

Panduan sebagai Author pada OJS 3.x.x (Kasus di Jurnal Arteri)

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Relawan Jurnal Indonesia

Profil

- Pengurus & Tim IT RJI NTB : Mei 2017 - Mei 2019
- Tutor RJI NTB : Mei 2017 - Maret 2019, link : [Tutor RJI](#)
- Tutor RJI JATIM : Oktober 2019 - Sekarang
- Deputy in Chief Editor Jurnal Matrik Univ. Bumigora : 15 Januari 2018 - 31 Agustus 2019 & 1 Sept 2019 - 31 Agustus 2020
- Section Editor JTIM Sekawan Institute : 1 April 2019 - 1 April 2020
- Reviewer Jurnal Arteri Puslitbang Sinergis Asa Professional : 28 Oktober 2019 - 28 Oktober 2020
- Reviewer Jurnal Repositor, Universitas Muhammadiyah Malang : Desember 2019 - Sekarang
- Reviewer Jurnal BIOS Puslitbang Sinergis Asa Professional : Desember 2019 - Sekarang
- Narasumber Workshop Literasi Jurnal RJI, Universitas Teknologi Sumbawa, 2019
- Narasumber Workshop Tata Kelola OJS & All About Crossref, Universitas Mataram, 2018
- Phone/WA. 081-907-755-024



1. Author : Register

- Login ke web Arteri atau daftar jika belum terdaftar di link : <http://arteri.sinergis.org/index.php/arteri/user/register>
- Isikan meta data sesuai yang diminta, perhatikan contoh disamping

SINERGIS ASA PROFESIONAL

HOME ABOUT PEOPLE

HOME / Register

Profile

*Given Name **
Nahla Najihah
Nama depan & tengah (jika ada)

Family Name
Lafatunnisa
Nama belakang (jika ada)

*Affiliation **
Politeknik Negeri Jember

*Country **
Indonesia

Login

*Email **
nahla@gmail.com

*Username **
nahla


*Password **
.....

*Repeat password **
.....

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

Yes, I would like to be notified of new publications and announcements.

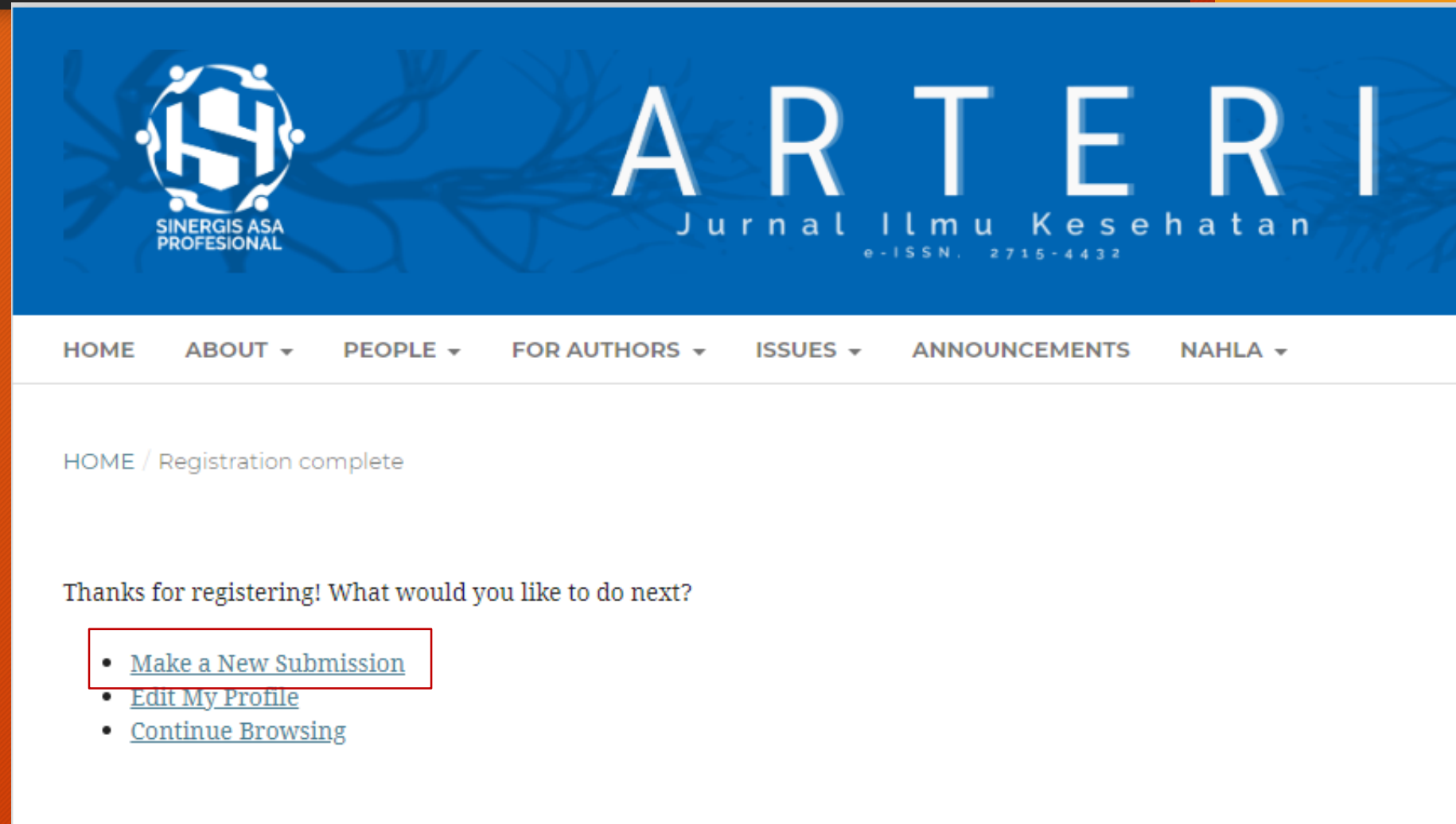
Yes, I would like to be contacted with requests to review submissions to this journal.
Biarkan TIDAK tercentang

✓ I'm not a robot 
reCAPTCHA
Privacy - Terms

Register [Login](#)

Author : Make Submission

- Setelah berhasil Register, maka akan masuk ke halaman seperti gambar disamping.
- Untuk memulai memasukkan/submit naskah, klik bagian yang dilingkari
- Selanjutnya, akan diarahkan



The screenshot shows the homepage of the ARTERI journal website. The header features the journal's logo on the left, which includes a stylized 'H' and 'A' inside a circle, with the text 'SINERGIS ASA PROFESIONAL' below it. To the right of the logo, the word 'ARTERI' is written in large, white, serif capital letters. Below 'ARTERI', the text 'Jurnal Ilmu Kesehatan' and 'e-ISSN: 2715-4432' is displayed in a smaller, white, sans-serif font. The navigation menu is located below the header and consists of several items: 'HOME', 'ABOUT', 'PEOPLE', 'FOR AUTHORS', 'ISSUES', 'ANNOUNCEMENTS', and 'NAHLA'. The 'FOR AUTHORS' item is highlighted with a red box. Below the navigation menu, the page content shows a breadcrumb trail 'HOME / Registration complete' and a message 'Thanks for registering! What would you like to do next?'. A list of three links is provided: 'Make a New Submission', 'Edit My Profile', and 'Continue Browsing'. The 'Make a New Submission' link is highlighted with a red box.

ARTERI
Jurnal Ilmu Kesehatan
e-ISSN: 2715-4432

HOME ABOUT PEOPLE FOR AUTHORS ISSUES ANNOUNCEMENTS NAHLA

HOME / Registration complete

Thanks for registering! What would you like to do next?

- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

Author : Submit an Article (1. Start)

- Ada 5 step yang akan dilalui author sampai submit article selesai, seperti yang dilingkar pada gambar disamping
- Centang semua ceklist pada bagian Submission Requirements
- Jika membutuhkan layanan review cepat, sampaikan ke editor melalui comments for the editor seperti contoh

Submit an Article

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

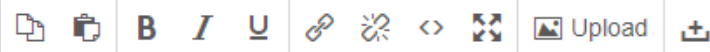
Section Policy

Submission Requirements

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

- Naskah merupakan hasil karya penulis sendiri, bebas dari duplikasi, pabrikasi, falsifikasi, dan plagiarisme
- File artikel yang akan disubmit harus dalam format .docx (Ms Word)
- Naskah sudah mengikuti pedoman dan template penulisan artikel Jurnal ARTERI
- Referensi yang dibuat hanya sumber-sumber yang menjadi rujukan dalam naskah (Minimal 5 referensi)
- Pengutipan dan penulisan referensi sudah dikelola menggunakan Reference Manager (Mendeley atau lainnya)
- Penulis tidak akan mengirim artikel ini ke jurnal yang lain, kecuali artikel sudah dinyatakan 'ditolak' pada ARTERI
- Penulis bersedia melakukan korespondensi dengan baik, tanggap, dan beretika
- Penulis bersedia melampirkan Surat Pernyataan Keaslian Naskah ketika submit artikel di proses akhir

Comments for the Editor



Mohon segera diproses ya, saya memilih menggunakan layanan fast track. Demikian dan terima kasih.

Author : Submit an Article (1.Start), Next..

- Centang ke 2 ceklist seperti gambar disamping
- Pilih Save and continue

Corresponding Contact *

I agree to be contacted about this submission.

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

Save and continue

Cancel

* Denotes required field

Author : 2.Upload Submission File

- Setelah Pilih Save and continue pada tahap sebelumnya, akan muncul form untuk Upload Submission File seperti gambar disamping (step 1)
- Setelah berhasil upload file, selanjutnya klik Continue

The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. The dialog is divided into three steps: "1. Upload File", "2. Review Details", and "3. Confirm". The "1. Upload File" step is currently active and highlighted with a red circle. Below the step indicator, there is a dropdown menu labeled "Article Component *" with "Article Text" selected and circled in red. Below the dropdown, a file selection area shows a green checkmark and the filename "nahla, Nahla Arteri.doc", which is also circled in red. To the right of the file selection area is a "Change File" button, also circled in red. At the bottom of the dialog, there are "Continue" and "Cancel" buttons. Three red arrows point from the text annotations to the "Article Text" dropdown, the "nahla, Nahla Arteri.doc" file, and the "Change File" button.

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

Article Component *
Article Text

nahla, Nahla Arteri.doc

Change File

Continue Cancel

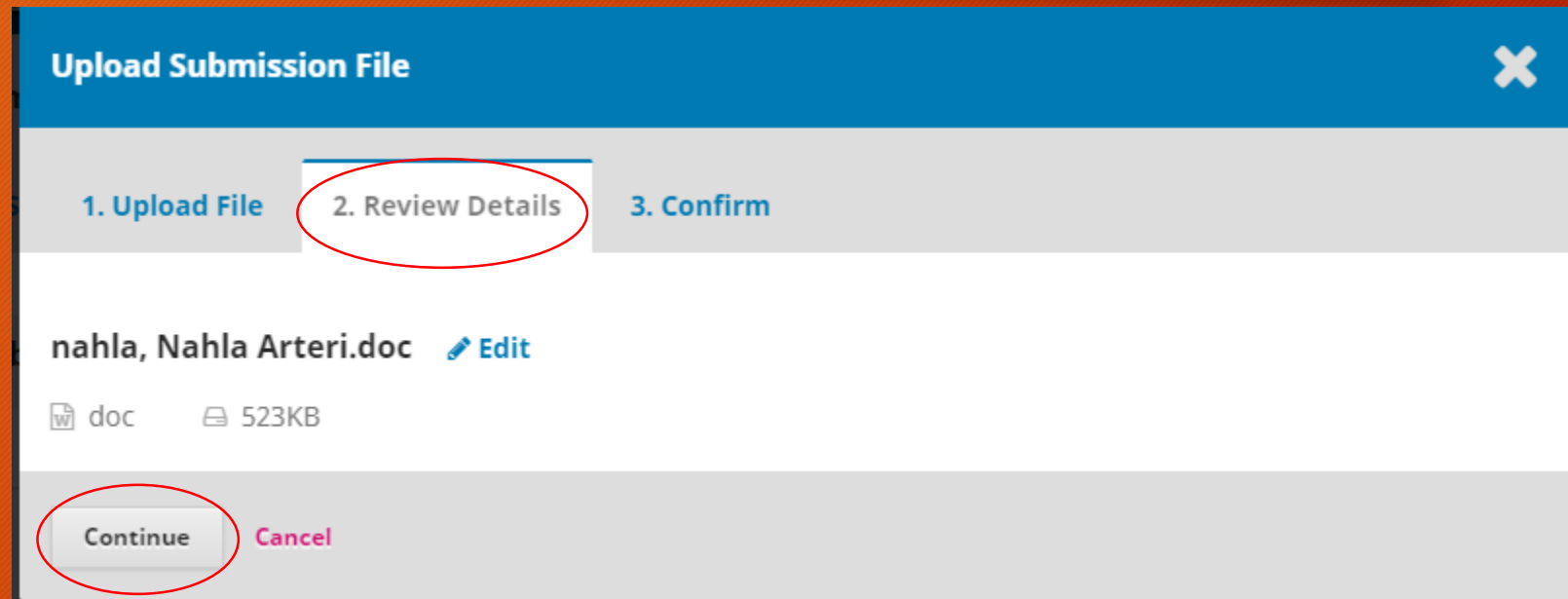
1. Pilih "Article Text" pada pop up menu dr Article component

2. Cari atau drop and drag artikel yang akan disubmit seperti contoh

3. Nama file artikel (.docx)

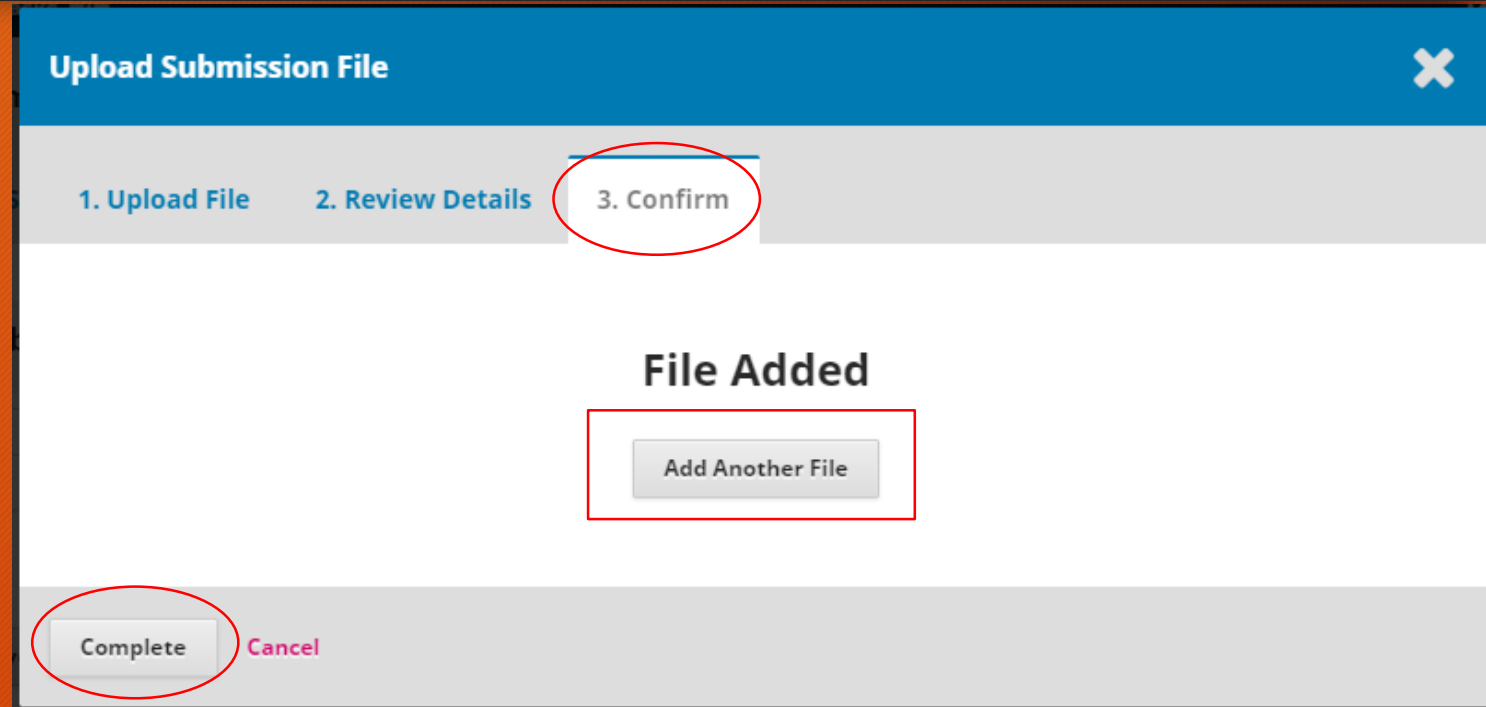
Author : 2.Upload Submission File, Next..

- Pada step 2, Review Details, Pilih Continue



Author : 2.Upload Submission File, Next..

- Pada step 3, Confirm, pastikan data artikel sudah terupload dan sesuai
- Jika ada file tambahan yang dipersyaratkan pengelola Jurnal Arteri, misalnya Surat Keaslian Naskah (.PDF), maka bisa ditambahkan di bagian “Add Another File”
- Jika sudah lengkap semua, maka klik “Complete”



Author : 2.Upload Submission File (Add Another File)

- Misalnya pada step 3, pilih add another file. Maka tampilannya seperti gambar disamping.
- Pada bagian “Article Component” pilih “other”
- Selanjutnya cari file yang akan diupload sesuai ekstensi yang diminta
- Pilih continue

Upload Submission File [Close]

1. Upload File 2. Review Details 3. Confirm

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

This is not a revision of an existing file

Article Component * 1. Pilih Other..

Other

✓ nahla, Surat Keaslian Naskah.pdf 2. Pilih file Change File

Continue Cancel

Author : 2.Upload Submission File (Add Another File), Next..

- Klik continue

1. Upload File 2. Review Details 3. Confirm

nahla, Surat Keaslian Naskah.pdf [Edit](#)

pdf 410KB

Nama file yang telah diupload

Description

Creator (or owner) of file

Source

Contributor or sponsoring agency

Publisher

Subject

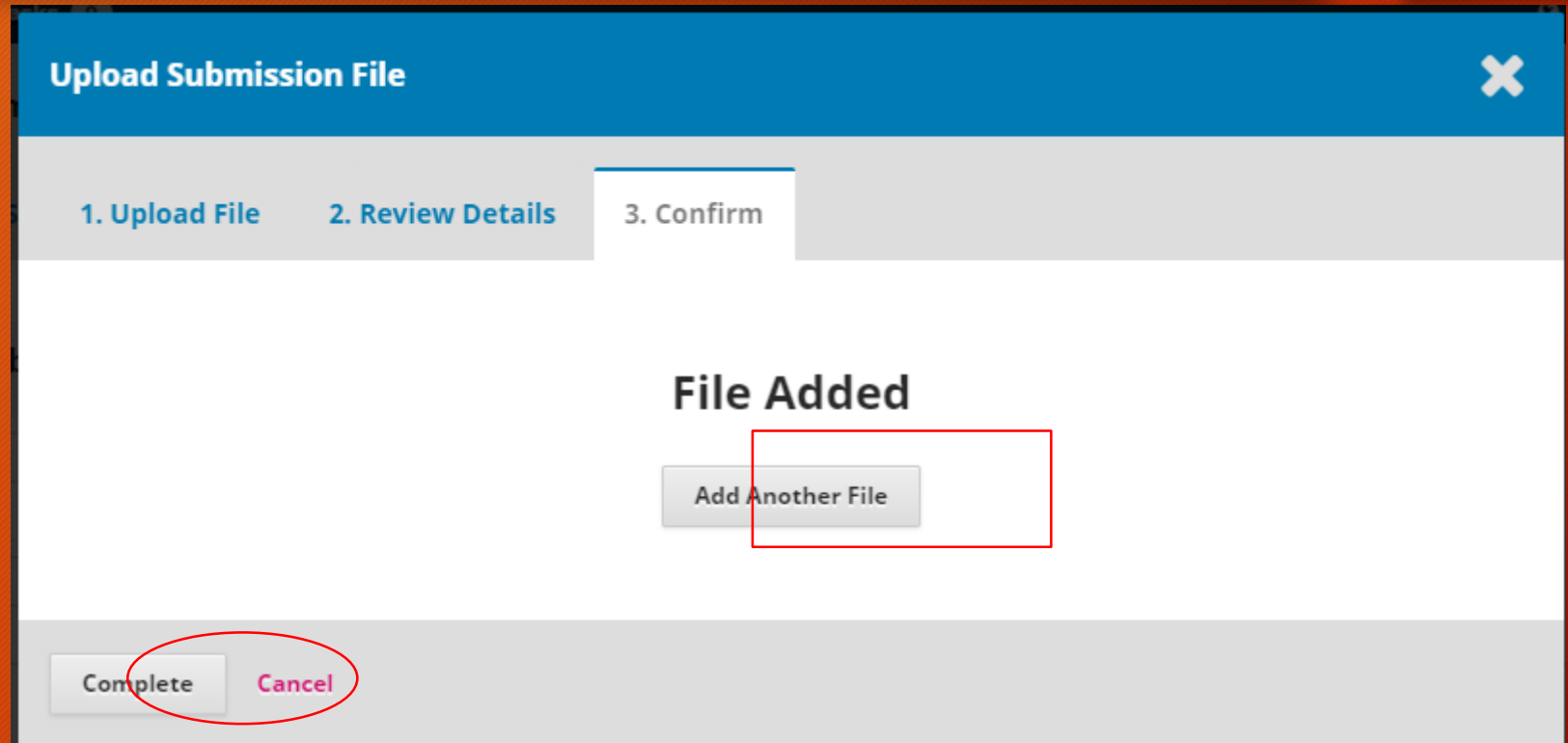
Date

Language

Continue Cancel

Author : 2.Upload Submission File (Add Another File), Next..

- Akan kembali ke tampilan awal di step 3. Jika masih ada lagi file yang mau di “ADD” maka langkahnya sama seperti sebelumnya.
- Namun, jika data sudah lengkap semua maka klik “complete”





Author : 2.Upload Submission File, Next..

Submit an Article

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

Submission Files

Search Upload File

▶	 403-1	nahla, Nahla Arteri.doc	December 28, 2019	Article Text
▶	 404-1	nahla, Surat Keaslian Naskah.pdf	December 28, 2019	Other

Save and continue Cancel

- Tampilan terakhir step 2 “Submit an Article” bagian Upload Submission” jika berhasil upload naskah dan surat keaslian naskah. Klik “Save and continue”

Author : 3. Enter Metadata

Submit an Article

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

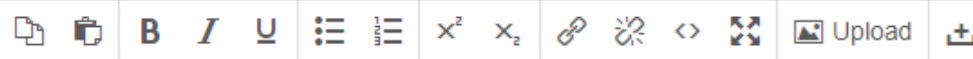
Prefix

Examples: A, The

Title *

Subtitle

Abstract *



isi abstrak disini dengan abstrak bahasa Inggris. Tidak perlu ada tulisan "Abstract" dan tidak perlu mencantumkan "keyword"

- Isi bagian "Title" dan "Abstract" dengan abstract yang Bahasa Inggris

Author : 3. Enter Metadata, Next..

List of Contributors

[Add Contributor](#)

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

2. Daftar author naskah, klik panah samping nama untuk edit

1. Add contributor untuk menambahkan data penulis

Submission Metadata

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

Additional Refinements

Keywords 3. Masukkan abstract per kata (bukan sekaligus), tekan "TAB" untuk masukkan kata berikutnya

medical record × digital × puskesmas × selalu sehat ×

[Save and continue](#) [Cancel](#)

4. Klik untuk melanjutkan

Author : 3. Enter Metadata (Edit data author)

List of Contributors				Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▼ Nahla Najihah Lafatunnisa	nahla@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	Delete			

Klik tanda panah sebelum nama author, kemudian klik “Edit”. Jika data author mau dihapus, maka tekan “Delete”

“Primary Contact” menunjukkan author sbg korespondensi yang nantinya selalu berhubungan dengan editor selama proses editorial naskah

Author : 3. Enter Metadata (Edit data author), Next..

Edit Contributor

Name

Given Name *1. Isi dengan nama depan dan tengah (jika ada) *Family Name* 2. Isi dengan nama belakang (jika ada)

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

Preferred Public Name

Contact

Email * 3. Wajib diisi email dg format yang benar

Country

Country * 4. Pastikan Negara sudah benar

2. Isi dengan nama belakang (jika ada)

3. Wajib diisi email dg format yang benar

4. Pastikan Negara sudah benar

Author : 3. Enter Metadata (Edit data author), Next..

5. Pastikan mengisi asal institusi dengan benar dan konsisten

6. Pastikan ceklist "Author" dicentang jika contributor sbg author

7. Pastikan centang ceklist Principal Contact jika author tsb menjadi korespondensi

8. Jika sudah selesai edit data, klik "SAVE"

User Details

Homepage URL *ORCID iD*

Affiliation

B *I* U Upload

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

Contributor's role *

Author
 Translator

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

* Denotes required field

Author : 3. Enter Metadata (Tambah Data Author)

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Nahla Najihah Lafatunnisa	nahla@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Klik “Add Contributor” untuk menambahkan data author

Author : 3. Enter Metadata (Tambah Data Author), Next..

Add Contributor ✕

Name

Nahda Mishal Qurani

Given Name * Family Name

Nama belakang

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

Preferred Public Name

Contact

nahda@gmail.com

Email *

*** Wajib diisi**

Country

Indonesia

Country *

User Details

Homepage URL ORCID iD

Universitas Jember

Affiliation

Contributor's role *

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

Principal contact diceklist jika author sbg korespondensi

* Denotes required field

Author : 3. Enter Metadata (View Tambah Data Author)

List of Contributors **Mengurutkan data author** ← **Order** [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Nahla Najihah Lafatunnisa	nahla@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Nahda Mishal Qurani	nahda@gmail.com	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Artinya Nahla sbg penulis 1 sekaligus korespondensi (sesuaikan urutan dan peran dg naskah)

Submission Metadata

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

Additional Refinements

Keywords

medical record × digital × puskesmas × selalu sehat ×

Contoh isian keyword yg benar

OpenAIRE ProjectID

If this research resulted from an EU initiative that complies with the [OpenAIRE](#) metadata platform, please include the ProjectID, a six-digit number which corresponds with the Grant Agreement identifier.

Kosongkan saja (jika muncul)

Save and continue

Cancel

Author : 3. Enter Metadata (Merubah Urutan Data Author)

List of Contributors					Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists		
▶ Nahla Najihah Lafatunnisa	nahla@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▶ Nahda Mishal Qurani	nahda@gmail.com	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Artinya Nahla sbg penulis 1 sekaligus korespondensi (sesuaikan urutan dan peran dg naskah)

Misal : Nahda sebagai penulis 1 dan Nahla sebagai penulis 2 (sekaligus korespondensi), maka Kita perlu merubah urutannya agar Nahda di posisi pertama dan Nahla di posisi kedua

List of Contributors					Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists		
▶ Nahla Najihah Lafatunnisa	nahla@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▶ Nahda Mishal Qurani	nahda@gmail.com	Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Klik "Order"

Author : 3. Enter Metadata (Merubah Urutan Data Author), Next..

Akan muncul tanda “panah bawah-atas” yg artinya fitur drag & drop sudah aktif

Name	E-mail	Role	Primary Contact	Order
Nahla Najihah Lafatunnisa	nahla@gmail.com	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nahda Mishal Qurani	nahda@gmail.com	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Done, Cancel ordering

Enable ordering mode

1. Sorot author “Nahda” sampai muncul tanda panah warna putih 4 arah.
2. Drag dan drop ke posisi pertama (sesuai kebutuhan).
3. Klik “Done” jika sudah sesuai urutan

Akan disable dan jika disorot muncul tulisan “Enable ordering mode” artinya fitur untuk ubah urutan sudah aktif

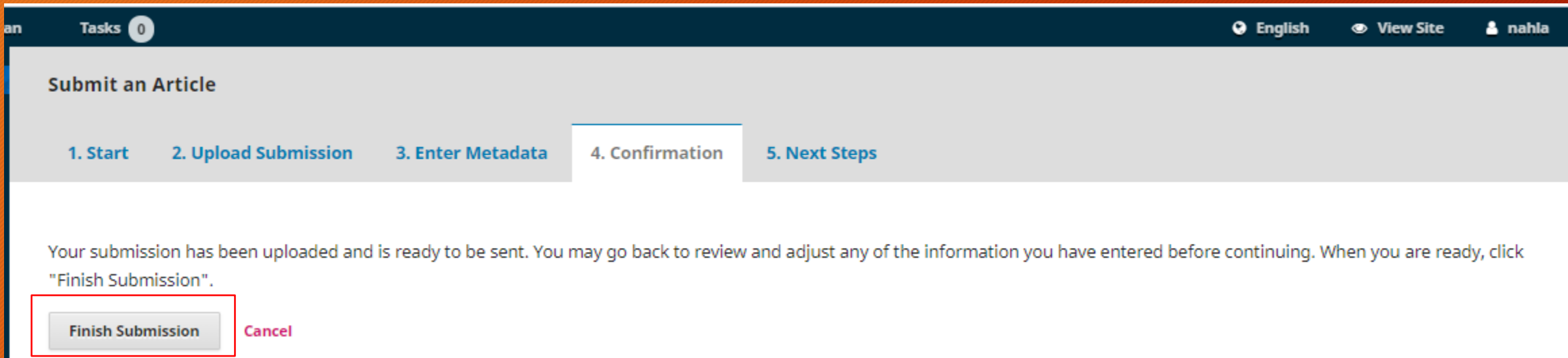
Name	E-mail	Role	Primary Contact
Nahda Mishal Qurani	nahda@gmail.com	Author	
Nahla Najihah Lafatunnisa	nahla@gmail.com	Author	<input checked="" type="checkbox"/>

Klik “Save and continue” untuk melanjutkan

Hasil perubahan urutan author

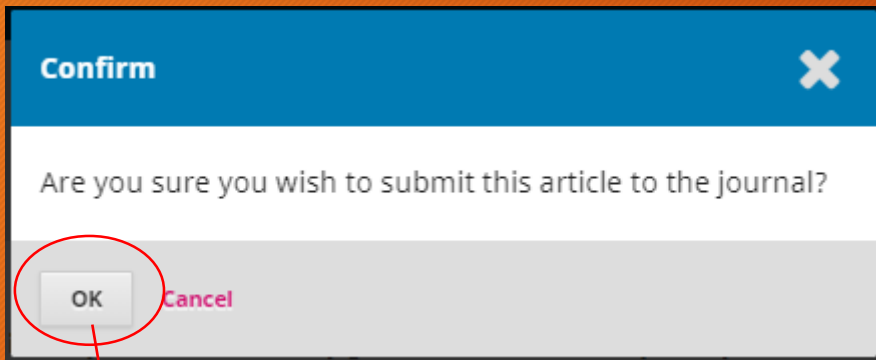
Author : 4. Confirmation

Pada tahap ke 4 ini, jika data semua sudah sesuai dan lengkap maka klik “Finish Submission”



The screenshot shows a web interface for submitting an article. At the top, there is a dark blue header with the text 'Tasks 0' on the left and 'English', 'View Site', and a user profile icon labeled 'nahla' on the right. Below the header, the main content area is titled 'Submit an Article'. A horizontal progress bar contains five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The '4. Confirmation' step is currently active and highlighted with a blue border. Below the progress bar, a message reads: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' At the bottom of the message, there are two buttons: a grey button labeled 'Finish Submission' which is highlighted with a red rectangular box, and a pink text link labeled 'Cancel'.

Author : 4. Confirmation, Next..



Klik "OK"

Submit an Article

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

Submission complete

Thank you for your interest in publishing with ARTERI : Jurnal Ilmu Kesehatan.

What Happens Next?

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

For now, you can:

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

Setelah klik "OK" dan berhasil, maka akan muncul halaman seperti diatas.

Pada tulisan yang berwarna biru, author selanjutnya bias :

1. Memantau perkembangan naskah yang telah di submit
2. Melakukan submit naskah baru
3. Kembali ke halaman beranda author

Author : Melihat Daftar Submission Article

The screenshot shows the ARTERI journal submission interface. At the top, there is a navigation bar with the journal name 'ARTERI : Jurnal Ilmu Kesehatan', a 'Tasks 0' notification, and user information 'English', 'View Site', and 'nahla'. Below this is a 'Submissions' section with two tabs: 'My Queue' and 'Archives'. A 'My Assigned' section contains a table with one submission entry. The entry has an ID of 47, the authors 'Nahda Mishal Qurani, Nahla Najihah Lafatunnisa', and the title 'Pengolahan Data Rekam Medis Berbasis Digital di Puskesmas "Selalu Sehat" Jemb...'. The status is 'Submission' and there is a 'New Submission' button. A 'Help' button is also visible.

Tasks 0 → Berisi notifikasi/pesan proses editorial

English View Site nahla

Submissions

My Queue Archives

Help

My Assigned

Judul Article, klik untuk melihat detailnya

New Submission

47 Nahda Mishal Qurani, Nahla Najihah Lafatunnisa
Pengolahan Data Rekam Medis Berbasis Digital di Puskesmas "Selalu Sehat" Jemb...

Submission

1

Untuk submit naskah baru

No article yang selanjutnya jadi no DOI

1 of 1 submissions

Klik "Submission" untuk melihat daftar naskah yang telah disubmit

Menunjukkan status article. Karena belum diproses/masuk tahap editorial maka Statusnya "Submission"

Author : Melihat Detail & Proses Editorial Article

ARTERI : Jurnal Ilmu Kesehatan Tasks 0 English View Site nahla

Submission Library View Metadata

Pengolahan Data Rekam Medis Berbasis Digital di Puskesmas "Selalu Sehat" Jember
Nahda Mishal Qurani, Nahla Najihah Lafatunnisa

Submission Review Copyediting Production

Submission Files Search

File Name	Date	Type
nahla, Nahla Arteri.doc	December 28, 2019	Article Text
nahla, Surat Keaslian Naskah.pdf	December 28, 2019	Other

Download All Files

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
Comments for the Editor	nahla	-	0	<input type="checkbox"/>
	2019-12-28 04:03 AM			

Berisi 4 tahapan editorial dan akan aktif sesuai proses yang sedang/sudah berjalan

Berisi naskah yang telah disubmit dan file pendukung

Berisi daftar diskusi dengan editor

Menu untuk membuat diskusi baru dengan editor jika ada yang perlu ditanyakan atau didiskusikan

Tips dan trik Author

- Pantaulah terus akun jurnal pada OJS
- Komunikasi dengan editor agar selalu menggunakan menu DISCUSSION pada OJS, hindari melalui email atau WA kecuali pada keadaan2 tertentu
- Sebelum SUBMIT article, pastikan naskah yang ditulis sudah sesuai dengan TEMPLATE jurnal yang dituju untuk menghindari di REJECT
- Revisilah naskah sesuai yang diminta oleh Editor dan atau Reviewer pada rentang waktu yang telah ditentukan
- Jangan membuat Editor merasa di PHP 😊