

# AUTHOR UPLOAD ARTIKEL

Langkah pertama adalah sipenulis (author) akan membuat akun untuk upload artikel di jurnal yang terkait.

- Penulis yang ingin upload artikel diharuskan register / mendaftar di jurnal terkait, klik tombol **register**



- Semakin lengkap diisi semakin bagus ,

The image shows the "Register" form on the Journal PJI UMA website. The form is titled "Register" and includes instructions: "Fill in this form to register with this site." and "Click here if you are already registered with this or another journal on this site." The form fields are: Username (filled with "aubersama"), Password (filled with "\*\*\*\*\*"), Repeat password (filled with "\*\*\*\*\*"), Salutation, First Name (filled with "Adi"), Middle Name, Last Name (filled with "Widarma"), Initials (filled with "Joan Alice Smith = JAS"), Gender (filled with "M"), Affiliation (empty), Signature (empty), Email (filled with "adi@gmail.com"), Confirm Email (filled with "adi@gmail.com"), and ORCID iD (empty). A "PRIVACY STATEMENT" link is visible next to the email field. A large, semi-transparent watermark reading "Pusat Jurnal Ilmiah Universitas Medan Area" is overlaid diagonally across the form.

Untuk register as pilih author.

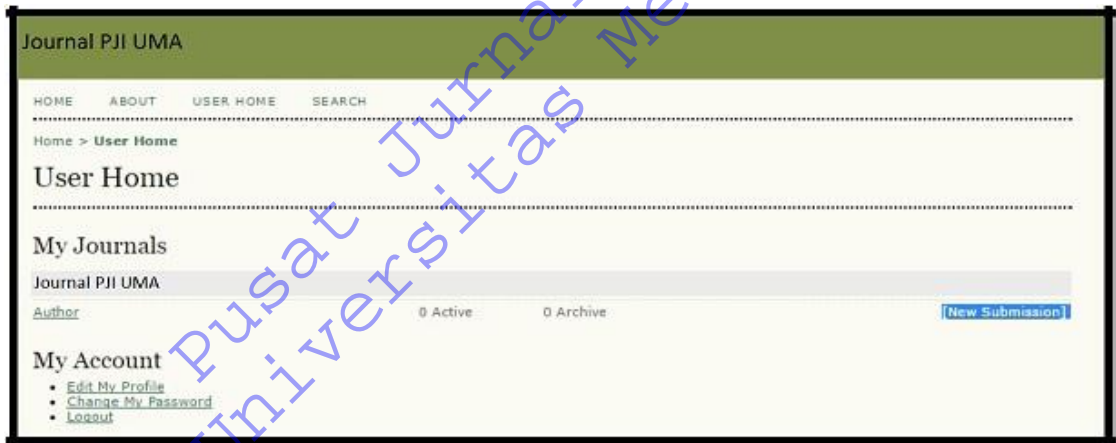
The screenshot shows a registration form with the following fields and options:

- URL
- Phone
- Fax
- Mailing Address
- Country
- Bio Statement (E.g., department and rank)
- Confirmation
- Register as:  **Author: Able to submit items to the journal.**
- Send me a confirmation email including my username and password
- Reader: Notified by email on publication of an issue of the journal.
- Reviewers: Willing to conduct peer review of submissions to the site. Identify reviewing interests (substantive areas and research methods):

Buttons: Register, Cancel

\* Denotes required field

- Jika dirasa sudah diisi maka klik tombol **register**
- Secara otomatis anda akan login dengan menggunakan user sebagai author, dan pilih **user home > new submission**, untuk upload artikel.



- Pada bagian ini akan ada 5 tahapan yang akan dilalui





- Step 3 = Enter metadata, bagian ini diharuskan mengisi info metadata terkait artikel yang di upload

**Authors**

First Name \*

Middle Name

Last Name \*

Email \*

ORCID ID

ORCID IDs can only be assigned by [the ORCID Registry](http://orcid.org). 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)

Klik tombol **add author** jika author lebih dari 1 orang.

**Title and Abstract**

Title \*

Abstract \*

**Indexing**

Language

English=en; French=fr; Spanish=es. [Additional codes](#).

**Contributors and Supporting Agencies**

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semicolon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

**References**

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

\* Denotes required field

Sesuaikan language yang di pakai , dan isi **“contributors and supporting agencies”** jika ada agen yang memberi dana penelitian artikel tersebut. Untuk **“reference”** isi lah Daftar Pustaka yang sesuai dengan artikel tersebut. **Save and continue** lanjut ke step 4.

- Step 4 = Upload Supplementary Files, merupakan pilihan optional , jika memiliki file tambahan yang mendukung bisa di lampirkan , contoh seperti file instrument penelitian , dll terkait artikel, *save and continue*, next last step

**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

- Step 5 = confirmation, bagian akhir adalah bagian konfirmasi yang memperlihatkan artikel yang telah diupload

**Step 5. Confirming the Submission**

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

To submit your manuscript to Journal Ilmu Bersama 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 Journal Ilmu Bersama.

**File Summary**

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
3	ILMU BERSAMA.PDF	Submission File	652KB	07-07

***Finish Submission.***

Klik active Submissions, untuk melihat progress artikel.

Journal PJI UMA

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > Active Submissions

**Active Submissions**

Submission complete. Thank you for your interest in publishing with Journal Ilmu Bersama.

- [Active Submissions](#)

**Active Submissions**

ACTIVE	ARCHIVE				
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2	07-07	ART	sulaiman	ILMU BERSAMA	<a href="#">Awaiting assignment</a>

1 - 1 of 1 items

Terlihat status artikel masih dalam tahap menunggu. Step untuk author selesai 😊