



# Manajemen Publikasi JURNAL OJS 3.2.x

PUTHUT WIBOWO

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# Pengantar

- Modul ini cocok digunakan untuk OJS Versi 3.2.x ke atas
- Untuk OJS 3.1.x ada beberapa penyesuaian letak dan fitur tapi tidak merubah makna/konten
- Website yang digunakan **www.stipan.ac.id** (OJS versi 3.2.1.4)
- Harap disesuaikan dengan versi OJS yang digunakan

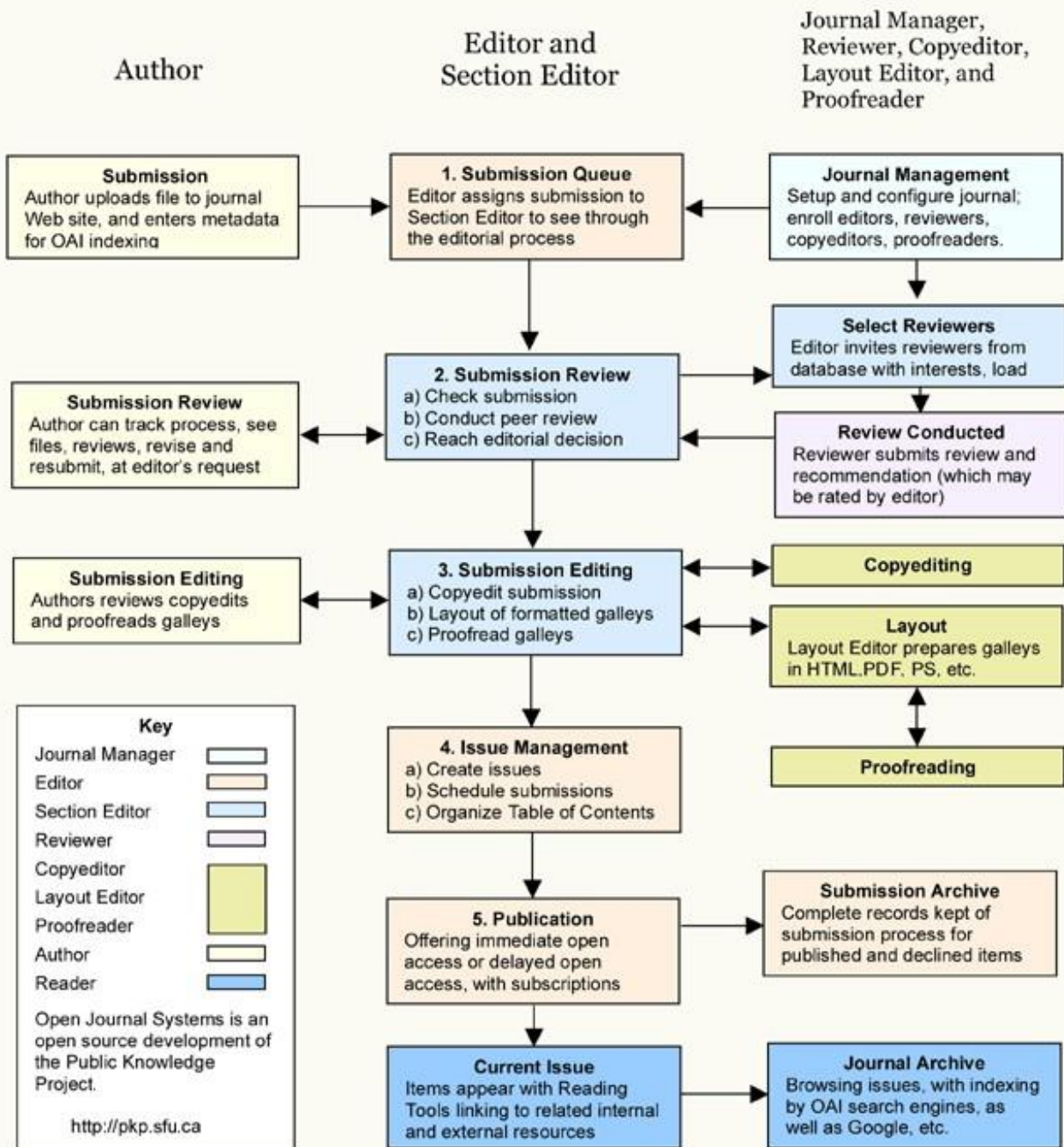


# Manajemen Penerbitan Berbasis OJS

- Manajemen penerbitan jurnal berbasis Open Journal System (OJS) dilakukan secara elektronik, mulai dari submit artikel sampai publish
- Seluruh proses editorial dilakukan pada website jurnal (bukan via email atau media komunikasi lainnya)
- Manajemen penerbitan berbasis OJS melibatkan minimal 7 peran untuk menjalankannya dari submit sampai publish, yaitu **author, editor, Section Editor, reviewer, copyeditor, layout editor, dan proofreader**



# OJS Editorial and Publishing Process



# Peran User dalam OJS



# Site Administrator

- Bertanggung jawab terhadap seluruh instalasi dan teknis lainnya yang langsung berhubungan dengan server
- Biasanya langsung bagian TIK Perguruan Tinggi (UPT TIK)



# Journal Manager

- Bertanggung jawab menyiapkan web jurnal berupa : isi, tata letak, tampilan agar **eye catching**, membangun sistem, membuat role (aturan dan form review)
- Mengelola reading tools, statistik pengunjung
- Mengelola akun user (Editor, Section Editor, Reviewer, Copyeditor, Layout Editor, Proofreader, Author)
- dll



# Journal Editor (**Editor in Chief**)

- Bertanggung jawab penuh terhadap seluruh **proses regulasi artikel** (penerimaan manuscript, review, editing, hingga penerbitan artikel)
- Menyiapkan dan mengatur SDM pengelola jurnal
- Menyiapkan anggaran pengelolaan jurnal
- Menjaga kualitas artikel dan pengelolaan jurnal yang sesuai standar (termasuk **terbit tepat waktu**) & menjamin **keberlanjutan jurnal**
- Bersama Journal Manager membuat dan mensosialisasikan Panduan untuk Author, Reviewer, Editor, dan Etika Penerbitan
- Menyeleksi pertama kali manuscript yang masuk dengan membaca **judul dan abstrak** (kesesuaian dengan **aim and scope** journal, jika **tidak sesuai** -> **Rejection** jika **sesuai** didelegasikan ke **Section Editor**)



# Section Editor

- Bertanggung jawab terhadap artikel yang dikirim dari Editor dan Reviewer (menerima manuscript yang dikirim dari Editor dan menentukan serta mengirimkan manuscript tersebut ke Reviewer yang didelegasikan)
- Section Editor dapat mengirimkan manuscript lebih dari satu Reviewer.
- Setelah Author memperbaiki manuscript sesuai saran dari Reviewer, Author mengirimkan revisi artikel kembali ke Editorial.
- Editor in Chief atau section editor mencermati hasil review secara keseluruhan, apakah keputusannya di reject, diperbaiki, atau siap masuk ke Copyediting dan Layout Editing



# Reviewer

- Bertanggung jawab terhadap manuscript yang disuntingnya dan hasilnya dikirimkan ke Editorial
- Reviewer mengisi form review yang telah disediakan oleh journal manager (jika ada) atau melakukan review langsung melalui manuscript yang disuntingnya



# Copy Editor

- Mengecek kelengkapan naskah
- Mengecek dan mengedit tata Bahasa serta susunan kalimat naskah (termasuk cek grammarly jika menggunakan Bahasa Inggris)
- Jika perlu perbaikan naskah oleh penulis maka kirim naskah ke penulis. Jika tidak file hasil copy editing langsung di upload ke OJS
- Jika memungkinkan bisa membantu menyesuaikan data yang di naskah dengan di OJS/edit metadata OJS (**alternatif**)



# Layout Editor

- Melayout artikel sesuai dengan template jurnal
- Hasil layout disimpan dalam bentuk file .pdf dan diupload pada bagian Galleys
- Untuk keperluan proses proofreading, layout editor bisa saja mengupload draft file dalam bentuk .docx agar memudahkan pemeriksaan akhir oleh proofreader
- Memperbaiki file di galleys jika diminta bantuan oleh proofreader atau SE (upload ulang file setelah di proofreading)



# Proofreader

- Memeriksa ulang manuscript hasil kerja Copy Editor dan Layout Editor untuk memastikan kualitas paper terjaga
- Yang perlu diperiksa ulang : kesalahan ketik, kesalahan format (misalnya urutan nomor halaman), atau kesalahan lain yang mungkin terlewat saat proses Copyediting dan layout editing
- Berkoordinasi dengan copy editor dan layout editor
- Filosofi : yang bekerja adalah manusia bukan system sehingga kemungkinan salah/ada terlewat itu ada
- Mengkonfirmasi naskah siap untuk diterbitkan



# Author

- Mengirimkan naskah via web jurnal (OJS), mengunggah file manuscript/draft artikel, mengisi metadata (informasi untuk harvesting/pengindeksan)
- Author dapat melihat progress manuscript yang dikirim, berpartisipasi dalam proses **copyediting** dan **proofreading**



# 1.1

# Author



# S1 : Login

PKP Login | Jurnal Training Galle X +

training.gallery-ilmu.tech/index.php/train/login

Register Login

## Jurnal Training Gallery Ilmu

Current Archives About ▾

Search

Home / Login

### Login

*Username \**  
maman

*Password \**  
\*\*\*\*\*

[Forgot your password?](#)

Keep me logged in

[Register](#)



# S2 : New Submission

training.gallery-ilmu.tech/index.php/train/submissions

Jurnal Training Gallery Ilmu Tasks 0 English View Site maman

OJS OPEN JOURNAL SYSTEMS

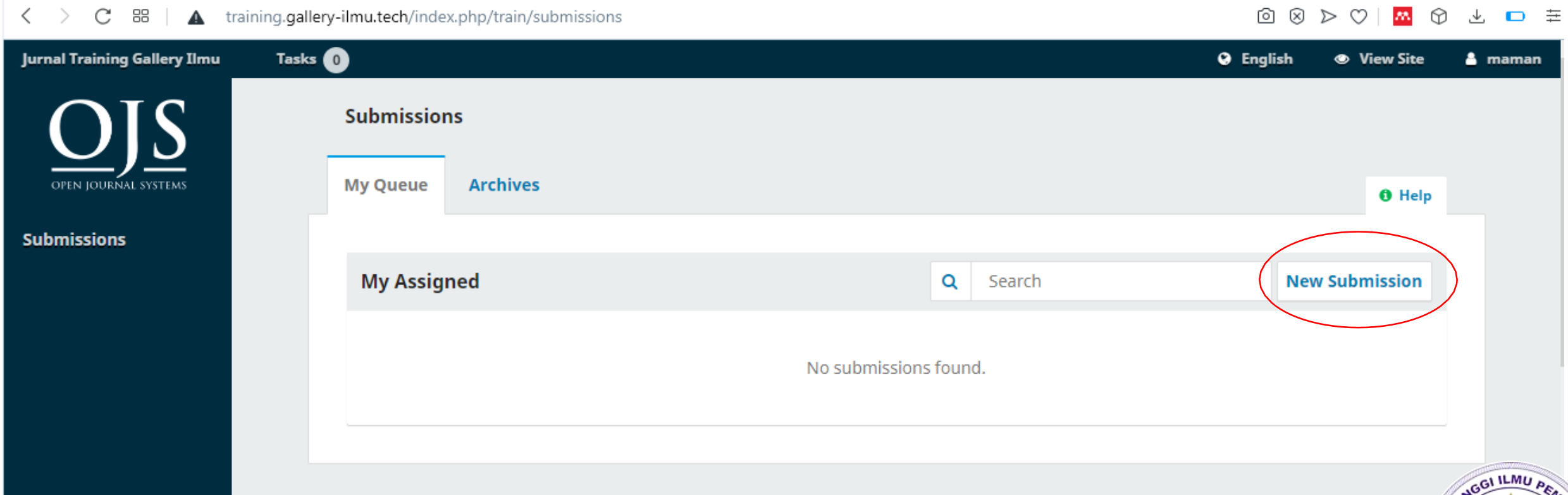
Submissions

Submissions

My Queue Archives Help

My Assigned Search New Submission

No submissions found.

The image is a screenshot of a web browser displaying the 'Submissions' page of an Open Journal System (OJS). The browser's address bar shows the URL 'training.gallery-ilmu.tech/index.php/train/submissions'. The page header includes 'Jurnal Training Gallery Ilmu', a 'Tasks 0' indicator, and user options for 'English', 'View Site', and 'maman'. On the left, there is a dark blue sidebar with the 'OJS OPEN JOURNAL SYSTEMS' logo and the word 'Submissions'. The main content area is titled 'Submissions' and has two tabs: 'My Queue' (active) and 'Archives'. A 'Help' icon is visible in the top right of the main area. Below the tabs, there is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a blue button labeled 'New Submission', which is circled in red. Below the search bar, the text 'No submissions found.' is displayed.

# S3 : Ceklist Submission

Jurnal Training Gallery Ilmu Tasks 0 English View Site maman

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

## Submit an Article

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

### Section Policy

Section default policy

### 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 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.



# S3 : Ceklist Submission, Next..

Jurnal Training Gallery Ilmu Tasks 0 English View Site maman

**Comments for the Editor**



Saya berharap paper saya diterima untuk dipublish pada edisi April 2021. Terima kasih.

**Isi jika dibutuhkan**

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

\* Denotes required field



# S4 : Upload Submission Files

## Upload Submission File ✕

1. Upload File   2. Review Details   3. Confirm

**Article Component \***

Article Text

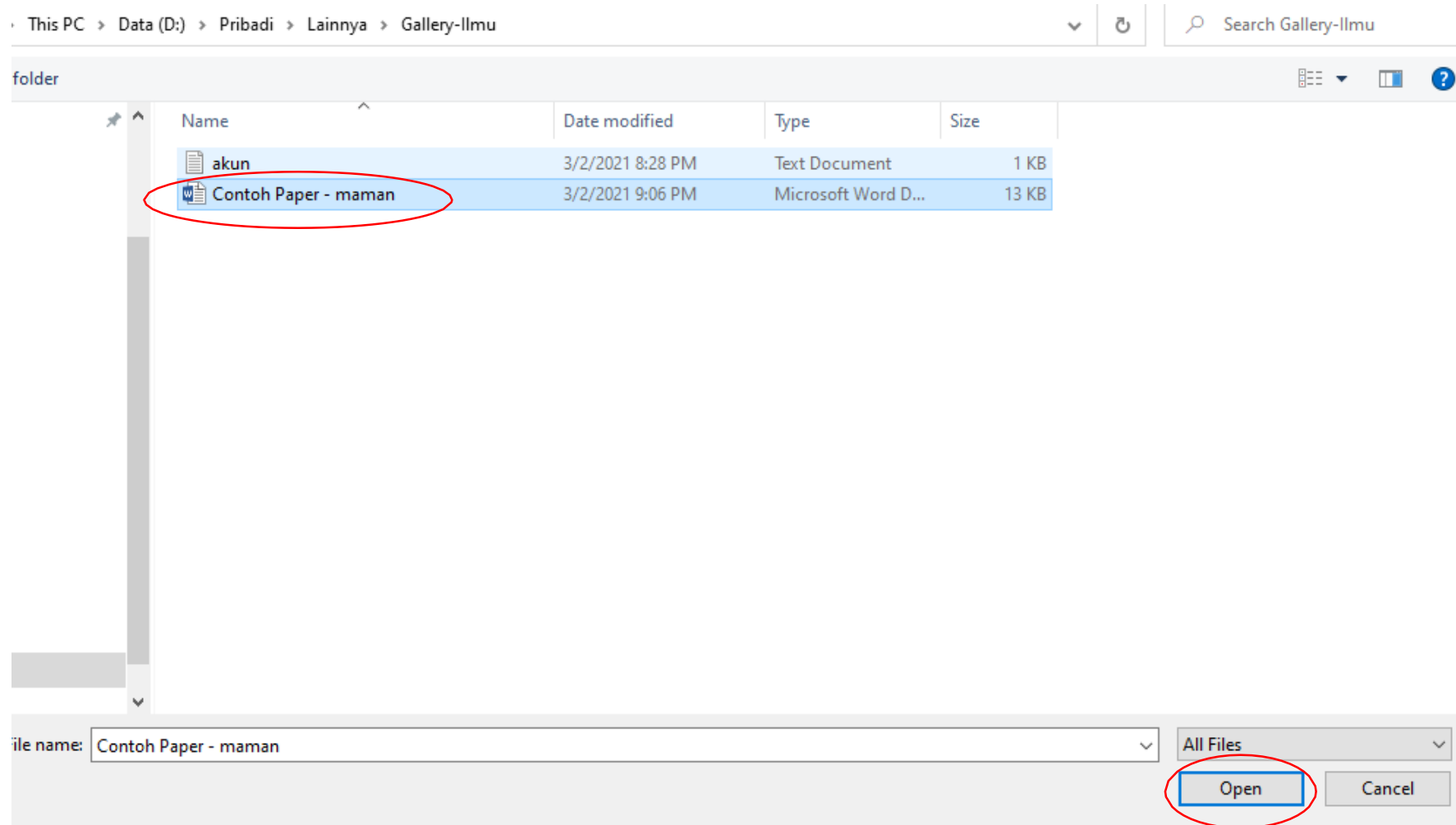
Drag and drop a file here to begin upload

Upload File

Continue   Cancel



# S4 : Upload Submission Files, Next..



# S4 : Upload Submission Files, Next..

## Upload Submission File ✕

1. Upload File   2. Review Details   3. Confirm

**Article Component \***

Article Text

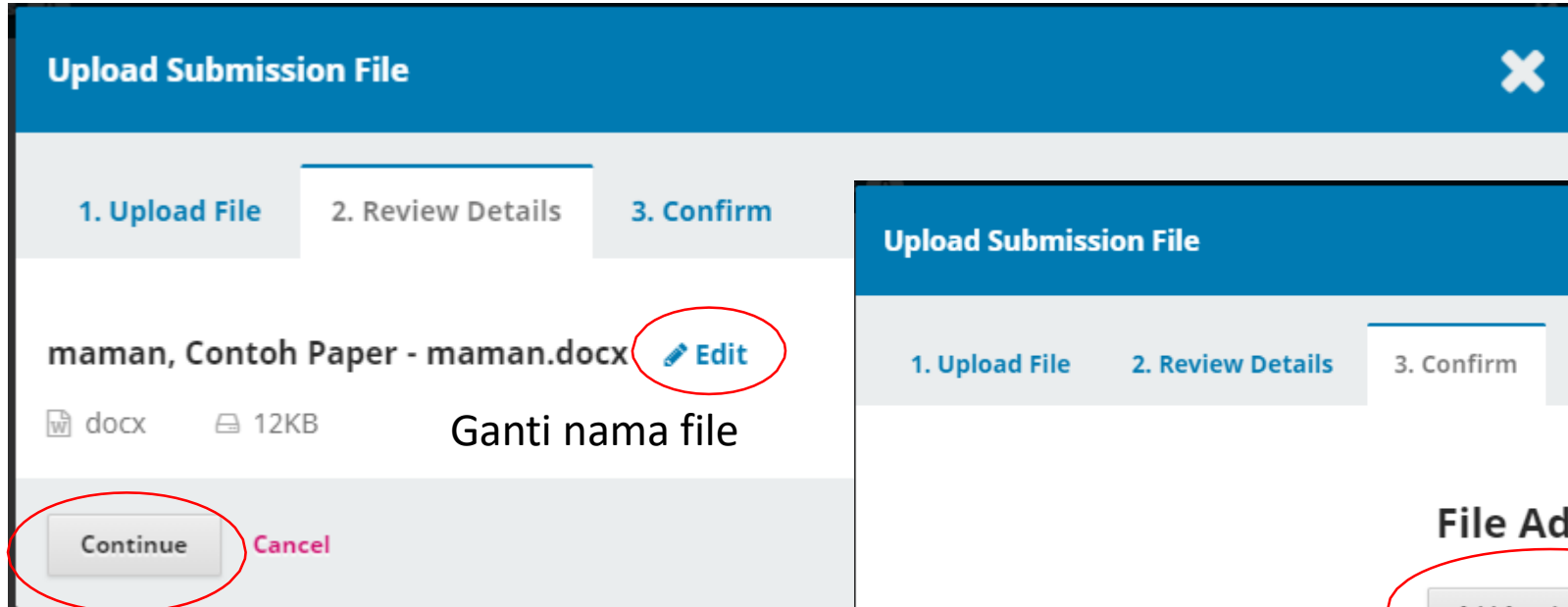
✓ maman, Contoh Paper - maman.docx Change File

Continue Cancel

Jika hendak ganti file



# S4 : Upload Submission Files, Next..



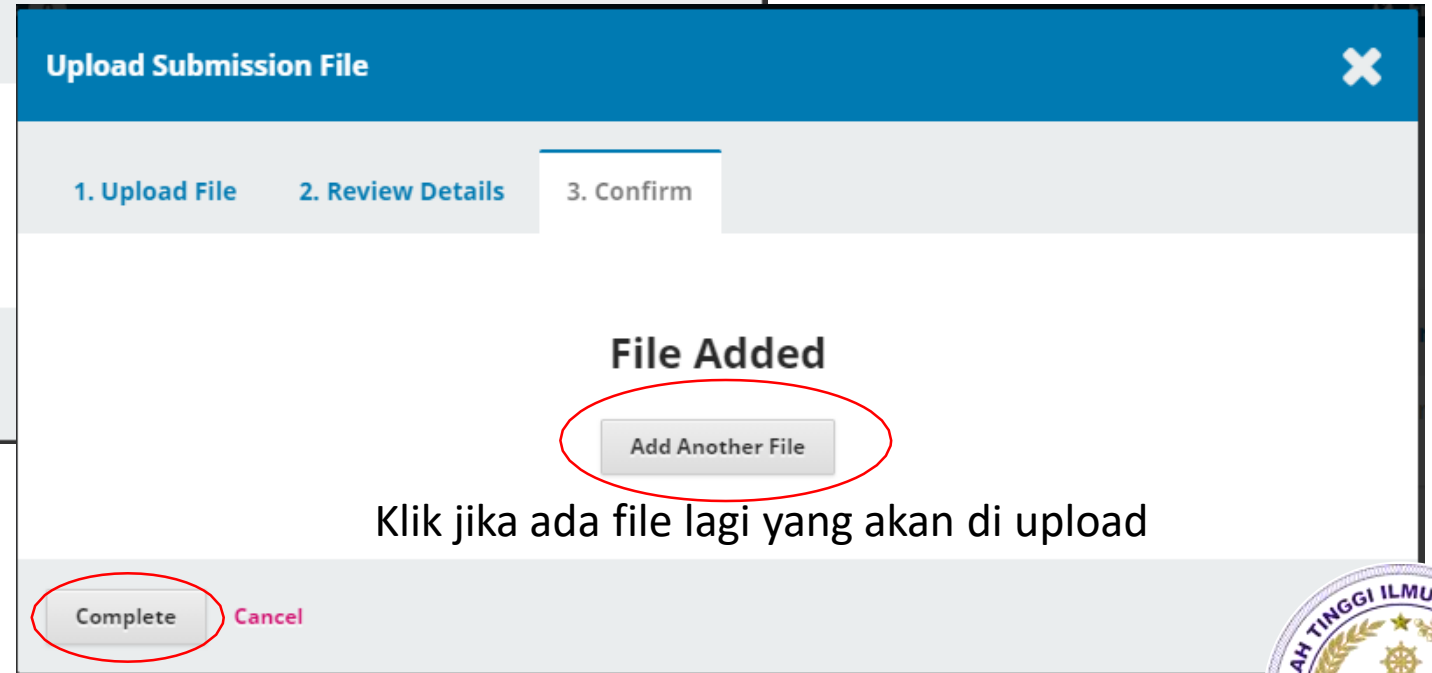
**Upload Submission File** [Close]

1. Upload File | 2. Review Details | 3. Confirm

maman, Contoh Paper - maman.docx [Edit](#)

docx 12KB Ganti nama file

[Continue](#) [Cancel](#)



**Upload Submission File** [Close]

1. Upload File | 2. Review Details | 3. Confirm

**File Added**

[Add Another File](#)

Klik jika ada file lagi yang akan di upload

[Complete](#) [Cancel](#)



# S4 : Upload Submission Files, Next..

Submit an Article

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

Jika mau tambah file

Submission Files   [Q Search](#)   [Upload File](#)

▶	 1-1	maman, Contoh Paper - maman.docx	March 2, 2021	Article Text
---	---	----------------------------------	---------------	--------------

[Save and continue](#)   [Cancel](#)



# S5 : Enter Metadata

Submit an Article

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

Prefix

Examples: A, The

Title \*

Subtitle

Abstract \*

Jika abstrak menggunakan 2 bahasa (Indonesia dan Inggris), maka copas abstract english disini.

Klik untuk tambah author

Klik untuk edit author

List of Contributors

Pastikan data author sama seperti di naskah

Name	E-mail	Role	Primary Contact	In Browse Lists
<input type="button" value="▶"/> Maman AT	maman@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Add Contributor](#)

**Penulis Koresponden**



# S5 : Enter Metadata, Next..

### Add Contributor ✕

**Name**

Muhammad  Yunus

*Given Name \** *Family Name*

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

*Preferred Public Name*

**Contact**

m.yunus@polije.ac.id

*Email \**

**Country**

Indonesia

*Country \**



### User Details

*Homepage URL* *ORCID ID*

Politeknik Negeri Jember

*Affiliation*

*Bio Statement (e.g., department and rank)*

### Contributor's role \*

- Author
- Translator
- Principal contact for editorial correspondence.
- Include this contributor in browse lists?



# S5 : Enter Metadata, Next..

Principal contact for editorial correspondence.  
 Include this contributor in browse lists?

*\* Denotes required field*

**Save** **Cancel**

**List of Contributors**

Author added.

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Maman AT	maman@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Muhammad Yunus	m.yunus@polije.ac.id	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# S5 : Enter Metadata, Next..

## Additional Refinements

### Keywords

Add additional information for your submission. Press 'enter' after each term.

example × freedom × naturall × |

Copas keyword per satu kata kemudian tekan “Tab” untuk pindah posisi

Save and continue

Cancel



# S6 : Confirmation

**Submit an Article**

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

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".

**Finish Submission** Cancel

**Confirm** X

Are you sure you wish to submit this article to the journal?

**OK** Cancel



# S7 : Submission Complete

Submit an Article

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

**Submission complete**   **Sampai disini naskah telah berhasil disubmit**

Thank you for your interest in publishing with Jurnal Training Gallery Ilmu.

**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](#)

3 hal yang bisa dilakukan author :

1. Melihat status perkembangan naskah
2. Melakukan submission naskah baru
3. Kembali ke halaman dashboard



# S8 : Melihat Status Paper

Berisi Notifikasi untuk perkembangan proses naskah

The screenshot shows the OJS Submissions interface. At the top, there is a dark blue navigation bar with the text "Jurnal Training Gallery Ilmu" on the left, "Tasks 0" in a red circle, "English" with a globe icon, and "View Site" with an eye icon. Below the navigation bar is the OJS logo and the text "OPEN JOURNAL SYSTEMS". The main content area is titled "Submissions" and contains two tabs: "My Queue 1" (circled in red) and "Archives". Below the tabs is a section titled "My Assigned" with a search bar and a "New Submission" button. A list of submissions is shown, with the first entry circled in red: "1 AT et al. Paper Ini Dibuat Hanya Sebagai Contoh Saja". To the left of the list, the text "ID paper (untuk DOI)" is present. To the right of the entry, the status is "Status : Masih Step Submission" and a "Submission" button is circled in red. Below the entry, the text "Klik judul paper untuk melihat detail" is present. To the right of the entry, there is a "1" in a speech bubble icon and a "View" button with a dropdown arrow, both circled in red. The text "Ada discussion" is written below the speech bubble icon. In the bottom right corner, there is a circular logo for "SEKOLAH TINGGI ILMU PEMERINTAHAN ABDI NEGARA".

Tasks 0

English View Site

Submissions

My Queue 1 Archives

1. My Queue : menampilkan list naskah yang sedang aktif
2. Archives : menyimpan naskah yang telah selesai diproses

Help

Submissions

My Assigned Search New Submission

ID paper (untuk DOI) 1 AT et al. Paper Ini Dibuat Hanya Sebagai Contoh Saja

Status : Masih Step Submission Submission

Klik judul paper untuk melihat detail

Ada discussion 1

View Paper

SEKOLAH TINGGI ILMU PEMERINTAHAN ABDI NEGARA

# S8 : Melihat Status Paper, Next..

1 / AT et al. / Paper Ini Dibuat Hanya Sebagai Contoh Saja Library

Melihat & download PDF

**2 menu untuk manajemen publikasi**

Workflow **Publication**

**4 workflow editorial proses**

**Sedang Aktif**

Submission Review Copyediting Production

**Submission Files** Search

▶	1-1	maman, Contoh Paper - maman.docx	March 2, 2021	Article Text
---	-----	----------------------------------	---------------	--------------

[Download All Files](#)

**Note : Author hanya bisa megakses informasi/file pada workflow yang sedang aktif**

**Pre-Review Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Comments for the Editor</a>	maman 2021-03-02 01:49 PM	- Melihat balasan editor/SE	0	<input type="checkbox"/>

## Selanjutnya tugas author :

1. Tetap memantau status perkembangan naskah
2. Merevisi catatan editor/reviewer sesuai catatan
3. Tidak menarik paper yang sudah masuk tahap review editor/reviewer



# 2.1

# Journal Editor



# S1 : Login

**Jurnal Training Gallery Ilmu**

[Current](#) [Archives](#) [About ▾](#) [Search](#)

[Home](#) / [Login](#)

### Login

*Username \**

*Password \**

[Forgot your password?](#)

Keep me logged in

[Register](#)

**Login sebagai editor**



# S2 : Melihat Penugasan

Jurnal Training Gallery Ilmu Tasks 1 English View Site ridwan

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Ada 1 paper yang belum ditugaskan ke Editor/SE

My Queue Unassigned 1 All Active 1 Archives Help

Semua paper aktif

My Assigned Search Search paper Filters New Submission

Tugas untuk editor Ridwan belum ada No submissions found.

Note : Editor sebagai pengatur lalu lintas paper (menugaskan SE atau dirinya sendiri)

Menu kompleks

Tampilan OJS dengan Role sbg Editor



# 3.1

# Section Editor



# S1: Login

[Home](#) / [Login](#)

### Login

*Username \**

nadia

*Password \**

.....

[Forgot your password?](#)

Keep me logged in

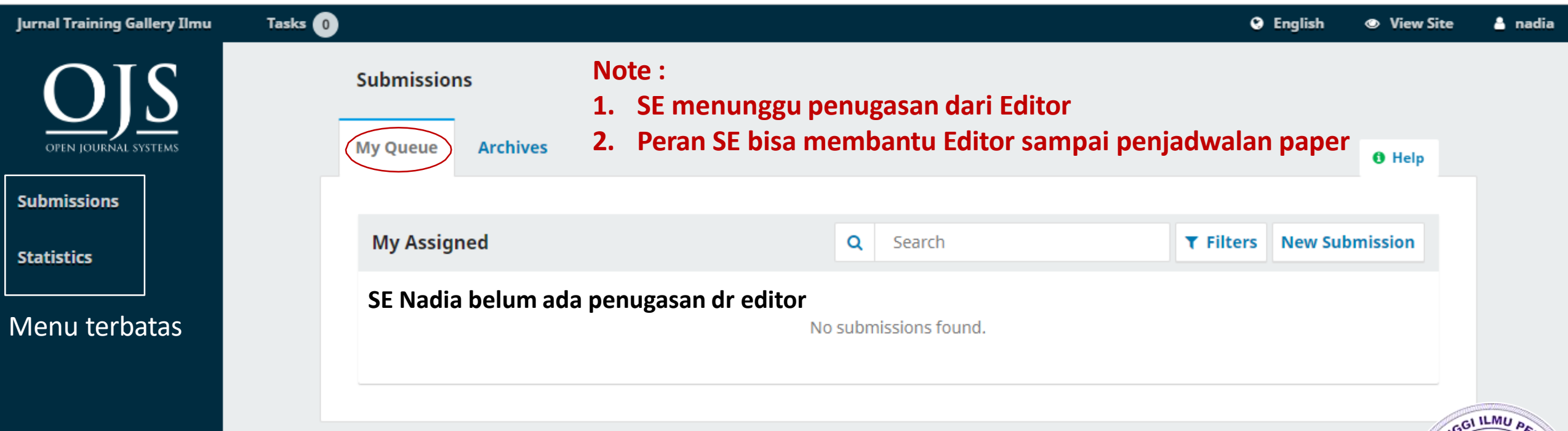
[Register](#)

[Login](#)

**Login sebagai Seciton Editor**



# S2: Melihat Penugasan



Jurnal Training Gallery Ilmu Tasks 0 English View Site nadia

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Statistics

Menu terbatas

Submissions

**Note :**

1. SE menunggu penugasan dari Editor
2. Peran SE bisa membantu Editor sampai penjadwalan paper

My Queue Archives Help

My Assigned Search Filters New Submission

SE Nadia belum ada penugasan dr editor

No submissions found.

Tampilan OJS dengan Role sbg Section Editor



# 2.2

# Journal Editor



# S1 : Menugaskan Editor

Jurnal Training Gallery Ilmu Tasks 1 English View Site ridwan

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

My Queue **Unassigned 1** All Active 1 Archives Help

Klik tab "Unsigned"

Unassigned Search Filters New Submission

1 AT et al. **Klik "Judul Naskah"** Submission

Paper Ini Dibuat Hanya Sebagai Contoh Saja

No editor has been assigned to this submission.

Notif bahwa belum ada Editor/SE yang ditugaskan

Submissions

Issues

Settings

Users & Roles

Tools

Statistics



# S2 : Menugaskan Editor, Next..

The screenshot displays a journal submission management interface. At the top, there are two tabs: 'Workflow' (circled in red) and 'Publication'. Below these, there are four sub-tabs: 'Submission' (circled in red), 'Review', 'Copyediting', and 'Production'. A 'Help' button is located on the right side of the sub-tabs.

The main content area is divided into two sections:

- Submission Files:** A table with columns for file details, date, and type. It shows one file: 'maman, Contoh Paper - maman.docx' dated 'March 2, 2021' and of type 'Article Text'. There is a 'Download All Files' button below the table.
- Pre-Review Discussions:** A table with columns for Name, From, Last Reply, Replies, and Closed. It shows one discussion: 'Comments for the Editor' from 'maman' on '2021-03-02 01:49 PM' with 0 replies and a closed checkbox.

On the right side of the interface, there are two callout boxes:

- A red-bordered box containing the text: 'Assign an editor to enable the editorial decisions for this stage.'
- A red-bordered box containing a 'Participants' section with an 'Author' sub-section. Under 'Author', there is a list item 'Maman AT' and a circled 'Assign' button. To the right of this box is the text 'Klik "Assign"'. Below this box is a red-bordered box containing the text: 'Note : Pastikan di stage Submission Participants Berisi Author & Editor/SE'.

Ingat : **WAJIB** assign editor/SE

Klik "Assign"

**Note :** Pastikan di stage Submission Participants Berisi **Author & Editor/SE**



# S2 : Menugaskan Editor, Next..

### Assign Participant

Help X

#### Locate a User

**Klik untuk pilih type editor**

Journal editor

*Search User By Name*

Pilih Journal Editor jika hendak menugaskan diri sendiri atau editor lain

Name
<input checked="" type="radio"/> Ridwan ED <b>Klik nama editor yang akan ditugaskan</b>
<input type="radio"/> akbar JM

*\* Denotes required field*

#### Message

**B** *I* U

Message content area



# S2 : Menugaskan Editor, Next..

The screenshot displays a journal submission management interface. The top navigation bar includes 'Jurnal Training Gallery Ilmu', 'Tasks 1', 'English', 'View Site', and a user profile 'ridwan'. The main content area is divided into 'Workflow' and 'Publication' tabs. Under 'Workflow', the 'Submission' tab is selected and circled in red. Below this, the 'Submission Files' section shows a file named 'maman, Contoh Paper - maman.docx' with a due date of 'March 2, 2021'. To the right of the file list, three action buttons are visible: 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (pink). Below these buttons, the 'Participants' section is shown with an 'Assign' button. Under 'Assign', two roles are listed: 'Journal editor' (with 'Ridwan ED' selected and circled in red) and 'Author' (with 'Maman AT' selected and circled in red). A large blue arrow points from the 'Assign' section towards the 'Send to Review' button. A red text annotation above the buttons reads 'Akan muncul 3 keputusan setelah berhasil Assign Editor/SE'. Another red text annotation to the right of the interface reads 'Editor assign diri sendiri'. The bottom of the screenshot features a red text note: 'Note : untuk modul ini proses editorial ditangani penuh oleh Section Editor sampai Penjadwalan'. The logo of 'SEKOLAH TINGGI ILMU PEMERINTAHAN ABDI NEGARA' is visible in the bottom right corner.

**Note : untuk modul ini proses editorial ditangani penuh oleh Section Editor sampai Penjadwalan**



# S3 : Remove Assignment Editor

The screenshot displays a journal submission management interface. At the top, there are tabs for 'Workflow' and 'Publication'. Below these are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production', along with a 'Help' button. The main area shows 'Submission Files' with a search bar and an 'Upload File' button. A file named 'maman, Contoh Paper - maman.docx' is listed with a date of 'March 2, 2021' and 'Article Text' type. To the right, there are buttons for 'Send to Review', 'Accept and Skip Review', and 'Decline Submission'. Below these are 'Participants' and 'Assign' buttons. A list of participants is shown, including 'Ridwan ED' and 'Maman AT'. A 'Remove Participant' dialog box is open in the foreground, with the text 'You are about to remove this participant from all stages.' and buttons for 'OK' and 'Cancel'. A blue arrow points from the 'Remove' button in the participants list to the dialog box. The 'OK' button in the dialog box is circled in red.

Note :

1. Jika hendak mengganti penugasan dari editor ke editor lain atau ke section editor, maka Remove terlebih dahulu penugasan sebelumnya dan lakukan assign baru dengan cara yang sama seperti sebelumnya
2. Jangan pernah memproses naskah sebelum meng "Assign" kan editor/S



# S4 : Menugaskan Section Editor

Workflow **Publication**

### Assign Participant

Help

**Locate a User**

Section editor

Search

Name
<input checked="" type="radio"/> nadia SE

1 of 1 items

**Assignment privileges**

This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.

**Permissions**

Allow this person to make changes to the publication, such as the title, abstract, metadata and other publication details. You may wish to revoke this privilege if the submission has received a final check and is ready for publication.

**Participants** Assign

**Author**

Maman AT

**2**

**1**

Pastikan bagian ini dipilih jika SE juga diizinkan untuk edit metadata dan penjadwalan



# S4 : Menugaskan Section Editor, Next..

The screenshot displays a journal submission management interface. At the top, there are two main tabs: 'Workflow' and 'Publication'. Under 'Workflow', there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Help' button is located on the right side of the sub-tabs.

The main content area is divided into three sections:

- Submission Files:** A table listing the submitted files. The first entry is 'maman, Contoh Paper - maman.docx', dated 'March 2, 2021', and categorized as 'Article Text'. There is a 'Download All Files' button at the bottom right of this section.
- Pre-Review Discussions:** A table for managing discussions. The first entry is 'Comments for the Editor', sent by 'maman' on '2021-03-02 01:49 PM'. The table has columns for Name, From, Last Reply, Replies, and Closed.
- Participants:** A section for assigning roles. It includes a 'Section editor' role assigned to 'nadia SE' (highlighted with a red circle) and an 'Author' role assigned to 'Maman AT'.

On the right side, there is a vertical stack of action buttons: 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (pink). These buttons are enclosed in a red rectangular box.



# 3.2

# Section Editor



# S1: Menangani Naskah

1. Login sebagai Section Editor dan muncul halaman seperti berikut :

Jurnal Training Gallery Ilmu Tasks 0 English View Site nadia

OJS OPEN JOURNAL SYSTEMS

Submissions

Statistics

Submissions

Archives

Help

My Assigned

Search Filters New Submission

1	AT et al. Paper Ini Dibuat Hanya Sebagai Contoh Saja	Submission	
---	---	------------	--

Status Paper

2. Klik judul paper yang akan di proses



# S1: Menangani Naskah, Next..

The screenshot shows a journal submission management interface. At the top, there is a navigation bar with 'Tasks 0', 'English', 'View Site', and a user profile 'nadia'. Below this, a breadcrumb trail reads '1 / AT et al. / Paper Ini Dibuat Hanya Sebagai Contoh Saja'. On the right, there are buttons for 'Activity Log' and 'Library'. The main content area has a 'Workflow' tab selected, with sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Help' button is also present. The 'Submission Files' section contains a table with one entry: 'maman, Contoh Paper - maman.docx', dated 'March 2, 2021', and labeled 'Article Text'. To the right of this table are three buttons: 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (pink). Below the table is a 'Download All Files' button. The 'Pre-Review Discussions' section has an 'Add discussion' button. On the right side of the interface, there are sections for 'Participants' (with an 'Assign' button), 'Section editor' (listing 'nadia SE'), and 'Author' (listing 'Maman AT').

Tasks 0 English View Site nadia

1 / AT et al. / Paper Ini Dibuat Hanya Sebagai Contoh Saja Activity Log Library

Workflow Publication

Submission Review Copyediting Production Help

Submission Files Search Upload File

File Name	Date	Type
maman, Contoh Paper - maman.docx	March 2, 2021	Article Text

Download All Files

Pre-Review Discussions Add discussion

Participants Assign

Section editor

- nadia SE

Author

- Maman AT

### 3. Download paper

4. Cek naskah, jika sesuai template & focus scope jurnal maka "Send to Review". Jika ada catatan revisi dari editor/SE klik "Add discussion"



# S1: Menangani Naskah, Next..

Tasks 0 English View Site nadia

**Add discussion**

Download All Files

Participants Assign

Section editor

► nadia SE

Author

► Maman AT

**5. Add Discussions**

**Add discussion**

poly Replies Closed

**A** Pastikan centang author

Subject \* Isikan judul/topik diskusi

Mohon Revisi & Hasil Similarity **B**

Message \*

Dear Author,  
Berikut kami kirimkan file hasil catatan editor dan hasil cek similarity (35%, belum sesuai syarat Jurnal Training). Harap segera diperbaiki dan diupload paling lambat 06/03/2021 melalui menu upload files di diskusi ini. Demikian dan Terima Kasih.

Regards,  
Editor Jurnal Training **C**

Attached Files Search **Upload File** **D**

No Files

Upload file catatan editor dan

Contoh teks diskusi



# S1: Menangani Naskah, Next..

**Upload a Discussion File** [X]

1. Upload File   2. Review Details   3. Confirm

Article Component \* **E**

Article Text

upload naskah hasil catatan editor

Drag and drop a file here to begin upload

Upload File

**Upload a Discussion File** [X]

1. Upload File   2. Review Details   3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file

Article Component \* **F**

Other

upload file similarity

drop a file here to begin upload

Upload File

Attached Files   Search   Upload File   Select Files

2-1	nadia, Contoh Paper - maman NE.docx	March 3, 2021	Article Text
3-1	nadia, Cek Similarity - 35%.pdf	March 3, 2021	Other

**G**

Contoh file yang diupload

\* Denotes required field

OK   Cancel

Pre-Review Discussions   Add discussion

Name	From	Last Reply	Replies	Closed
<a href="#">Mohon Revisi &amp; Hasil Similarity</a>	nadia	-	0	
	2021-03-03 01:07 PM			

**H**

6. Tunggu Respon/Revisi dari Author



# 1.2

# Author



# S1 : Membuka Diskusi

## 1. Login sebagai Author



The screenshot shows the OJS interface. At the top, there is a navigation bar with 'Jurnal Training Gallery Ilmu', 'Tasks 1', and 'Notif editorial'. The main content area is titled 'Submissions' and has two tabs: 'My Queue 1' (highlighted with a red circle) and 'Archives'. Below the tabs is a 'My Assigned' section with a search bar and a 'New Submission' button. A table lists one submission: '1 AT et al. Paper Ini Dibuat Hanya Sebagai Contoh Saja'. To the right of the table, there is a 'Submission' button and a 'Pesan/diskusi' button (highlighted with a red circle). The 'Pesan/diskusi' button has a speech bubble icon with the number '2' inside it. A red box highlights the paper title and subtitle. The OJS logo and 'Submissions' sidebar are visible on the left.

**2. Klik judul paper**

Pesan/diskusi



# S1 : Membuka Diskusi, Next..

## Pre-Review Discussions

Name	From	Last Reply
<a href="#">Comments for the Editor</a>	maman	-
<a href="#">Mohon Revisi &amp; Hasil Similarity</a>	nadia	-

### 3. Klik topik diskusi

## Mohon Revisi & Hasil Similarity

### Participants

Maman AT (maman)  
nadia SE (nadia)

### 4. Baca diskusi dan download file

### Messages

Note	From
Dear Author, Berikut kami kirimkan file hasil catatan editor dan hasil cek similarity (35%, belum sesuai syarat Jurnal Training). Harap segera diperbaiki dan diupload paling lambat 06/03/2021 melalui menu upload files di diskusi ini. Demikian dan Terima Kasih.	nadia 2021-03-03 01:07 PM

Regards,

Editor Jurnal Training

[nadia, Contoh Paper - maman NE.docx](#) [nadia, Cek Similarity - 35%.pdf](#)

Add Message

### 5. Klik untuk membalas diskusi



# S2 : Membalas Diskusi

Message \*


Baik terima kasih atas informasinya. Berikut saya lampirkan file revisi sesuai catatan editor dan cek similarity. Terima kasih.

Attached Files Search **Upload File**

4-1 maman, Contoh Paper - maman Rev1.docx March Article Text

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
<a href="#">Comments for the Editor</a>	maman 2021-03-02 01:49 PM	-	0	<input type="checkbox"/>
<a href="#">Mohon Revisi &amp; Hasil Similarity</a>	nadia 2021-03-03 01:07 PM	maman 2021-03-03 01:41 PM	1	<input type="checkbox"/>

**OK** Cancel 

6. Klik untuk upload file



# 3.3

# Section Editor



# S1 : Cek Revisi Author

## 1. Login sebagai SE

Pre-Review Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
<a href="#">▶ Mohon Revisi &amp; Hasil Similarity</a>	nadia 2021-03-03 01:07 PM	maman 2021-03-03 01:41 PM	1	<input type="checkbox"/>	

## 2. Klik topik diskusi

4. Jika revisi tidak sesuai/masih salah maka balas diskusi dengan memberikan catatan lagi pada file naskah kemudian upload. Jika sudah sesuai maka persiapkan naskah untuk "Send to Review"



### Messages

Note	From
Dear Author, Berikut kami kirimkan file hasil catatan editor dan hasil cek similarity (35%, belum sesuai syarat Jurnal Training). Harap segera diperbaiki dan diupload paling lambat 06/03/2021 melalui menu upload files di diskusi ini. Demikian dan Terima Kasih.  Regards,  Editor Jurnal Training  <a href="#">nadia, Contoh Paper - maman NE.docx</a> <a href="#">nadia, Cek Similarity - 35%.pdf</a>	nadia 2021-03-03 01:07 PM
▶ Baik terima kasih atas informasinya. Berikut saya lampirkan file revisi sesuai catatan editor dan cek similarity. Terima kasih.  <a href="#">maman, Contoh Paper - maman Rev1.docx</a>	maman 2021-03-03 01:41 PM

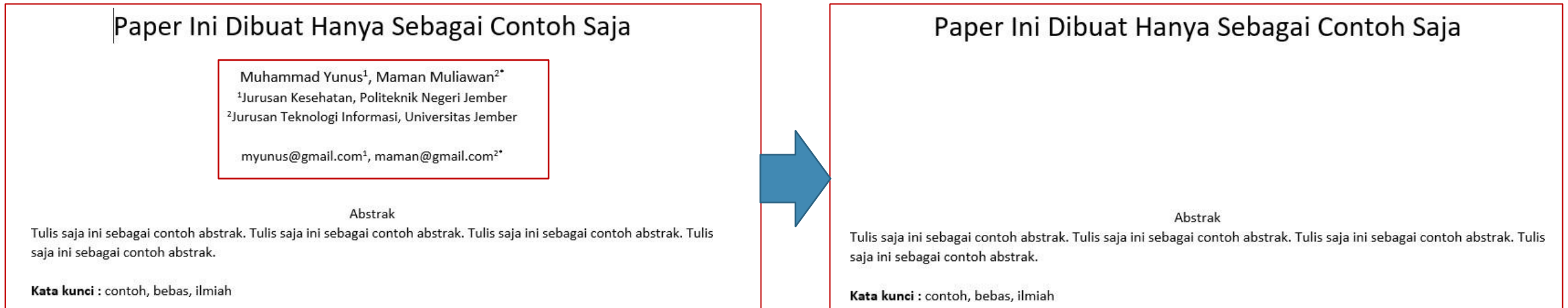
[Add Message](#)

## 3. Download file revision author



# S2: Persiapan Send to Review

## 1. Jika jurnal Double Blind Review, maka WAJIB identitas author pada naskah dihapus



## 2. Simpan nama file hasil perubahan dengan menambahkan kode tertentu untuk memudahkan ingat. Contoh jika nama file aslinya "artikel Maman.docx" maka menjadi "artikel Maman – SR.docx (Send Review) => saat implementasi jangan berikan nama file menggunakan nama author



# S2: Persiapan Send to Review, Next..

Submission

Review

Copyediting

Production

Help

1. Klik judul paper

2. Klik Send to Review

Submission Files

Search

Upload File

Send to Review

Accept and Skip Review

Decline Submission

1-1 maman, Contoh Paper - maman.docx

March 2, 2021 Article Text

Send to Review

Send to Review

3. Upload File Versi Editor/SE

Select files below to send them to the review stage.

Select files below to send them to the review stage.

Submission Files

Search

Upload File

Submission Files

Search

Upload File

4. Hilangkan ceklist file lama

File versi editor (double blind)

5. Klik Send to Review

Send to Review

Cancel

File asli submission

Send to Review

Cancel




# S3 : Add Reviewer

Submission **Review** Copyediting Production Help

Round 1 **New Review Round** **Pastikan tidak pilih "New Review Round"**

**Round 1 Status**  
Waiting for reviewers to be assigned. **Belum ada penugasan Reviewer**

**Review Files** Search Upload/Select Files

 7-1 Article Text, Artikel Maman-SR.docx	March 3, 2021	Article Text
---	---------------	--------------

**File untuk review (DB)**

**1. Klik Add Reviewer**

**Reviewers** Add Reviewer

No Items

Request Revisions

Accept Submission

Decline Submission

**Participants** Assign

Section editor

▶ nadia SE



# S3 : Add Reviewer, Next..

## Add Reviewer

Locate a Reviewer

Search

Yuni R2  
Universitas Harapan Bangsa

0 Never assigned Fuzzy, Data Mining, Sistem Pakar

Eka R1  
UIN Walisongo Semarang

0 Never assigned Database, Sistem Informasi, Smart City

2. Pilih Reviewer sesuai bidang

3. Klik Select Reviewer

Select Reviewer

Create New Reviewer

Enroll Existing User

4. Biarkan default pesan email

Do not send email to Reviewer.

Important Dates

2021-03-06

2021-03-13

Response Due Date

5. Batas Respon Request

Review Due Date

6. Batas Review Naskah

+

Files To Be Reviewed

Review Type

Double-blind

7. Pastikan sesuai model review yang digunakan

Blind

Open

8. Klik Add Reviewer

Add Reviewer

Cancel

9. Jika menggunakan 2 reviewer, ulangi langkah2 di atas  
10. Menunggu Respon & Hasil Review



4

# Reviewer



# S1 : Melihat Penugasan

## 1. Login sebagai akun Reviewer

Jurnal Training Gallery Ilmu **Tasks 1** English View Site eka

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Submissions

Submissions

My Queue 1 Archives

Help

Untuk Submission Paper

My Assigned Search New Submission

1	<b>Review Assignment</b> Paper Ini Dibuat Hanya Sebagai Contoh Saja ⚠️ Waiting for a response from the reviewer.	2021-03-06 Response Due	2021-03-13 Review Due
---	--	----------------------------	--------------------------

2. Klik judul paper yang akan di review

Informasi respon dan batas review



# S2 : Accept Request Review

Jurnal Training Gallery Ilmu Tasks 1 English View Site eka

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

**Review: Paper Ini Dibuat Hanya Sebagai Contoh Saja**

**1. Request** 2. Guidelines 3. Download & Review 4. Completion **4 tahapan mereview**

**Request for Review**

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.


**Article Title**  
Paper Ini Dibuat Hanya Sebagai Contoh Saja

**Abstract**  
Jika abstrak menggunakan 2 bahasa (Indonesia dan Inggris), maka copas abstract english disini.

**Identitas Paper**

**Review Type**  
Double-blind **Model Peer Review**

**Review Files** **File Review** Search

 7-1 Article Text, Artikel Maman-SR.docx	<b>1. Download file, baca untuk respon kesediaan</b>	March 3, 2021	Article Text
---	--	---------------	--------------



# S3 : Membaca Guidelines Review

[View All Submission Details](#)

## Review Schedule

2021-03-03

Editor's Request

2021-03-06

Response Due Date

2021-03-13

Review Due Date

## Jadwal Review

[About Due Dates](#)

## 2. Centang Persetujuan Collect Data

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Accept Review, Continue to Step #2

Decline Review Request

## 3. Klik Accept Review

Review: Paper Ini Dibuat Hanya Sebagai Contoh Saja

1. Request

2. Guidelines

3. Download & Review

4. Completion

## Reviewer Guidelines

This publisher has not set any reviewer guidelines.

Tambahkan guidelines untuk membantu Reviewer

Continue to Step #3

Go Back

## 4. Klik Continue



# S4 : Download & Mereview Naskah

Jurnal Training Gallery Ilmu Tasks 1 English View Site eka

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Review: *Paper Ini Dibuat Hanya Sebagai Contoh Saja*

1. Request 2. Guidelines **3. Download & Review** 4. Completion

Review Files Search

7-1	Article Text, Artikel Maman-SR.docx	Download file jika belum	March 3, 2021	Article Text
-----	-------------------------------------	--------------------------	---------------	--------------

Review

Enter (or paste) your review of this submission

For author and editor

Bisa dikosongkan

Paper Ini Dibuat Hanya Sebagai Contoh Saja

Abstrak

Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak.

Kata kunci : contoh, bebas, ilmiah

Windows User  
Judul belum memperlihatkan bidang teknologi informasi, lebih mengarah ke komunikasi biasa. Harap dipertegas kembali

Windows User A fe  
Metode penelitian h menunjukkan aku

SEKOLAH TINGGI ILMU PEMERINTAHAN ABDI NEGARA

Review Langsung via komentar di file dokumen



# S5 : Upload Hasil Review

Tasks 1 English View Site eka

For editor only

Bisa dikosongkan

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

Reviewer Files

8-1 , Catatan Eka - R1.docx

Search Upload File

4. Klik Upload File Hasil Revisi



# S6 : Konfirmasi Submit Review

Jurnal Training Gallery Ilmu Tasks 1 English View Site eka

### Review Discussions

[Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

### 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 **5. Pilih Rekomendasi Hasil Review**


Submit Review Save for Later Go Back

**6. Klik Submit Review**

#### Confirm

Are you sure you want to submit this review?

OK Cancel



# S7 : Proses Review Selesai

Jurnal Training Gallery Ilmu Tasks 1 English View Site eka

**OJS**  
OPEN JOURNAL SYSTEMS

**Submissions**

Klik untuk melihat penugasan dan submission

Review: *Paper Ini Dibuat Hanya Sebagai Contoh Saja*

1. Request 2. Guidelines 3. Download & Review 4. Completion

## Proses Review Selesai

### Review Submitted


Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your

**Submissions**

My Queue 1 Archives

**My Assigned** Search New Submission

1	<b>Review Assignment</b> Paper Ini Dibuat Hanya Sebagai Contoh Saja	✓ Review Submitted
---	--	--------------------



# 3.4

# Section Editor



# S1: Read Review

1. Login Sebagai Editor
2. Pilih Judul Paper

Reviewers			Add Reviewer
	<b>Sudah selesai review</b>		
▶ Eka R1	<b>Review Submitted</b> Recommendation: Revisions Required	Double-blind	<b>Read Review</b> <b>3. Klik</b>
▶ Yuni R2	<b>Request Sent</b> Response due: 2021-03-06	Double-blind Perlu koordinasi dengan reviewer	

Participants	Assign
Section editor	
▶ nadia SE	
Author	
▶ Maman AT	

**Note :**

1. Untuk proses Read Review bisa dilakukan setelah Reviewer selesai tanpa harus menunggu Reviewer selesai terlebih dahulu
2. Pastikan seluruh Reviewer sudah mengirimkan hasil review sebelum lanjut ke proses berikutnya



# S2: Download Hasil Peer Review

Review: Paper Ini Dibuat Hanya Sebagai Contoh Saja ✕

## Eka R1

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2021-03-03 03:20 PM

Recommendation: Revisions Required

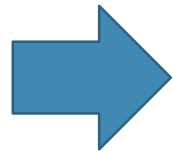
### Reviewer Comments

For author and editor

Bisa dikosongkan

For editor only

Bisa dikosongkan




### Reviewer Files

#### 4. Download file hasil review

[Search](#)

[Upload File](#)

 8-1	<a href="#">, Catatan Eka - R1.docx</a>	March 3, 2021
---	---	---------------

#### 5. Cek dan Hapus Nama Reviewer di dokumen



# S3 : Menghapus Nama Reviewer

Paper Ini Dibuat Hanya Sebagai Contoh Saja

Abstrak

Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak.

Windows User  
Judul belum memperlihatkan bidang teknologi informasi, lebih mengarah ke komunikasi biasa. Harap dipertegas kembali

Windows User 38 minutes ago  
Metode penelitian belum muncul dan hasil tidak ada menunjukkan akurasiya

Paper Ini Dibuat Hanya Sebagai Contoh Saja

Abstrak

Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak. Tulis saja ini sebagai contoh abstrak.

Kata kunci : contoh, bebas, ilmiah

Author  
Judul belum memperlihatkan bidang teknologi informasi, lebih mengarah ke komunikasi biasa. Harap dipertegas kembali

Author  
Metode penelitian belum muncul dan hasil tidak ada menunjukkan akurasiya

6. Ganti nama filenya misalnya "Note R1" dan Upload File pada tab Review



# S4 : Upload Hasil Review Versi SE & Konfirmasi

## Reviewer Files

Q Search **Upload File**

▶ 8-1 , Catatan Eka - R1.docx	March 3, 2021
▶ 9-1 , Note R1.docx	March 3, 2021

**7. Upload file versi editor**

**File versi editor**

## Recommendation

Set or adjust the reviewer recommendation.

Revisions Required

**8. Pilih Rekomendasi sesuai Reviewer**

## Reviewer rating

Rate the quality of the review provided. This rating is not shared with the reviewer.

No rating

★★★★★

★★★★

★★★

★★

★

**9. Berikan penilaian bintang**

**10. Klik Confirm**

Confirm

Cancel

## Reviewers

▶ Eka R1

**Complete**

Recommendation:  
Revisions Required

Double-blind



# S5 : Thank to Reviewer

Reviewers		Add Reviewer	
▶ Eka R1	<b>Complete</b> Recommendation: Revisions Required	Double-blind	<b>Thank Reviewer</b> Revert Decision
▶ Yuni R2	<b>Complete</b> Recommendation: Revisions Required	Double-blind	<b>Thank Reviewer</b> Revert Decision

11. Klik

Reviewers		Add Reviewer	
▶ Eka R1	<b>Reviewer Thanked</b> Recommendation: Revisions Required	Double-blind	Revert Decision

### Thank Reviewer

Reviewer  
Eka R1 <eka@gmail.com>

Email to be sent to reviewer

Eka R1:

Thank you for completing the review of the submission, "Paper Ini Dibuat Hanya Sebagai Contoh Saja," for Jurnal Training Gallery Ilmu. We appreciate your contribution to the quality of the work that we publish.

**Bisa mengirimkan sertifikat Reviewer sekalian**

Do not send email to Reviewer.

**Thank Reviewer** Cancel



# S6 : Request Revisions

## Round 1 Status

All reviewers have responded and a decision is needed.

Editor/SE belum memberikan keputusan

## Review Files

Search

Upload/Select Files

▶	 7-1	Article Text, Artikel Maman-SR.docx	March 3, 2021	Article Text
---	---	-------------------------------------	---------------	--------------

Request Revisions

1. Klik Request Revisions

Accept Submission

Decline Submission

## Reviewers

Pastikan "Complete"

Add Reviewer

▶	Eka R1	<b>Reviewer Thanked</b> Recommendation: Revisions Required	Double-blind	Revert Decision
▶	Yuni R2	<b>Complete</b> Recommendation: Revisions Required	Double-blind	Thank Reviewer Revert Decision

## Participants

Assign

Section editor

▶ nadia SE

Author

▶ Maman AT



# S7 : Memilih File Hasil Review Versi SE

## 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.

**2. Biarkan settingan default**

**Send Email**

- Send an email notification to the author(s): Maman AT, Muhammad Yunus
- Do not send an email notification

Maman AT, Muhammad Yunus:

We have reached a decision regarding your submission to Jurnal Training Gallery Ilmu, "Paper Ini Dibuat Hanya Sebagai Contoh Saja".

Our decision is: Revisions Required

**Round 1 Status**  
Revisions have been requested.

Select review files to share with the author(s)

	Q Search	Upload File
<input type="checkbox"/> 7-1 Article Text, Artikel Maman-SR.docx	March 3, 2021	Article Text
<input type="checkbox"/> 8-1 , Catatan Eka - R1.docx	March 3, 2021	
<input checked="" type="checkbox"/> 9-1 , Note R1.docx	March 3, 2021	
<input type="checkbox"/> 10-1 , Note R2.docx	March 3, 2021	
<input checked="" type="checkbox"/> 11-1 , Note VE.docx	March 3, 2021	

**3. Pastikan file hasil review versi SE tercentang**

**4. Klik Record..**



# S8 : Add Discussion untuk Deadline Revisi

## 5. Selanjutnya membuat catatan revisi

Revisions

Search Upload File

No Files

Tempat upload revisi author

Review Discussion Add discussion

Name

Participants

<input type="checkbox"/>	Yuni R2, Reviewer (Double-blind)
<input type="checkbox"/>	Eka R1, Reviewer (Double-blind)
<input checked="" type="checkbox"/>	nadia SE, Section editor
<input checked="" type="checkbox"/>	Maman AT, Author

Replies Closed

6. Klik Add discussion

7. Pastikan author tercentang



# S8 : Add Discussion untuk Deadline Revisi, Next..

Mohon Revisi

Message \*

Harap lakukan revisi sesuai catatan reviewer dan dikirimkan paling lambat 10/03/2021 melalui menu REVISIONS. Demikian dan terima kasih.

**Contoh pesan**

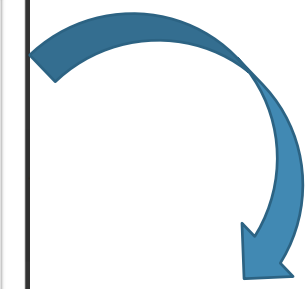
Attached Files

Search Upload File Select Files

No Files

\* Denotes required field

OK Cancel



Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
<a href="#">Mohon Revisi</a>	nadia 2021-03-03 04:45 PM	-	0	<input type="checkbox"/>

**Hasil add discussion**



# 1.3

# Author



# S1 : Cek Status Naskah

Jurnal Training Gallery Ilmu    Tasks 2    English    View Site    maman

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Submissions

Submissions

My Queue 1    Archives    Help

My Assigned    Search    New Submission

1	AT et al. Paper Ini Dibuat Hanya Sebagai Contoh Saja <b>Revisions have been requested.</b>	<b>Review</b>	<b>Status "Review"</b>
	<b>Status : permintaan revisi</b>	<b>2/2</b>	<b>Jumlah Reviewer</b>

1. Klik judul paper



# S2 : Membaca Pesan dari SE

1 / AT et al. / Paper Ini Dibuat Hanya Sebagai Contoh Saja

Upload File

Library

Workflow

Publication

Submission

Review

Copyediting

Production

Round 1

Round 1 Status

Revisions have been requested.

Notifications

[train] Editor Decision

2. Klik untuk baca decision

Notifications

[train] Editor Decision

2021-03-03 04:32 PM

Maman AT, Muhammad Yunus:

We have reached a decision regarding your submission to Jurnal Training Gallery Ilmu, "Paper Ini Dibuat Hanya Sebagai Contoh Saja".



Our decision is: Revisions Required

[Jurnal Training Gallery Ilmu](#)

2021-03-03 04:32 PM



# S3 : Upload Revisi di Menu Revisions

Reviewer's Attachments		Q Search
 9-1 , Note R1.docx	<b>3. Download ke 2 file dan lakukan revisi sesuai catatan Reviewer</b>	March 3, 2021
 11-1 , Note VE.docx		March 3, 2021

5. Jika sudah revisi, upload file disini

**Revisions** Q Search **Upload File**

**Mohon Revisi** [Close]

**Participants**  
Maman AT (maman)  
nadia SE (nadia)

**Messages**

Note	From
Harap lakukan revisi sesuai catatan reviewer dan dikirimkan paling lambat 10/03/2021 melalui menu REVISIONS. Demikian dan terima kasih.	nadia 2021-03-03 04:45 PM

**Review Discussions**

Name

**Mohon Revisi**

**Add Message**

**4. Klik untuk lihat catatan editor**

**Untuk balas diskusi jika dibutuhkan**

# S3 : Upload Revisi di Menu Revisions, Next..

Revisions Q Search Upload File

No Files

6. Klik untuk upload revisi

Upload Review File ×

1. Upload File 2. Review Details 3. Confirm

Article Component \*

Article Text

✓ Article Text, maman Rev2.docx

Revisions **File revisi berhasil diupload** Q Search Upload File

12-1	Article Text, maman Rev2.docx	March 3, 2021	Article Text
------	-------------------------------	---------------	--------------

Continue Cancel

7. Tunggu respon dari editor



# 3.5

# Section Editor



# S1 : Download File & Accept Submission

Revisions	Search	Upload File
▶  12-1 Article Text, maman Rev2.docx	March 3, 2021	Article Text

Request Revisions

Accept Submission

Decline Submission

5. Klik untuk Accept Naskah

1. Download file, cek apakah sesuai catatan reviewer
2. Jika tidak sesuai (mayor) maka perlu penugasan reviewer kembali pada ronde 2.
3. Tapi jika minor, cukup buat diskusi untuk meminta revisi kembali dan upload lagi dibagian REVISIONS
4. Jika sudah sesuai catatan reviewer, maka kembalikan identitas author dan upload file versi editor dibagian Revisions



Revisions	Search	Upload File
▶  12-1 Article Text, maman Rev2.docx	March 3, 2021	Article Text
▶  14-1 Article Text, File CE.docx	March 3, 2021	Article Text

File versi section editor

Participants Assign

Section editor

▶ nadia SE

Author

▶ Maman AT



# S2 : Memilih File Versi SE untuk Copy Editing

**Accept Submission** [X]

**Send Email**

Send an email notification to the author(s): Maman AT, Muhammad Yunus

Do not send an email notification

[Rich Text Editor]

Maman AT, Muhammad Yunus:

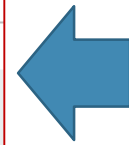
We have reached a decision regarding your submission to Jurnal Training Gallery Ilmu, "Paper Ini Dibuat Hanya Sebagai Contoh Saja".

Our decision is to: **Accept Submission**



Select review files to share with the author(s) [Search] [Upload File]

<input type="checkbox"/>	7-1	Article Text, Artikel Maman-SR.docx	March 3, 2021	Article Text
<input type="checkbox"/>	8-1	, Catatan Eka - R1.docx	March 3, 2021	
<input type="checkbox"/>	9-1	, Note R1.docx	March 3, 2021	
<input type="checkbox"/>	10-1	, Note R2.docx	March 3, 2021	
<input type="checkbox"/>	11-1	, Note VE.docx	March 3, 2021	
<input type="checkbox"/>	12-1	Article Text, maman Rev2.docx	March 3, 2021	Article Text
<input checked="" type="checkbox"/>	14-1	Article Text, File CE.docx	March 3, 2021	Art



+ Select Library Files to attach

**7. Klik untuk memilih files ke proses Copy Editing**

Next: Select Files for Copyediting [Cancel]



**6. Ceklis file versi editor untuk dilihat author**



# S3 : Record Decision

### Accept Submission ✕

Select the files you would like to forward to the Copyediting stage.

Revisions		Q Search
<input type="checkbox"/>	 12-1 Article Text, maman Rev2.docx	March 3, 2021 Article Text
<input checked="" type="checkbox"/>	 14-1 Article Text, File CE.docx	March 3, 2021 Article Text

**8. Centang file versi editor**

**Record Editorial Decision** Previous: Author Notification Cancel

**9. Klik Record..**



# S4 : Menugaskan Copyeditor

**Workflow** Publication

Submission Review **Copyediting** Production Help

**Notification**  
Assign a copyeditor using the Assign link in the Participants list.

**Diminta menugaskan copy editor**

**Draft Files** Search Upload/Select Files

▶ 15-1 Article Text, File CE.docx	March 3, 2021	Article Text
-----------------------------------	---------------	--------------

Pastikan ada file versi editor, jika tidak ada klik upload files

**Copyediting Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
------	------	------------	---------	--------

**Send To Production**

**Participants** Assign

Section editor

- ▶ nadia SE
- Copyeditor**
- ▶ aulia CE

Author

- ▶ Maman AT

**Assign Participant**

Locate a User

Copyeditor


Search

**3. Klik**

**4. ceklis**

Name

aulia CE



# S5 : Mengirim Notify ke Copyeditor

**Participants** [Assign](#)

**Section editor**

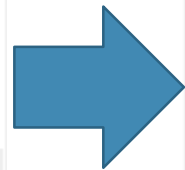
- ▶ nadia SE

**Copyeditor**

- ▼ aulia CE
  - [Remove](#) [Edit](#)
  - [Notify](#) **5. Klik**

**Author**

- ▶ Maman AT



**Notify** ✕

**Start Discussion**

Begin a discussion between yourself and aulia CE.

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

[train] Copyediting Request

**6. Gunakan template yang sudah ada**

**Message \***

NAME : Aulia

I would ask that you undertake the copyediting of "Paper Ini Dibuat Hanya Sebagai Contoh Saja" for Jurnal Training Gallery Ilmu by following these steps.

1. Click on the Submission URL below.
2. Open any files available under Draft Files and do your copyediting, while adding any Copyediting Discussions as needed.

\* Denotes required field

[Notify](#) **5. Klik**

[\[train\] Copyediting Request](#)

Copyediting Discussions					<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed	
▶ <a href="#">[train] Copyediting Request</a>	nadia 2021-03-03 11:04 PM	-	0	<input type="checkbox"/>	



# 5.1

# Copyeditor



# S1 : Login & Cek Penugasan

Jurnal Training Gallery Ilmu Tasks 1 English View Site aulia

OJS  
OPEN JOURNAL SYSTEMS

Submissions

My Queue 1 Archives Help

My Assigned Search Filters New Submission

1 AT et al.  
Paper Ini Dibuat Hanya Sebagai Contoh Saja

Copyediting 1

1. Klik judul naskah

Note : Jika ada penugasan maka akan otomatis muncul paper di tab My Queue



# S2 : Download & Upload File Hasil CE

Jurnal Training Gallery Ilmu Tasks 1 English View Site aulia

## 2. Download File Draft Copyediting dari SE. Lakukan proses CE

Copyediting Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">[train] Copyediting Request</a>	nadia 2021-03-03 11:04 PM	-	0	<input type="checkbox"/>

Copyeditor  
▶ aulia CE

Author  
▶ Maman AT

## 3. Jika sudah selesai CE, Klik upload files

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

No Files

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

▶  16-1 aulia, Hasil CE - Aulia.docx	March 3, 2021	Article Text
--------------------------------------	---------------	--------------

**File hasil CE**

4. Jangan lupa balas notif k  
lewat diskusi untuk konfirm



**3.6**

**Section Editor**

# S1 : Cek File Hasil Copyediting

## Submissions

My Queue 1

Archives

Help

### My Assigned



Search

Filters

New Submission

1 AT et al.  
Paper Ini Dibuat Hanya Sebagai Contoh Saja

1. Klik judul naskah

Copyediting



2. Notif ada file CE

### Copyedited

Search

Upload/Select Files

16-1 aulia, Hasil CE - Aulia.docx

March 3, 2021 Article Text

3. Download dan cek, jika sudah sesuai maka lanjut ke tahapan berikutnya



# S2 : Send to Production



Submissions

Statistics

1 / AT et al. / Paper Ini Dibuat Hanya Sebagai Contoh Saja

Preview

Activity Log

Library

Workflow

Publication

Submission

Review

Copyediting

Production

Help

4. Klik Send..

Send To Production

Draft Files

Search

Upload/Select Files

15-1 Article Text, File CE.docx

March 3, 2021 Article Text

Copyedited

Search

Upload/Select Files

16-1 aulia, Hasil CE - Aulia.docx

March 3, 2021 Article Text



# S3 : Memilih File Hasil Copyedited

**Send To Production** ✕

**Send Email**

Send an email notification to the author(s): Maman AT, Muhammad Yunus

Do not send an email notification

**Rich Text Editor:**

Maman AT, Muhammad Yunus:

The editing of your submission, "Paper Ini Dibuat Hanya Sebagai Contoh Saja," is complete. We are now sending it to production.

Submission URL: <http://training.gallery-ilmu.tech/index.php/train/authorDashboard/submission/1>

+ Select Library Files to attach

Next: Select Files for Production Cancel

5. Klik Next..

**Send To Production** ✕

Select the files you would like to forward to the Production stage.

**Draft Files** Q Search

<input type="checkbox"/>	15-1	Article Text, File CE.docx	March 3, 2021	Article Text
--------------------------	------	----------------------------	---------------	--------------

**Copyedited** Q Search

<input checked="" type="checkbox"/>	16-1	aulia, Hasil CE - Aulia.docx	March 3, 2021	Article Text
-------------------------------------	------	------------------------------	---------------	--------------

**Record Editorial Decision** Previous: Author Notification Cancel

5. Centang file copy edited

6. Record..



# S4 : Menugaskan Layout Editor

Jurnal Training Gallery Ilmu  
OPEN JOURNAL SYSTEMS

Tasks 1

English View Site nadia

Workflow Publication

Submission Review Copyediting Production Help

**Notification**  
Assign a user to create galleys using the Assign link in the Participants list.

**Diminta menugaskan user (layout editor)**

Production Ready Files Search Upload File

17-1 aulia, Hasil CE - Aulia.docx

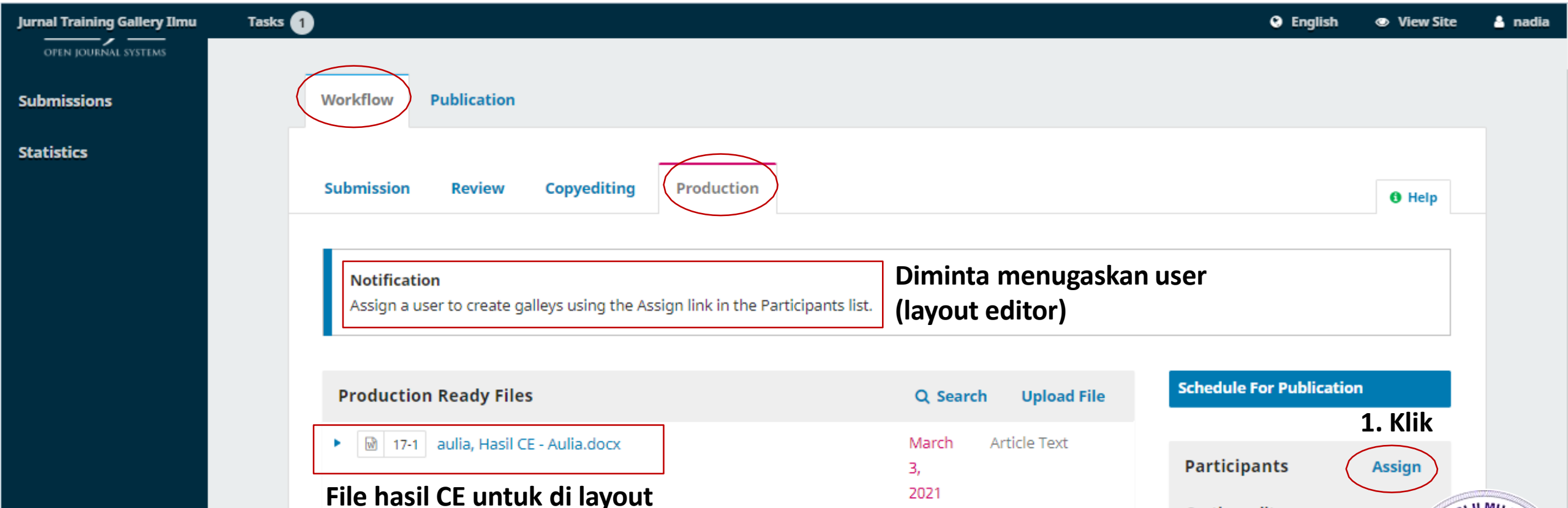
March 3, 2021 Article Text

Schedule For Publication

1. Klik

Participants Assign

File hasil CE untuk di layout



# S5 : Membuat Notify ke Layout Editor

**Assign Participant**

Locate a User

2. Pilih LE

Layout Editor

3. Klik

Search

Name

fanny LE

4. Pilih LE

**Schedule For Publication**

Participants Assign

Section editor

▶ nadia SE

Layout Editor

▶ fanny LE

Author Participants Assign

▶ Maman AT

Section editor

▶ nadia SE

Layout Editor

▼ fanny LE

Remove Edit Notify

Author

▶ Maman AT

**Notify**

Start Discussion

Begin a discussion between yourself and fanny LE.

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

[train] Request Galleys

Message \*

NAME :

The submission "Paper Ini Dibuat Hanya Sebagai Contoh Saja" to Jurnal Training Gallery Ilmu now needs galleys laid out by following these steps.

1. Click on the Submission URL below.
2. Log into the journal and use the Production Ready files to create the galleys according to the journal's standards.

\* Denotes required field

Notify

Production Discussions

Name

▶ [train] Request Galleys



# 6.1

# Layout Editor



# S1 : Pilih Paper

## 1. Login sebagai Layout Editor

Jurnal Training Gallery Ilmu

Tasks 1

English View Site fanny

OJS  
OPEN JOURNAL SYSTEMS

Submissions

Submissions

My Queue 1 Archives

Help

My Assigned

Search Filters New Submission

1 AT et al.  
Paper Ini Dibuat Hanya Sebagai Contoh Saja

Production

1

## 2. Klik judul paper

### Note :

Untuk memudahkan keperluan pada proses Proofreading, disarankan file yang diupload pada galleys adalah versi draft dalam ekstensi .docx. Hal ini untuk memudahkan pemeriksaan dan perbaikan akhir oleh Proofreader. (Dalam kasus ini menggunakan file pdf langsung oleh LE)



# S2 : Menu Galleys & Label (ex. Pdf)

Workflow

Publication

3. Klik Tab Publication

Status: **Unscheduled**

Preview

Schedule For Publication

Title & Abstract

Contributors

Metadata

Identifiers

• Galleys

4. Pilih Galleys

Permissions & Disclosure

Issue

Galleys

Create New Galley

Galley Label \*

PDF

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

English

Language \*

This galley will be available at a separate website.

URL Path

An optional path to use in the URL instead of the ID.

7. Klik Save

Save

Cancel

Add galley

5. Klik Add..



# S3 : Upload File Draft Galleys (ex. Pdf)

Upload a File Ready for Publication

1. Upload File 2. Review Details 3. Confirm

Article Component \*

Article Text

✓ fanny, 1-7 Maman Galley.pdf Change File

Continue Cancel

## Note :

- Disarankan dalam bentuk .docx untuk keperluan Proofreading
- Jika sudah terlanjur pdf maka nanti proofreader bisa memberikan catatan di file notepad atau lainnya (atau kontak Lee untuk file docx)

Galleys Add galley

▶ [PDF](#) File PDF berhasil diupload

8. Jika sudah, Layout Editor bisa buat diskusi atau kirim notif ke editor bagian



# S4 : Memastikan File Galleys Ada

**Note :**

Sebelum menugaskan Proofreader, SE harus pastikan **Layout Editor** sudah upload file di galleys (.pdf)

Jurnal Training Gallery Ilmu Tasks 1 English View Site nadia

OJS OPEN JOURNAL SYSTEMS

Submissions

Statistics

Submissions

Submissions

Archives

My Queue 2

My Assigned

Search Filters New Submission


7 Wulandari  
PENGARUH PEMBERIAN DEDAK KASAR FERMENTASI  
Submission 1

1 Yunus et al.  
Paper Ini Dibuat Hanya Sebagai Contoh Saja  
Production 1 1

2. Klik judul paper

1. Icon file sudah terupload di galleys pd s

Help



# S5 : Menugaskan Proofreader

**2. Pilih proofreader**

**3. Klik**

**4. Centang proofreader yang ditugaskan**

**5. Klik untuk kirim notifikasi**

**1. Klik**

**Proofreader berhasil ditambahkan**

**A**

**B**

**C**

Assign Participant

Schedule For Publication

Locate a User

Proofreader

Search User By Name

Search

Name

restu PR

Merry Utami

Participants Assign

Section editor

nadia SE

fanny LE

Layout Editor

Proofreader

restu PR

Remove Edit

Notify

Author

Maman AT

Preview Activity Log Library

Help

Search Upload File

March 3, 2021 Article Text

Download All Files

Schedule For Publication

Participants Assign

Section editor

nadia SE

SEKOLAH TINGGI ILMU PEMERINTAHAN  
ABDI NEGARA

# S6 : Mengirimkan Notify ke Proofreader

### Notify

**Start Discussion**  
Begin a discussion between yourself and restu PR.

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

[train] Galleys Complete

**6. Pilih template yang ada**

Message \*

EDITOR :

Galleys have now been prepared for the manuscript, "Paper Ini Dibuat Hanya Sebagai Contoh Saja," for Jurnal Training Gallery Ilmu and are ready for proofreading.

If you have any questions, please contact me. **Contoh pesan default**

\* Denotes required field

**7. Klik** Notify

Production Discussions		Order	Add discussion	
Name	From	Last Reply	Replies	Closed
[train] Request Galleys	nadia 2021-03-03 11:53 PM	-	0	<input type="checkbox"/>
[train] Galleys Complete	nadia 2021-03-06 12:34 AM	-	0	<input type="checkbox"/>

Hasil create notifikasi

**Note :**  
Sampai tahap ini SE tinggal menunggu hasil proofreading



# 7.1

# Proofreader



# S1 : Memeriksa File di Galley

## 1. Login sebagai Proofreader

The screenshot shows the OJS interface. At the top, there's a navigation bar with 'Jurnal Training Gallery Ilmu', 'Tasks 0', 'English', 'View Site', and 'restu'. The main content area is titled 'Submissions' and has two tabs: 'My Queue 1' and 'Archives'. Below this is a 'My Assigned' section with a search bar and 'Filters' and 'New Submission' buttons. A table lists assigned papers, with the first entry '1 Yunus et al. Paper Ini Dibuat Hanya Sebagai Contoh Saja' highlighted by a red box. To the right of this entry, there's a 'Production' button, a document icon with a '1' (circled in red), and a comment icon with a '1'. A 'Help' button is visible in the top right corner.

3. Klik judul paper

2. Icon dokumen menandakan ada file di galley

**Note : Jika ada penugasan dari SE maka otomatis paper akan muncul di halaman beranda Proofreader**




# S2 : Memilih Tab Publication

Workflow **Publication**

### 5. Klik untuk menuju menu galleys

Submission Review Copyediting Production Help

**Production Ready Files** Search Upload File

▶	 17-1	aulia, Hasil CE - Aulia.docx	March 3, 2021	Article Text
---	--	------------------------------	---------------	--------------

Download All Files

**Production Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
<a href="#">[train] Galleys Complete</a>	nadia	-	0	<input type="checkbox"/>

4. Klik untuk membaca notif dari SE

Schedule For Publication

**Participants**

Section editor

- ▶ nadia SE

Layout Editor

- ▶ fanny LE

Proofreader

- ▶ restu PR

Author

- ▶ Maman AT



# S3 : Menu Galleys & Download File

**Workflow** **Publication**

Status: **Unscheduled** [Preview](#) [Schedule For Publication](#)

**Title & Abstract**

**Contributors**

**Metadata**

**Identifiers**

**Galleys**

**Permissions & Disclosure**

**Issue**

**Galleys** [Add galley](#)

PDF 7. Download file galley (pdf), lakukan proses proofreading

Edit **Change File** Delete

8. Klik untuk update file versi proofreading (jika ada perubahan)

1. Upload File 2. Review Details 3. Confirm

restu, 1-8 Galley - Proof.pdf [Edit](#)

pdf 479KB

9. Klik untuk finish upload change file

Complete Cancel



# S4 : Konfirmasi Naskah Siap Terbit

1. Setelah melakukan perubahan file pada galleys, maka jangan lupa konfirmasi ke SE bahwa naskah sudah siap terbit

The screenshot shows a journal submission system interface. At the top, there are tabs for 'Workflow' and 'Publication'. Below that, there are tabs for 'Submission', 'Review', 'Copvediting', and 'Production'. The 'Production' tab is active. In the 'Attached Files' section, there is a search bar, an 'Upload File' button (circled in red), and a 'Select Files' button. A red box labeled 'C' highlights the 'Upload File' button and the text below it: '5. Jika misalnya proofreader tidak upload/change file di galleys maka bisa upload disini. Kemudian selanjutnya akan diproses oleh LE'. Below this, there are 'OK' and 'Cancel' buttons. A blue arrow points from the 'Upload File' button to the 'Add discussion' dialog box. The 'Add discussion' dialog box has a blue header and a close button. It contains a 'Participants' section with a list of roles and names, each with a checked checkbox: 'restu PR, Proofreader', 'fanny LE, Layout Editor', 'nadia SE, Section editor', and 'Maman AT, Author'. A red box labeled '3' highlights this list. Below the participants is a 'Subject' field with the text 'Naskah Siap Terbit' and a red box labeled 'B'. Below the subject is a 'Message' field with a rich text editor toolbar and a text box containing the message: 'Dengan ini kami informasikan bahwa naskah sudah melalui proses proofreading, terdapat beberapa perbaikan dan sudah diupload kembali pada menu galleys. Sehingga direkomendasikan bahwa NASKAH SIAP UNTUK DITERBITKAN. Demikian dan Terima Kasih.' A red box labeled '4' highlights this message. At the bottom left, there is a 'Production Discussions' table with columns for Name, From, Last Reply, Replies, and Closed. The table has one row: '[train] Galleys Complete', 'nadia', '-', '0', and a checked checkbox. A red box labeled 'A' highlights the 'Add discussion' button in the table. A red box labeled '2' highlights the 'Add discussion' button in the dialog box. A red box labeled '5' highlights the text in the 'Attached Files' section.

**2. Klik**

**3. Centang saja semuanya agar bisa dicek lagi (SE, LE dan Author)**

**4. Contoh pesan (sesuaikan dg kebutuhan)**

**5. Jika misalnya proofreader tidak upload/change file di galleys maka bisa upload disini. Kemudian selanjutnya akan diproses oleh LE**

Name	From	Last Reply	Replies	Closed
[train] Galleys Complete	nadia	-	0	<input checked="" type="checkbox"/>

Dengan ini kami informasikan bahwa naskah sudah melalui proses proofreading, terdapat beberapa perbaikan dan sudah diupload kembali pada menu galleys. Sehingga direkomendasikan bahwa NASKAH SIAP UNTUK DITERBITKAN.  
Demikian dan Terima Kasih.



# Proofreader : Note

1. Biasanya proofreader menemukan kesalahan kecil saja atau bahkan tidak ada temuan
2. Jika tidak ada temuan kesalahan maka proofreader langsung konfirmasi dengan add/reply discussion bahwa naskah siap terbit
3. Namun jika menemukan ada kesalahan minor selama proses proofreading maka bisa langsung diperbaiki dan ganti file pada galleys (jika bisa dan memungkinkan, tergantung kebijakan pengelola jurnal) => **contoh slide 111**
4. Namun jika proofreader tidak diberikan akses untuk upload/change file di galleys, maka file catatan atau hasil perubahan bisa dikirimkan melalui menu discussion. Selanjutnya akan diproses oleh LE atau SE => **contoh slide 112**



# 3.7

# Section Editor



## Section Editor : Mengecek File Hasil Proofreading

- SE harus memantau dan memeriksa hasil kerja proofreading
- Jika Proofreader merekomendasikan naskah siap terbit maka SE tinggal menjadwalkan terbit (**setelah jurnal editor membuat issue**)



# 2.2

# Journal Editor



# S1 : Membuat Issue (Terbitan)

1. Login sebagai Editor Jurnal (Section Editor tidak bisa)



2. Klik Issue -> Future Issue

3. Klik Create Issue



4. Isikan identitas issue



# S2 : Mengecek Hasil Create Issue

Cover image

✓ cover issue 4 Vol 2.jpg Change File

**5. Upload cover issue**

URL Path

*An optional path to use in the URL instead of the ID.*

**6. Klik Save**

Save Cancel

Future Issues Back Issues Help

Future Issues Create Issue

Issue	Items
<a href="#">Vol. 2 No. 4 (2021): Maret</a>	0

Data terbitan

Item yang dijadwalkan publish



**3.8**

# **Section Editor**



# S1 : Menjadwalkan Paper

Jurnal Training Gallery Ilmu Tasks 1 English View Site

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Statistics

Submissions

Archives

Help

My Assigned

Search Filters New Submission

1 AT et al.  
Paper Ini Dibuat Hanya Sebagai Contoh Saja

Production

1 1

1. Klik judul paper

2. Pastikan ada pdf galley



# S2 : Pilih Menu Issue

Workflow **Publication**

Status: **Unscheduled**

## 3. Klik Tab Publication

Title & Abstract

Contributors

Metadata

Identifiers

Galleys

Permissions & Disclosure

**• Issue**

4. Pastikan aman semua

## 5. Klik Issue

Issue

This has not been scheduled for publication in an issue

**Assign to Issue**

Section

Articles

Cover Image

Drop files here

Upload File

Pages

## 6. Klik Assign..

Select an issue to schedule for publication

Issue

Vol. 2 No. 4 (2021): Maret

## 7. Pilih terbitan yang sesuai

## 8. Klik Save

Save

Publish

All publication requirements have been met. This will be published when Vol. 2 No. 4 (2021): Maret is published. Are you sure you want to schedule this for publication?

⚠ A DOI has not been assigned to this publication.

## 9. Klik Schedule..

Schedule For Publicati



# S3 : Memasukkan Nomor Halaman

**Issue**

**Upload File**

**Pages**

1-7

**10. Masukkan no halaman**

**URL Path**  
An optional path to use in the URL instead of the ID.

**Date Published**  
The publication date will be set automatically when the issue is published. Do not enter a publication date unless the article was previously published elsewhere and you need to backdate it.

**11. Biarkan kosong jika future issue**

**12. Klik Save**

Save



# S4 : Preview Issue

Workflow **Publication**

Status: Scheduled

**Title & Abstract**

**Contributors**

**Issue**  
Scheduled for publication in [Vol. 2 No. 4 \(2021\): Maret](#). **Unschedule**

**Preview** **Unschedule**

Home / Archives / Vol. 2 No. 4 (2021): Maret / Articles

This is a preview and has not been published. [View submission](#)

**Paper Ini Dibuat Hanya Sebagai Contoh Saja**

**Maman AT**  
**Muhammad Yunus**  
Politeknik Negeri Jember

**Keywords:** example, freedom, naturall

**Abstract**  
Jika abstrak menggunakan 2 bahasa (Indonesia dan Inggris), maka copas abstract english disini.

**JTIM**  
Jurnal Teknologi Informasi dan Multimedia

PDF

## Note :

- Sampai disini Section Editor selesai membantu Editor untuk penjadwalan naskah
- Selanjutnya tugas editor untuk review akhir dan publish issue



# 2.3

# Journal Editor



# S1 : Publish Issue

Jurnal Training Gallery Ilmu Tasks 0 English View Site ridwan

OJS OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Statistics

Issues

Future Issues Back Issues Help

Future Issues Create Issue

Issue	Items
Vol. 2 No. 4 (2021): Maret	1

Edit Preview Publish Issue Delete

## 1. Klik Publish Issue

### Note :

- Pastikan jumlah artikel minimal 5 setiap terbitan
- Pastikan metadata di OJS sesuai dengan naskah dan pengaturan konsisten
- Pastikan file PDF sudah diupload



# S2 : Konfirmasi Kirim Email & Assign DOI

**Publish Issue** ✕

Send notification email to all registered users

Are you sure you want to publish the new issue? **2. Pastikan ceklis semua**

**DOI**

Assign the DOI 10.47139/train.v2i4 to this issue

**3. Klik OK**



Future Issues **Back Issues**

**Otomatis issue akan masuk Back Issue jika sudah publish**

Issue	Published	Items
<a href="#">Vol. 2 No. 4 (2021): Maret</a>	2021-03-04	1

**Current Issue**

Vol. 2 No. 4 (2021): Maret

Published: 2021-03-04



**Tampilan Current Issue**

Articles

**Paper Ini Dibuat Hanya Sebagai Contoh Saja**  
Maman AT, Muhammad Yunus

[View All Issues >](#)



Selamat Mencoba, Semoga Sukses 😊😊

