacalah sekilas.

- Jika artikel di luar Aim and scope jurnal, atau karena alasan lain yang membuat tidak diterima, maka editor bisa langsung melakukan penolakan dengan cara klik tombol Decline Submission.

The screenshot displays the journal submission interface for an article titled "artikel test" by "yazid hady". The interface includes a top navigation bar with tabs for "Submission", "Review", "Copyediting", and "Production". Below this, the "Submission Files" section shows a file named "hadyyazid, Article of TARBIYA Journal tjems.doc" with a download icon and a "Download All Files" button. The "Pre-Review Discussions" section is currently empty, showing "No Items". On the right side, there are three main action buttons: "Send to Review" (blue), "Accept and Skip Review" (grey), and "Decline Submission" (pink). Below these buttons is a "Participants" section with an "Assign" button. The "Participants" list includes "Journal editor" (with a sub-item "Editor JOM") and "Author" (with a sub-item "yazid hady"). A green arrow points from the "Decline Submission" button to the "Assign" button, and a red arrow points from the "Help" icon to the "Decline Submission" button.

- Editor in Chief dapat mendelegasikan pekerjaan editorial selanjutnya kepada Section Editor, dengan cara klik Add pada blok Participants

- Klik tombol Send to Review, maka muncul kotak dialog seperti di bawah ini.

Send to Review

Select files below to send them to the review stage.

Submission Files		Q Search	Upload File
▶	<div><div><div>✓</div></div><div><div><div>W</div></div><div>1380-1</div></div><div>hadyyazid, Article of TARBIYA Journal tjems.doc</div></div>	February 25, 2020	Other

Send to Review

Cancel

- Jika memberlakukan **blind review**, maka **upload naskah yang telah dibuang nama penulis** artikelnya.
- Klik tombol Send to Review, maka akan masuk tahap review

- Pada halaman Review, klik tombol Add Reviewer.

- Pilih salah satu reviewer, lalu klik tombol Select Reviewer.
- Ulangi langkah sebelumnya jika reviewer lebih dari satu orang

The screenshot shows the 'Review' stage of a submission process. At the top, there are tabs for 'Submission', 'Review' (active), 'Copyediting', and 'Production', along with a 'Help' icon. Below these, there are tabs for 'Round 1' and 'New Review Round'. A box labeled 'Round 1 Status' indicates 'Submission declined.' The main area is divided into 'Review Files' and 'Reviewers'. The 'Review Files' section includes a search bar and a table with one file: '1381-1 Other, Article of TARBIYA Journal tjems.doc' dated 'February 25, 2020'. The 'Reviewers' section has an 'Add Reviewer' button. To the right, there are buttons for 'Request Revisions', 'Accept Submission', and 'Decline Submission', and a 'Participants' section with an 'Assign' button. A green arrow originates from the 'Add Reviewer' button in the 'Reviewers' section and points to the 'Add Reviewer' button in the 'Review Files' section.

Submission **Review** Copyediting Production [Help](#)

Round 1 [New Review Round](#)

Round 1 Status
Submission declined.

Review Files [Search](#) [Upload/Select Files](#)

File	Date	Other
1381-1 Other, Article of TARBIYA Journal tjems.doc	February 25, 2020	Other

Reviewers [Add Reviewer](#)

[Request Revisions](#)

[Accept Submission](#)

[Decline Submission](#)

Participants [Assign](#)

Reviewer

Melakukan proses review artikel

- Login sebagai Reviewer.
- Klik tombol Review, masuk ke halaman proses review.
- Klik tombol Accept Review, Continue to Step #2
- Klik tombol Continue to Step #3
- Download artikel, lakukan proses review menggunakan fasilitas menu Review pada MS. Word.

Submissions		
My Queue		Archives

My Assigned		Q Search
ID	Author; Title	Stage
▶ 71	AuthorDua; Pemberdayaan Masyarakat di Media Massa	Review
		1 of 1 items

- **Upload** kembali artikel yang telah direview
- Pilih **Recommendation** sesuai kualitas artikel
- Klik tombol **Submit Review**
- Proses review telah selesai

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

193-1 Reviewer, 71-992_Article Text-191-1-2-20171215.docx

Search Upload File

Recommendation

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

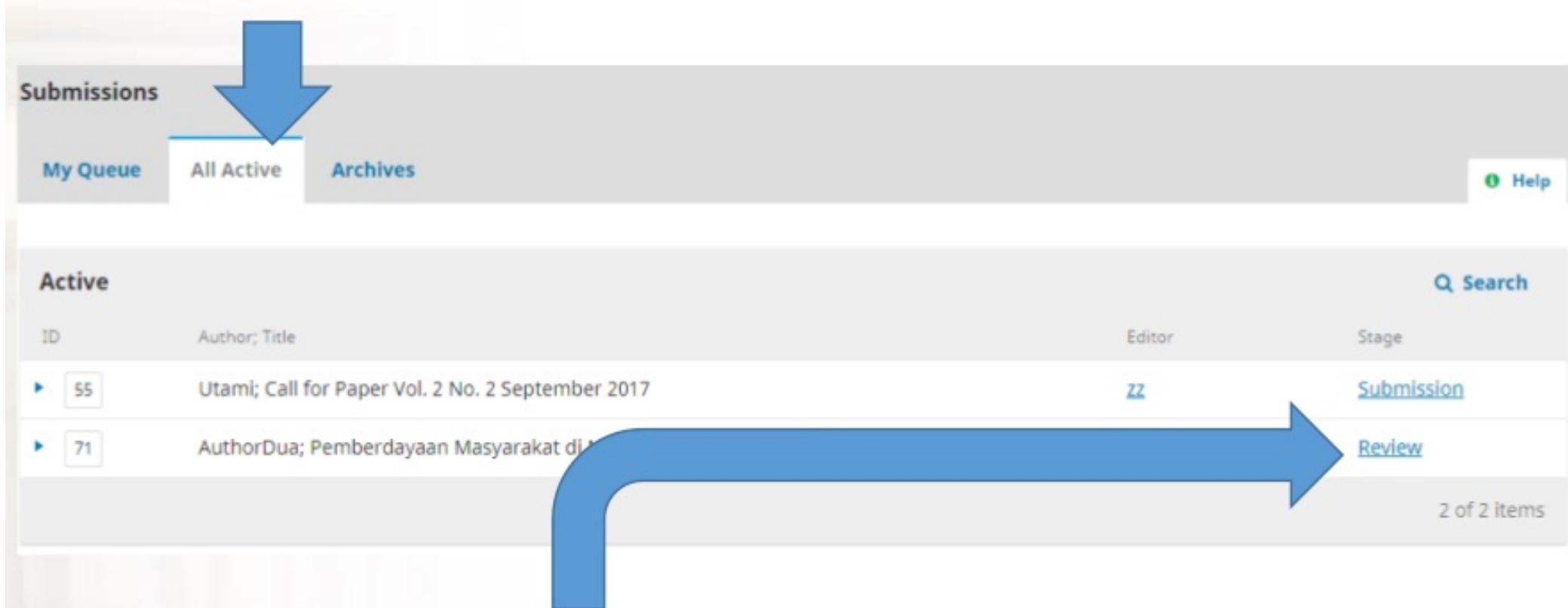
Revisions Required

Submit Review

Go Back

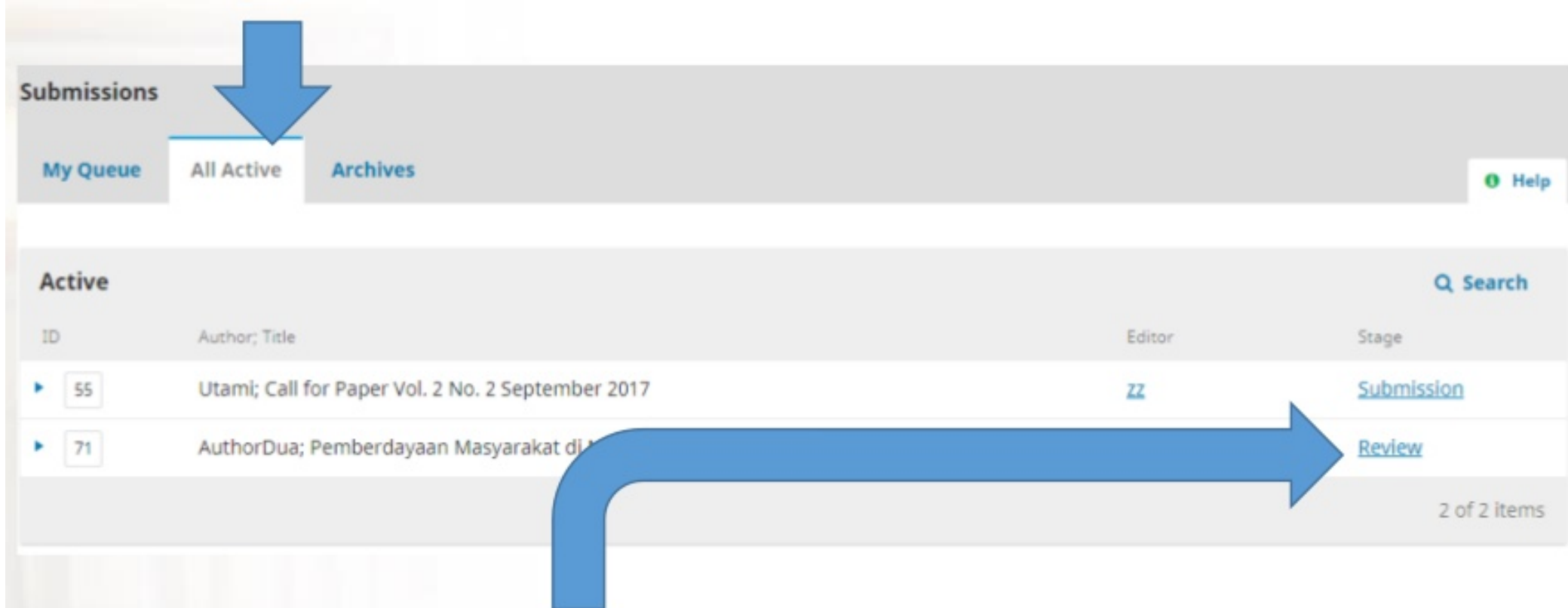
EDITOR
menindaklanjuti hasil review

Login sebagai editor, klik menu Submission, klik tab All Active



Klik tombol Review pada sebelah kanan judul artikel

Login sebagai editor, klik menu Submission, klik tab All Active



Klik tombol Review pada sebelah kanan judul artikel

- Klik tombol Request Revisions



Request Revisions

Require New Review Round

- ☒ Revisions will not be subject to a new round of peer reviews.
- ☐ Revisions will be subject to a new round of peer reviews.

Send Email

- ☒ Send an email notification to the author(s): yazid hady
- ☐ Do not send an email notification

Rich text editor showing the email content:

yazid hady:

We have reached a decision regarding your submission to Jurnal Organisasi dan Manajemen, "artikel test".

Our decision is: Revisions Required

Editor JOM
jom-ut@ecampus.ut.ac.id

+ Add Reviews to Email

Select review files to share with the author(s)

	Search	Upload File
<input type="checkbox"/>	1381-1 Other, Article of TARBIYA Journal tjems.doc	February 25, 2020 Other
<input checked="" type="checkbox"/>	1382-1 , Article of TARBIYA Journal tjems.doc	February 25, 2020

Record Editorial Decision

Cancel

Beri tanda centang pada **Reviewer's Attachment** Klik **Record Editorial Decision**. Untuk berkirim pesan kepada penulis artikel agar segera melakukan revisi artikel sesuai catatan reviewer.

Author Menindaklanjuti Hasil Review

- Login sebagai author, klik pada menu Submission, lalu klik tab Review.
- Klik pada Notifications, untuk melihat pesan dari editor
- Klik pada link file dari Reviewer untuk mendownload artikel hasil revisi.

Submission

Review

Copyediting

Production

Round 1

Round 1 Status

Revisions have been requested.


Notifications

[jom] Editor Decision

2020-03-04 06:10 PM

Reviewer's Attachments

Q Search

 1382-1 , Article of TARBIYA Journal tjems.doc


February 25, 2020

Revisions

Q Search

Upload File

Selesai merevisi artikel, upload dengan cara klik tombol Upload File pada bagian Revisions.

Reviewer's Attachments			Search
	1382-1	, Article of TARBIYA Journal tjems.doc	February 25, 2020

Revisions	Search	Upload File
No Files		

Review Discussions		
Name	From	Last Rep
No Items		

Ikuti proses upload sesuai prosedur lalu klik tombol Continue.

Upload Review File ✕

1. Upload File

2. Review Details

3. Confirm

Article Component *

Select article component ▼

Continue

Cancel

EDITOR

Cek Hasil Revisi Author

- Login sebagai editor, lalu klik pada tab Review
- Download artikel yang ada pada bagian Revisions, lalu lakukan check and recheck apakah author telah melakukan revisi sesuai yang disarankan author.

The screenshot displays a web interface for managing journal submissions. It features three main sections: 'Review Files', 'Reviewers', and 'Revisions'. The 'Review Files' section shows a file named 'Author, 01-umi halwati.docx' with a status of 'Article Text'. The 'Reviewers' section shows a reviewer named 'Reviewersatu Reviewersatu' with a status of 'Review Submitted' and a recommendation of 'Revisions Required'. The 'Revisions' section shows a file named 'Author, 01-umi halwati.docx' with a status of 'Article Text'. On the right side, there is a sidebar with several buttons: 'Request Revisions', 'Resubmit for Review', 'Send to Copyediting' (highlighted in blue), 'Decline Submission' (highlighted in pink), and a 'Participants' section with a table listing 'Section editor' and 'Author'.

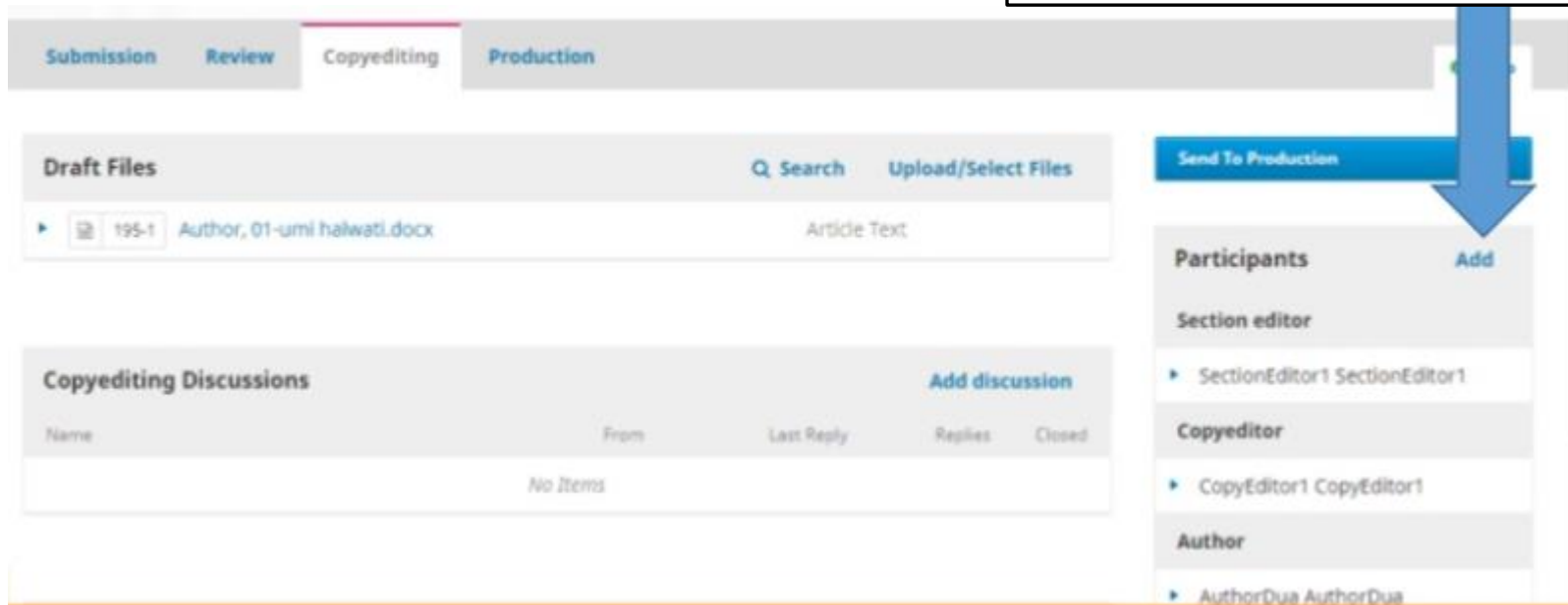
- Jika ada keberatan bisa memulai diskusi di bagian Review Discussion.
- Upload kembali jika ada koreksi dari editor.

- Klik tombol Send to Copyediting

Copyediting

- Copyediting dilakukan oleh editor Bahasa untuk mengubah struktur Bahasa agar sesuai EYD, namun tidak mengubah makna pesan yang ingin disampaikan.
- Editor terlebih dahulu menunjuk Copyeditor.

- Klik Add pada blok Participant di sebelah kanan halaman • Pilih petugas copyeditor sesuai keperluan



Copyeditor

Copyediting adalah proses koreksi untuk memperbaiki tata tulis, susunan kata, kalimat, kesalahan typo, dan sejenisnya.

- Login sebagai Copyeditor

- Klik pada link Copyediting
- Download artikel, lakukan proses copyedit menggunakan aplikasi MS. Word.

My Queue Archives

My Assigned

ID	Author; Title	Status
▶ 71	AuthorDua; Pemberdayaan Masyarakat di Media Massa	Copyediting

1 of 1 items

Go to this page

- Upload kembali file hasil copyedit ke sistem OJS
- Pastikan file yang dicentang adalah file hasil copyedit



Upload/Select Files ✕

Copiedited

Upload File

☐ *Show files from all accessible workflow stages.*

Copyediting

▶ <input type="checkbox"/>	 195-1	Author, 01-umi halwati.docx	Article Text
▶ <input checked="" type="checkbox"/>	 196-1	copyeditor1, Copyeditor, 71-193-1-5-20171215.docx	Article Text

OK

Cancel

PRODUCTION

- Login sebagai Editor. Lalu klik tombol Send to Production.
- Pastikan file hasil copyediting telah tercentang.
- Klik Record Editorial Decission.
- Klik tombol Add pada blok Participants.
- Lalu pilih layouter yang akan diberi tugas melakukan layout.

- Klik pada Locate a User, lalu pilih Layout Editor.
- Klik tombol Search.
- Klik pada Layout editor yang muncul. Lalu klik OK

Add Participant Help X

Locate a User

Layout Editor

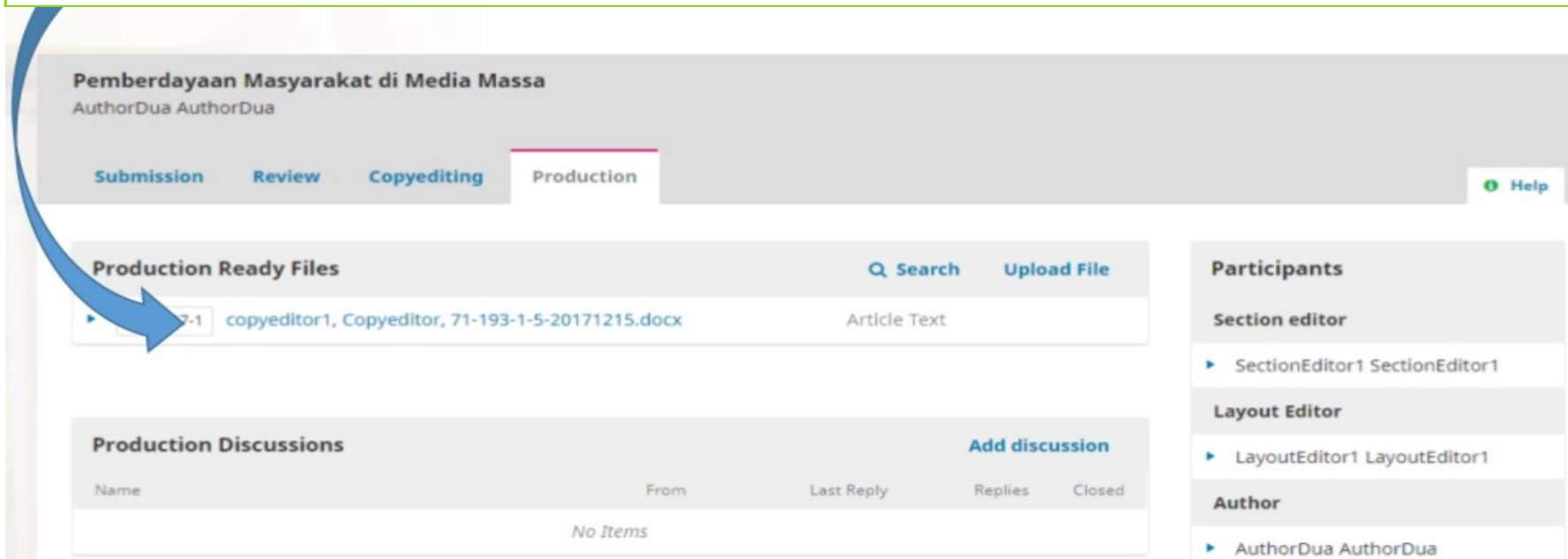
Name	
<input checked="" type="radio"/>	LayoutEditor1 LayoutEditor1

1 of 1 Items

Choose a predefined message to use, or fill out the form below.

Layout Editor

- Login sebagai layouter
- Klik link Production pada sebelah kanan judul artikel
- Download artikel, lakukan layout menggunakan aplikasi Adobe Indesign.



The screenshot displays a web interface for managing journal content. At the top, a navigation bar includes tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Production' currently selected. A blue arrow points from the 'Production' tab to the 'Production Ready Files' section. This section contains a table with one file entry: '7-1 copyeditor1, Copyeditor, 71-193-1-5-20171215.docx' with the type 'Article Text'. Below this is a 'Production Discussions' section with an 'Add discussion' link and a table that is currently empty, showing 'No Items'. On the right side, a 'Participants' sidebar lists roles: 'Section editor' (with 'SectionEditor1'), 'Layout Editor' (with 'LayoutEditor1'), and 'Author' (with 'AuthorDua').

Pemberdayaan Masyarakat di Media Massa
AuthorDua AuthorDua

[Submission](#) [Review](#) [Copyediting](#) **[Production](#)** [Help](#)

Production Ready Files [Search](#) [Upload File](#)

Name	From	Last Reply	Replies	Closed
7-1 copyeditor1, Copyeditor, 71-193-1-5-20171215.docx				

Production Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

Participants

Section editor

- ▶ SectionEditor1 SectionEditor1

Layout Editor

- ▶ LayoutEditor1 LayoutEditor1

Author

- ▶ AuthorDua AuthorDua

- Jika telah selesai proses layout, login kembali ke sistem OJS.
- Lalu upload hasil layout melalui blok Galleys.
- Klik tombol Add Galley

The screenshot shows the OJS interface. On the left, there are three main sections: 'Production Ready Files' with a search bar and a file entry '197-1 copyeditor1, Copyeditor, 71-193-1-5-20171215.docx'; 'Production Discussions' with a table of discussions; and 'Galleys' with an 'Add galley' button. A large blue arrow points from the 'Add galley' button to the 'Create New Galley' form on the right. The 'Participants' sidebar on the right lists 'Section editor' (SectionEditor1), 'Layout Editor' (LayoutEditor1), and 'Author' (AuthorDua).

- Ketik PDF pada Galley Label
- Klik tombol Save

Create New Galley

Galley Label

Typically used to identify the file format (e.g. PDF, HTML, etc.).

English

Language

☐ This galley will be available at a separate website.

Save Cancel

- Klik pada Article Component, pilih Article Text.
- Klik tombol Upload File. Klik Continue.

Upload a File Ready for Publication

1. Upload File
2. Review Details
3. Confirm

Article Component *

Article Text

✔ layouteditor1, Layout Editor, 71-99Z_Article Text-197-1-11-20171215.docx

Change File

[Ensuring a Blind Review](#)

Continue

Cancel

- Tahap kedua ini untuk memastikan bahwa file layout yang diupload adalah file yang benar.
- Klik Continue.
- Klik sekali lagi tombol Continue pada langkah ketiga.

Upload a File Ready for Publication

1. Upload File
2. Review Details
3. Confirm

layouteditor1, Layout Editor, 71-99Z_Article Text-197-1-11-20171215.docx

Edit

docx

46KB

Continue

Cancel

Editor

Persiapan Publish Editor membuat
Issue untuk persiapan publish

- Login sebagai Editor, Klik menu **Issue** → **Future Issue**
- Klik tombol **Create Issue** yang ada di sebelah kanan halaman

Create Issue ✕


Identification

1 2 2017
Volume Number Year

Title

☒ Volume ☒ Number ☒ Year ☐ Title

Description


Volume 1 Nomor 2 Tahun 2017

Isi data Issue sesuai
keperluan Lalu klik
Save

- Klik menu Submission → All Active
- Klik tombol Production yang ada di sebelah kanan judul artikel.

Submissions

My Queue All Active Archives

Active

ID	Author; Title	Editor	Stage
55	Utami; Call for Paper Vol. 2 No. 2 September 2017	ZZ	Submission
71	AuthorDua; Pemberdayaan Masyarakat di Media Massa	SS	Production

2 of 2 Items

Klik tombol **Schedule for Publication**

Submission Review Copyediting **Production** Help

Production Ready Files Search Upload File

197-2 copyeditor1, Copyeditor, 71-193-1-5-20171215.docx (2) Article Text

Production Discussions Add discussion

Name	From	Last Reply	Replies	Closed
proofreading.ok	proofreader1 Dec/15	-	0	<input type="checkbox"/>

Galleys Add galley

Schedule For Publication

Participants Add

Section editor

▶ SectionEditor1 SectionEditor1

Proofreader

▶ Proofreader1 Proofreader1

Layout Editor

▶ LayoutEditor1 LayoutEditor1

Author

- Pilihlah Schedule for publication in sesuai jadwal
- Isikan nomor halaman
- Klik Save

Publication

Schedule for publication in

Vol 1 No 2 (2017)

To Be Assigned *

Pages

250-267

Pages

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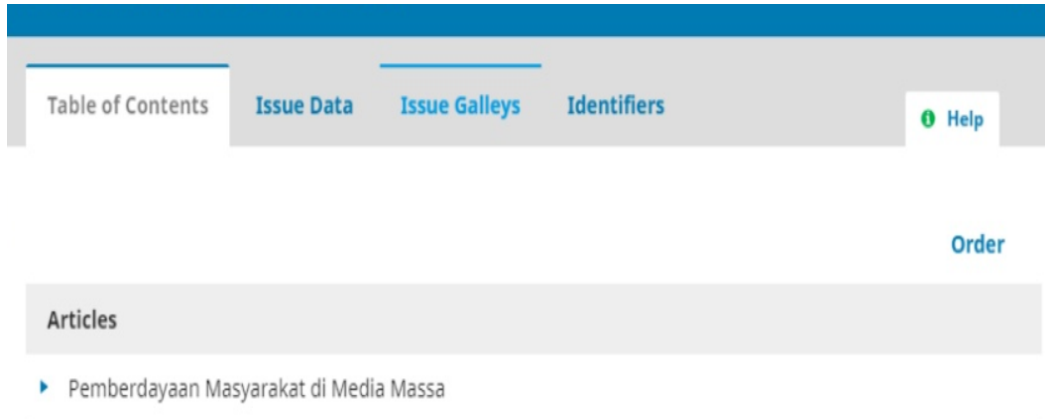
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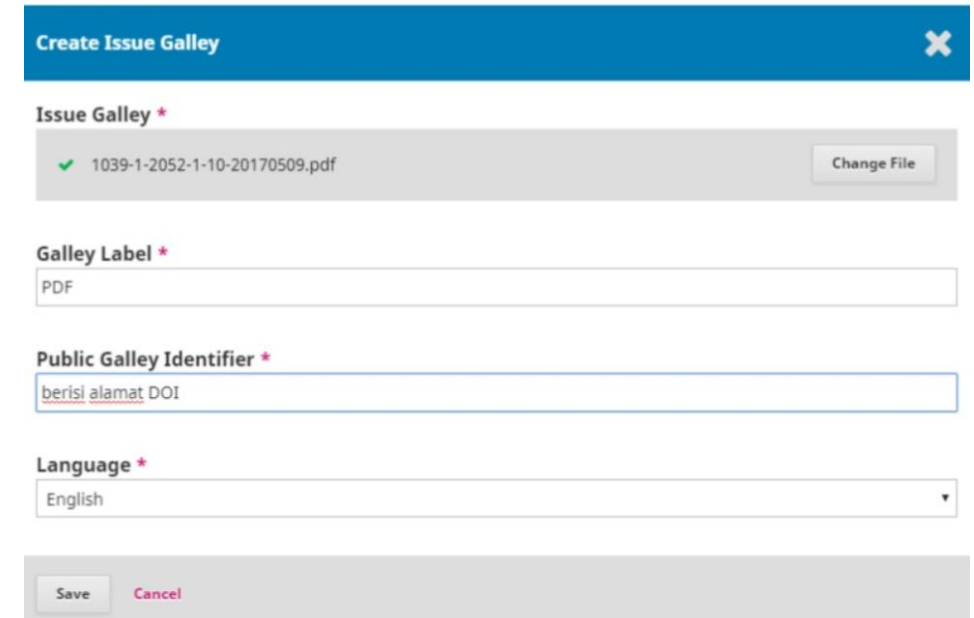
- Klik menu Issue → Future Issue
- Klik pada Future Issue yang akan dipublish



The screenshot shows a web interface with a top navigation bar containing 'Table of Contents', 'Issue Data', 'Issue Galleys' (highlighted), and 'Identifiers'. A 'Help' icon is also present. Below the navigation bar, there is a section titled 'Articles' with a list item 'Pemberdayaan Masyarakat di Media Massa'. An 'Order' button is visible on the right side of the interface.

- Tab Table of Content berisi daftar isi judul artikel yang telah siap publish.
- Klik pada Issue Galley lalu pastikan PDF yang telah direvisi akhir oleh layout editor

- Isi form galley sesuai kebutuhan
- Klik Save



The screenshot shows the 'Create Issue Galley' form. It includes a file upload section with a green checkmark and the filename '1039-1-2052-1-10-20170509.pdf', and a 'Change File' button. Below this are input fields for 'Galley Label *' (containing 'PDF'), 'Public Galley Identifier *' (containing 'berisi alamat DOI'), and a 'Language *' dropdown menu (set to 'English'). At the bottom, there are 'Save' and 'Cancel' buttons.

Publish issue

- Klik pada panah di sebelah kiri nama issue.
- Klik tombol Publish Issue untuk mempublikasikan

Future Issues Back Issues Help

Future Issues Create Issue

Issue	Items
▶ Vol.1 No.1 (2017)	0
▼ Vol.1 No.2 (2017)	1

Edit Preview Publish Issue Delete

Sekian

SELAMAT BERKARYA