

Manajemen naskah di OJS 3

FAIZAL RISDIANTO

REGISTER JOURNAL- IAIN Salatiga



siapakah Faizal?

- ▶ Saya adalah :
- ▶ 1. Anggota Relawan Jurnal Indonesia
- ▶ 2. Editor in Chief, REGISTER JOURNAL, journal SINTA 2 terindeks di ACI dan ESCI Web of Science. Sekarang ini juga jadi EIC Jurnal baru yang superspesialis focus n scopenya Journal of Pragmatics Research.
- ▶ 3. Mendeley Advisor, SINTA Verificator, Associate Editor DOAJ.



Faizal Risdianto

Assistant Professor

Senior Lecturer

Institut Agama Islam Negeri Salatiga

point penting manajemen produksi naskah

- ▶ Ada 2 aspek penting dalam kesuksesan akreditasi jurnal ilmiah: **aspek konten dan tata kelola.** pastikan setiap naskah yang masuk sistem OJS atau E-mail editor di-review oleh mitra bestari, disunting, copyediting dan proofread dengan baik. semua hasil pekerjaan editor, reviewer, copyeditor dan proofreading itu idealnya diunggah di OJS jurnal kita. kemudian pada pdf hasil akhir yang diunggah di archive terdapat genesis naskah kapan artikel masuk, kapan revisi terakhir dan kapan artikel tersebut tersedia secara online.

point penyuntingan & manajemen jurnal

1. Penamaan Jurnal Ilmiah

2. Kelembagaan Penerbit

3. Penyuntingan dan Manajemen Jurnal

4. Substansi Artikel

5. Gaya Penulisan

6. Penampilan

7. Keberkalaan

8. Penyebarluasan

3. Penyuntingan dan Manajemen Jurnal

1. Pelibatan Mitra Bebestari

- ☐ Melibatkan mitra bebestari berkualifikasi internasional >50% dari berbagai institusi (Bobot 5.0)
- ☐ Melibatkan mitra bebestari berkualifikasi nasional >50% dari berbagai institusi (Bobot 3.0)
- ☐ Melibatkan mitra bebestari setempat (Bobot 1.0)
- ☐ Tidak melibatkan mitra bebestari (Bobot 0.0)

2. Mutu Penyuntingan Substansi

- ☐ Baik sekali. Mitra bebestari secara ketat menilai naskah, memberikan catatan dan saran perbaikan substansif, sehingga kespesialisan artikel jurnal terjaga (Bobot 2.0)
- ☐ Baik. Mitra bebestari membantu menilai naskah, memberikan catatan, dan data perbaikan seperlunya (Bobot 1.0)
- ☐ Tidak Baik. Mitra bebestari tidak nyata dampak kinerjanya. (Bobot 0.0)

1. Memilih editor

WEB LATIHAN OJS 3

Submissions

Issues

Settings

Users & Roles

Tools

Submissions

My Queue

Unassigned

All Active

Archives

Unassigned



Search

Filters

New Submission

13

LORD VOLDERMORT

Politico linguistics: contoh artikel keren



No editor has been assigned to this submission.

Submission



pilihlah editor yang meng-handle manuscript ini

1 of 1 submissions

Submission

Review

Copyediting

Production

pilihlah editor untuk menyunting manuscript ini

 Help

Submission Files

 Search

Upload File

 61-1 voldermort, ARTIKEL lat 3.docx

Article Text

Download All Files

Pre-Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
 Comments for the Editor	voldermort Aug/20	-	0	<input type="checkbox"/>

Assign an editor to enable the editorial decisions for this stage.

Participants


Assign

Funding coordinator

Add a participant

 journalmanager jm

Author

 LORD VOLDERMORT

Assign Participant

 Help



Locate a User

Journal editor



pilih salah satu editor
bisa mengisi di search box atau klik
editor yang sudah ada

Search User By Name

Search

Name



EDITOR2 DUWA



journalmanager jm



FAIZAL RISDIANTO



editor satu

4 of 4 items

Assignment privileges

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

Assignment privileges

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

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

[register] Editorial Assignment

pilih editorial assignment dan akan muncul pesan otomatis kepada editor

Message

  **B** *I* U      Upload 

EDITOR :

The submission, "Politico linguistics: contoh artikel keren," to WEB LATIHAN OJS 3 has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: URL

Username: USERNAME

Powered by TinyMCE

* Denotes required field

klik ok

OK

Cancel

2. Memilih reviewer

LORD VOLDERMORT

Submission

Review

Copyediting

Production

Help

berikutnya adalah mengirim naskah ke reviewer dengan sudah menghilangkan nama penulis dan afiliasi/double blind review

Submission Files

Search

Upload File

61-1 voldermort, ARTIKEL lat 3.docx

Article Text

Download All Files

Send to Review

Send this submission to external reviewer

Accept and Skip Review

Decline Submission

Pre-Review Discussions

Order

Add discussion

Name	From	Last Reply	Replies	Closed
Comments for the Editor	voldermort Aug/20	-	0	<input type="checkbox"/>
[register] Editorial Assignment	frisdianto Aug/20	-	0	<input type="checkbox"/>

Participants

Assign

Journal editor

editor satu

Funding coordinator

journalmanager jm

Author

LORD VOLDERMORT

Send to Review

Select files below to send them to the review stage.

Submission Files

 Search

Upload File



61-1

voldermort, ARTIKEL lat 3.docx

Article Text

klik send to review

Send to Review

Cancel

Round 1 Status

Waiting for reviewers to be assigned.

Review Files

[Search](#)

[Upload/Select Files](#)

▶  62-1 Article Text, ARTIKEL lat 3.docx Article Text

berikutnya adalah memilih reviewer minimal 2 orang

Reviewers

[Add Reviewer](#)

No Items

Revisions

[Search](#)

[Upload File](#)

No Files

[Request Revisions](#)

[Accept Submission](#)

[Decline Submission](#)

Participants

[Assign](#)

Journal editor

▶ editor satu

Funding coordinator

▶ journalmanager jm

Author

▶ LORD VOLDERMORT

university of hogwarts

🔒 This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review can not be guaranteed. Would you like to unlock this reviewer anyway? [Unlock](#)



1 active

reviewer2 duwa

university of california

👍 1

🕒 Yesterday



editor satu

🔒 This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review can not be guaranteed. Would you like to unlock this reviewer anyway? [Unlock](#)



editor editor

Universitas Kehidupan

👍 0

🕒 Never assigned

📖 english teaching



1 active

REVIEWER1 REVIEWER

Universitas Kehidupan

👍 1

🕒 8 days ago

📖 english teaching



klik select reviewer

6 of 6 reviewers

Select Reviewer

Create New Reviewer

Enroll Existing User

The abstract should be one paragraph and should be given here in the same font and format as given here. Please do not change the format (1 space, Times New Roman 12, ,Italic, and Justify. Abstract should be between 200-250 words followed by 3 keywords. Write your paper first, and then you're abstract. The abstract should succinctly describe your entire paper. Begin with a brief summary of the purpose and then continue on with a summary of each section of your paper.

Powered by TinyMCE

☐ Do not send email to Reviewer.

Important Dates

2019-09-10

Response Due Date

2019-09-17

Review Due Date



Files To Be Reviewed

Review Type

- ☒ Double-blind
☐ Blind
☐ Open

akan muncul pesan otomatis ke reviewer, klik double blind kemudian klik add reviewer yaa

Add Reviewer

Cancel

Round 1 Status

Awaiting responses from reviewers.

jumlah reviewer minimal dua orang dan masing-masing catatan review harus diunggah di web ojs.

Review Files

[Search](#)[Upload/Select Files](#)[▶](#)  62-1 Article Text, ARTIKEL lat 3.docx

Article Text

[Request Revisions](#)[Accept Submission](#)[Decline Submission](#)

Reviewers

[Add Reviewer](#)

▶ REVIEWER1 REVIEWER	Request Sent Response due: 2019-09-10	Double-blind
▶ Muh Istiq	Request Sent Response due: 2019-09-10	Double-blind

Participants

[Assign](#)

Journal editor

[▶](#) editor satu

Funding coordinator

[▶](#) journalmanager jm

Author

Revisions

[Search](#)[Upload File](#)

3. Mengunggah suntingan editor

Round 1 Status

Awaiting responses from reviewers.


hasil suntingan editor di unggah di sini

Review Files

Q Search

Upload/Select Files

Make Recommendation

▶  62-1 Article Text, ARTIKEL lat 3.docx Article Text

Select files to manage

Reviewers

Add Reviewer

▶ REVIEWER1 REVIEWER	Request Sent Response due: 2019-09-10	Double-blind
▶ Muh Istiq	Request Sent Response due: 2019-09-10	Double-blind

Revisions

Q Search

Upload File

No Files

Participants

Assign

Journal editor

▼ editor satu

Remove

Notify

Funding coordinator

▶ journalmanager jm

Author

▶ LORD VOLDERMORT

Upload Review File



1. Upload File

2. Review Details

3. Confirm

Article Component *

Article Text

proses upload catatan dari editor



Article Text, 1a note from our editor.docx

Change File

[Ensuring a Blind Review](#)

Continue

Cancel

Current Review Files For Round 1



Review Files

[Upload Review File](#)☐ *Show files from all accessible workflow stages.*

Review

▶ <input type="checkbox"/>	 62-1	Article Text, ARTIKEL lat 3.docx	Article Text
▶ <input type="checkbox"/>	 64-1	Article Text, 1a note from our editor.docx	Article Text

OK

Cancel

Round 1 Status

Awaiting responses from reviewers.

Review Files

Search

Upload/Select Files

- ▶

W

62-1

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Article Text
- ▶

W

64-1

Article Text, 1a note from our editor.docx

Article Text

Reviewers

Add Reviewer

- ▶

REVIEWER1 REVIEWER

Request Sent

Response due: 2019-09-10

Double-blind
- ▶

Muh Istiq

Request Sent

Response due: 2019-09-10

Double-blind

Make Recommendation

Participants

Assign

Journal editor

▼ editor satu

Remove Notify

Funding coordinator

▶ journalmanager jm

Author

▶ LORD VOLDERMORT

4. Peran reviewer di system ojs

Submissions

My Queue

Archives

peran reviewer dalam sistem ojs

My Assigned



Search

New Submission

13

Politico linguistics: contoh artikel keren

⚠ Waiting for a response from the reviewer.

2019-09-10

Response Due

2019-09-17

Review Due

1 of 1 submissions

Review Schedule

2019-08-20

Editor's Request

2019-09-10

Response Due Date

2019-09-17

Review Due Date

[About Due Dates](#)

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

Accept Review, Continue to Step #2

Decline Review Request

Review: *Politico linguistics: contoh artikel keren*

1. Request

2. Guidelines

3. Download & Review

4. Completion

Reviewer Guidelines

1. Reviewers should keep all information regarding papers confidential and treat them as privileged information.
2. Reviews should be conducted objectively, with no personal criticism of the author
3. Reviewers should express their views clearly with supporting arguments
4. Reviewers should identify relevant published work that has not been cited by the authors.
5. Reviewers should also call to the Editor in Chief's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.
6. Reviewers should not review manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Continue to Step #3

Go Back



unggah catatan reviewer di sini

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

 Search

Upload File

No Files

Reviewer Files

[Search](#)[Upload File](#)

▶  65-1 , 1a note from our reviewer.docx

hasil catatan reviewer

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



Submit Review

[Go Back](#)

Review Files

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- ▶  62-1 Article Text, ARTIKEL lat 3.docx Article Text
- ▶  64-1 Article Text, 1a note from our editor.docx Article Text

[Request Revisions](#)[Accept Submission](#)[Decline Submission](#)

Reviewers

[Add Reviewer](#)

- ▶ REVIEWER1 REVIEWER **Review Submitted** Double-blind [Read Review](#)
Recommendation: Revisions Required
- ▶ Muh Istiq **Request Sent** Double-blind
Response due: 2019-09-10

Participants

[Assign](#)

Journal editor

- ▶ editor satu

Funding coordinator

- ▶ journalmanager jm

Author

- ▶ LORD VOLDERMORT

Revisions

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

No Files

Upload/Select Files



Draft Files

[Upload File](#)

☐ *Show files from all accessible workflow stages.*

Copyediting

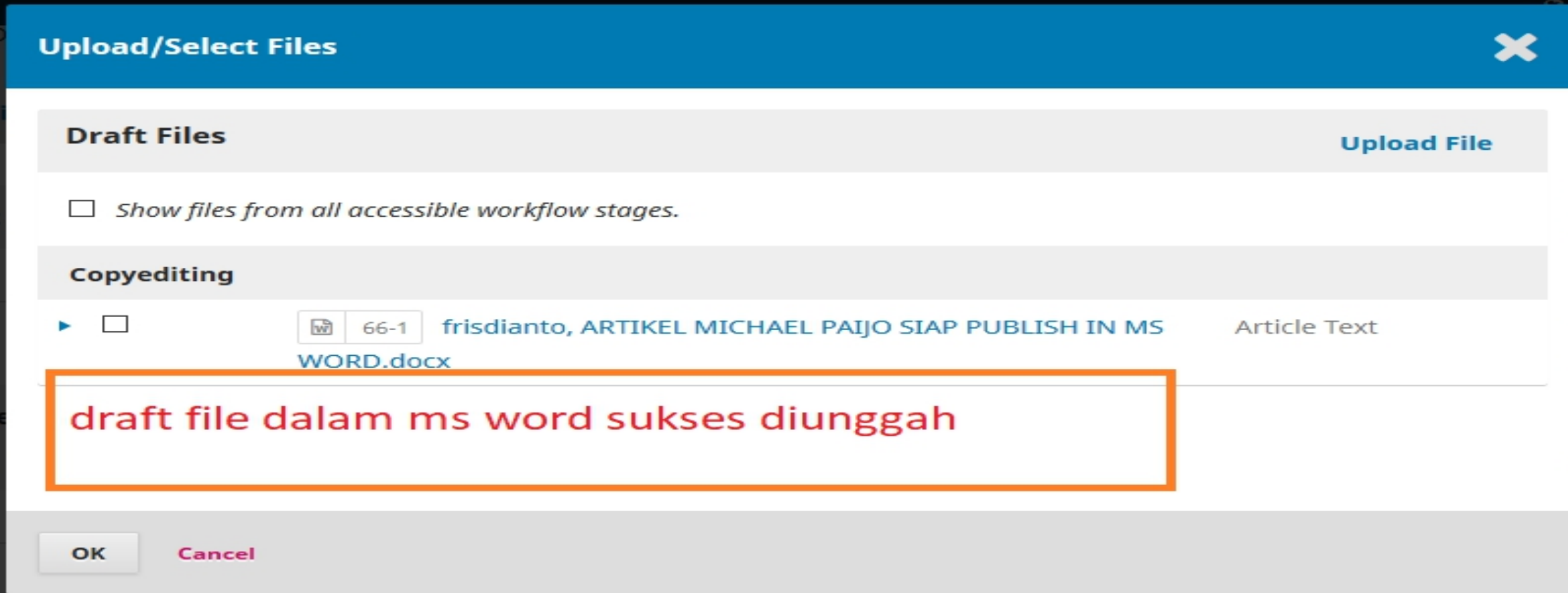
No Items

setelah proses edit dan review masuk ke proses
copyediting dan draft files diunggah

OK

Cancel

5. Unggahan file draft dalam ms word



6. File ms word di pdf-kan dan diunggah

Politico linguistics: contoh artikel keren
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Submission

Review

Copyediting

Production

Help

Production Ready Files

Search

Upload File

No Files

Schedule For Publication

Participants

Assign

Journal editor

▶ editor satu

Author

▶ LORD VOLDERMORT

Production Discussions

Add discussion

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

No Items

Galleys

setelah oke semua file ms word dibuat pdf dan siap
publish via galley

Add galley

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.

Save

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Production Discussions

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Last Reply

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Galleys

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file pdf sukses diunggah via galley

Politico linguistics: contoh artikel keren

LORD VOLDERMORT

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setelah diunggah di galley dimasukkan rencana publish agar masuk archive

Production Ready Files[Search](#)[Upload File](#)[Schedule For Publication](#)*No Files***Production Discussions**[Add discussion](#)

Name

From

Last Reply

Replies

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*No Items***Participants**[Assign](#)**Journal editor**[▶ editor satu](#)**Author**[▶ LORD VOLDERMORT](#)**Galleys**[Add galley](#)

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Vol 1 No 1 (2019): WEB LATIHAN OJS 3



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Politico linguistics: contoh artikel keren

sukses publish
Alhamdulillah :)

LORD VOLDERMORT
HOGWARTS UNIVERSITY

Keywords: Critical thinking, discourse analysis, EFL

Abstract

The abstract should be one paragraph and should be given here in the same font and format as given here. Please do not change the format (1 space, Times New Roman 12, ,Italic, and Justify. Abstract should be between 200-250 words followed by 3 keywords. Write your paper first, and then you're abstract. The abstract should succinctly



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