## Pengelolaan Jurnal Elektronik Menggunakan Open Journal System (OJS)



# Tutorial Registrasi Author & Submit Proposal Skripsi



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### 2 | R e g i s t r a s i A u t h o r & S u b m i t Proposal Skripsi

### 1. Login ke https://skripsi.tunasbangsa.ac.id/index.php/2022



#### 2. Pilih menu register (perhatikan gambar)



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#### 3 R e g i s t r a s i A u t h o r & S u b m i t Proposal Skripsi

<ol><li>Isi Profile yang tersed</li></ol>	ia, untuk kolom yang bertanda bintang (	*) wajib	diisi,
← → C O A https://skripsi.tunasbangsa.acid	/index.php/2022/user/register	8 ☆	© ± III & ► © =
Username Pessoral Benember me Loge KETUA KETUA Construction St, MKom Dr. Dely Interas, St, MKom	Register         Fill in this form to register with this site.         Click here if you are already registered with this or another journal on this site.         Profile         Username *         The username must contain only lowercase letters, numbers, and hyphens/under         Password *         The password must be at least 6 characters.         Repeat password *         Salutation	scores.	
DOCUMENT DOCUME	Hrs Name * Middle Name * Last Name * Initials Gender Affiliation (Your institution, e.g. "Simon Fraser University") Signature		
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Username: isikan nama tanpa spasi Password: isikan password Repeat Password: ulangi pengisian password First Name: Nama Pertama Middle Name: Nama Tengah Last Name: Nama Terakhir

Contoh: Agus Perdana Windarto (First Name: Agus; Middle Name: Perdana; Last Name: Windarto); Contoh: Solikhun (First Name: S; Middle Name: kosongkan jangan diisi; Last Name: Solikhun); Contoh: Anjar Wanto (First Name: Anjar; Middle Name: kosongkan jangan diisi; Last Name: Wanto); Cat: Jika nama lebih dari 3 suku kata, maka First name dan Last name wajib 1 suku kata, selebihnya di letakkan di Middle name Email: pastikan email aktif

Confirm Email : ulangi pengisian email

#### 4. Checklist keterangan Reader / Author / Reviewer (sesuai dengan kebutuhan) bila sudah klik register

DCK K	URL Phone Fax Mailing Address	
	Country Bio Statement (Eg., department and rank)	
	Confirmation       Send me a confirmation email including my username and password         Working Languages       Bahasa Indonesia         English       English         Register as       If Reader: Notified by email on publication of an issue of the journal.         Register Cancel       * Denotes required field	
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Lakukan konfirmasi kepada pihak pengelola OJS agar diaktifkan register as "author".

5. Setelah pengelola OJS mengaktifkan register as "author", maka tampil halaman sbb :



6. Untuk men-submit article sebagai author klik "New Submission"





### 4 | R e g i s t r a s i A u t h o r & S u b m i t Proposal Skripsi

7. Akan tampil menu "Starting submission" yang terdiri dari 5 tahap, untuk tahap awal check list semua "submission checklist". Jika ada mau disampaikan pada pengelola jurnal isikan kolom "Comment for editor", jika tidak maka:



Bila lanjut, klik "Send and continue"

Pastikan template proposal skripsi (BAB 1- Bab 3) sudah sesuai dengan aturan. Template dapat diperoleh di menu OJS dengan klik link





8. Pada tahap 2, silahkan meng-upload file naskah anda dalam bentuk MS Word. Cara meng upload klik "Choose file" kemudian pilih file yang hendak di upload kemudian klik "Upload". Bila sudah pilih "save and continue".



Jika berhasil upload dan klik "save and continue", maka tampilan sebagai berikut:





9. Kemudian pada tahap ke 3 silahkan anda isikan meta data anda, untuk kolom bertanda bintang (\*) wajib diisi. Tentunya ini akan sudah terisi pada saat melakukan register diawal seperti tampilan berikut.

	28.1	· .	agusperdanawindarto » My Profile » Log Out	Step 3. Enteri	ng the Submission's Metadata SSION 2. ENTER METADATA 4. UPLOND SUPPLEMENTARY FILES 5. CONFIRMATION	
DCK	· · ·		KETUA With the second s	Authors First Name * Middle Name Last Name * Email * ORCID ID URL Affiliation	Agus         Perdana         Windarto         aguspw.amcs@gmail.com         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).         STIKOM Tunas Bangsa	·
	921	8	INFORMATION PACK  E Editorial Team Reviewers Petunjuk Bagi Mahasiswa Petunjuk Bagi Reviewer Contact Us  TEMPLATE  INDO INDO INDO INDO MANUSCRIPT TOOLS	Country Bio Statement (E.g., department and rank) Add Author	(Your institution, e.g. "Simon Fraser University) Indonesia ✓ X ta	

Hal ini berlaku jika mahasiswa ingin mensubmit naskah **manuskript artikel** ke pengelola jurnal lain dimana 1 artikel terdiri dari beberapa author. Jika penulis1 adalah mahasiswa maka penulis 2 dst adalah pembimbing mahasiswa tersebut. Maka untuk menambahkan author klik add author sampai dan isi kembali parameternya. Begitu seturusnya sesuai dengan urutan nama penulis di **manuskript artikel** tersebut.

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	MANUSCRIPT TOOLS	↑ L Reorder authors to appear in the order they will be listed on publication.		
DCK images"	<ul> <li>* Turnitin</li> <li>* Mendeley</li> <li>* Grammarly</li> <li>* Grammarly</li> </ul>	First Name *       Middle Name       Last Name *       Email *       ORCID ID       ORCID IDS can only be assigned by the ORCID Registry, You must conforn expressing ORCID IDs, and include the full URI (eg. http://ordi.org/0000-0       URL       Affiliation	m to their standards for 0002-1825-0097).	
1066852490	Penembahan			
	author	Country v Bio Statement (Eg., department and rank)		
- 15 by (		X       X       Y		



10. Setelah mengisikan Author dengan lengkap, kemudian silahkan anda isi kolom "Title", "Abstract", dan "References". Kemudian klik "Save dan continue".





11. Untuk langkah 4. (UPLOADING SUPPLEMENTARY FILES) adalah meng-upload file pendukung bila ada, bila tidak ada dapat di abaikan, klik "Save and continue"

### 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.

Ð	TITLE		ORIGINAL FILE NAME		DATE UPLOADED	ACTION	
No supplementary files have been added to this submission.							
Uploa	d supplen	uentary file	Choose File	No file chosen		Upload	
Save and continue Cancel							



12. Kemudian langkah 5 adalah tahap konfirmasi, pastikan naskah anda telah ter-upload. Kemudian klik "Finish Submission".

### STEP 5. CONFIRMING THE SUBMISSION

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

To submit your manuscript to E-Journal Menara Perkebunan 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 E-Journal Menara Perkebunan.

### FILE SUMMARY

	ID ORIGINAL FILE NAME		TYPE	FILE SIZE	DATE UPLOADED
	635	NASKAH-CONTOH.DOCX	Submission File	262KB	08-21
$\langle$	Finish 3	Submission Cancel			

13. Naskah anda sudah selesai proses submit.

### ACTIVE SUBMISSIONS

Submission complete. Thank you for your interest in publishing with E-Journal Menara Perkebunan.

Active Submissions

### ACTIVE SUBMISSIONS

#### ACTIVE ARCHIVE

Ð	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
198	08-21	ART	SUSENO, RETNO, Sugiono	TEXT OF THE PRINTING AND TYPESET TING INDUSTRY	Awaiting assignment
l - l of l Items			File Proposal yang berhasil dikirim dengan status Awaiting Assignment		



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# Sekian Dan Terima Kasih

