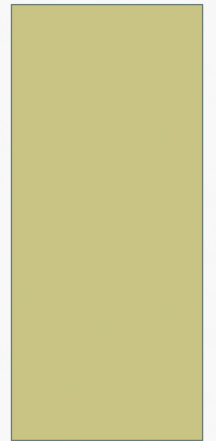


# PANDUAN OPEN JOURNAL SYSTEM UNTUK EDITOR

SEMARANG, 31 JULI 2017

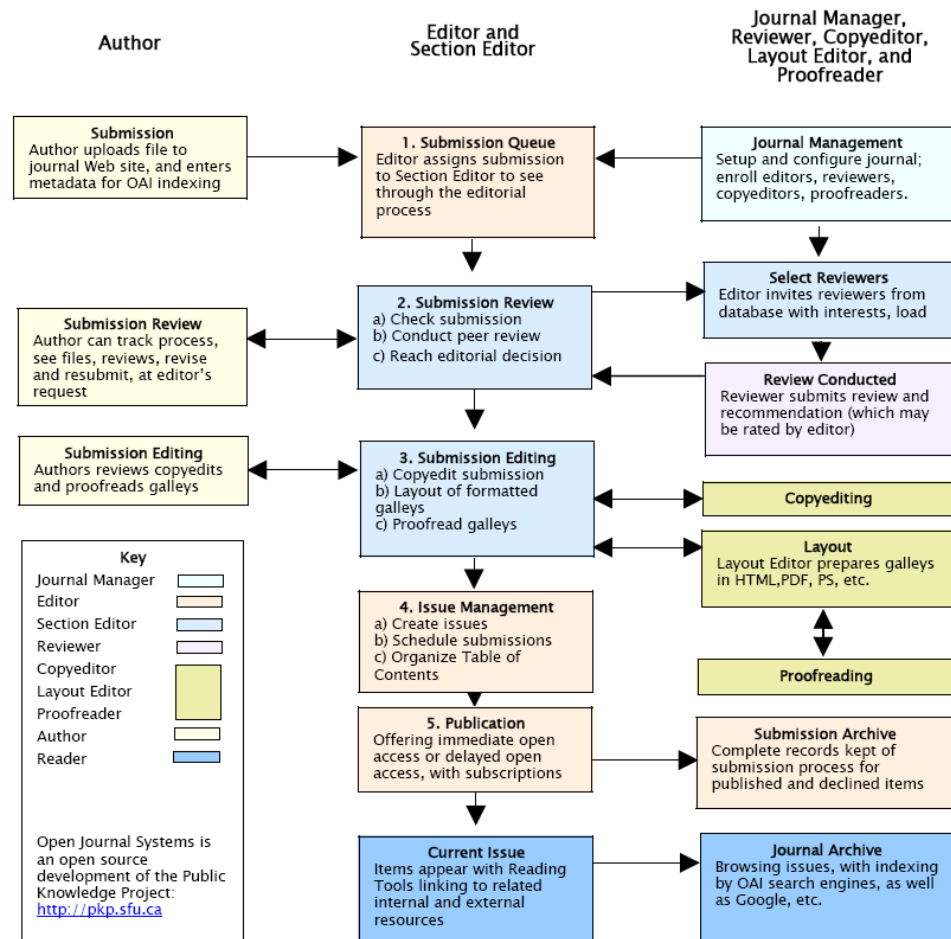


# SUSUNAN PENGELOLA/MASTHEAD

- Ketua Penyunting (Editor In Chief) > **EDITOR**
- Anggota Penyunting/ Penyunting Ahli  
(Member of Editor) > SECTION EDITOR
- Dewan Penyunting (Editorial Board) > REVIEWER
- Penyunting Pelaksana (Assistant Editor) > JOURNAL MANAGER
- Administration (Editorial Office)
  - JOURNAL MANAGER/SUBSCRIPTION MANAGER
- Mitra Bebestari > REVIEWER
- PENULIS > AUTHOR

# ALUR KERJA OJS

## OJS Workflow Chart



# EDITOR

- Proses editorial
- Mengatur publikasi jurnal

# PROSES EDITORIAL

- Submission Queue
- Submission Review
- Submission Editing
- Scheduling Queue
- Table of Content

# PROSES PUBLIKASI JURNAL \*

- Langkah 1:Masuk akun OJS
1. Masuk akun OJS dengan username dan password yang dimiliki
  2. Pilih peran sebagai editor

[Home](#) > [User Home](#)

User Home

---

Journal

- > [Journal Manager](#)
- > [Editor](#)
- > [Author](#)

My Account

- > [Show My Journals](#)
- > [Edit My Profile](#)
- > [Change My Password](#)
- > [Log Out](#)

# PROSES PUBLIKASI JURNAL (CON'T) \*

- Langkah 2: Buat issue
1. Pilih “create issue”

## Issues

- > [Create Issue](#)
- > [Notify Users](#)
- > [Future Issues](#)
- > [Back Issues](#)

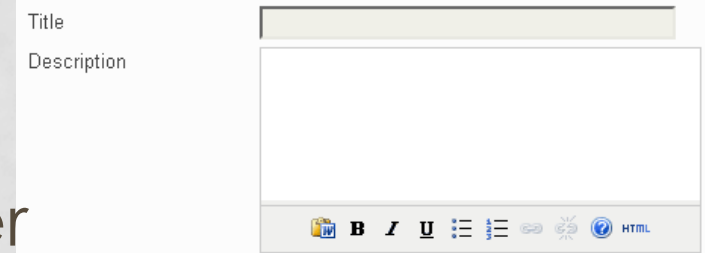
2. Masukkan informasi volume ,nomor, tahun jurnal dan pilih “identification journal”.

## Identification

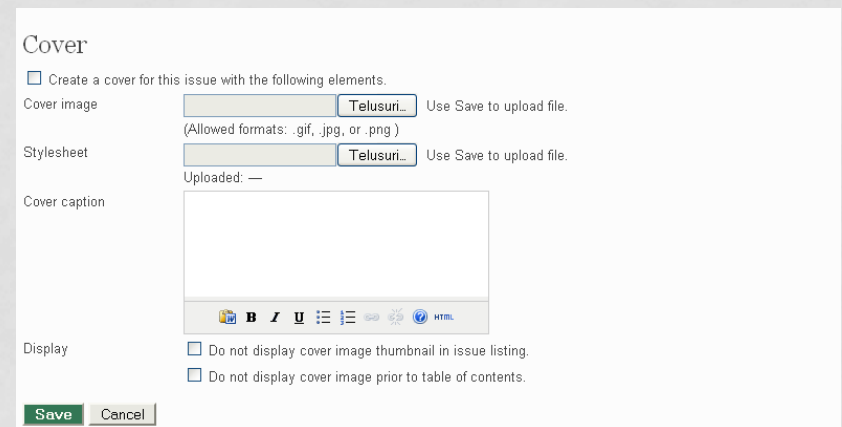
Form Language	<input type="text" value="English"/>
To enter the information below in additional languages, first select the language.	
Volume	<input type="text" value="8"/>
Number	<input type="text" value="3"/>
Year	<input type="text" value="1997"/>
Issue identification	<input checked="" type="checkbox"/> Volume <input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Year <input checked="" type="checkbox"/> Title

# PROSES PUBLIKASI JURNAL (CON'T) \*

3. (optional) Tambahkan judul untuk issue yang baru.
4. (optional) Tambahkan cover untuk issue
5. Klik “Save” untuk menyimpan data



A screenshot of a web form for adding a new issue. It features two main input areas: 'Title' and 'Description'. The 'Title' field is a single-line text box, and the 'Description' field is a larger multi-line text box. Below these fields is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and HTML source code.



A screenshot of a 'Cover' configuration form. It includes a checkbox to 'Create a cover for this issue with the following elements.' Below this are two sections: 'Cover image' and 'Stylesheet', each with a 'Telusuri...' button and a 'Use Save to upload file.' instruction. The 'Cover image' section also notes '(Allowed formats: .gif, .jpg, or .png)'. There is an 'Uploaded: —' field. A 'Cover caption' text area is present, followed by another rich text editor toolbar. At the bottom, there are two checkboxes: 'Do not display cover image thumbnail in issue listing.' and 'Do not display cover image prior to table of contents.' The form concludes with 'Save' and 'Cancel' buttons.



# PROSES PUBLIKASI JURNAL (CON'T) \*

- Langkah 3:  
Publikasi issue
  1. Masuk ke menu “Future Issues”
  2. Pilih issue yang akan dipublikasikan
  3. Klik “Publish Issue” untuk mempublikasikan issue.

[Home](#) > [User](#) > [Editor](#) > [Issues](#) > [Future Issues](#)

## Future Issues

[Create Issue](#) [Future Issues](#) [Back Issues](#)

ISSUE	ITEMS	ACTION
<a href="#">VOL 8, NO 3 (1997)</a>	0	<a href="#">DELETE</a>
<a href="#">VOL 9, NO 1 (1998)</a>	0	<a href="#">DELETE</a>

1 - 2 of 2 Items

[Home](#) > [User](#) > [Editor](#) > [Issues](#) > [Vol 9, No 1 \(1998\)](#)

## Vol 9, No 1 (1998)

[Create Issue](#) [Future Issues](#) [Back Issues](#)

Issue:

[Table of Contents](#) [Issue Data](#) [Preview Issue](#)

### Table of Contents

*No items are currently scheduled for this issue.*

[Save](#) [Publish Issue](#)

# MELIHAT ARTIKEL YANG MASUK

## USER HOME

» Site Administrator

## JURNAL KESEHATAN MASYARAKAT

» Journal Manager

[Setup]

» Editor

1 Unassigned 0 In Review 23 In Editing

[Create Issue] [Notify Users]

» Reviewer

0 Active

ARTIKEL YANG BELUM DISETUJUI  
Klik untuk melihat detailnya

ARTIKEL DALAM PROSES REVIEW  
Klik untuk melihat detailnya

ARTIKEL DALAM PROSES EDITING  
Klik untuk melihat detailnya

# MELIHAT ARTIKEL YANG MASUK

## UNASSIGNED

UNASSIGNED   IN REVIEW   IN EDITING   ARCHIVES

Assigned To:  In Section:

and

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE
0731	11-28	ART	mmmmmm	JUDUL ARTIKEL

1 - 1 of 1 Items



ARTIKEL YANG BELUM DISETUJUI  
Klik JUDUL ARTIKEL untuk melihat detailnya

# A. SUMMARY ARTIKEL

## #2731 SUMMARY

SUMMARY REVIEW EDITING HISTORY REFERENCES

### SUBMISSION

Authors	widi yanto 
Title	judul
Original file	2731-5986-1-SUM.DOCX 2013-11-28
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	widi yanto 
Date submitted	2013-11-28
Section	Articles <span>Change to</span> <span>Articles</span> <input type="button" value="Record"/>

File Artikel (klik untuk mendownload)

DATA PENULIS

Untuk menambahkan diri sendiri jadi editor klik **ADD SELF**  
Untuk menambahkan editor lain klik **ADD EDITOR**

### EDITORS

REVIEW EDITING REQUEST

None assigned

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

### STATUS

Status	Awaiting assignment	<a href="#">REJECT AND ARCHIVE SUBMISSION</a>
Initiated	2013-11-28	
Last modified	2013-11-28	

Klik untuk menolak artikel

# A. SUMMARY ARTIKEL MEMILIH EDITOR UNTUK MENGEDIT

## EDITORS

KLIK **ASSIGN** PADA EDITOR YANG DIPILIH

## SELECT EDITOR

First name  contains

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

NAME	JOURNAL SECTIONS	COMPLETED	ACTIVE	ACTION
GUNAWAN -	—	0	0	ASSIGN
SUNGATNO -	—	1	0	ASSIGN
MUHAMMAD AZINAR	—	0	0	ASSIGN
IRWAN BUDIONO	—	0	0	ASSIGN
ARULITA IKA FIBRIANA	—	0	0	ASSIGN

# A. SUMMARY ARTIKEL MENGIRIM EMAIL PENOLAKAN ARTIKEL

## SEND EMAIL

To

CC

BCC

Send a copy of this message to my address (widiefree@gmail.com)

Attachments  No file selected.

From "widi yanto" <widiefree@gmail.com>

Subject

Body   
widi yanto  
Phone 024 70419798  
widiefree@gmail.com"/>

# B. REVIEW

- Setelah add editor, maka artikel melalui proses

The screenshot shows a journal submission review interface. At the top, there are navigation tabs: SUMMARY, REVIEW (circled in red), EDITING, HISTORY, and REFERENCES. Below this is the 'SUBMISSION' section, which includes fields for Authors (widi yanto), Title (judul), Section (Articles), Editor (widi yanto), and Review Version (2731-5987-1-RV.DOCX 2013-11-28). There is a 'Browse...' button for uploading a revised review version, with the text 'No file selected.' and an 'Upload' button. Below this is the 'PEER REVIEW ROUND 1' section, with links for 'SELECT REVIEWER' and 'VIEW REGRETS, CANCELS, PREVIOUS ROUNDS'. The 'EDITOR DECISION' section features a 'Select decision' dropdown menu with 'Decline Submission' selected, and a 'Record Decision' button. Below this are links for 'Accept Submission', 'Resubmit for Review', and 'Decline Submission'. There are also links for 'Notify Author', 'Review Version', 'Author Version', and 'Editor Version'. At the bottom, there is another 'Browse...' button for uploading a file, with the text 'No file selected.' and an 'Upload' button.

Klik REVIEW untuk melakukan review

Email Penulis

Mengupload File Review

Memberikan Keputusan Editing 1. Accept

# B. REVIEW MENOLAK ARTIKEL

- Pilih DECLINE SUBMISSION
- Klik RECORD DECISION

## EDITOR DECISION

Select decision

Decline Submission



Record Decision

Decision

Accept Submission 2013-11-28

Notify Author



Editor/Author Email Record



2013-11-28

Send to Copyediting

Review Version



2732-6000-2-RVDOCK 2013-11-28

Author Version

None

Editor Version

None

Browse...

No file selected.

Upload



# B. REVIEW

## MEMINTA PENULIS UNTUK REVISI ARTIKEL

- Pilih REVISION REQUIRE
- Klik RECORD DECISION

### EDITOR DECISION

Select decision	Revisions Required <input type="button" value="Record Decision"/>
Decision	Accept Submission 2013-11-28   Resubmit for Review 2013-11-28   Decline Submission 2013-11-28   Decline Submission 2013-11-28
Notify Author	<input type="checkbox"/> Editor/Author Email Record <input type="checkbox"/> No Comments
Review Version	2731-5987-2-RVPNG 2013-11-28 Sent 2013-11-28
Author Version	None
Editor Version	2731-5991-1-ED.PNG 2013-11-28 DELETE
	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

# B. REVIEW

## MEMBERIKAN KOMENTAR

No Comments

Subject

judul

Add Comment

isi komentar



Save

Close

\* Denotes required field

# B. REVIEW

## MELIHAT ARTIKEL REVISI

### EDITOR DECISION

Select decision

Revisions Required



Record Decision

Decision

Accept Submission 2013-11-28 | Resubmit for Review 2013-11-28 | Decline Submission 2013-11-28 | Decline Submission 2013-11-28 | Decline Submission 2013-11-28 | Revisions Required 2013-11-28

Notify Author



Editor/Author Email Record



2013-11-28

Review Version

2731-5987-2-RV.PNG 2013-11-28 Sent 2013-11-28

Author Version

2731-5992-1-ED.DOCX 2013-11-28

Editor Version

2731-5991-1-ED.PNG 2013-11-28 DELETE

Browse...

No file selected.



Upload

# B. REVIEW

## MENYETUJUI ARTIKEL

- Pilih ACCEPT SUBMISSION
- Klik RECORD DECISION

### EDITOR DECISION

Select decision	<input type="button" value="Accept Submission"/> <input checked="" type="button" value="Record Decision"/>
Decision	<a href="#">Accept Submission 2013-11-28</a>   <a href="#">Resubmit for Review 2013-11-28</a>   <a href="#">Decline Submission 2013-11-28</a>   <a href="#">Decline Submission 2013-11-28</a>   <a href="#">Decline Submission 2013-11-28</a>   <a href="#">Revisions Required 2013-11-28</a>
Notify Author	 <a href="#">Editor/Author Email Record</a>  2013-11-28
Review Version	<a href="#">2731-5987-2-RV.PNG</a> 2013-11-28 Sent 2013-11-28
Author Version	<a href="#">2731-5992-1-ED.DOCX</a> 2013-11-28
Editor Version	<a href="#">2731-5991-1-ED.PNG</a> 2013-11-28 <a href="#">DELETE</a>
	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

- SETELAH ARTIKEL DI SETUJUI MAKA MENUJU PROSES EDITING

# B. REVIEW

## MENGIRIM UNTUK COPY EDITING

- ARTIKEL YANG AKAN MELALUI PROSES EDITING DIPILIH PADA BAGIAN EDITOR DECISION

**EDITOR DECISION**

Select decision

Decision [Accept Submission 2013-11-28](#) | [Resubmit for Review 2013-11-28](#) | [Decline Submission 2013-11-28](#) | [Decline Submission 2013-11-28](#) | [Decline Submission 2013-11-28](#) | [Revisions Required 2013-11-28](#) | [Accept Submission 2013-11-28](#)

Notify Author  2013-11-28

Review Version  2731-5987-2-RVPNG 2013-11-28 Sent 2013-11-28

Author Version  2731-5992-1-ED.DOCX 2013-11-28

Editor Version  2731-5991-2-ED.DOCX 2013-11-28 DELETE

No file selected.

B. KLIK SEND TO COPYEDITING



A. PILIH FILE

# C. COPYEDITING



## #2731 EDITING

SUMMARY REVIEW **EDITING** HISTORY REFERENCES


### SUBMISSION

Authors widi yanto   
Title judul  
Section Articles  
Editor widi yanto 

### COPYEDITING

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: 2731-5993-1-CE.PNG 2013-11-28	INITIATE	N/A	COMPLETE	N/A
2. Author Copyedit File:		—	—	
3. Final Copyedit File:		N/A	COMPLETE	N/A

Upload file to  Step 1,  Step 2, or  Step 3  No file selected.

Copyedit Comments  No Comments [COPYEDIT INSTRUCTIONS](#)

### SCHEDULING

Schedule for publication in

### LAYOUT



	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Lavout Version	N/A	N/A	N/A	N/A

1. KLIK INITIATE UNTUK MEMULAI COPYEDITING
2. KLIK COMPLETE PADA COPY EDITING JIKA SUDAH SELESAI
3. UPLOAD FILE HASIL COPY EDITING PADA STEP 1
4. MENGIRIMKAN FILE KE PENULIS
5. JIKA PENULIS SUDAH MENGIRIM ULANG HASIL COPY EDITING MAKA FILAN COPY EDITING DAPAT DILAKUKAN

# C. COPYEDITING


## MELIHAT COPYEDIT DARI PENULIS

### COPYEDITING

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: 2731-5994-2-CE.DOCX 2013-11-28	2013-11-28	N/A	2013-11-28	N/A
2. Author Copyedit File: 2731-5996-1-CE.DOCX 2013-11-28	 2013-11-28	2013-11-28	—	
3. Final Copyedit File:		N/A	COMPLETE	N/A

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

No file selected.

Copyedit Comments  No Comments [COPYEDIT INSTRUCTIONS](#)

# D. SCHEDULING MENERBITKAN ARTIKEL

- PILIH NOMOR TERBITAN/ISSUE
- KLIK RECORD

**SCHEDULING**

Schedule for publication in

**LAYOUT**

Layout Version

File: None (Upload final copy)

Galley Format

Supplementary Files

To Be Assigned

**Record**

Issue	STATUS	ACTION	VIEWS
----- Future Issues -----			
Vol 1, No 1 (2005): Kemas	COMPLETE	ACKNOWLEDGE	
Vol 1, No 2 (2006): Kemas	N/A	N/A	
Vol 2, No 1 (2006): Kemas			
Vol 2, No 2 (2007): Kemas			
Vol 3, No 1 (2007): Kemas			
Vol 3, No 2 (2008): Kemas			
Vol 4, No 1 (2008): Kemas			
Vol 4, No 2 (2009): Kemas	ORDER	ACTION	VIEWS
----- Current Issue -----			
Vol 8, No 2 (2013)			
----- Back Issues -----			
Vol 8, No 1 (2012)	ORDER	ACTION	
Vol 7, No 2 (2012)			
Vol 7, No 1 (2011)			



# E. LAYOUT

## MENGUNGGAH FILE GALLEY

- FILE GALLEY ADALAH YANG DIAKSES OLEH PEMBACA
- KLIK GALLEY PADA BAGIAN UPLOAD FILE TO
- PILIH FILE HASIL LAYOUT (pdf) YANG SUDAH LAYAK TERBIT
- KLIK UPLOAD

### LAYOUT

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
Layout Version	N/A	N/A	N/A	N/A	
File: None (Upload final copyedit version as Layout Version prior to sending request)					
Galley Format	FILE		ORDER	ACTION	VIEWS
		None			
Supplementary Files	FILE		ORDER	ACTION	
		None			
Upload file to	<input type="radio"/> Layout Version,	<input checked="" type="radio"/> Galley,	<input type="radio"/> Supp. files	<input type="button" value="Browse..."/>	z upload.docx <input type="button" value="Upload"/>
Layout Comments	No Comments				

# E. LAYOUT

## MENGUNGGAH FILE GALLEY

### EDIT A LAYOUT GALLEY

#### Galley File Information

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

Language\*  ▼

File name 2731-5997-1-PB.DOCX

Original file name z upload.docx

File type application/vnd.openxmlformats-officedocument.wordprocessingml.document

File size 0B

Date uploaded 2013-11-28

Replace File  No file selected

\* Denotes required field

HASIL UPLOAD FILE GALLEY

### LAYOUT

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
Layout Version	N/A	N/A	N/A	N/A	
File: None (Upload final copyedit version as Layout Version prior to sending request)					
Galley Format	FILE		ORDER	ACTION	VIEWS
1. PDF VIEW PROOF	2731-5998-1-PB.PDF	2013-11-28	↑ ↓	EDIT   DELETE	0
Supplementary Files	FILE		ORDER	ACTION	

None

Upload file to  Layout Version,  Galley,  Supp. files  No file selected.

Layout Comments

# REFERENCE

- OJS <http://pkp.sfu.ca>
- \* Arrijal Nagara Yanottama
- \*\* Widiyanto



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**Universitas Negeri Semarang**  
<http://journal.unnes.ac.id>