Tata Cara Submission Artikel di Website Proceeding NCAF

Dokumen ini merupakan panduan bagaimana untuk melakukan proses Submission Artikel pada website <u>https://journal.uii.ac.id/NCAF</u>

1.1 Cara Registrasi dan Upload Artikel oleh Penulis

1. Langkah pertama adalah pendaftaran *username*. Penulis dapat mendaftarkan *username* melalui menu **'Register'**. Gambar 1 memperlihatkan proses pendaftaran *username*.

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2. Setelah melakukan pendaftaran, penulis dapat melakukan *login*. Halaman *login* dapat dilihat pada Gambar 2.

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Gambar 2: Halaman login user penulis

3. Untuk membuat pengajuan jurnal, klik *link* '<u>CLICK HERE</u>' pada bagian 'Start a New Submission'. Untuk lebih jelasnya dapat dilihat pada Gambar 3.

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Gambar 3: Membuat pengajuan jurnal

4. Setelah *link* '<u>CLICK HERE</u>' diklik, maka penulis akan dihubungkan dengan halaman di mana penulis dapat memulai pengajuan jurnal. Gambar 4 menunjukkan tampilan halaman tersebut.

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Encou	Intering difficulties? Contact for assistance.
Sub	mission Checklist
ndica	that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below)
V	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).
7	The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
V	Where available, URLs for the references have been provided.
V	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.
1	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
V	If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.
'he n availa	ames and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made ble for any other purpose or to any other party.
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Gambar 4: Langkah pertama memulai pengajuan jurnal

Penjelasan Gambar 4 adalah sebagai berikut:

- a. Bagian 1 merupakan langkah-langkah yang harus diikuti oleh penulis dalam proses pengajuan jurnal.
- b. Bagian 2 merupakan indikator bahwa jurnal siap diajukan dan dipertimbangkan. **Penulis** wajib menceklis semua *check box*.
- c. Terdapat *text box,* di mana penulis dapat menuliskan pesan untuk Editor kelak.
- d. Setelah semua langkah pada langkah pertama ini sudah diikuti, maka penulis dapat melanjutkan ke langkah berikutnya dengan menekan tombol '**Save and Continue**'.
- Langkah berikutnya adalah upload file yang akan diajukan. Petunjuk dan langkah dalam mengupload file sudah disediakan pada halaman ini. Untuk lebih jelasnya dapat dilihat pada Gambar 5.

Step 2. Uploading the S	ubmission		
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Gambar 5: Proses upload file jurnal

Penjelasan Gambar 5 adalah sebagai berikut:

- a. Bagian 1 merupakan petunjuk proses upload file.
- b. Bagian 2 merupakan tempat *upload file*.
- c. Pada bagian 3, setelah *file* berhasil di-*upload*, penulis dapat melanjutkan ke langkah berikutnya dengan menekan tombol '**Save and Continue**'.
- 6. Langkah berikutnya adalah memasukkan metadata sebagai informasi suatu jurnal. Penulis hanya tinggal input data-data pada setiap *field*. Untuk lebih jelasnya dapat dilihat pada Gambar 6.

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Gambar 6: Proses memasukkan metadata

 Langkah berikutnya adalah upload file-file tambahan yang mendukung pembuatan jurnal. Gambar 7 menunjukkan tampilan halaman tersebut. Setelah penulis menekan tombol 'Upload', maka penulis akan dihubungkan pada halaman untuk membuat metadata filefile tambahan tersebut. Gambar 8 menunjukkan halaman pengisian metadata.

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Gambar 7: Proses upload file-file tambahan

Step 4a. Add a	a Supplementary File
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To index this supplemen	tary material, provide the following metadata for the uploaded supplementary file.
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Gambar 8: Halaman pengisian metadata file-file tambahan

Setelah semua langkah pada langkah ini diikuti, maka penulis akan dihubungkan ke langkah selanjutnya dengan menekan tombol '**Save and Continue**'.

8. Langkah terakhir adalah konfirmasi. Gambar 9 menunjukkan tampilan halaman konfirmasi.

Step	5. Confirming the Submis	ssion		
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File S	ORIGINAL FILE NAME	Түре	FILE SIZE	DATE UPLOADED
File S	ORIGINAL FILE NAME PENERAPAN BUSINESS INTELLIGENCE DALAM MENENTUKAN STRATEGI PROMOSI PERGURUAN TINGGI.PDF	TYPE Submission File	FILE SIZE	DATE UPLOADED 06-18

Gambar 9: Tampilan halaman konfirmasi

Jika penulis sudah selesai mengikuti semua langkah, selanjutnya penulis menekan tombol 'Finish Submission' untuk mengirimkan *file-file* tersebut ke editor. *File* yang sudah berhasil di-*submit* akan ada pada halaman 'Active Submissions'. Pada halaman ini, penulis dapat melihat status jurnal tersebut dari mulai *awaiting assignment, in review, in editing,* sampai akhirnya di-*publish*. Tampilan yang menunjukkan halaman ini dapat dilihat pada Gambar 10.

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Gambar 10: Tampilan halaman 'Active Submissions'