SUBMIT ARTIKEL DENGAN OJS 3

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Abstrak

Perkembangan publikasi ilmiah di Indonesia semakin menggembirakan. Hal ini dibuktikan dengan keseriusan pemerintah untuk menopang kegiatan tersebut. OJS (Open Journal System) merupakan salah satu open source yang di anjurkan, karena sudah integrated dengan Google Scholar. Perkembangan OJS sendiri semakin variatif, dengan disuguhkan berbagai macam platform yang terbaru. Diantaranya adalah Open Journal Systems 3.1.0.1. untuk itu penulis ingin belajar bersama bagaimana submit artikel di OJS terbaru tersebut.

Keyword : Open Journal System, Open Source, Open Journal Systems 3.1.0.1, submit

Berikut panduan bagaimana submit artikel di Open Journal Systems 3.1.0.1

1. Seorang author, apabila mau submit artikel, maka diharuskan registrasi dulu di jurnal yang dituju. Silahkan klik tombol **REGISTER**.(bagi yang belum pernah daftar). Atau LOGIN (bagi yang sudah pernah daftar di jurnal tersebut).

2. Ketika di Klik **REGISTER**, Maka muncul layar berikut

Keterangan : (Isi bagian yang bertanda bintang merah, wajib hukumnya) :)

- *First Name (nama Pertama)*
- *Middle Name (Nama Tengah) tidak wajib*
- *Last Name (nama Akhir)*
- *Affiliation (nama Afiliasi, kampus penulis)*
- *Country (Asal negara)*
- *Email (email penulis)*
- *Username (Nama yang akan dipakai di jurnal), saran, satu kata saja*
- *Password (isikan dengan password menurut kepercayaan masing-masing). **INGAT!!!.. bukan password Email, tapi password untuk LOGIN ke jurnal tersebut. Minimal password adalah 6 digit***
- *Repeat Password (silahkan ulangi password Tersebut)*
- *Reviewer tidak usah dicentang (Request The reviewer role)*

Ada beberapa kasus terjadi, misal nama penulis hanya satu kata, maka silahkan tulis kedua kalinya nama penulis di Last name.

Contoh : (First Name) Yuniningsih – (Last Name) Yuniningsih

3. Setelah semua form di isi klik **REGISTER**.
4. Kalau berhasil, maka akan muncul tampilan seperti ini (bila belum berhasil, maka ada form yang belum terisi atau ada kesalahan, silahkan diperbaiki)

5. Klik **Make a New Submission** (submit artikel baru).
6. Maka akan muncul tampilan berikut (silahkan dicentang semua) :

The screenshot shows the 'Submit an Article' form in the OJS system. The form has a progress bar with five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The '2. Upload Submission' step is currently active. Below the progress bar, there is a section titled 'Submission Requirements' with a warning: 'You must read and acknowledge that you've completed the requirements below before proceeding.' There are five checkboxes for the requirements: 'The submission has not been previously published...', 'The submission file is in OpenOffice, Microsoft Word, or RTF 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.', and 'The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.' Below the requirements is a section titled 'Comments for the Editor' with a rich text editor toolbar and a text area.

Ini berhubungan dengan perjanjian kepada jurnal tersebut.

Setelah selesai... klik **SAVE AND CONTINUE**.

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* Denotes required field

7. Setelah save and continue, akan muncul gambar berikut :

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

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Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component *
Select article component

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8. Klik article Component (Akan Muncul beberapa pilihan, pilih **Article Text**)

9. Setelah memilih Article text, akan Muncul gambar berikut (klik **Upload File**)

10. Silahkan upload file yang akan disubmit. (Tunggu sampai centang hijau, klik **Continue**)

11. Klik **Complete**

12. Akan muncul gambar berikut (Klik **Save and Continue**)

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

1-1 holaho, Author, ANTAGONISTIK BARAT DAN ISLAM.docx Article Text

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

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13. Kemudian akan tampak gambar berikut (silahkan isi yang berbintang merah saja. Kemudian klik **Save and Continue**)

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Prefix

Title *

Examples: A, The

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

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Abstract *

[Image](#) [Text](#) **B** *I* U x^2 x_2 [Link](#) [Unlink](#) [Code](#) [Table](#) [Upload](#) [More](#)

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halo hula hali	baridnizar@staimnglawak.ac.id	Author	☒	☒

Submission Metadata

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

Additional Refinements

Keywords

14. Setelah save and continue.. maka akan muncul gambar berikut (klik **Finish Submission**)

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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".

Confirm

Are you sure you wish to submit this article to the journal?

Klik **OK**.

15. **SELAMAT !!!! ...** kita sudah berhasil submit artikel...

Demikian tutorial submit artikel di OJS 3. Semoga bermanfaat.

Apabila ada kendala, jangan sungkan untuk bertanya, kita belajar bersama.