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# PENGELOLAAN E-JOURNAL

<http://journal.uny.ac.id>

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# PANDUAN LENGKAP PENGELOLAAN E-JOURNAL

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(<http://journal.uny.ac.id>)

Proses Editorial untuk dapat menampilkan artikel di e journal melalui tahap berikut :

1. Submissions Queue: Artikel mulai diserahkan/dikirimkan ke editor.
2. Submission Review: Artikel menuju peer review dan keputusan editorial.
3. Submission Editing: Artikel menuju copyediting, layout, dan proofreading.
4. Scheduling Queue: Artikel dikirim ke suatu terbitan/issue dan/atau volume.
5. Table of Contents: Artikel diurutkan untuk dipublikasikan dan issue diterbitkan.

## Peran Editorial/ Editorial Roles

- Journal Manager : Mengatur jurnal dan peran staf editorial (juga dapat berfungsi sebagai Editor dan role lainnya ).
- Editor : Mengawasi proses editorial; dapat memberikan masukan untuk **Section Editor** untuk melihat melalui Submission Review dan Submission Editing; melakukan penjadwalan isi jurnal dan penerbitan jurnal.
- Section Editor: Mengawasi Submission Review dan Submission Editing pada submission/artikel yang sedang diajukan.
- Copyeditor: Mengatur tata bahasa dan kejelasan dari submission/artikel, menyampaikan pertanyaan kepada penulis jika kemungkinan terjadi kesalahan, dan memastikan kesesuaian dengan dengan aturan tata tulis yang diberlakukan pada masing0masing jurnal.
- Layout Editor: Mengubah kiriman dari copyeditor ke bentuk HTML, PDF, dan / atau file PS yang disesuaikan dengan formal jurnal masing-masing.
- Proof reader/korektor: Membaca galley/format artikel yang akan dipublikasikan .

## A. JOURNAL MANAGER

**Journal Manajer** mengelola sistem penerbitan secara keseluruhan. termasuk mengisi template dan upload file, enroll/membuat user sebagai editor, Section editor, Copyeditors, Layout editor, proofreader, dan reviewer.

Untuk dapat memulai sebagai journal Manager

1. Log in ke account ejournal Anda
2. Klik 'Journal Manager':



3. Akan terlihat menu sbb :



## PENGATURAN JURNAL

Langkah-langkah untuk mengatur jurnal yang meliputi tampilan, aturan/kebijakan, template dll adalah sbb

1. Masuk ke bagian **Management Pages**.

Klik menu '**Setup**' dan ikuti 5 langkah untuk mulai mengatur jurnal baru Anda:



## LANGKAH 1: DETAILS

### 1.1 Informasi Umum

Form ini memberikan rincian umum tentang jurnal, termasuk nama, singkatan, alamat, ISSN versi cetak atau ISSN online, dan DOI.

**1.1 General Information**

Journal title\*

Journal initials\*

Journal Abbreviation\*

Print ISSN

Online ISSN

DOI Prefix

DOI Suffix  Use the pattern entered below to generate DOI suffixes. Use %j for journal initials, %v for the volume number, %i for the issue number, %a for the OJS article ID, and %p for the page number.  
 Use default pattern (%j.v%i/%i.%a).  
 Use the "Custom Identifier" for published items as the DOI suffix (must be enabled in Step 4).  
 A DOI suffix can take any form, but must be unique for each published item.

Mailing Address

### 1.2 Principal Contact

Berisi informasi kontak penanggungjawab utama jurnal yang dapat dihubungi oleh pembaca jika ada hal yang perlu ditanyakan ataupun dikonfirmasi.

## 1.2 Principal Contact

This position, which can be treated as a principal editorship, managing editorship, or administrative staff position, will be listed on the homepage of the journal under Contact, along with the Technical Support Contact.

Name*	<input type="text" value="Team JK Lemlit UNY"/>
Title	<input type="text" value="Org"/>
Affiliation	<input type="text"/>
Email*	<input type="text" value="lemlit@uny.ac.id"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Mailing Address	<input type="text"/>



## 1.3 Technical Support Contact

Berisi informasi kontak penanggungjawab teknis jurnal yang dapat dihubungi oleh pembaca jika ada hal yang perlu ditanyakan ataupun dikonfirmasi.

### 1.3 Technical Support Contact

This person will be listed on the journal's Contact page for the use of editors, authors, and reviewers, and should have experience working through the system from the perspective of all of its roles. As this journal system requires very little technical support, this should be seen as a part-time assignment. There may be occasions, for example, when authors and reviewers have difficulties with the instructions or file formats, or there's a need to ensure that the journal is regularly backed up on the server.

Name*	<input type="text" value="Lemlit UNY"/>
Email*	<input type="text" value="lemlit@uny.ac.id"/>
Phone	<input type="text" value="(0274) 586168"/>

## 1.4 Email Identification

Signature yang dimasukkan pada bagian ini akan muncul di bagian bawah semua email yang dikirim oleh sistem.

### 1.4 Email Identification

The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end. The body of the prepared emails are available for editing under Journal Management.

Signature	<input http:="" index.php="" jk"="" journal.uny.ac.id="" type="text" value="Jurnal Kependidikan&lt;br/&gt;&lt;a href="/> http://journal.uny.ac.id/index.php/jk"/>
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Any undeliverable emails will result in an error message to this address.

Bounce Address	<input type="text"/>
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**Note:** To activate this option, the site administrator must enable the `allow_envelope_senders` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

## 1.5 Publisher/Penerbit

Tiga form berikut ini (1.5, 1.6, 1.7) akan menambahkan informasi ke **About Journal** yang akan ditampilkan sebagai bagian dari situs web jurnal Anda, di bawah Sponsor Jurnal.

**1.5 Publisher**

The name of the organization publishing the journal will appear in About the Journal.

Note

Lembaga Penelitian Universitas Negeri Yogyakarta  
bekerjasama dengan  
Himpunan Evaluasi Pendidikan Indonesia (HEPI)

This text will appear below the "Publisher" heading and above the publisher name/url under "Journal Sponsorship" on the "About" page.

Institution

LEMBAGA PENELITIAN UNY

URL

http://lemlit.uny.ac.id

## 1.6 Sponsoring Organizations

Diisi dengan instansi/organisasi pendukung, jika ada

**1.6 Sponsoring Organizations**

The name of the organizations (e.g., scholarly associations, university departments, cooperatives, etc.) sponsoring the journal will appear in About the Journal and may be accompanied by a note of acknowledgement.

Note

Institution

URL

Add Sponsoring Organization

Organisasi tambahan bisa ditambahkan dengan mengklik tombol **"Add Sponsoring Organization"**

## 1.7 Sumber Dukungan/Sources of Support

Isi dengan sumber pendukung, jika ada. Sumber tambahan bisa ditambahkan dengan mengklik tombol. **"Add Contributor"**

### 1.7 Sources of Support

Additional agencies or organizations that provide financial or in-kind support for the journal will appear in About the Journal and may be accompanied by a note of acknowledgement.

Note

Contributor

URL

## 1.8 Search Engine Indexing

Isi form ini untuk memudahkan pencarian di web, dengan kata kunci atau tag.

### 1.8 Search Engine Indexing

To assist the users of search engines in discovering this journal, provide a brief description of the journal and relevant keywords (separated by semicolons).

Description

Keywords

Custom tags

Custom HTML header tags to be inserted in the header of every page (e.g., META tags).

## LANGKAH 2: KEBIJAKAN /POLICY

### 2.1 Fokus dan Lingkup Journal

Form berikut ini akan menambahkan informasi tentang Jurnal yang akan ditampilkan sebagai bagian dari situs web jurnal.

Home > User > Journal Management > **Journal Setup**

### Step 2. Journal Policies

1. DETAILS 2. **POLICIES** 3. SUBMISSIONS 4. MANAGEMENT 5. THE LOOK

Form Language    
To enter the information below in additional languages, first select the language.

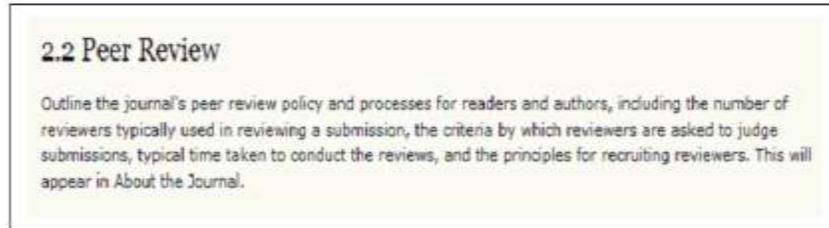
#### 2.1 Focus and Scope of Journal

Enter a statement below, which will appear in About the Journal, that speaks to authors, readers, and librarians about the range of articles and other items which the journal will publish.

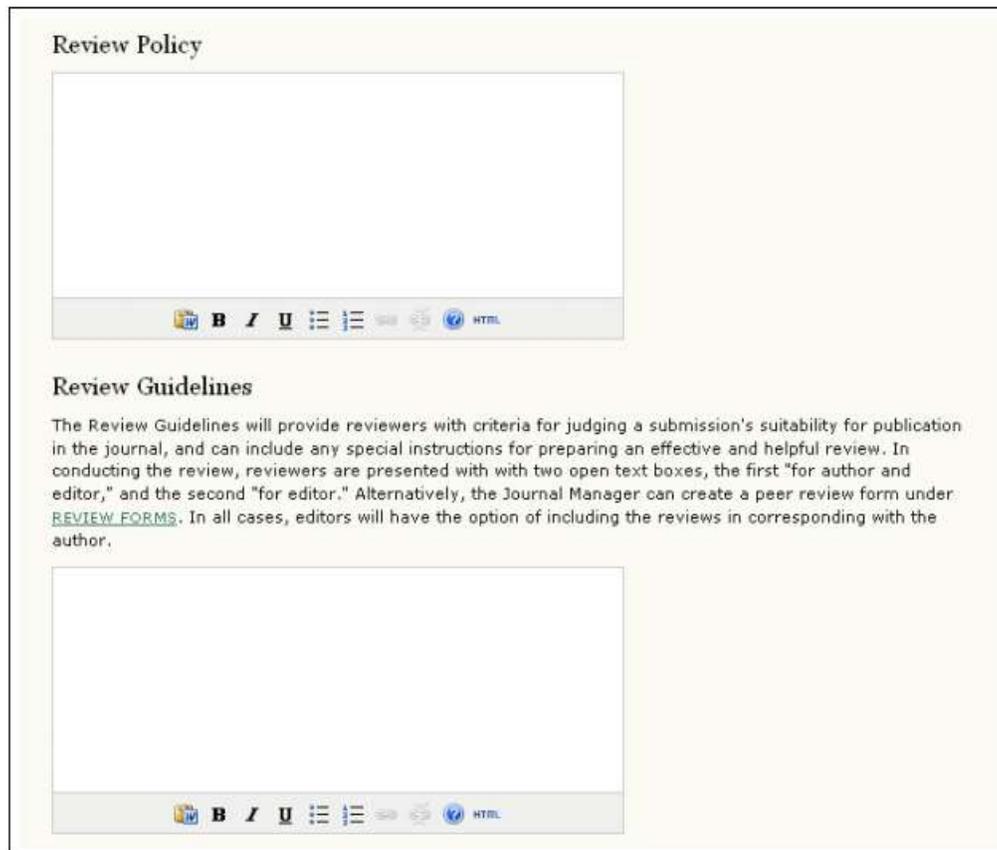
HTML can be used in textarea (for font size, color, etc.), with "returns" treated as <br>; HTML editor works with Firefox browsers.

## 2.2 Peer Review

Kebijakan ini akan muncul pada bagian **Journal About Review**.



Pada **Review policy** dan **Review Guidelines**, Instruksi ini akan muncul sebagai tinjauan pada saat reviewer mereview artikel.



Bagian selanjutnya memungkinkan Anda untuk memilih metode terbaik untuk peer-review. Secara default, dipilih proses standar.

**Review Process**

OJS supports two models for managing the review process. The Standard Review Process is recommended because it steps reviewers through the process, ensures a complete review history for each submission, and takes advantage of automatic reminder notification, and standard recommendations for submissions (Accept; Accept with revisions; Submit for review; Submit elsewhere; Decline; See comments).

Select one of the following:

- Standard Review Process**  
Editors will email selected Reviewers the title and abstract of the submission, as well as an invitation to log into the journal web site to complete the review. Reviewers enter the journal web site to agree to do the review, to download submissions, submit their comments, and select a recommendation.
- Email-Attachment Review Process**  
Editors send Reviewers the request to review with the submission attached to the email. Reviewers email editors their assent (or regrets), as well as the review and recommendation. Editors enter Reviewers' assent (or regrets), as well as the review and recommendation on the submission's Review page, to record the review process.

## Review Option

OJS memungkinkan untuk konfigurasi dari sejumlah pilihan reviewer termasuk berapa lama reviewer harus melengkapi penelaahan.

**Review Options**

**Review Time**  
The typical period of time allowed for reviews:  weeks  
Note: Can be modified during the editorial process.

**Reviewer Reminders**  
Automated email reminders (available in OJS's default Emails) can be sent to reviewers at two points (while the editor can always email the reviewer directly as well):

- If reviewer has not responded to a review request within  days.
- If reviewer has not submitted a recommendation within  days after review's due date.

Note: To activate these options, the site administrator must enable the `scheduled_tasks` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

**Reviewer Ratings**  
 Editors will rate reviewers on a five-point quality scale after each review.

**Reviewer Access**  
 Enable one-click reviewer access.  
Note: The email invitation to reviewers will contain a special URL that takes invited reviewers directly to the Review page for the submission (with access to any other pages requiring them to log in). For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

- Reviewers will have access to the submission file only after agreeing to review it.

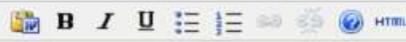
**Blind Review**  
 Provide links to [ENHANCING A BLIND REVIEW](#) on pages where authors and reviewers upload files.

## 2.3 Privacy Statement/Pernyataan Privasi

Pernyataan privasi akan muncul di bagian About the Journal dari situs web jurnal Anda.

**2.3 Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.



## 2.4 Keputusan Editor

Cek pada box untuk menambahkan pengiriman email pada semua co-author untuk mengirimkan hasil keputusan editor, sehingga pengiriman bukan hanya untuk yang melakukan submitting artikel.

### 2.4 Editor Decision

When using the Notify Author email, include the email addresses of all co-authors for multiple-author submissions, and not just the submitting user.

## 2.5 Tambahkan Item yang Terlihat di "About the Journal"

Jika Anda ingin menambahkan informasi lebih lanjut ke Bagian "About the Journal" , bagian ini memungkinkan Anda untuk memasukkan konten.

### 2.5 Add Item to Appear in "About the Journal"

Title

Content



## 2.6 Pengarsipan

LOCKSS merupakan solusi open source untuk pengarsipan jurnal online. Untuk menjamin pelestarian jurnal Anda, ikuti langkah-langkah diuraikan dalam bagian ini. OJS bahkan akan menghasilkan email pesan untuk dikirim ke perpustakaan yang berpartisipasi.

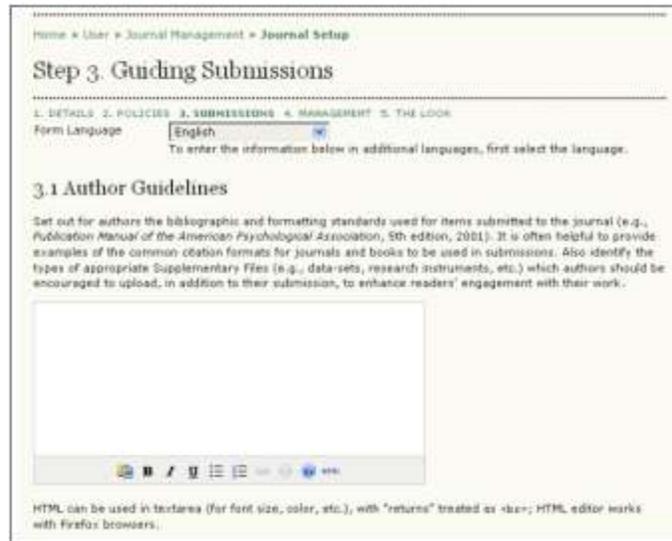
## 2.7 Database Potensi Reviewer

Anda dapat menambahkan link ke database Reviewer yang relevan.

## LANGKAH 3: SUBMISSIONS

### 3.1 Panduan Penulis

Pedoman ini akan muncul pada halaman Tentang Jurnal.



Home » User » Journal Management » Journal Setup

### Step 3. Guiding Submissions

1. DETAILS 2. POLICIES 3. SUBMISSIONS & MANAGEMENT 3. THE LOOK

Form Language: English

To enter the information below in additional languages, first select the language.

#### 3.1 Author Guidelines

Set out for authors the bibliographic and formatting standards used for items submitted to the journal (e.g., Publication Manual of the American Psychological Association, 5th edition, 2001). It is often helpful to provide examples of the common citation formats for journals and books to be used in submissions. Also identify the types of appropriate Supplementary Files (e.g., data-sets, research instruments, etc.) which authors should be encouraged to upload, in addition to their submission, to enhance readers' engagement with their work.

HTML can be used in textareas (for font size, color, etc.), with "returns" treated as <br>; HTML editor marks with Firefox browsers.

Daftar untuk memeriksa Persiapan Submission/artikel yang dikirim ke jurnal Anda, penulis akan diminta untuk memastikan kondisi tertentu yang harus terpenuhi untuk dapat diterima dalam jurnal, dengan memeriksa dari checklistnya. Artikel tidak akan diterima sampai mereka memenuhi semua kondisi yang ada dalam checklist. Misalnya tipe file, banyak halaman, kesesuaian dengan template dll



### Submission Preparation Checklist

On making a submission to the journal, authors are first asked to check each item on the Submission Preparation Checklist as completed, before proceeding. The checklist also appears in the Author Guidelines, under About the Journal. The list can be edited below, but all items on the list will require a checkmark before authors can proceed with their submission.

Order

- The submission has not been previously published, nor is it before another journal.
- The submission file is in Microsoft Word, RTF, or WordPerfect 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...
- The text adheres to the stylistic and bibliographic requirements outlined in the...
- If submitting to a peer-reviewed section of the journal, the instructions in Enclosure A...

### 3.2 Copyright Notice

Pemberitahuan hak cipta akan muncul pada halaman About The Journal.

### 3.3 Competing Interest

Hal ini memungkinkan untuk pilihan dimana penulis/author dan/atau reviewer harus melengkapi pernyataan *competing interest*/minat yang dilampirkan pada pengiriman artikel atau hasil reviewer

## LANGKAH 4: PENGELOLAAN JURNAL

### 4.1 Access and Security Settings

Tampilan di bawah ini merupakan halaman untuk menentukan user mendaftarkan dirinya sebagai Readers, Authors, atau Reviewers.

**Step 4. Managing the Journal**

1. DETAILS 2. POLICIES 3. SUBMISSIONS 4. MANAGEMENT 5. THE LOOK

#### 4.1 Access and Security Settings

##### Access to Journal Content

The journal will provide open access to its contents.

##### Open Access Policy

If the journal will provide readers with immediate free access to all published content, enter an Open Access Policy which will appear in About the Journal under Policies.

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

The journal will require subscriptions to access some or all of its contents.

This requires the assignment of a Subscription Manager who has access to the subscription module, which includes additional open access, self-archiving, and email notification options.

Always show galley links and indicate restricted access.

OJS will not be used to publish the journal's contents online.

OJS provides a number of security-related options that can be used to restrict the journal's contents, and maintain additional information about submissions for auditing purposes.

##### Additional Site and Article Access Restrictions

Users must be registered and log in to view the journal site.

Users must be registered and log in to view open access content.

##### User Registration

Users can register themselves with the journal in one or more of the following roles:

- Readers (will receive notifications and be counted as equivalent to a subscriber)
- Authors (can submit materials to the journal)
- Reviewers (available for reviewing submissions)

Journal Manager registers all users, with Editors or Section Editors able to register Reviewers alone.

##### Logging and Auditing

Maintain a log of all actions taken with a submission on its History page.

Maintain a log of all emails sent in relation to a submission on its History page.

## 4.2 Publication Scheduling

Tampilan ini berfungsi untuk mengatur tampilan jurnal, berdasarkan Volume, Number, Year, atau Title.

### 4.2 Publication Scheduling

#### Publication Schedule

Journal items can be published collectively, as part of an issue with its own Table of Contents. Alternatively, individual items can be published as soon as they are ready, by adding them to the "current" volume's Table of Contents. Provide readers, in About the Journal, with a statement about the system the journal will use and its expected frequency of publication.

**Format**

The journal will use the following elements to identify issues (which can be overridden for individual issues):

- Volume
- Number
- Year
- Title

**Starting Point and Frequency**

Set the initial issue/volume numbers and year for the first publication of the journal, as well as intended frequency for issue/volumes.

Number:

Volume:

Year:

Issues per volume:

Volumes per year:

Note: Leave items blank if not used with this journal, and editors can re-set numbers in the publishing process.

## 4.3 Identification of Journal Content

Halaman seperti di bawah ini adalah untuk menentukan Kode penomoran jurnal yang akan dipublikasikan.

### 4.3 Identification of Journal Content

#### Unique Identifier

Articles and issues can be tagged with an identification number or string, employing a registration system such as the Digital Object Identifier System (DOI).

- Custom identifiers will be used to identify issues.
- Custom identifiers will be used to identify published items.
- Custom identifiers will be used to identify galley's (e.g. HTML or PDF files) for published items.
- Custom identifiers will be used to identify supplemental article files.

**Page Number Option**

- Page numbers for items will be calculated and entered manually in the Table of Contents (e.g., pp. 13-26).

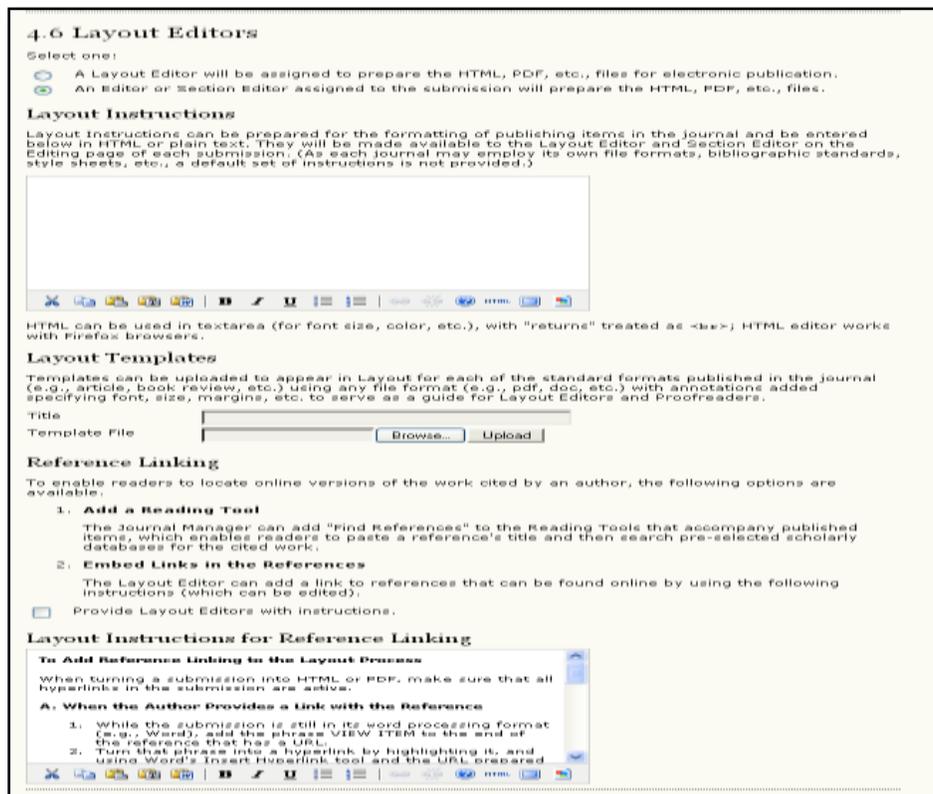
## 4.5 Copyeditors

Tampilan berikut adalah untuk menentukan copyediting ditangani oleh copyeditor atau Section Editor



## 4.6 Layout Editors

Halaman ini untuk menentukan layout editor ditangani oleh editor, layout editor atau Section editor.



## 4.7 Proofreaders

Tampilan ini adalah untuk menentukan pemeriksaan ejaan; dilakukan oleh Proofreaders, Editor atau Section Editor.



**4.7 Proofreaders**

Select one:

- 4 Proofreader will be assigned to check (along with the authors) the galleys prior to publication.
- An Editor or Section Editor assigned to the submission will check the galleys.

**Proofing Instructions**

The Proofreading Instructions will be made available to Proofreaders, Authors, Layout Editors, and Section Editors in the Submission Editing stage. Below is a default set of instructions in HTML, which can be edited or replaced by the Journal Manager at any point (in HTML or plain text).

2. CHARGE...  
Malinovsky  
TO...  
Malinowski

**For Formatting Errors**

Describe the location and nature of the problem in the Proofreading Corrections box after typing in the title "FORMATTING" as follows...

HTML can be used in textarea (for font size, color, etc.), with "returns" treated as <br>; HTML editor works with Firefox browsers.

\* Denotes required field

## LANGKAH 5. SETTING TAMPILAN

### 5.1 . Mengisikan judul/nama dari jurnal.

Isi judul Jurnal dan masukkan logo jurnal



**Step 5. Customizing the Look**

1. DETAILS 2. POLICIES 3. SUBMISSIONS 4. MANAGEMENT 5. THE LOOK

**5.1 Journal Homepage Header**

A graphic version of the journal's title and logo (as a .gif, .jpg, or .png file) can be uploaded for the homepage, which will replace the text version that otherwise appears.

**Journal title**

Title text

Title image

**Journal Logo**

Logo image

Nama Jurnal bisa diisikan dengan menggunakan text(ditulis langsung) atau dengan meupload gambar/banner dari jurnal. Pilih salah satu. Jurnal logo diisikan dengan mengupload logo dari jurnal. Caraya dengan meng-klik Browse-> pilih file yang akan diupload, lalu tekan tombol *Upload* .

## 5.2 Isi Jurnal Homepage



**5.2 Journal Homepage Content**

By default, the homepage consists of navigation links. Additional homepage content can be appended using one or all of the following options, which will appear in the order shown. Note that the current always accessible through the Current link in the navigation bar.

**Journal Description**

Add a brief 20-25 word description in text/HTML which will appear just below the navigation links.

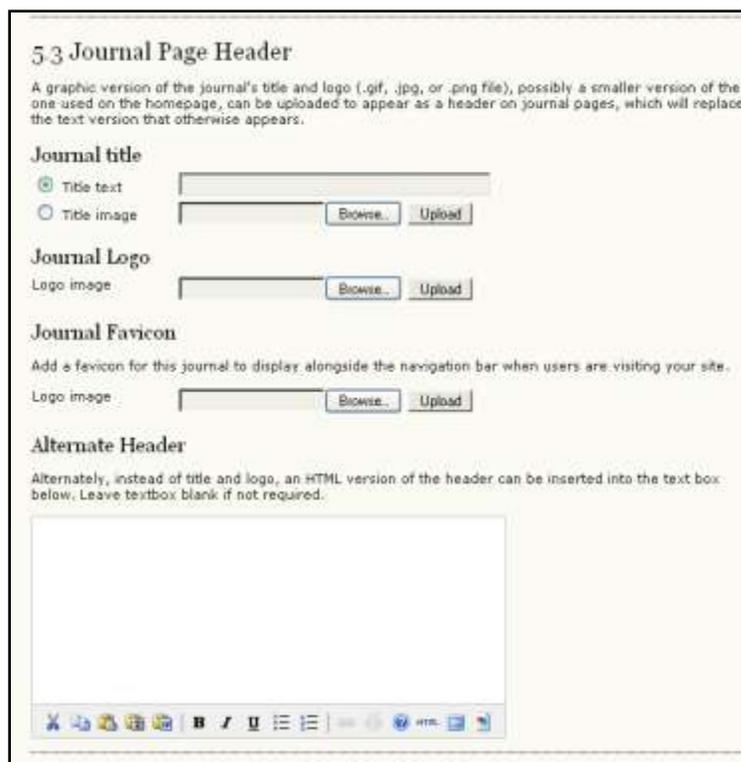
[Empty text area]

[Rich text editor toolbar]

Pada langkah ini keterangan singkat dari jurnal, dimasukkan kedalam kolom yang telah disediakan.

Lalu di bawahnya ada *Homepage Image*. Form ini digunakan untuk mengupload cover dari jurnal, yang akan ditampilkan seperti yang ada pada halaman depan.

## 5.3 Journal Page Header



**5.3 Journal Page Header**

A graphic version of the journal's title and logo (.gif, .jpg, or .png file), possibly a smaller version of the one used on the homepage, can be uploaded to appear as a header on journal pages, which will replace the text version that otherwise appears.

**Journal title**

Title text [Text input field]

Title image [Text input field] [Browse...] [Upload]

**Journal Logo**

Logo image: [Text input field] [Browse...] [Upload]

**Journal Favicon**

Add a favicon for this journal to display alongside the navigation bar when users are visiting your site.

Logo image: [Text input field] [Browse...] [Upload]

**Alternate Header**

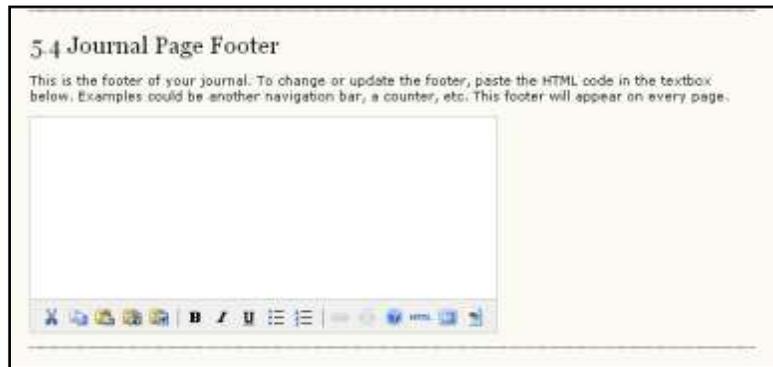
Alternately, instead of title and logo, an HTML version of the header can be inserted into the text box below. Leave textbox blank if not required.

[Empty text area]

[Rich text editor toolbar]

**Header jurnal** seperti pada gambar diatas untuk memberikan label nama jurnal pada halaman jurnal. Selain menggunakan judul yang dituliskan, bisa juga diganti menggunakan banner. Yang bertuliskan/berlogo jurnal. Caranya dengan meng-klik tombol *Browse* lalu klik *Upload*.

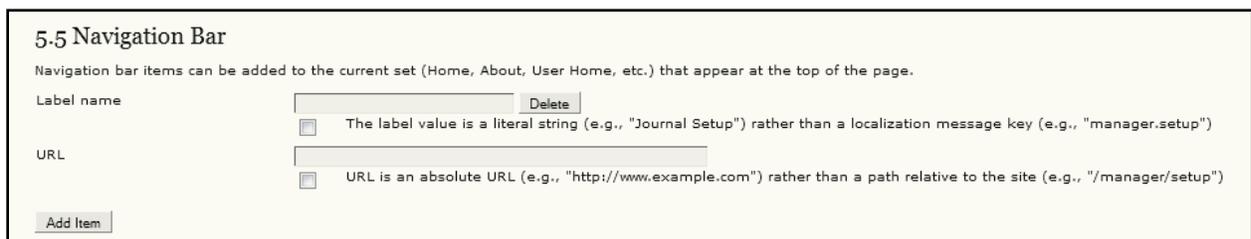
## 5.4 Journal Page Header



Footer jurnal dituliskan catatan tentang jurnal. Yang nantinya akan ditampilkan pada bagian bawah disetiap halaman jurnal. Ini biasanya fungsinya sama dengan catatan kaki.

## 5.5 Navigation Bar

Menu navigation bar ini digunakan untuk menambahkan menu navigasi pada tampilan jurnal di web.



## 5.6 Journal Layout

Pilih theme yang tersedia untuk mengatur tampilan jurnal



## 5.7 Informasi

Berisikan informasi yang ditujukan untuk pembaca, Penulis, Pustakawan

### 5.7 Information

Brief descriptions of the journal for librarians and prospective authors and readers are available in the "Information" section of the sidebar.

#### For Readers

We encourage readers to sign up for the publishing notification service for this journal. Use the [Register](#) link at the top of the homepage for the journal. This registration will result in the reader receiving the Table of Contents by email for each new issue of the journal. This list also allows the journal to claim a certain level of support or readership. See the journal's [Privacy Statement](#) which assures readers that their name and email address will not be used for other purposes.

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#### For Authors

Interested in submitting to this journal? We recommend that you review the [About the Journal](#) page for the journal's section policies, as well as the [Author Guidelines](#). Authors need to [register](#) with the journal prior to submitting, or if already registered can simply [log in](#) and begin the 5 step process.

---

#### For Librarians

We encourage research librarians to list this journal among their library's electronic journal holdings. As well, it may be worth noting that this journal's open source publishing system is suitable for libraries to host for their faculty members to use with journals they are involved in editing (see [Open Journal Systems](#)).

## 5.8 . List

Memasukkan jumlah item/artikel pada setiap halaman.

### 5.8 Lists

Enter the maximum number of items (for example, submissions, users, or editing assignments) that appear on each page of a list, and the number of pages links to display on each page.

Items per page

Page links

---

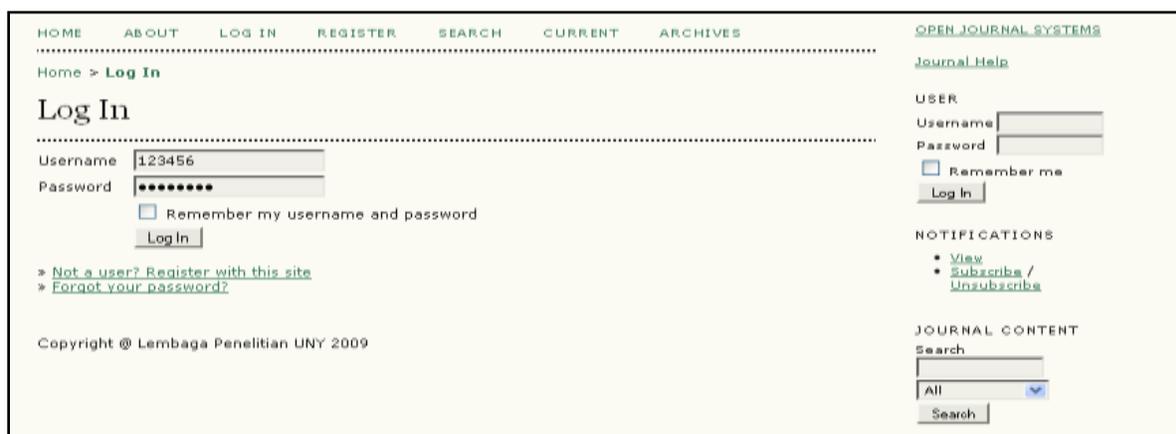
\* Denotes required field

## B. AUTHOR

Tahap ini berfungsi sebagai langkah untuk *data entry* artikel jurnal yang akan di upload di <http://journal.uny.ac.id>. Tahap ini meliputi beberapa langkah. Berikut ini adalah uraian dari setiap langkah yang harus ditempuh.

Buka web address <http://journal.uny.ac.id/>, kemudian *klik* (pilih) pada salah satu jurnal yang akan dikirim artikel

Ketikkan user name dan password anda sebagai author, kemudian tekan Enter atau *klik* Log In.



The screenshot shows the 'Log In' page of the journal website. At the top, there is a navigation menu with links: HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES. Below the menu, the page title is 'Log In'. There are two input fields: 'Username' with the value '123456' and 'Password' with masked characters. A 'Remember my username and password' checkbox is present. A 'Log In' button is located below the password field. To the right, there are sections for 'Journal Help', 'USER' (with fields for Username and Password, and a 'Remember me' checkbox), 'NOTIFICATIONS' (with links for View, Subscribe/Unsubscribe), and 'JOURNAL CONTENT' (with a search box and a dropdown menu set to 'All').

Kemudian *klik* pada “New Submission” atau pada “Start a new submission” *klik* pada “CLICK HERE”



The screenshot shows the 'User Home' page of the journal website. At the top, there is a navigation menu with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES. Below the menu, the page title is 'User Home'. The main content area is titled 'Jurnal Kependidikan (Penerbit : Lembaga Penelitian UNY)'. It contains several links: 'Journal Manager', 'Subscription Manager', 'Editor' (with a count of 16 Unassigned), 'Section Editor', 'Author' (with a 'New Submission' link), and 'Reviewer'. There are also links for '[Create Issue]' and '[Notify Users]'. Below this, there is a 'My Account' section with links for 'Show My Journals', 'Edit My Profile', 'Change My Password', and 'Log Out'. On the right side, there are sections for 'OPEN JOURNAL SYSTEMS', 'Journal Help', 'USER' (showing the user is logged in as 123456 with links for My Journals, My Profile, and Log Out), 'NOTIFICATIONS' (with links for View and Manage), 'JOURNAL CONTENT' (with a search box and a dropdown menu set to 'All'), and 'Browse' (with links for By Issue, By Author, By Title, and Other Journals). At the bottom right, there is a 'FONT SIZE' option.

## Step 1. Starting the Submission.

The screenshot shows the 'New Submission' page. At the top, there is a navigation menu with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES. Below the menu is a breadcrumb trail: Home > User > Author > Submissions > New Submission. The main heading is 'Step 1. Starting the Submission'. Below this, there is a progress indicator with five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. Step 2 is highlighted. A note says: 'Encountering difficulties? Contact Lemlit\_UNY for assistance ((0274) 586168)'. The 'Submission Checklist' section contains six items, each with a checkbox and a description. Below the checklist is a 'Copyright Notice' in Indonesian, a 'Journal's Privacy Statement', and a 'Comments for the Editor' section with a text area and a rich text editor toolbar. At the bottom, there are 'Save and continue' and 'Cancel' buttons. On the right side, there is a sidebar with links for 'OPEN JOURNAL SYSTEMS', 'Journal Help', 'USER' (logged in as 123456), 'NOTIFICATIONS', 'JOURNAL CONTENT' (search), 'FONT SIZE', and 'INFORMATION'.

Pada Submission Checklist *klik* pada keseluruhan enam kotak yang tersedia (akan muncul tanda checkmark ✓), kemudian *klik* pada “Save and continue” di bagian bawah.

## Step 2. Uploading the Submission

Pada “Submission File”, *klik* pada “Browse” untuk mengambil file yang akan dimasukkan, kemudian *klik* “Upload”, dan *klik* “Save and continue”

The screenshot shows the 'New Submission' page for Step 2: Uploading the Submission. The navigation menu and breadcrumb trail are the same as in Step 1. The main heading is 'Step 2. Uploading the Submission'. Below this, there is a progress indicator with five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. Step 2 is highlighted. A note says: 'Encountering difficulties? Contact Lemlit\_UNY for assistance ((0274) 586168)'. The 'Submission File' section contains the text 'No submission file uploaded.' Below this, there is a text input field for the file name, followed by 'Browse...' and 'Upload' buttons. At the bottom, there are 'Save and continue' and 'Cancel' buttons. On the right side, the sidebar is the same as in Step 1.

### Step 3. Entering the Submission's Metadata.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > New Submission

## Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

### Authors

First name\*

Middle name

Last name\*

Email\*

URL

Affiliation

Country

Bio statement (E.g., department and rank)

### Title and Abstract

Title\*

Abstract\*

### Indexing

Language   
English=en; French=fr; Spanish=es. [Additional codes.](#)

### Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

\* Denotes required field

Pada tahap ini, anda harus mengisi tampilan "Author" dan "Title and Abstract" (Data Penulis):

#### Author

- First name (ketikkan nama depan)
- Middle name (ketikkan nama tengah)
- Last name (ketikkan nama belakang)

(Apabila nama Penulis hanya terdiri dari satu kata, maka nama tersebut dapat diketikkan di dalam ketiga kolom (First name, Middle name, Last name))

- Title and Abstract
- Title (ketikkan judul Jurnal)
- Abstract (ketikkan atau *copy-paste* isi dari abstrak Jurnal)
- Kemudian klik “Save and continue” pada bagian bawah

#### Step 4. Uploading Supplementary Files

Pada tahap ini, *klik* pada Browse untuk mengambil file yang berisi Jurnal terkait, kemudian *klik* Upload.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > **New Submission**

### Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file

Kemudian anda akan melihat tampilan Step 4a. Add a Supplementary File

Pada tahap ini anda harus mengisi sebagai berikut:

- Title (ketikkan judul Jurnal)
- Creator or owner of file (ketikkan nama Penulis Jurnal)
- Keywords (ketikkan kata-kata kunci dari Jurnal, yang terdapat pada bagian Abstract dari Jurnal)
- Dan seterusnya, kemudian *klik* “Save and Continue”

Pada tampilan berikutnya, anda dapat langsung *klik* pada “Save and continue”.

## Step 5. Confirming the Submission

HOME   ABOUT   USER HOME   SEARCH   CURRENT   ARCHIVES

---

Home > User > Author > Submissions > **New Submission**

### Step 5. Confirming the Submission

---

1. START   2. UPLOAD SUBMISSION   3. ENTER METADATA   4. UPLOAD SUPPLEMENTARY FILES   **5. CONFIRMATION**

To submit your manuscript to Jurnal Kependidikan (Penerbit : Lembaga Penelitian UNY) click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Jurnal Kependidikan (Penerbit : Lembaga Penelitian UNY).

#### File Summary

---

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
279	<a href="#">FUNDAMENTALS_OF ELECTRONICS.PDF</a>	Submission File	562KB	02-15

---

Pada tampilan di dalam tahap ini, anda dapat melihat file yang berisi Jurnal (nantinya hanya akan ditampilkan sebagian dari Jurnal) dan file yang merupakan lampiran berisi Jurnal utuh. Setelah file yang diupload sudah sesuai, kemudian *klik* "Finish Submission"

## C. EDITOR

### Create Issues (Pembuatan Album)

Tahap ini merupakan kelanjutan dari tahap “AUTHOR”, setelah semua jurnal yang akan di *upload* telah selesai melalui proses *data entry*. Tahap ini meliputi beberapa langkah. Berikut ini adalah uraian dari setiap langkah yang harus ditempuh di dalam proses “EDITOR”.

#### 1. Create Issue

Semua jurnal yang telah selesai di entry, tidak secara otomatis dapat muncul atau tampil di window URL <http://journal.uny.ac.id> . Agar dapat ditampilkan, maka harus dibuatkan albumnya terlebih dahulu. Pembuatan album ini disebut dengan tahap “Create Issue”.

Lakukan login dengan menyetikkan *user* dan *password*. Anda akan melihat tampilan seperti berikut ini:



Kemudian anda *klik* pada “Create Issue”, akan muncul tampilan seperti ini:

### a. Create Issue

Pada form “Create Issue”, jika sebelumnya sudah pernah membuat album, maka dipilih yang “Future Issue”.

### b. Identification

Ketikkan pada setiap form yang tersedia dengan data yang sesuai. Untuk bagian “Issue identification” isikan tanda checkmark (✓) pada 4 (empat) kotak yang tersedia.

### c. Cover

Form ini tidak perlu diubah deskripsinya jika hanya akan menambahkan jurnal. Tetapi jika memang diperlukan untuk upload cover yang baru atau berbeda, maka langkah yang anda lakukan adalah:

1. Isikan tanda checkmark (✓) pada kotak yang tersedia
2. Di bagian “Cover image”, klik **Browse** untuk meng-*upload* file yang berisikan cover jurnal terkait (sesuai keterangan yang ada, file yang berisi cover bisa dalam format *-gif*, *-jpg*, atau *-png*).
3. Klik **Save**, untuk menyimpan data-data yang telah diisikan.

## 2. Future Issues

Berikut ini adalah contoh tampilan “Future Issues” setelah melalui proses penyimpanan (setelah di-*klik Save*, seperti pada poin c.3 di atas).

## Future Issues

---

CREATE ISSUE   **FUTURE ISSUES**   BACK ISSUES

---

ISSUE	ITEMS	ACTION
<a href="#">VOL 1: TAHUN XXXIX NOMOR 2, NOVEMBER 2009</a>	0	<a href="#">DELETE</a>
<a href="#">VOL 1, NO 4 (2009): EDISI MARET 2010</a>	0	<a href="#">DELETE</a>

1 - 2 of 2 Items

Copyright @ Lembaga Penelitian UNY 2009

Kemudian Anda akan melihat hasil tampilannya seperti di bawah ini:

Vol 1, No 4 (2009): Edisi Maret 2010

## Vol 1, No 4 (2009): Edisi Maret 2010

---

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.*

---

Setelah dipastikan telah sesuai dengan data yang diinput, *klik **Save***.

### 3. Back Issues

Selanjutnya anda akan melihat tampilan seperti di bawah ini:

## Vol 1, No 4 (2009): Edisi Maret 2010

---

CREATE ISSUE   FUTURE ISSUES   **BACK ISSUES**

Issue:

---

**TABLE OF CONTENTS**   ISSUE DATA

### Table of Contents

*No items are currently scheduled for this issue.*

---

Jika telah dipastikan telah sesuai dengan data yang diinputkan, klik **Save**

## Proses Menampilkan Jurnal

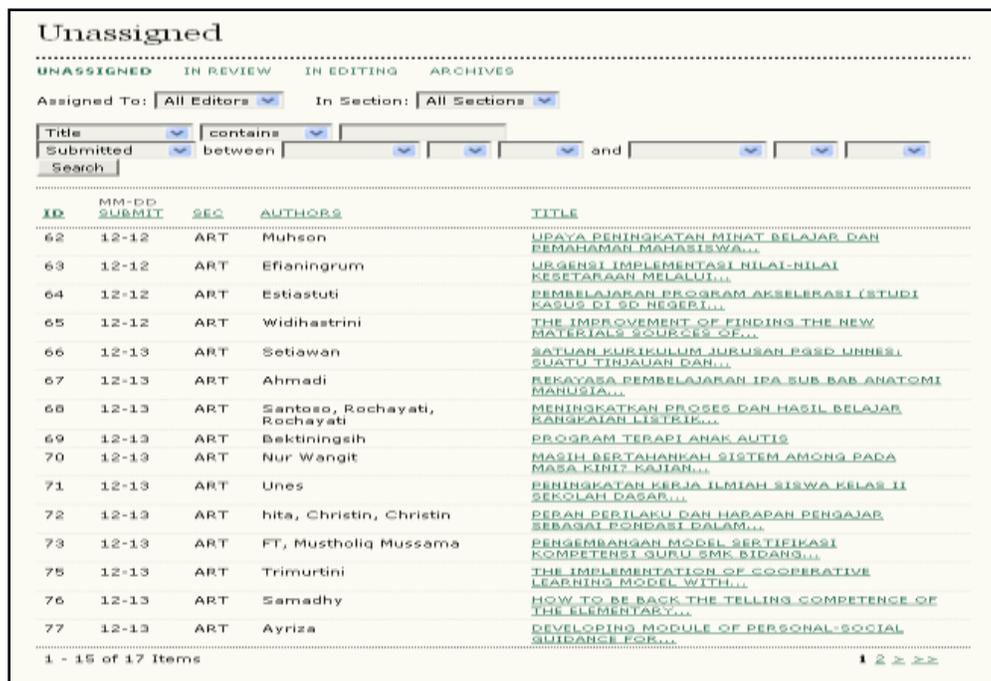
Tahap ini berfungsi untuk mem-*publish* jurnal-jurnal yang akan di-*upload* setelah kita selesai membuat album untuk wadahnya di tahap sebelumnya (“Create Issue”).

Setelah anda melakukan login dengan mengetikkan *user* dan *password*, anda akan melihat tampilan seperti di bawah ini:



The screenshot shows the user home page of the Journal Universitas Negeri Yogyakarta. The page has a green header with the journal name. Below the header, there are navigation links (HOME, ABOUT, USER HOME, SEARCH) and a search bar. The main content area is titled "User Home" and contains several sections: "My Journals" with links for Journal Manager, Subscription Manager, Editor, Section Editor, Author, and Reviewer; "My Account" with links for Edit My Profile, Change My Password, and Log Out; and "Journal Content" with a search bar and font size options. The "Editor" section shows "18 Unassigned" items, "0 In Review", and "0 In Editing".

Kemudian anda *klik* pada bagian “Unassigned”, maka akan muncul tampilan seperti di bawah ini:



The screenshot shows the "Unassigned" journal content page. It features a navigation bar with tabs for UNASSIGNED, IN REVIEW, IN EDITING, and ARCHIVES. Below the navigation bar, there are filters for "Assigned To" (All Editors) and "In Section" (All Sections). A search bar is also present. The main content is a table with columns for ID, MM-DD-SUBMIT, SEC, AUTHORS, and TITLE. The table lists 17 items, each with a unique ID, submission date, section, author(s), and title. The titles are truncated with ellipses. At the bottom of the page, it shows "1 - 15 of 17 Items" and a pagination control.

ID	MM-DD-SUBMIT	SEC	AUTHORS	TITLE
62	12-12	ART	Muhson	UPAYA PENINGKATAN MINAT BELAJAR DAN PEMAHAMAN MAHASISWA...
63	12-12	ART	Efianingrum	URGENSI IMPLEMENTASI NILAI-NILAI KESETARAAN MELALUI...
64	12-12	ART	Estiastuti	PEMBELAJARAN BERORAM AKSELERASI (STUDI KASUS DI SD NEGERI...
65	12-12	ART	Widihastrini	THE IMPROVEMENT OF FINDING THE NEW MATERIALS SOURCES OF...
66	12-13	ART	Setiawan	SATUAN KURIKULUM JURUSAN PGSD UNNES: SUATU TINJAUAN DAN...
67	12-13	ART	Ahmadi	REKAYASA PEMBELAJARAN IPA SUB BAB ANATOMI MANUSIA...
68	12-13	ART	Santoso, Rochayati, Rochayati	MENINGKATKAN PROSES DAN HASIL BELAJAR BERKAITAN LISTRIK...
69	12-13	ART	Bektiningsih	PROGRAM TERAPI ANAK AUTIS
70	12-13	ART	Nur Wangit	MASIH BERTAHANKAH SISTEM AMONG PADA MASA KINI? KAJIAN...
71	12-13	ART	Unes	PENINGKATAN PERJAJA ILMIAH SISWA KELAS II SEKOLAH DASAR...
72	12-13	ART	hita, Christin, Christin	PERAN PERILAKU DAN HARAPAN PENGAJAR SEBAGAI PONDASI DALAM...
73	12-13	ART	FT, Mustholiq Mussama	PENGEMBANGAN MODEL SERTIFIKASI KOMPETENSI GURU SMK BIDANG...
75	12-13	ART	Trimurtini	THE IMPLEMENTATION OF COOPERATIVE LEARNING MODEL WITH...
76	12-13	ART	Samadhy	HOW TO BE BACK THE TELLING COMPETENCE OF THE ELEMENTARY...
77	12-13	ART	Ayriza	DEVELOPING MODULE OF PERSONAL-SOCIAL GUIDANCE FOR...

## 1. List File

Tampilan di atas disebut dengan “List File”, yaitu tampilan yang berisikan daftar jurnal-jurnal yang tersimpan di dalam suatu folder. Folder tersebut adalah yang kemudian di-*Browse* dan di-*Upload* melalui tahap “AUTHOR”.

Kemudian, *klik* pada salah satu judul Jurnal pada “List File” di atas, maka Anda akan melihat contoh tampilan seperti berikut ini:

## 2. Summary

### #07 Summary

SUMMARY REVIEW EDITING HISTORY

#### Submission

Authors	Sangkuriang Jawa
Title	Fundamentals of Electronics
Original file	07-2783-3-EM.pdf 2010-02-15
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Mr. angkai-6 oke
Date submitted	2010-02-15
Section	Articles <a href="#">Change to</a> <a href="#">Articles</a> <a href="#">Record</a>

---

#### Editors

REVIEW EDITING REQUEST ACTION

None assigned

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

---

#### Status

Status	Awaiting assignment	<a href="#">REJECT AND ARCHIVE SUBMISSION</a>
Initiated	2010-02-15	
Last modified	2010-02-15	

---

#### Submission Metadata

[EDIT METADATA](#)

##### Authors

Name	Sangkuriang Jawa
Affiliation	—
Country	Indonesia
Bio statement	Universitas Negeri Yogyakarta
Principal contact for editorial correspondence	

---

##### Title and Abstract

Title	Fundamentals of Electronics
Abstract	<p>Introduction Electric currents flow along wires to transmit energy for domestic and industrial purposes. To understand many electrical phenomena, it is only necessary to learn a few simple rules of circuit analysis and these will be the underlying theme of this guide. This pre-course material establishes the basic definitions of electric charge, currents, voltage or electric potential energy. Secondly, it discusses the behaviour of currents in circuits and introduces some important circuit components. Ultimately, all of these processes can be understood in terms of the simple model of the atom dating from 1910, Figure 1. This is an example of a Carbon atom with six “orbiting” electrons each with a negative charge, <math>-e</math>; six protons each with a positive charge of <math>+e</math> and six neutrons with zero charge. Here <math>e</math> is the smallest currently measurable amount of charge, equal to <math>1.6 \times 10^{-19}</math> coulombs. The net overall charge of the atom is zero. However, if any atom captures an extra electron its net charge becomes <math>-e</math> and is said to be negatively charged. Similarly, if a neutral atom loses an electron, its net charge becomes <math>+e</math> and is said to be positively charged.</p>

---

##### Indexing

Language	en
----------	----

---

##### Supporting Agencies

Agencies	—
----------	---

Bagian ini menunjukkan nama file dari jurnal yang telah dipilih pada tampilan “List File” di atas.

Pada “Submission” setelah dipastikan file jurnalnya sesuai, *klik Record*.

Kemudian pada “Editors”, *klik* pada “ADD SECTION EDITOR”, selanjutnya akan terlihat tampilan seperti di bawah ini:

### 3. Section Editors

## Section Editors

---

### Select Section 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
<a href="#">MR TIO OKE</a>	—	0	9	<a href="#">ASSIGN</a>
<a href="#">- PITADJENG</a>	—	0	1	<a href="#">ASSIGN</a>

1 - 2 of 2 Items

Klik pada “ASSIGN” untuk nama-nama yang telah disepakati sebagai Section Editor, berfungsi untuk mengirimkan email pemberitahuan kepada Section editor yang dipilih, yang memberitahukan bahwa section editor dipilih untuk artikel yang bersesuaian.

Setelah itu anda akan melihat tampilan seperti di bawah ini :

### Send Email

To:

CC:

BCC:

Send a copy of this message to my address (webmuraahbagus@yahoo.co.id)

From: "oke Sugeng Sutarto" <webmuraahbagus@yahoo.co.id>

Subject: [JK] Editorial Assignment

Body: 

- Pitadjeng:

The submission, "SEKAYASA PEMBELAJARAN IPA SUB BAB ANATOMI MANGSIA (ANTROPOLOGI) BERBASIS MULTIMEDIA," to Jurnal Keperawatan (Penerbit : Lembaga Penelitian UNM) has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: <http://journal.uny.ac.id/index.php/jk/editorial/submissionReview/67>  
Username: mtuik

Thank you,  
oke Sugeng Sutarto  
webmuraahbagus@yahoo.co.id

### 4. Editors

## Editors

---

### 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
<a href="#">TUTIK M</a>	—	26	3	<a href="#">ASSIGN</a>
<a href="#">- PITADJENG</a>	—	0	1	<a href="#">ASSIGN</a>
<a href="#">OKE SUGENG SUTARTO</a>	—	1	10	<a href="#">ASSIGN</a>

1 - 3 of 3 Items

Pada tampilan di atas Anda *klik* pada “ASSIGN”, berfungsi untuk mengirimkan email pemberitahuan kepada editor yang dipilih, yang memberitahukan bahwa editor dipilih untuk artikel yang bersesuaian

Setelah itu Anda akan melihat tampilan seperti di bawah ini:



Pada tampilan ini, Anda dapat langsung *klik* pada **Skip Email**.

Selanjutnya Anda akan melihat hasil tampilannya seperti berikut ini:

Editors		REVIEW	EDITING	REQUEST	ACTION
Editor	tutik m	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-02-24	<a href="#">DELETE</a>

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

## 5. Review



Pada “Submission”, *klik* “Browse” untuk meng-Upload file yang berisi jurnal terkait. Kemudian *klik* pada “Upload”. Tahap ini berfungsi untuk membaca ulang jurnal terkait apabila diperlukan

adanya proses edit. Setelah proses edit selesai, file-nya disimpan. Kemudian, pada “Editor Decision”, *klik* pada “Browse” untuk mengambil file yang telah diedit, kemudian *klik* “Upload”.

## 6. Select Reviewers

Pada “Peer Review”, *klik* “Select Reviewer” untuk memilih reviewer pada artikel yang bersesuaian

The screenshot shows a web interface titled "Reviewers". Under the heading "Select Reviewer", there is a search bar with "Reviewing interests" and "contains" dropdown menus, and a "Search" button. Below the search bar is a navigation menu with letters A-Z and "All". There are two links: "ENROLL AN EXISTING USER AS REVIEWER" and "CREATE NEW REVIEWER". A table lists reviewers with columns: NAME, REVIEWING INTERESTS, RATING, DONE, WEEKS, LATEST, ACTIVE, and ACTION. The table contains three rows of reviewer data.

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
MR. ANKAL-G OKE		N/A	0	—	—	0	<a href="#">ASSIGN</a>
DR. HART SUTIRNO		N/A	0	—	—	0	<a href="#">ASSIGN</a>
MR. THEX THEX		N/A	0	—	—	0	<a href="#">ASSIGN</a>

1 - 3 of 3 Items

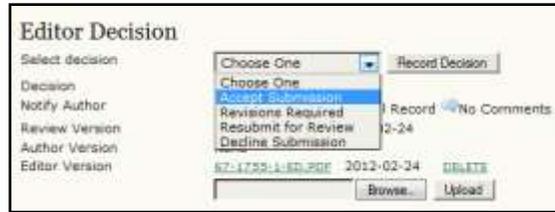
Setelah sesuai seperti yang dimaksud, *klik* “ASSIGN” pada nama-nama Reviewer yang dikehendaki. Tampilan berikutnya akan seperti berikut ini:

The screenshot shows a "Peer Review" page for "Round 1". It includes links for "SELECT REVIEWER", "VIEW REQUESTS", "CANCEL", and "PREVIOUS ROUND". Under "Reviewer A", the name is "- Pitadjeng" and there is a "CLEAR REVIEWER" link. Below, it shows "Review Form" as "None / Free Form Review" with a "SELECT REVIEW FORM" link. A progress bar shows "REQUEST" (0/1), "UNDERWAY" (0/1), "DUE" (2012-03-23), and "ACKNOWLEDGE" (0/1).

Pada tampilan di atas, *klik* pada “DUE”, pada kode yang ada, misalnya 2012 -03-23, untuk memberi batasan waktu kepada reviewer dalam mereview suatu artikel. Terlihat pada tampilan seperti berikut ini:

The screenshot shows a "Due Date" page titled "Designate a Due Date". It prompts the user to "Enter the date or number of weeks for the new due date." It displays "Today's Date" as 2012-02-24 and "Requested By Date" as 2012-03-23 with a "Format: YYYY-MM-DD" label. There is an "or" option and a "Number of Weeks" input field. "Continue" and "Cancel" buttons are at the bottom.

## 7. Editor Decision



Pada “Editor Decision”, pilih “Accept Submission”, kemudian *klik* pada “Record Decision”.

Tampilan yang akan muncul adalah seperti berikut ini:

#### 8. Editor Decision – Accept Submission



9. Pada tampilan tersebut, ulangi langkah mengambil file jurnal terkait, dan *klik* pada “Browse”, diambil jurnalnya dengan meng-klik pada nama filenya, kemudian *klik* “Upload”.

Proses selanjutnya adalah melengkapi proses Editing dengan urutan sebagai berikut.

Klik pada “EDITING”, kemudian akan muncul tampilan seperti berikut ini:

#### 10. Editing

#97 Editing

SUMMARY REVIEW EDITING HISTORY

### Submission

Authors: Songkumang Javri  
 Title: Fundamentals of Electronics  
 Section: Articles  
 Editor: angkat-k aka  
 Sugeng Subarto

### Copyediting

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.	<a href="#">INITIATE</a>	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

Copyedit Comments:  [COPYEDIT INSTRUCTIONS](#)

### Scheduling

Schedule for publication in:

### Layout

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version File: None (Upload final copyedit version as Layout Version prior to pending request)	N/A	N/A	N/A	N/A
Gallery Format	FILE	None	ORDER	ACTION VIEWS
Supplementary Files	FILE	None	ORDER	ACTION

Upload file to:  Layout Version,  GalPex,  Supp. Files

Layout Comments:  [LAYOUT INSTRUCTIONS](#)

### Proofreading

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author File:	<input checked="" type="button" value="INITIATE"/>			
2. Proofreader File:	<input type="button" value="INITIATE"/>	N/A		<input type="button" value="ACKNOWLEDGE"/>
3. Layout Editor File:	<input type="button" value="INITIATE"/>	N/A		<input type="button" value="ACKNOWLEDGE"/>

Proofreading Corrections:  [PROOFREADING INSTRUCTIONS](#)

## 11. Copyediting

### Copyediting

[REVIEW METADATA](#)

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: <a href="#">97-282-1-CE.PDF</a> 2010-02-15	<a href="#">INITIATE</a>	N/A	2010-02-15	N/A
2. Author Copyedit File: <a href="#">97-282-2-CE.PDF</a> 2010-02-15	<input type="button" value="INITIATE"/>			<input type="button" value="ACKNOWLEDGE"/>
3. Final Copyedit File:		N/A	2010-02-15	N/A

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

Copyedit Comments:  [COPYEDIT INSTRUCTIONS](#)

Dari tampilan di atas, pada Copyediting – Initial Copyedit – klik pada “COMPLETE”. Pada Final Copyedit, klik “COMPLETE”. Kemudian klik **Browse** untuk mengambil file jurnal terkait, lalu klik “Upload”.

## 12. Scheduling

### Scheduling

Schedule for publication in:

Pada Scheduling, pilih keterangan yang sesuai, kemudian klik “Record”.

### 13. Galley

Tahap ini merupakan pemberian istilah untuk jurnal yang dapat di – *download*. Pada contoh tampilan di bawah ini, pada “Label”, default-nya yang semula tertulis “untitled” diisikan istilah “PDF”.

Pada “Replace File”, *klik* pada **Browse** untuk mengambil file jurnal terkait, kemudian *klik* **Save**.

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\*  English

File name [97-284-1-PB.PDF](#)

Original file name 97-280-1-RV.pdf

File type application/pdf

File size 562KB

Date uploaded 2010-02-15

Replace File   Use Save to upload file.

\* Denotes required field

Setelah tahap Galley di – **Save**, tampilan berikutnya yang akan Anda lihat adalah seperti berikut ini:

### 14. Uploading for Layout

Pada tahap ini, baik untuk bagian Layout Version, Galley, maupun Supp.files, diisikan file jurnal terkait, dengan *klik* pada “Browse”, kemudian *klik* “Upload”.

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
Layout Version	N/A	N/A	N/A	N/A	
File: <a href="#">97-283-1-LE.PDF</a>	2010-02-15				
Galley Format	FILE		ORDER	ACTION	VIEWS
1. PDF <a href="#">VIEW PROOF</a>	<a href="#">97-284-1-PB.PDF</a>	2010-02-15	↑ ↓	<a href="#">EDIT</a>   <a href="#">DELETE</a>	0
Supplementary Files	FILE		ORDER	ACTION	
1.	<a href="#">97-285-1-SP.PDF</a>	2010-02-15	↑ ↓	<a href="#">EDIT</a>   <a href="#">DELETE</a>	

Upload file to  Layout Version,  Galley,  Supp. files

Layout Comments

.....

### 15. Proofreading

Selanjutnya pada tahap Proofreading ini, setelah dipastikan data yang masuk sudah benar, *klik* pada “COMPLETE”

### Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author		—	—	
2. Proofreader	2010-02-15	N/A	<a href="#">COMPLETE</a>	N/A
3. Layout Editor	2010-02-15	N/A	<a href="#">COMPLETE</a>	N/A

Proofreading Corrections No Comments [PROOFING INSTRUCTIONS](#)

## 16. History

Tahap ini hanya untuk melihat kembali hasil dari keseluruhan proses *data entry*, jadi Anda dapat langsung ke tampilan berikutnya yaitu Hasil.

### #97 History

SUMMARY REVIEW EDITING HISTORY  
EVENT LOG EMAIL LOG SUBMISSION NOTES

#### Submission

Authors: Sangkuriang Jawa   
 Title: Fundamentals of Electronics  
 Section: Articles  
 Editor: angkas-6 oke   
 Sugeng Sutarto

---

#### Event Log - Recent Entries

DATE	LEVEL	USER	EVENT	ACTION
No log entries.				

[VIEW LOG](#) | [CLEAR LOG](#)

---

#### Email Log - Recent Entries

DATE	SENDER	RECIPIENTS	SUBJECT	ACTION
No log entries.				

[VIEW LOG](#) | [CLEAR LOG](#)

---

#### Submission Notes

DATE	TITLE	FILE ATTACHMENT	ACTION
No Submission Notes			

[VIEW NOTES](#) | [EXPAND NOTES](#) | [ADD NEW NOTE](#) | [CLEAR ALL NOTES](#)

## 17. Hasil

Hasil akhir dari keseluruhan proses di tahap “Create Issue” dan “Unassigned” adalah seperti di bawah ini:

Home > Archives > Vol 1, No 4 (2009)

## Vol 1, No 4 (2009)

### Edisi Maret 2010

Isikan keterangan Disini

### Table of Contents

#### Articles

[Fundamentals of Electronics](#) [PDF](#)  
 Sangkuriang Jawa

## D. CARA PINTAS MENGUPLOAD DAN MENAMPILKAN ARTIKEL PDF DALAM JURNAL

### MENGUPLOAD ARTIKEL

Mengupload artikel hanya bisa dilakukan oleh user dengan role **Author**, langkah-langkahnya sebagai berikut.

1. Langkah pertama adalah membuat user **Author** atau menambahkan hak akses journal manager sebagai **Author**
2. Untuk mulai memasukkan artikel yang akan ditampilkan, lakukan login terlebih dahulu sebagai **Journal Manager**, maka akan ditampilkan seperti pada gambar berikut.



Jika tampilan belum seperti diatas (hak akses hanya sebagai journal manager), maka buat user baru yang mempunyai semua hak akses, dengan cara klik menu **Journal Manager, User, Create New User**

## People

---

### Create New User

Salutation: adminpythagoras

First name\*: Admin

Middle name:

Last name\*: Pythagoras

Gender:  Male  Female

Initials:  Joan Alice Smith = JAS

Enroll user as:

- With no role
- Journal Manager**
- Editor
- Section Editor
- Reviewer
- Author
- Reader
- Subscription Manager

Users can be assigned to, or removed from, a role at any point.

Username\*: adminpythagoras

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Authentication source:  Local  LDAP

Password\*:

The password must be at least 6 characters.

Repeat password\*:

**Blok Semua role**

Lengkapi isian yang diperlukan, klik

- Setelah membuat user baru yang mempunyai semua hak akses (sebagai journal manager, Editor, Section Editor, Reviewer, Author, Reader, Subscription manager), lakukan **log Out**, dan **login** kembali dengan user yang baru dibuat tadi.
- Setelah login, maka akan ditampilkan jendela pada gambar dibawah, klik pada **New Submission**.

Pythagoras

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User Home

### User Home

---

Pythagoras

- > Journal Manager
- > Subscription Manager
- > Editor: [0 Unassigned](#) 0 In Review [6 In Editing](#)
- > Section Editor: 0 In Review [2 In Editing](#)
- > Author: [2 Active](#)
- > Reviewer: 0 Active

[Create Issue] [Notify Users]

**[New Submission]**

---

### My Account

- > Show My Journals
- > Edit My Profile
- > Change My Password
- > Log Out

5. Centang semua checkbox Submission checklist

**Pythagoras**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > **New Submission**

## Step 1. Starting the Submission

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Kismiantini](#) for assistance.

### Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor are optional).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect 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 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](#), which is found in the [Journal Information](#) section of the journal website.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

6. Jika telah selesai, klik tombol **Save and continue**.
7. Masukkan File yang akan diunggah pada menu **Submission File**, klik **Upload** dan **Save and continue**

Home > User > Author > Submissions > New Submission

## Step 2. Uploading the Submission

1. **START** 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRM

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Kismiantini](#) for assistance.

---

### Submission File

File name	<a href="#">2464-6743-1-SM.pdf</a>
Original file name	abstrak_inggris renny a.pdf
File size	19KB
Date uploaded	2014-11-19 01:14 PM

---

Replace submission file  No file selected.

---

8. Selanjutnya isikan metadata dari file yang diupload (yang bertanda \* wajib diisi), jika telah selesai klik **Save and Continue**

### Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

#### Authors

First name\*

Middle name

Last name\*

Email\*

URL

Affiliation

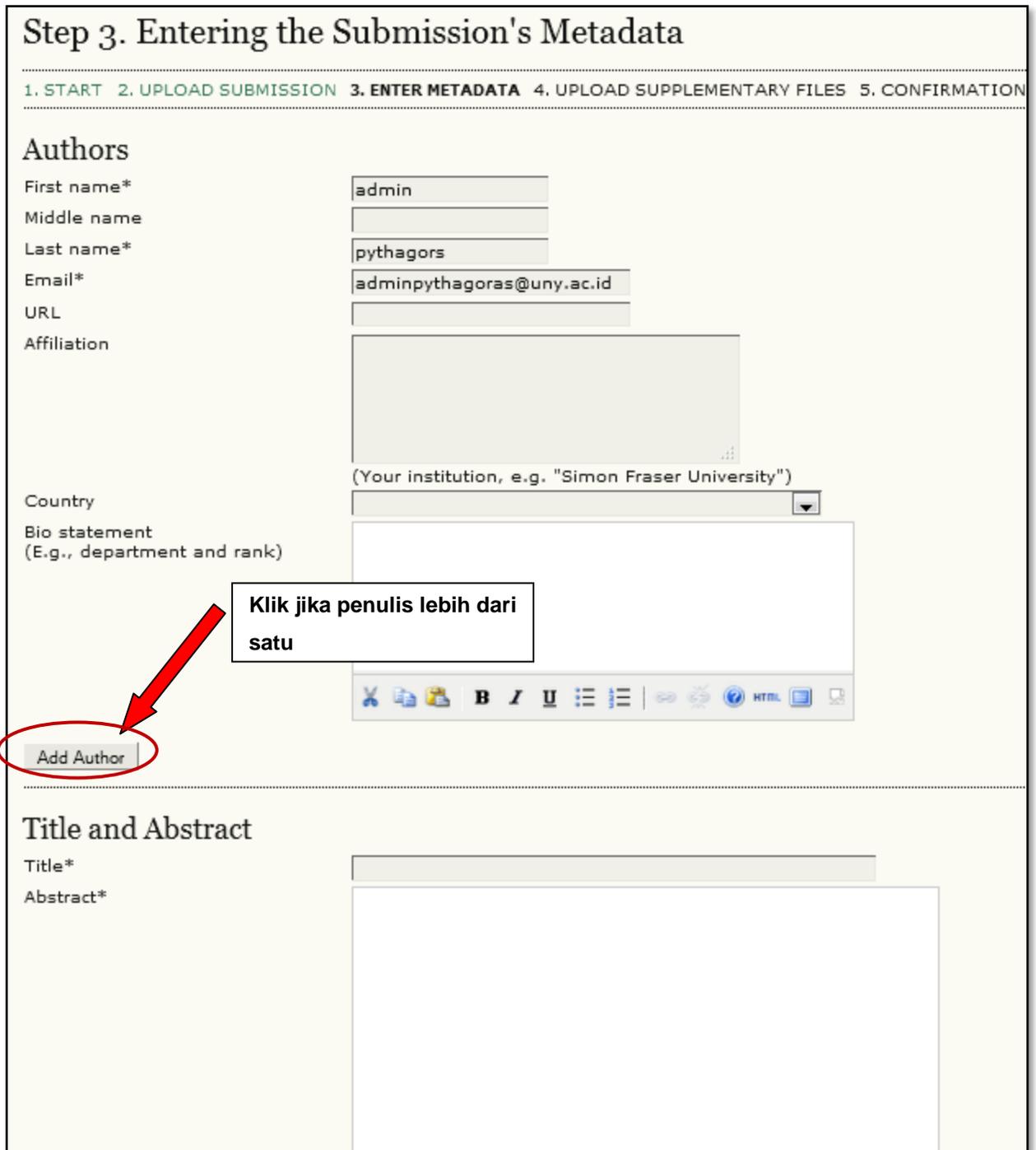
Country

Bio statement (E.g., department and rank)

#### Title and Abstract

Title\*

Abstract\*



9. Tahap berikutnya akan ditampilkan seperti pada gambar berikut, klik **Save and Continue** jika tidak ada file tambahan

### Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, must comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME
<i>No supplementary files have been added to this submission.</i>		

Upload supplementary file  No file selected.

10. Klik **Finish Submission**, jika telah selesai

### Step 5. Confirming the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Pythagoras click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Pythagoras.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
6743	<a href="#">ABSTRAK INGGRIS RENNY A.PDF</a>	Submission File	19KB	11-19

11. Artikel yang telah diupload akan berada pada daftar tunggu (**In Editing** pada user **Editor**)

## MEMBUAT ISSUE/EDISI

Untuk membuat Issue hanya bisa dilakukan oleh user dengan hak akses sebagai Editor.

Langkahnya sbb.

1. Klik menu **My Journal**. Klik menu **Create Issue** pada Role **Editor**

### My Journals

[Pythagoras](#)

- Journal Manager
- Subscription Manager
- Editor 5 Unassigned 0 In Review 7 In Editing
- Section Editor 0 In Review 3 In Editing
- Author 4 Active
- Reviewer 0 Active

2. Lengkapi isian form

### Create Issue

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)

Issue:

---

#### Identification

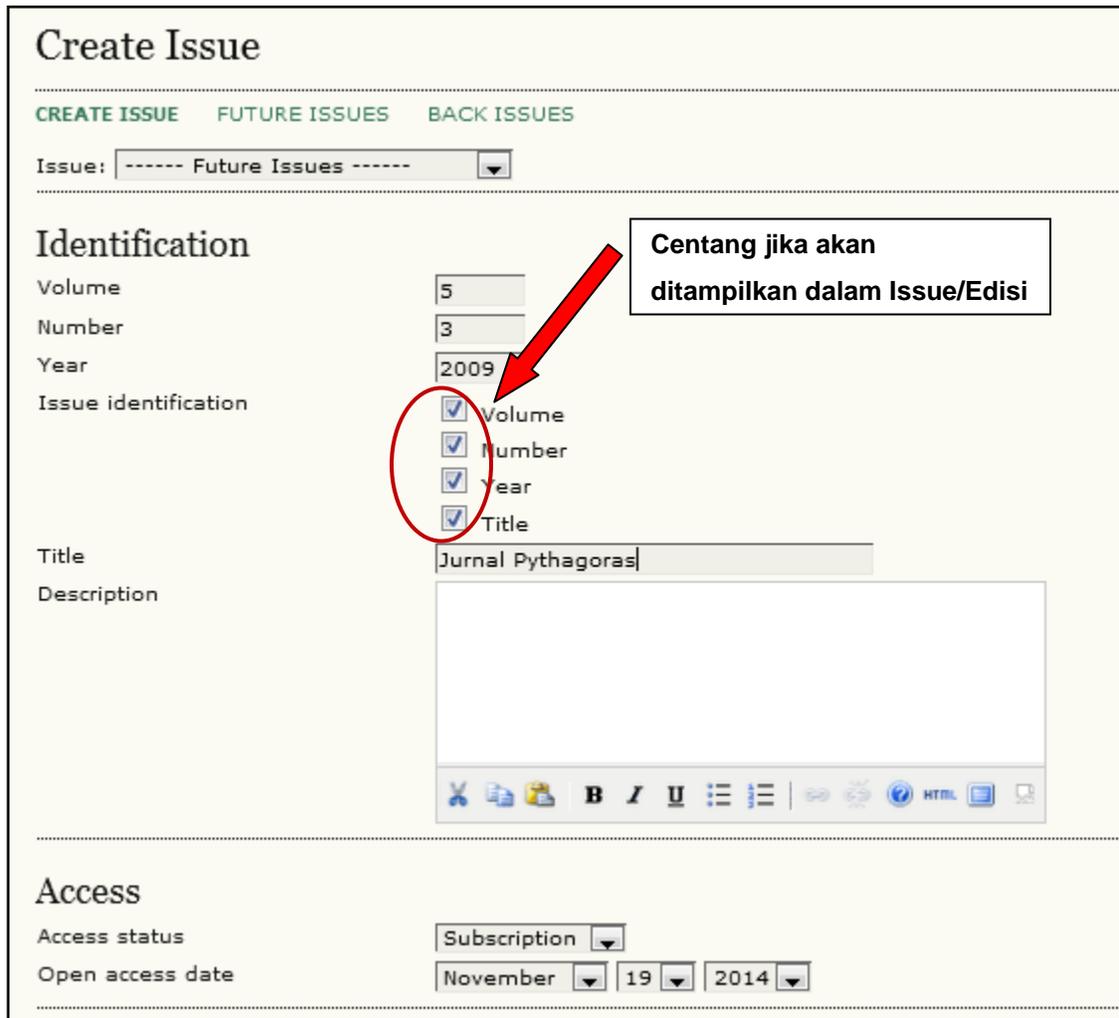
Volume   
Number   
Year   
Issue identification  
 Volume  
 Number  
 Year  
 Title

Title   
Description

---

#### Access

Access status   
Open access date



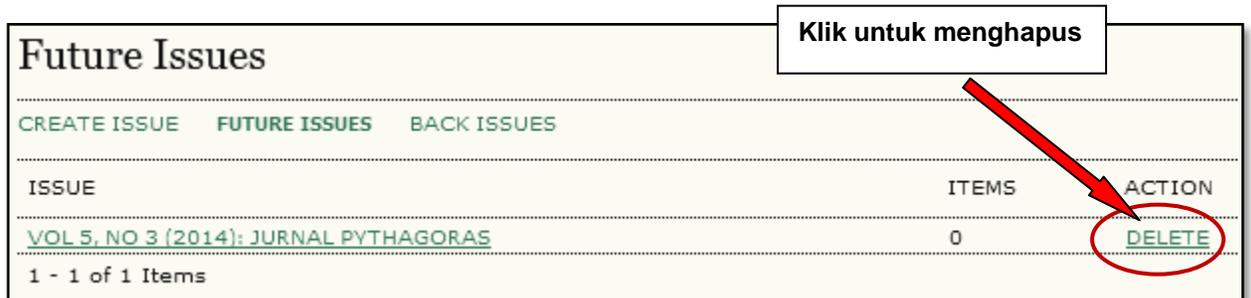
3. Klik **Save**, maka akan ditampilkan Issue yang telah dibuat. Untuk menghapus klik **DELETE**

### Future Issues

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)

ISSUE	ITEMS	ACTION
<a href="#">VOL 5, NO 3 (2014): JURNAL PYTHAGORAS</a>	0	<a href="#">DELETE</a>

1 - 1 of 1 Items



## PROSES MENAMPILKAN ARTIKEL PDF

1. Klik menu **My Journal**. Klik menu **In Editing** pada Role **Editor**

My Journals

Pythagoras

- Journal Manager
- Subscription Manager
- Editor: 5 Unassigned, 0 In Review, **7 In Editing** [Create Issue] [Notify Users]
- Section Editor: 0 In Review, 3 In Editing
- Author: 4 Active [New Submission]
- Reviewer: 0 Active

2. Klik Judul artikel yang akan diproses

Submissions in Editing

UNASSIGNED IN REVIEW **IN EDITING** ARCHIVES

Assigned To: All Editors In Section: All Sections

Title contains Submitted between and Search

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	COPYEDIT	LAYOUT	PROOF	SE
150	04-09	ART	puji	<b>THE POWER OF GAMES TO LEARN...</b>	—	—	—	HPL
406	02-21	ART	Mungkasi	SUATU KAJIAN ANALITIS PADA SISTEM...	02-22	—	—	HPL
535	02-24	ART	Hidayati	MENGEMBANGKAN METODE PENDETEKSIAN...	—	—	—	ap
545	02-24	ART	insani	ENGLISH I	—	—	—	HPL
551	02-24	ART	Ekowati, Guntoro	PENINGKATAN PEMBELAJARAN GEOMETRI...	—	—	—	HPL
621	03-08	ART	Setiawan	BIFURKASI HOPF DALAM MODEL EPIDEMI...	—	—	—	ap
2464	11-19	ART	Anwariyati	APLIKASI TEORI FUNGSIONAL KERAPATAN...	—	—	—	ap

1 - 7 of 7 Items

3. Setelah di klik pada salah satu judul artikel, maka akan ditampilkan sbb

**Pythagoras**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Editor > Submissions > #2464 > **Editing**

## #2464 Editing

SUMMARY REVIEW **EDITING** HISTORY REFERENCES

### Submission

Authors Renny Anwariyati

Title APLIKASI TEORI FUNGSIONAL KERAPATAN UNTUK MENENTUKAN PROFIL KERAPATAN DAN ENERGI ATOM HIDROGEN DAN MOLEKUL H2

Section Articles

Editor admin pythagoras

---

### Copyediting

<a href="#">REVIEW METADATA</a>	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: <a href="#">2464-6745-3-CE.PDF</a>	<a href="#">INITIATE</a> 2014-11-19	N/A	<a href="#">COMPLETE</a>	N/A
2. Author Copyedit File:		—	—	
3. Final Copyedit File:		N/A	2014-11-19	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

Published   [TABLE OF CONTENTS](#)

4. Pada bagian **Scheduling**, pilih issue/edisi dimana artikel akan dimuat, kemudian klik **Record**
5. Pada bagian **Layout**, pilih upload File to **Galley**, masukkan file pdf yang nantinya akan dilink kan pada artikel.

**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..."/> artikel -renny a.pdf <input type="button" value="Upload"/>				
Layout Comments	No Comments				

Maka akan ditampilkan sebagai berikut

**Galley**

**Edit a Layout Galley**

**Galley File Information**

Label\*  Nama link yang akan muncul disamping judul artikel, bisa diganti misalnya "Full Paper"

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

Language\*

File name [2464-6749-1-PB.PDF](#)

Original file name artikel -renny a.pdf

File type application/pdf

File size 106KB

Date uploaded 2014-11-19

Replace File  No file selected. Use Save to upload file.

\* Denotes required field

Klik **Save**.

- Untuk mulai mempublish, klik pada **Table of Content**

**Scheduling**

Schedule for publication in   [TABLE OF CONTENTS](#)

Published

- Setelah di klik **Table of Content**, maka akan ditampilkan daftar artikel yang dimasukkan pada issue/edisi jurnal tersebut

Vol 5, No 3 (2014): Jurnal Pythagoras

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: Vol 5, No 3 (2014): Jurnal Pythagoras

TABLE OF CONTENTS ISSUE DATA PREVIEW ISSUE

### Table of Contents

Articles ↑ ↓

AUTHORS	TITLE	ACCESS	REMOVE	PROOFED
↑ ↓ Anwariyati	APLIKASI TEORI FUNGSIONAL KERAPATAN UNTUK MENENTUKAN...	Default	<input type="checkbox"/>	<input type="checkbox"/>

Save Publish Issue

8. Klik **Publish Issue**
9. Untuk melihat jurnal yang telah dipublish, klik pada menu **Archives**

Pythagoras

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > Archives

### Archives

Issue/Edisi yang dipublish

2014

Vol 5, No 3 (2014): Jurnal Pythagoras

2008

Vol 4, No 1 (2008): Pythagoras

10. Setelah di klik pada Issue/Edisi, maka akan ditampilkan sbb

The screenshot shows the Pythagoras journal website interface. At the top, there is a navigation menu with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. Below the menu, the breadcrumb path is "Home > Archives > Vol 5, No 3 (2014)". The main heading is "Vol 5, No 3 (2014)". Underneath, it says "Jurnal Pythagoras" with a box labeled "Judul" pointing to it. To the right, there is a box labeled "Link Format Galley" pointing to a "PDF" link. Below this, there is a "Table of Contents" section with "Articles" listed. One article title is circled in red: "APLIKASI TEORI FUNGSIONAL KERAPATAN UNTUK MENENTUKAN PROFIL KERAPATAN DAN ENERGI ATOM HIDROGEN DAN MOLEKUL H<sub>2</sub>". The author's name "Renny Anwariyati" is listed below the title.

## MENGHAPUS DAN MENG-UNPUBLISH ISSUE

Untuk menghapus dan mengunpublis Issue, hanya bisa dilakukan oleh user yang mempunyai hak akses/role sebagai **Editor**.

Langkah-langkahnya, sebagai berikut.

1. Klik menu **My Journal**. Klik menu **Create Issue** pada Role **Editor**

The screenshot shows the "My Journals" page for the journal "Pythagoras". It lists various roles and their associated counts:
 

Journal Manager			
Subscription Manager			
Editor	5 Unassigned	0 In Review	7 In Editing
Section Editor		0 In Review	3 In Editing
Author			4 Active
Reviewer			0 Active

 A red arrow points to a "[Create Issue] [Notify Users]" button in the top right corner of the page, which is circled in red.

2. Klik **Back Issue**

The screenshot shows the "Create Issue" page. At the top, it says "Create Issue". Below this, there are three buttons: "CREATE ISSUE", "FUTURE ISSUES", and "BACK ISSUES". A red arrow points to the "BACK ISSUES" button, which is circled in red.

Akan ditampilkan Issue yang telah dibuat

## Back Issues

CREATE ISSUE FUTURE ISSUES BACK ISSUES

This journal uses custom issue ordering. [RESET TO DEFAULTS](#)

ISSUE	PUBLISHED	ITEMS	ORDER	ACTION
<a href="#">VOL 5, NO 3 (2014): JURNAL PYTHAGORAS</a>	2014-11-19	2	↑↓	<a href="#">DELETE</a>
<a href="#">VOL 4, NO 1 (2008): PYTHAGORAS</a>	2012-03-09	8	↑↓	<a href="#">DELETE</a>
<a href="#">VOL 3, NO 2 (2007): PYTHAGORAS</a>	2012-03-08	7	↑↓	<a href="#">DELETE</a>
<a href="#">VOL 3, NO 1 (2007): PYTHAGORAS</a>	2012-03-08	7	↑↓	<a href="#">DELETE</a>
<a href="#">VOL 4, NO 2 (2008): PYTHAGORAS</a>	2012-02-24	8	↑↓	<a href="#">DELETE</a>
<a href="#">VOL 5, NO 1 (2009): PYTHAGORAS</a>	2012-02-24	8	↑↓	<a href="#">DELETE</a>
<a href="#">VOL 5, NO 2 (2009): PYTHAGORAS</a>	2012-02-24	9	↑↓	<a href="#">DELETE</a>
<a href="#">VOL 2, NO 2 (2005): PYTHAGORAS</a>	2012-02-24	1	↑↓	<a href="#">DELETE</a>

1 - 8 of 8 Items

Current Issue

- Klik **DELETE** untuk menghapus atau klik pada salah satu Issue untuk mengunpublish

## Vol 5, No 3 (2014): Jurnal Pythagoras

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue:

[TABLE OF CONTENTS](#) [ISSUE DATA](#)

### Table of Contents

Articles↑ ↓

AUTHORS	TITLE	ACCESS	REMOVE	PROOFED
↑↓ Anwariyati	<a href="#">APLIKASI TEORI FUNGSIONAL KERAPATAN UNTUK MENENTUKAN...</a>	Default	<input type="checkbox"/>	<input type="checkbox"/>
↑↓ insa	<a href="#">ENGLISH I</a>	Default	<input type="checkbox"/>	<input type="checkbox"/>

- Untuk mengunpublish suatu artikel centang pada checkbox **Remove**, kemudian klik **Save**

## Table of Contents

Articles ↑ ↓

	AUTHORS	TITLE	ACCESS	REMOVE	PROOFED
↑ ↓	Anwariyati	<a href="#">APLIKASI TEORI FUNGSIONAL KERAPATAN UNTUK MENENTUKAN...</a>	Default ▾	<input type="checkbox"/>	<input type="checkbox"/>
↑ ↓	insani	<a href="#">ENGLISH I</a>	Default ▾	<input type="checkbox"/>	<input type="checkbox"/>

**Save** Unpublish Issue