

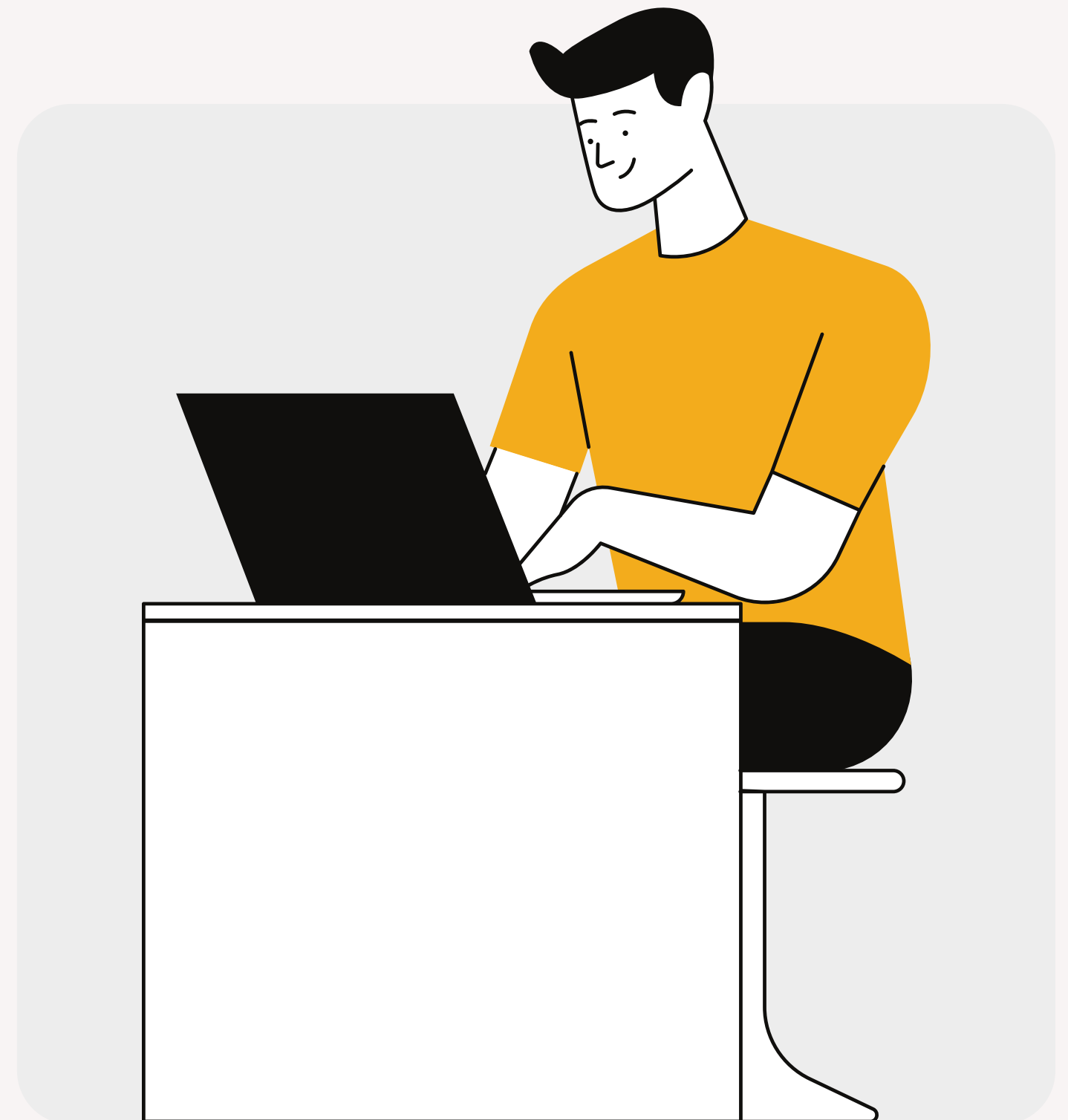
Manajemen Penerbitan OJS 3

Dr. Eric Kunto Aribowo, S.S., M.A.

Relawan Jurnal Indonesia | Universitas Widya Dharma

DOI: [10.5281/zenodo.5526538](https://doi.org/10.5281/zenodo.5526538)

Lisensi: CC-BY



Biography



Eric Kunto Aribowo

Dr. Eric Kunto Aribowo, M.A. is the head of the Center for the Study of Scientific Publications (PSP) at the Indonesian Journal Volunteers (RJI). He is also active in promoting good practice of conducting research that is more open, transparent, and robust.

Editor

3

Reviewer

9

Research interest:

Sociolinguistics, onomastics, linguistics landscape, educational technology, mobile learning

Institution:

Universitas Widya Dharma Klaten

Academic Profile

- ORCID: orcid.org/0000-0002-6798-7626
- GS: scholar.google.co.id/citations?user=EJF-OwEAAAAJ
- Lens: lens.org/lens/profile/346015587/scholar
- Impactio: impactio.com/researcher/erickunto
- ResearcherID: researcherid.com/rid/Q-4284-2017
- Publons ID: publons.com/author/1366390/eric-kunto-aribowo
- SINTA ID: sinta.ristekbrin.go.id/authors/detail?id=6026158
- Figshare: figshare.com/authors/Eric_Kunto_Aribowo/4482766
- Scopus ID: 57217932214

Skills

Research and Publication Ethics



Open Science platform



Research Data Management



Data Visualization



Information Literacy






Research Software or Apps



Certifications

-  Researcher Academy Elsevier
-  Nature Research Academies
-  IdMenulis Kemristekdikti
-  Editor Naskah BNSP

Ambassadors

-  [Figshare](https://figshare.com), repository where users can make their research outputs available.
-  [Protocols.io](https://protocols.io), platform for management and sharing of research methods.
-  [Altmetric](https://altmetric.com), measure the impact of research on social media, blog, etc.

How you can reach me:

- Personal website: <https://www.erickunto.com>
- Email: erickunto@relawanjournal.id
- Twitter: <https://twitter.com/EricKunto>
- Facebook: <https://facebook.com/erickunto>
- LinkedIn: <https://linkedin.com/in/eric-kunto-aribowo>



01. Manajemen penerbitan artikel

OJS 3 mulai dari peran yg ada di OJS, workflow di OJS, serta poin-poin penting yg harus diperhatikan pada saat *submisission* hingga *publish*

02. Layout artikel jurnal

usulan contoh layout artikel yg baik untuk template, item-item yg harus ada pada artikel, hingga *checklist* terkait ilustrasi (table & figure)

03. Penggunaan bahasa

poin-poin penting sesuai Scopus Policy and Selection yg harus diperhatikan, terutama terkait *clarity of abstract* dan *readability of articles*

Apa topik diskusi kita hari ini?



Survei 3 menit

dik.si/unp-ojs

Role di OJS

Manajemen situs

IT support/web admin

- instalasi OJS pada server
- back-up sistem dan data
- update ke OJS terbaru
- pengamanan dari hacker
- restore/memperbaiki sistem

Manajemen jurnal

Journal manager

- setup 5 tahap jurnal
- siapkan konten akreditasi
- siapkan untuk indeksasi
- setup Creative Commons
- setup Statistic Counter
- buat profil GS jurnal

Manajemen penerbitan

terdiri dari:

1. Editor
2. Section Editor
3. Reviewer
4. Copy Editor
5. Layout Editor
6. Proofreader
7. dlsb.



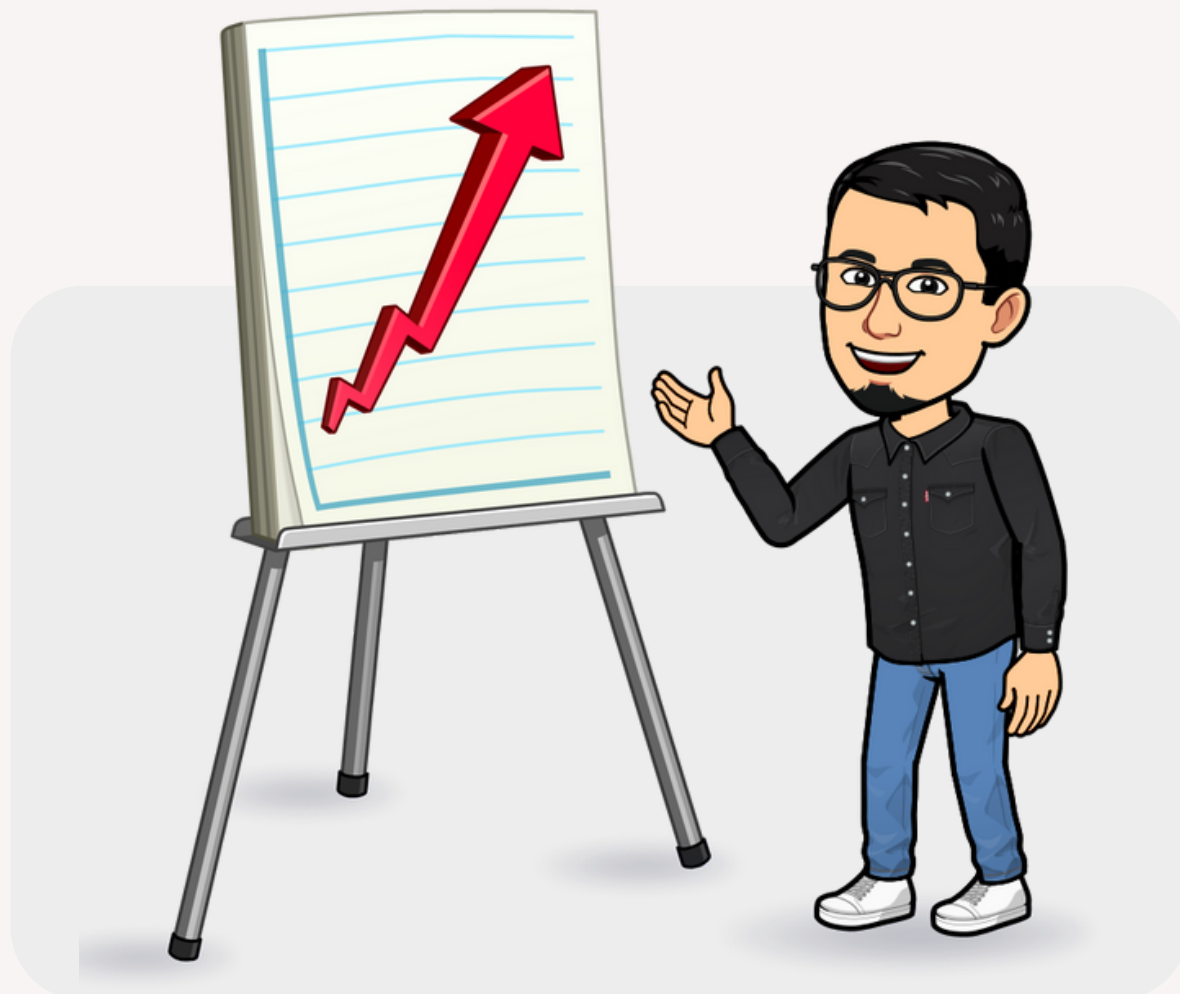
Author > Editor > Reviewer

MENURUT ANDA, MANA RUTE YANG IDEAL?



Author > Reviewer > Editor

OJS Workflow



Submission

Di sinilah artikel baru diterima oleh Editor dan ditugaskan ke Section Editor yg kemudian dipertimbangkan ke tahap Review.

Review

Tahapan saat peninjauan sejawat terjadi serta segala revisi (dari komentar Reviewer) yang perlu ditindaklanjuti oleh penulis.

Copyediting

Artikel yang diterima akan dipindah ke tahap ini. Berikutnya, artikel akan disunting oleh Copy Editor.

Production

Setelah copyedit selesai dan disetujui oleh semua pihak, lalu artikel dijadwalkan untuk terbit di edisi mendatang.



MANAJEMEN PENERBITAN OJS 3



Christy Summers

Editor



Trevor Hines

Section Editor



Juan Mendez

Copy Editor



Christy Summers

Layout Editor



Colleen Perez

Proofreader



MANAJEMEN PENERBITAN OJS 3



David Barnes
Editor



David Barnes
Section Editor



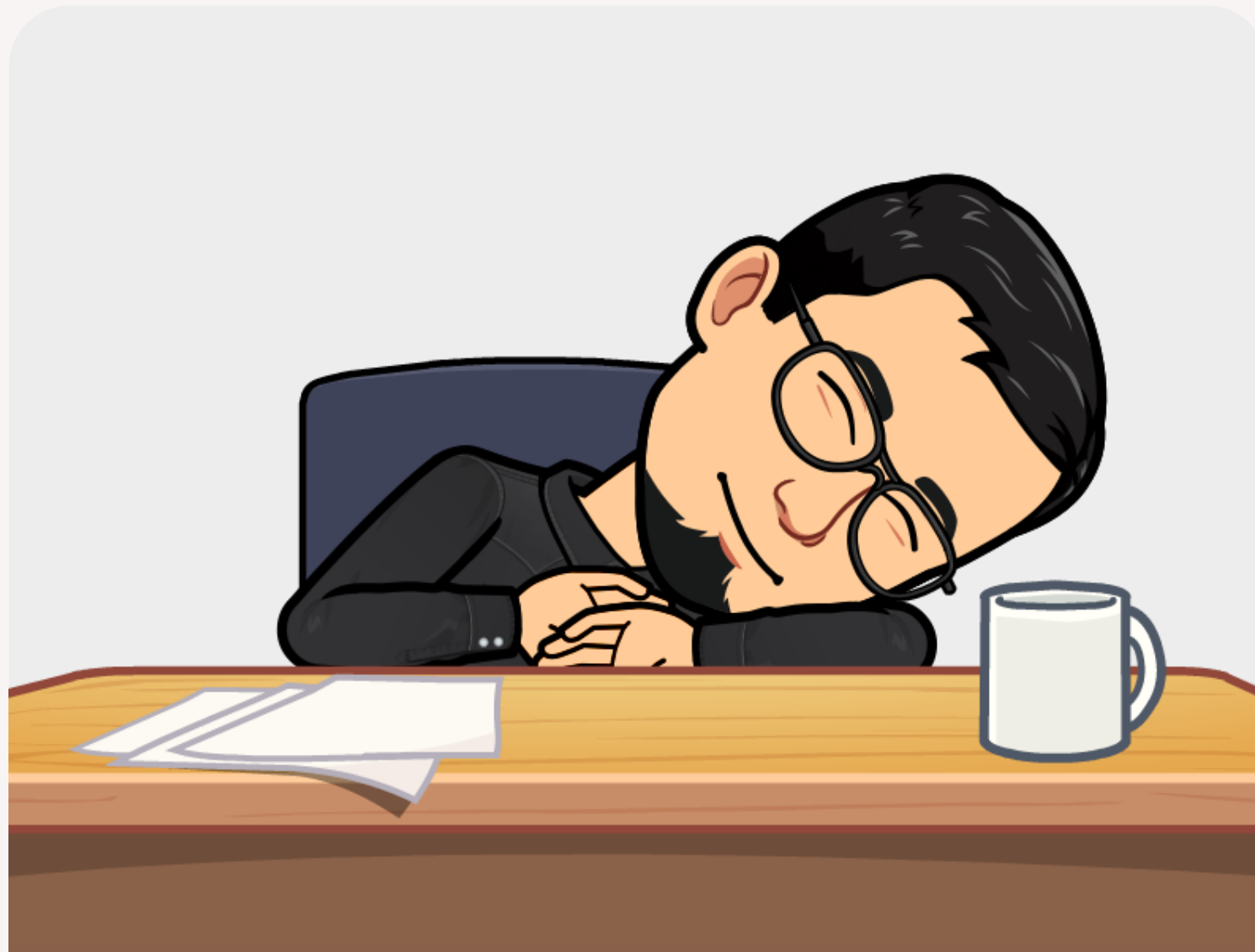
David Barnes
Copy Editor



David Barnes
Layout Editor



David Barnes
Proofreader



Bgmn alur penerbitan

dari submit hingga terbit?

Step by step alur penerbitan artikel

- 01 Submitting an Article
- 02 Responding to a Submission
- 03 Assigning a Reviewer
- 04 The Reviewer's Steps
- 05 Responding to the Reviews
- 06 Copyediting
- 07 Production
- 08 Issue Management

Siapa yg terlibat?



Keterangan

SE = Section Editor
CE = Copy Editor
LE = Layout Editor



01. Submitting an article

Apa yg harus dilakukan ED?

- cek kelengkapan file artikel dan komponennya (dataset, instrument, material, dlsb)
- cek kelengkapan & kebenaran metadata (title, abstract, keywords, contributors, reference)

Suplemen:

- <https://youtu.be/5ZUIgCS0vEc>
- erickunto.com/2021/02/5-tahap-mengirimkan-artikel-via-ojs.html

Submit an Article

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

Files Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

Submit an Article

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

Prefix
The ✖
Examples: A, The

Title *
Official Knowledge and Adult Education Agents ✖
Français (Canada) ✖

Subtitle
An Ethnographic Study of the Adult Education team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal ✖

Abstract *

Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of relationships and arrangements, as a result of the activity in such educational arena. This article intends to question, on the basis of an ethnographic study of an adult education team of an LDNGO and using the pedagogical discourse model of Bernstein, the relationship that these agents establish with the official knowledge (pedagogical discourse) emerging from State-dependent intervention bodies. The results of the study shows that, even in strongly prescriptive working contexts, it is possible to develop

Kredit Gambar: <https://docs.pkp.sfu.ca>



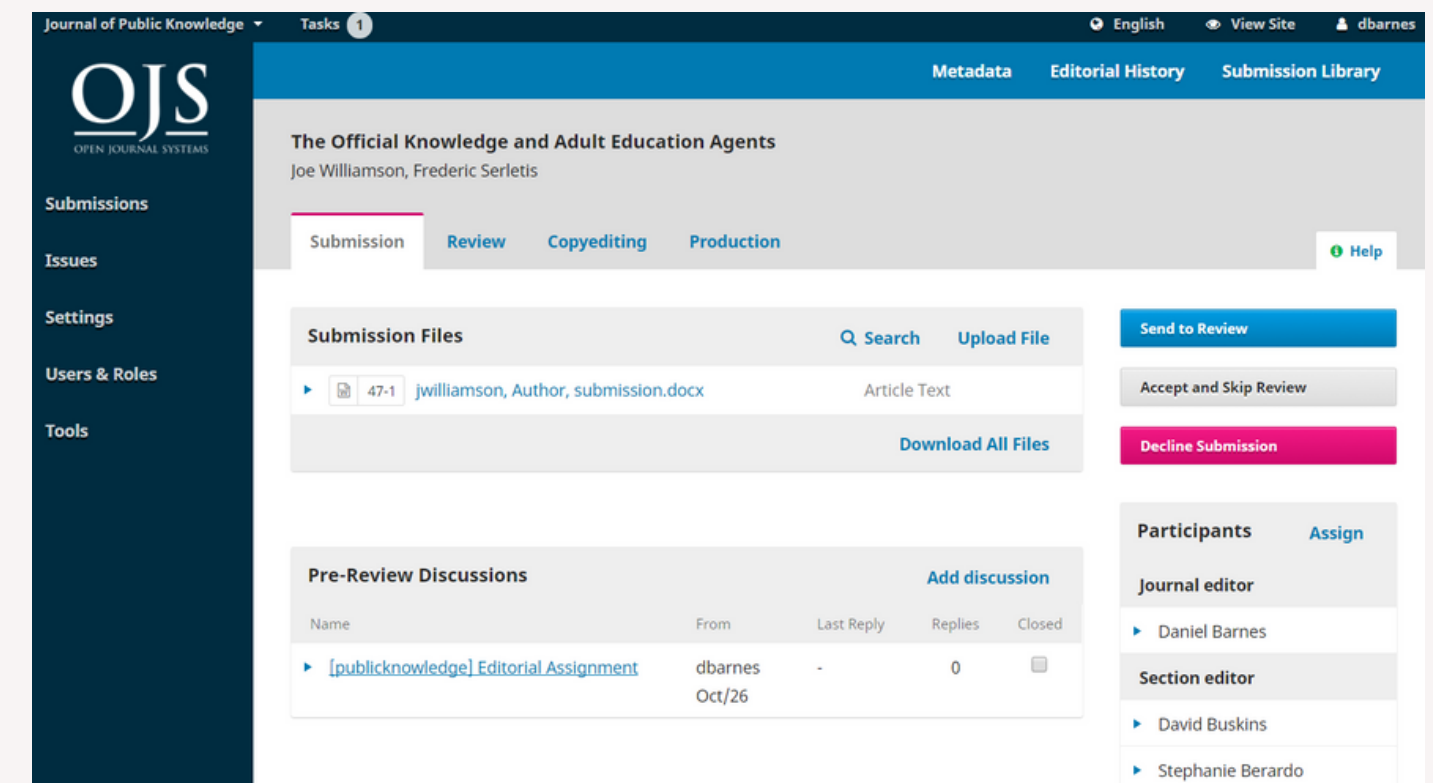
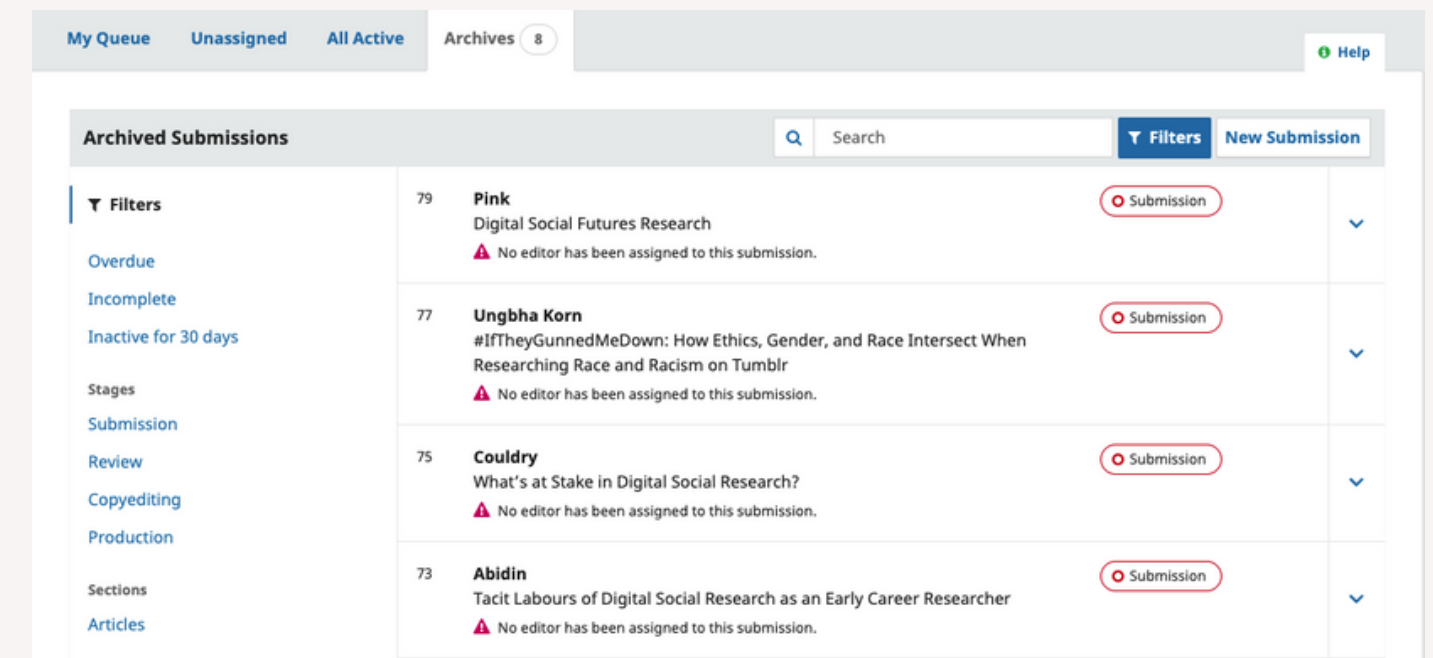
02. Responding to a Submission

Apa yg harus dilakukan ED?

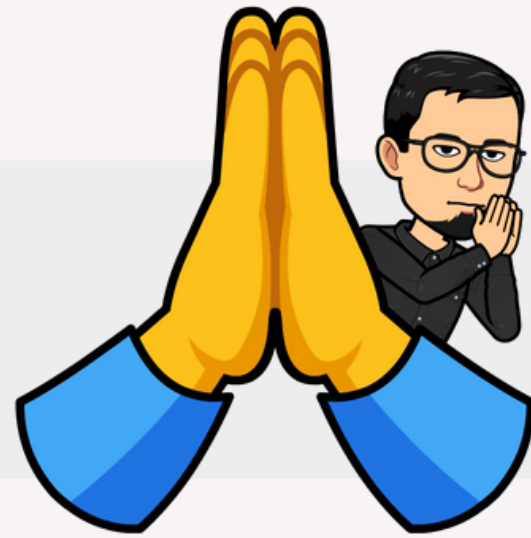
- cek kesesuaian artikel dengan aim and scope jurnal; cek indikasi pelanggaran etika publikasi
- delegasikan artikel ke Section Editor melalui Assign pada blok Participants

Suplemen: <https://youtu.be/CIZmk65QQHM>

EDITOR (ED) & SECTION EDITOR (SE)



Kredit Gambar: <https://docs.pkp.sfu.ca>



03. Assigning a Reviewer

Apa yg harus dilakukan SE?

- jika *double-blind review*, hapus identitas author di artikel maupun metadata dokumen
- tugaskan Reviewer via Send to Review > Select Reviewer. Ulangi jika reviewer lebih dari 1 orang

Suplemen: https://youtu.be/iW-ji_ylCKI

SECTION EDITOR (SE) & REVIEWER (RE)

Reviewers		Add Reviewer
▶ Julie Janssen	Request Sent Response due: 2019-06-14	Double-blind
▼ Paul Hudson	Request Accepted Review due: 2019-06-14	Double-blind
Review Details Email Reviewer Edit Cancel Reviewer History		
Login As Editorial Notes		

Kredit Gambar: <https://docs.pkp.sfu.ca>



04. Reviewer's Steps

Apa yg harus dilakukan RE?

- terima undangan review via Review > Accept Review lalu unduh artikel
- berikan feedback substansial via Ms. Word > Review dan rekomendasi yg jelas kepada Editor

Suplemen:

- <https://youtu.be/NgVxnLror8s>
- erickunto.com/2021/02/menghilangkan-nama-pemberi-komentar-di-word.html

Review: approach for externalization of expert tacit knowledge

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

Request for Review

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

Article Title

approach for externalization of expert tacit knowledge

Abstract

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

Upload

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

Reviewer Files	Q Search	Upload File
No Files		

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.

Choose One

Submit Review Go Back

* Denotes required field

Kredit Gambar: <https://docs.pkp.sfu.ca>

Rekomendasi Reviewer



Accept Submission

jika artikel siap langsung ke proses Copyediting

Revisions Required

ada *minor revision* yg harus ditinjau dan diterima oleh Editor

Resubmit for Review

ada *major revision* dan harus dicek pada Round berikutnya

Resubmit Elsewhere

artikel tidak cocok untuk fokus dan ruang lingkup jurnal

Decline Submission

artikel terlalu banyak kekurangan yg harus dibenahi

See Comments

meminta Editor untuk memutuskan berdasarkan catatan



05. Responding to the Reviews

Apa yg harus dilakukan AU?

- unduh artikel dan balas komentar Reviewer via Ms. Word > Review. Aktifkan Track Changes
- unggah artikel yg telah direvisi sesuai komentar Reviewer via Upload File

Suplemen: https://youtu.be/X_E7A3q7mQU

OJS 3.2.0.3 Tasks 1 English View Site jjacobs

OJS OPEN JOURNAL SYSTEMS

Submissions

My Queue 2 Archives Help

My Assigned Search New Submission

6	Jacobs	What are innovations in peer review and editorial assessment for?	Review	1/1
		Revisions have been requested.		
3	pmangahis	Anti- Classism and Socio-Economic Equity Directive	Review	3/3 1
		Revisions have been requested.		

Upload Review File

1. Upload File 2. Review Details 3. Confirm

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

Author, submission-manuscript.docx

Article Component *

Article Text

Drag and drop a file here to begin upload

Upload File

Kredit Gambar: <https://docs.pkp.sfu.ca>



06. Copyediting

Apa yg harus dilakukan SE & CE?

- unduh artikel via Revisions dan cek apakah Author telah melakukan revisi sesuai komentar
- delegasikan artikel kpd Copy Editor yg kompeten dan ahli bahasa via Assign pd blok Participants
- Copy Editor melakukan suntingan dan unggah hasil copyedit lalu centang artikel terkait

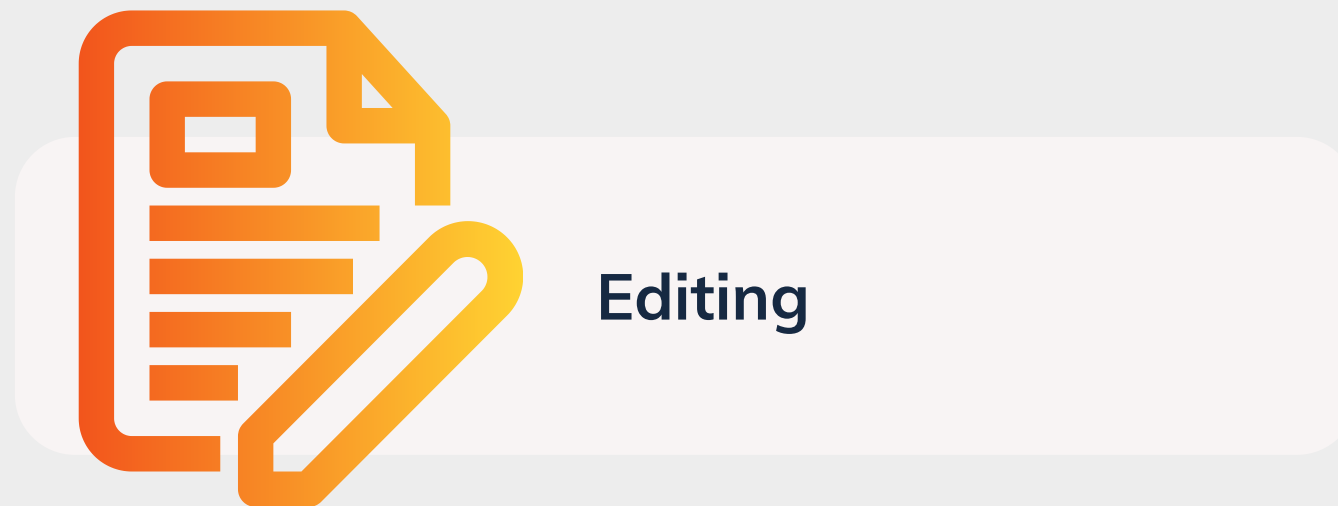
Suplemen: <https://youtu.be/Yx3tlufAenU>

SECTION EDITOR (SE) & COPYEDITOR (CE)

The screenshot shows the PKP OJS 3.3 Test Journal interface. The main content area is titled '31 / TestAuthor / A Sample Submission for Review Testing: subtitle'. The 'Publication' tab is active, and the 'Copyediting' sub-tab is selected. A notification states: 'Assign a copyeditor using the Assign link in the Participants list.' Below this, there are sections for 'Draft Files' (No Files), 'Copyediting Discussions' (with a table showing a discussion from 'editor' on '02/19/2021 9:42am'), and 'Copiedited' (No Files). On the right, the 'Participants' list includes 'Journal editor' and 'Copyeditor' (with a sub-item 'copied').

The screenshot shows the 'Add Participant' dialog box. It has a title bar 'Add Participant' with a 'Help' icon and a close button. The main section is 'Locate a User', which includes a dropdown menu set to 'Copyeditor', a search input field with the placeholder 'Search User By Name', and a 'Search' button. Below the search field, there is a table with two rows: 'Maria Fritz' and 'Sarah Vogt'. The 'Sarah Vogt' row is selected with a blue radio button. At the bottom right, it says '2 of 2 items'.

Kredit Gambar: <https://docs.pkp.sfu.ca>



- ✓ Grammatical error check
- ✓ Style consistency check
- ✓ Proper word choice check
- ✓ Sentence structure and flow check



- ✓ Spell check
- ✓ Punctuation check
- ✓ Consistent capitalization check
- ✓ Consistent abbreviation & acronym usage



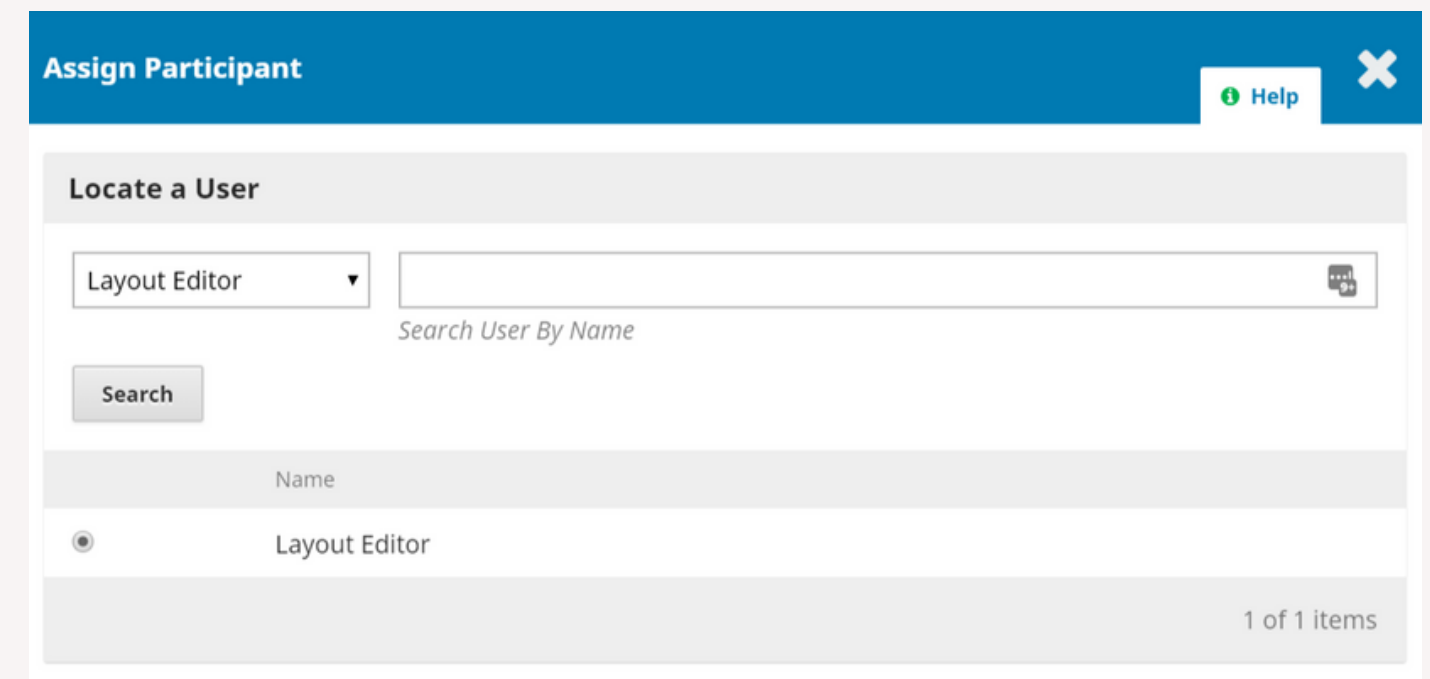
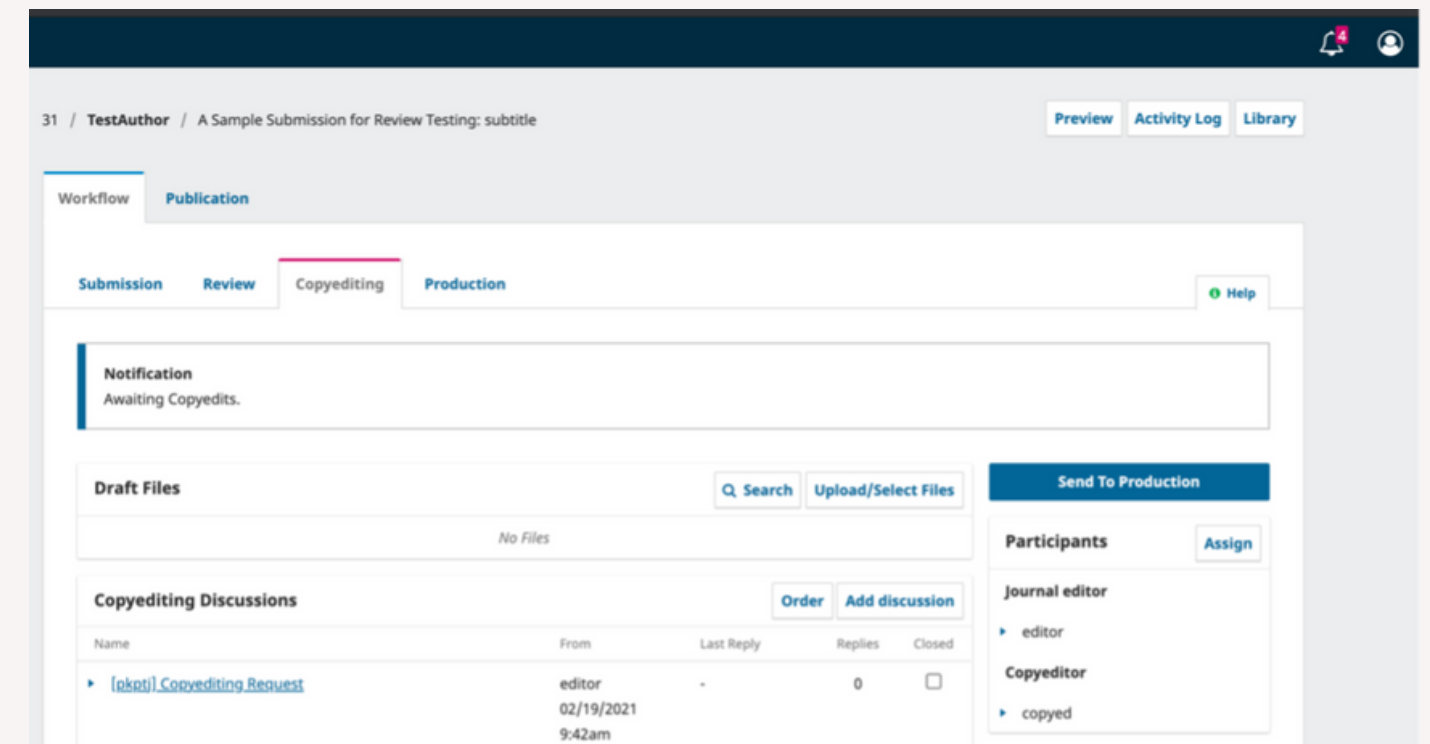
07. Production

Apa yg harus dilakukan ED & LE?

- ✓ Editor memproses artikel ke tahap Production via Send to Production
- ✓ delegasikan artikel kpd Layout Editor via Assign pada blok Participants lalu pilih Layout Editor
- ✓ Layout Editor me-layout dan unggah artikel via Add Galley > Upload File > Article Component

Suplemen: <https://youtu.be/4jwpwV3boKk>

SECTION EDITOR (SE) & LAYOUT EDITOR (LE)



Kredit Gambar: <https://docs.pkp.sfu.ca>



08. Issue Management

Apa yg harus dilakukan ED?

- klik Issues > Future Issues dan klik Create Issue. Isi data pada form isian. Tambahkan sampul
- pilih artikel yg siap terbit via Submission > Production lalu Schedule for Publication
- buka Table of Content dan urutkan artikel. Lengkapi form isian. Terakhir klik Publish Issue

Suplemen: <https://youtu.be/FbQDrhMNw3M>

The screenshot shows the 'EDITOR (ED)' interface. At the top, there are navigation options: 'Tasks 1', 'English', 'View Site', and 'dbarnes'. The main content area is titled 'Issues' and has two tabs: 'Future Issues' (selected) and 'Back Issues'. A 'Help' icon is visible in the top right. Below the tabs, there is a 'Future Issues' section with a 'Create Issue' button. A table shows one entry: 'Vol 1 No 3 (2018)' with '0' items. A 'Create Issue' modal window is open, showing the 'Identification' section with input fields for 'Volume' (1), 'Number' (3), and 'Year' (2017). Below these are checkboxes for 'Volume', 'Number', 'Year', and 'Title'. The 'Table of Contents' tab is also visible, showing a list of articles with an 'Order' button.

Kredit Gambar: <https://docs.pkp.sfu.ca>



Pekerjaan Editor itu berat,

namun bisa diperingan dgn membuat artikel template

Apa saja itemnya?

1. Logo penerbit
2. Tipe artikel
3. Judul artikel
4. Penulis, ORCID, afiliasi, email
5. CrossMark NEW
6. Abstrak
7. Logo Open Access NEW
8. How to cite
9. Editor NEW
10. Article history
11. Copyright, license, permission
12. Data availability statement (termasuk protokol atau metode riset) NEW
13. Funding statement NEW
14. Struktur artikel sesuai tipe
15. Conflict of interest NEW
16. Journal, DOI, issue, date
17. Nomor halaman

01 → PLOS ONE

02 → RESEARCH ARTICLE

03 → The skipping behavior of users of music streaming services and its relation to musical structure

04 → Nicola Montecchio^{1*}, Pierre Roy², François Pachet²
1 Spotify, Berlin, Germany, 2 Spotify, Paris, France
* venice@spotify.com

05 → Check for updates

06 → Abstract

07 → OPEN ACCESS

08 → Citation: Montecchio N, Roy P, Pachet F (2020) The skipping behavior of users of music streaming services and its relation to musical structure. PLoS ONE 15(9): e0239418. <https://doi.org/10.1371/journal.pone.0239418>

09 → Editor: Jichang Zhao, Beihang University, CHINA

10 → Received: July 26, 2019

11 → Accepted: September 5, 2020

12 → Published: September 30, 2020

13 → Copyright: © 2020 Montecchio et al. This is an open access article distributed under the terms of the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original author and source are credited.

14 → Data Availability Statement: A dataset is available at the following address: <https://doi.org/10.5281/zenodo.4029395>.

15 → Funding: All the authors are employees of Spotify. The funder provided support in the form of salaries for the authors but did not have any additional role in the study design, data collection and analysis, decision to publish, or preparation of the manuscript. The specific roles of these authors are articulated in the "Author contributions" Section.

16 → Competing interests: The authors have read the journal's policy and the authors of this manuscript have the following competing interests: All the

17 → Introduction

Since the advent of online music streaming services, people have been able to easily access millions of songs on demand. As a consequence of this abundance, novel listening behaviors have emerged: departing from the passive, concentrated listening practice that is typical of media such as LPs, today people tend to listen to music in a much more frantic way than before. The central object of interest of this paper is the behavior of users regarding "skipping": the act of interrupting a song in order to listen to the next song in the music queue (the queue possibly being the rest of the song's album, a playlist in which the song figures, or a sequence of songs proposed by the recommendation engine of the streaming service). It is our opinion that skipping is a crucial feature in understanding modern listening behaviors. For the first time in the history of musicology, researchers can systematically collect and analyze massive amounts of data about music listening behavior. Streaming services are only one of many possible contexts in which music is consumed; as such, one must be aware that any observed behaviour is not necessarily generalizable to other situations (e.g., it is safe to assume that skipping behaviour in the context of listening to LPs is radically different from the online music streaming case described in this paper); nonetheless, online streaming services

PLOS ONE | <https://doi.org/10.1371/journal.pone.0239418> September 30, 2020 1 / 16

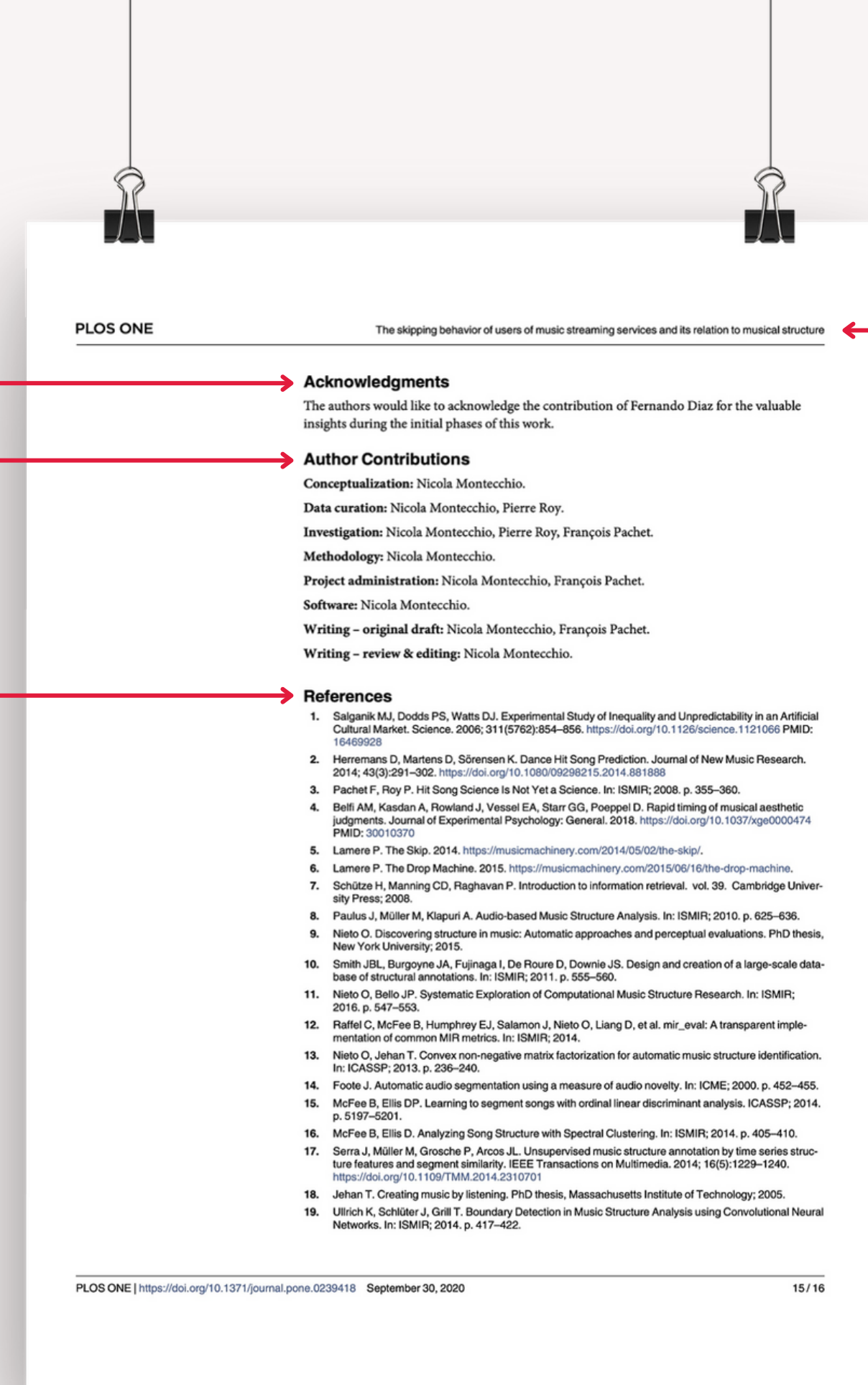
- 18. Title header
- 19. Ucapan Terima Kasih
- 20. Kontribusi penulis sesuai CRediT NEW
- 21. Daftar Pustaka

Catatan:

- item-item di atas dapat di-layout sesuai kebutuhan dan kebijakan jurnal
- cek kumpulan template jurnal lainnya melalui overleaf.com/gallery/tagged/academic-journal



Seperti apa layout artikel yg akan dibuat?



19

20

21

Acknowledgments

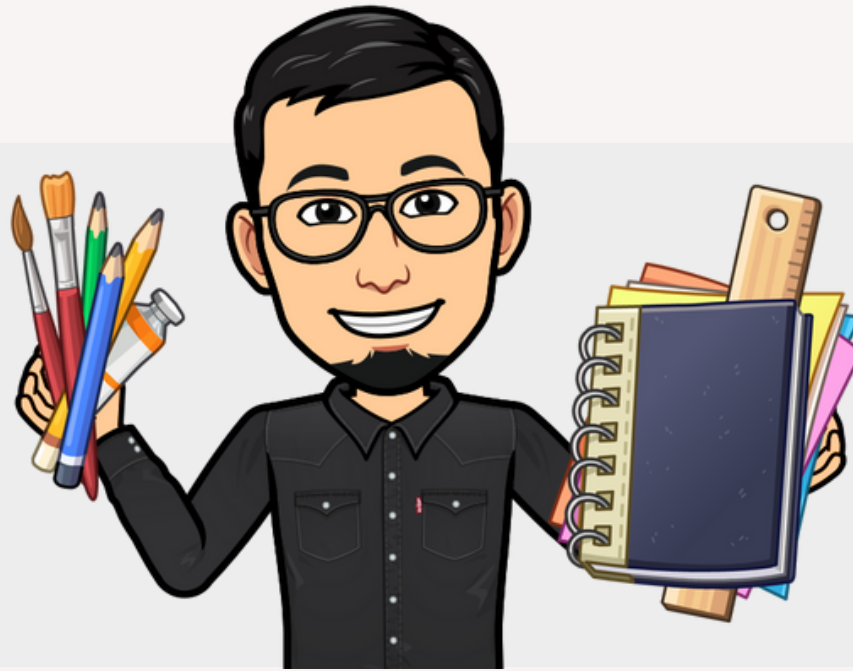
The authors would like to acknowledge the contribution of Fernando Diaz for the valuable insights during the initial phases of this work.

Author Contributions

Conceptualization: Nicola Montecchio.
Data curation: Nicola Montecchio, Pierre Roy.
Investigation: Nicola Montecchio, Pierre Roy, François Pachet.
Methodology: Nicola Montecchio.
Project administration: Nicola Montecchio, François Pachet.
Software: Nicola Montecchio.
Writing – original draft: Nicola Montecchio, François Pachet.
Writing – review & editing: Nicola Montecchio.

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17. Serra J, Müller M, Grosche P, Arcos JL. Unsupervised music structure annotation by time series structure features and segment similarity. *IEEE Transactions on Multimedia*. 2014; 16(5):1229–1240. <https://doi.org/10.1109/TMM.2014.2310701>
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Percantik layout

dgn ilustrasi + meningkatkan pemahaman pembaca

Table

adalah nilai numerik atau teks yg ditampilkan dalam baris dan kolom. Tujuan utamanya untuk meringkas informasi numerik dlm jumlah yang besar dan menyajikannya mjd informasi yang sesederhana mungkin sesuai tujuan penelitian.

Figure

adalah semua jenis ilustrasi (chart, graph, map, photograph, drawing, dlsb.) selain tabel. Setiap figure memiliki fungsi masing-masing:

- diagram pie > persentase;
- diagram garis > tren dari waktu ke waktu.

1. Apakah *figure* memang diperlukan?
2. Apakah *figure* sederhana, jelas, dan bebas dari objek yg tidak diperlukan?
3. Apakah data diplot secara akurat?
4. Apakah skala sdh tepat dan proporsional?
5. Apakah tulisan cukup besar untuk dibaca? Apakah ukuran huruf sudah sesuai dgn *figure* lainnya?
6. Apakah angka-angka pada *figure* paralel dan disusun menurut skala yg sama?
7. Apakah istilah yg digunakan telah ditulis dgn tepat?
8. Apakah semua singkatan dan simbol dijelaskan dlm legenda atau keterangan gambar? Apakah simbol, singkatan, istilah ditulis secara konsisten?
9. Apakah *figure* telah dinomori secara urut dengan angka Arab?
10. Apakah semua *figure* telah disebutkan dlm teks?





Tahukah kamu?

Image manipulation

pelanggaran etika yg sering diabaikan

WHAT IS IMAGE MANIPULATION?

Cropping that changes the context of the final image	Brightness/contrast adjustment that fades or vanishes part(s) of the image	Selective enhancement of the image with the intent to support the proposed hypothesis	Colour adjustment that distorts the observation and the conclusion from the image	Cloning an object into an image in which it did not appear previously

WHAT ARE THE IMPLICATIONS?

Affects research integrity. Considered a misconduct	Impacts reproducibility of the outcome	May result in paper retraction, damaged reputation and career, etc.	

enago academy
Learn. Share. Discuss. Publish.
Source: <https://on.hhs.gov/education/products/RandImages/practices/default.html>

TABLE CHECKLIST

1. Apakah tabel memang diperlukan?
2. Apakah semua tabel yang sebanding disajikan secara konsisten?
3. Apakah judulnya singkat dan jelas?
4. Apakah setiap kolom memiliki judul?
5. Apakah semua singkatan; penggunaan khusus huruf miring, tanda kurung, dan tanda hubung; dan simbol khusus telah dijelaskan?
6. Apakah semua nilai tingkat probabilitas diidentifikasi dengan benar, dan tanda bintang dilampirkan ke entri tabel yang sesuai?
7. Apakah catatan disusun menurut konvensi umum, khusus, dan probabilitas?
8. Apakah semua garis vertikal telah dihapus?
9. Apakah tabel dan data dari sumber lain telah dirujuk dengan tepat?
10. Apakah semua tabel telah disebutkan dlm teks?





Makin tinggi keterbacaan

semakin tinggi pula jumlah pembaca. Ingat, *readability* tidak hanya terkait tipografi.

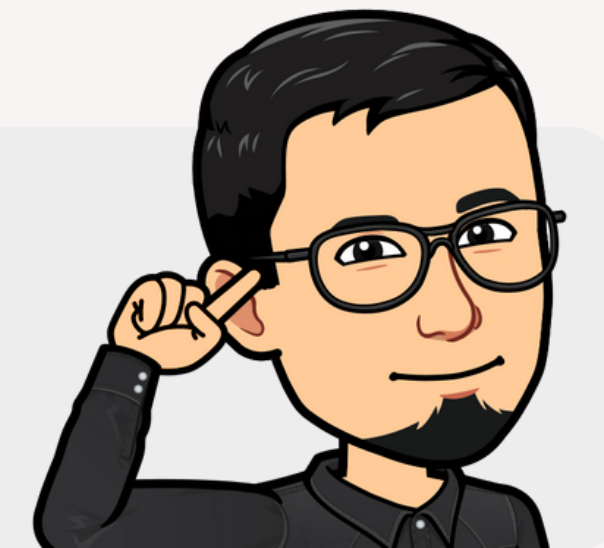
Category	Criteria
Journal Policy	Convincing editorial policy Type of peer review Diversity in geographical distribution of editors Diversity in geographical distribution of authors
Content	Academic contribution to the field Clarity of abstracts Quality of and conformity to the stated aims and scope of the journal Readability of articles
Journal Standing	Citedness of journal articles in Scopus Editor standing
Publishing Regularity	No delays or interruptions in the publication schedule
Online Availability	Full journal content available online English language journal home page available Quality of journal home page

Sumber: scopus.com

Apa saja kriteria ttg kebahasaan di Scopus?

- Clarity of abstract
- Readability of articles

Ini hanya kriteria
minimal, Ferguso!



Clarity of Abstract

Be concise - especially in the first sentence

Tulis yg benar-benar diperlukan. Abstrak yang lebih ringkas dan padat cenderung lebih dingat pembaca.

Don't begin the abstract with non key words

Kurangi jumlah kata-kata non-keyword (kata yang tidak memberi nilai tambah bagi pembaca).

Make it clear why the purpose of the investigation is important

Soroti poin-poin penting mengapa riset ini dilakukan. Tegaskan pada 3 kalimat pertama.

Clearly differentiate between the SOTA and what Author did

Tonjolkan kontribusi dari hasil riset ini pada bidang ilmu dan disiplin ilmu lainnya.

1. The first words of a paragraph or sentence should immediately tell the reader what the subject is.
2. Avoid a colloquial style and idiomatic expressions.
3. Do not use synonyms to avoid repeating a keyword.
4. When highlighting important information, consider beginning a new sentence or paragraph.
5. When highlighting important information, be as concise and precise as possible.

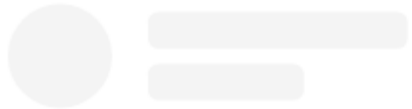





Bgmn cara meningkatkan readability artikel?

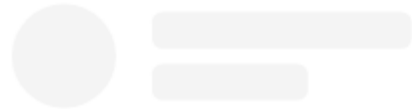







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Website Personal

<https://www.erickunto.com>

Surat Elektronik

erickunto@relawanjurnal.id

Media Sosial

Twitter: @EricKunto | FB: erickunto | IG: erickunto

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