

# Panduan Submit Artikel

## A. Register

Untuk dapat melakukan proses submit artikel secara online, hal pertama yang harus dilakukan adalah mendaftar ( *register/ sign up*) kedalam salah satu jurnal yang dipilih.

1. Buka <http://http://jurnal.una.ac.id/index.php/jurti> dan pilih menu register.



2. Lengkapi formulir pendaftaran yang disediakan oleh system ini sesuai dengan data asli.

HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > **Register**

### Register

Fill in this form to register with this journal.

[Click here](#) if you are already registered with this or another journal on this site.

**Profile**

Username*	<input type="text"/>	The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password*	<input type="password"/>	The password must be at least 6 characters.
Repeat password*	<input type="password"/>	
Salutation	<input type="text"/>	
First name*	<input type="text"/>	
Middle name	<input type="text"/>	
Last name*	<input type="text"/>	
Initials	<input type="text"/> Joan Alice Smith = JAS	
Gender	<input type="text"/>	
Affiliation	<input type="text"/>	
Signature	<input type="text"/>	(Your institution, e.g. "Simon Fraser University")
Email*	<input type="text"/>	<a href="#">PRIVACY STATEMENT</a>
Confirm Email*	<input type="text"/>	
URL	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
...	<input type="text"/>	

3. Pilih tombol “Register ” jika yakin bahwa seluruh data telah dilengkapi.

Confirmation  
Register as

☒ Send me a confirmation email including my username and password  
☐ Reader: Notified by email on publication of an issue of the journal.  
☒ Author: Able to submit items to the journal.  
☐ Reviewer: Willing to conduct peer review of submissions to the press.  
Identify reviewing interests (substantive areas and research methods):

(Separate interests by pressing the enter or comma key)

Denotes required field

## B. Submit Artikel

Pastikan sudah melakukan proses pendaftaran secara benar dan bisa login ke sistem administrasi jurnal online sebelum melakukan submit artikel. Karena system hanya mengijinkan user terdaftar yang bisa melakukan proses submit artikel. Ada beberapa proses yang harus dilalui dalam melakukan penyerahan artikel secara online sebelum bisa dilakukan review oleh petugas yang ditunjuk.

1. Login sebagai Penulis (*Author*) dan pilih link “**CLICK HERE**” untuk melakukan proses submit artikel.

Home > User > Author > **Active Submissions**

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
No Submissions					

Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

2. Tahap permulaan dalam proses upload naskah dimulai dari halaman ini. Pastikan bahwa daftar periksa (*checklist*) persyaratan yang diminta oleh pengelola jurnal terpenuhi dengan cara memberikan tanda centang seluruh *checklist* yang ada. Pilih tombol “Save and continue” untuk melakukan proses berikutnya.

## Step 1. Starting the Submission

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

Encountering difficulties? Contact 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 can be added below).

- ☒ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments 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); and all illustrations, figures, and tables are 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 About the Journal.
- ☒ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

### Journal's 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.

### Comments for the Editor

Enter text (optional)

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

\* Denotes required field

3. Cari dan unggah file artikel (*manuscript*) yang akan di submit dan tekan tombol "Upload", selanjutnya tekan tombol "save and continue" untuk melanjutkan ke proses berikutnya.

## Step 2. Uploading the Submission

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

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 on the hard drive of your computer.
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 renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact for assistance.

### Submission File

No submission file uploaded.

Upload submission file

Choose File

No file chosen

Upload

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

4. Lengkapi metadata naskah yang diupload tersebut mulai dari informasi penulis, judul dan abstrak, hingga daftar pustaka. Jika Penulisnya lebih dari satu, dapat ditambahkan penulis kedua atau ketiga dengan cara menekan tombol "Add Author".

### 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 \*

ORCID ID

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

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

5. Masukkan berkas tambahan yang diperlukan jika ada, namun jika tidak ada bisa langsung menuju ke langkah terakhir dengan cara menekan tombol "Save and continue".

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
No supplementary files have been added to this submission.				

Upload supplementary file  No file chosen

6. Langkah terakhir dalam submit naskah ini adalah dengan cara menekan tombol "Finish Submission" jika yakin bahwa tidak ada yang kurang.

### 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 LPPI 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 LPPI.

**File Summary**

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
544	1.HERWIYATI SATITI.RTF	Submission File	54KB	06-26

7. Selanjutnya menunggu proses review dari petugas yang ditunjuk oleh Editor maupun Editor Pelaksana dari jurnal yang disubmit. Untuk mengetahui naskah yang sedang aktif, artinya sedang dalam proses review atau editing, dapat dilihat pada halaman Author home si Penulis.

## Active Submissions

**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
319	06-26	ART	Sukirman	<a href="#">PENGELOLAAN PEMBELAJARAN EKONOMI SEKOLAH STANDAR NASIONAL</a>	Awaiting assignment

1 - 1 of 1 Items

### Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

### Refbacks

**ALL** NEW PUBLISHED IGNORED

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
There are currently no refbacks.						

[Publish](#) [Ignore](#) [Delete](#) [Select All](#)