

PANDUAN BAGI AUTHOR

The screenshot shows the homepage of the journal. At the top left is the logo of Banten University. The journal title is 'Jurnal Kebijakan Pembangunan Daerah' with the subtitle 'Jurnal Penelitian dan Pengembangan Kebijakan Pembangunan Daerah'. The top right corner shows 'admin' with a dropdown arrow. Below the header is a navigation bar with 'Current', 'Archives', and 'About'. A search bar is on the right. The main content area is divided into two columns. The left column has a 'Current Issue' section for 'Vol 1 No 1 (2017): Juni 2017', published on 2017-12-10. It features a thumbnail of the journal cover and a list of articles, with the first article being 'POTENSI NILAI EKONOMI TALAS BENENG (Xanthosoma undipes K.Koch) BERDASARKAN KANDUNGAN GIZINYA' by Moh. Sofyan Budiarto and Yunia Rahayuningsih. The right column has a 'MAKE A SUBMISSION' button and an 'ADDITIONAL MENUS' section with links to Editorial Board, Focus & Scope, Section Policies, Peer Review Process, Publication Frequency, Open Access Policy, Article Processing Charges, Plagiarism Check, Copy Editing and Proofreading, Accreditation Certificate, Author Guidelines & Submissions, Publication Ethics, and Visitor Statistics.

Platform & workflow by OJS / PKP

- 1. PENDAFTARAN SEBAGAI AUTHOR**
- 2. PENGIRIMAN NASKAH**
- 3. AUTHOR REVIEW**

I. PENDAFTARAN SEBAGAI AUTHOR

Untuk dapat berkontribusi sebagai Author/Penulis, perlu melakukan pendaftaran dengan mengisi form isian pendaftaran yang disediakan oleh pengelola jurnal melalui laman websitenya. Berikut tatacara mendaftar pada Jurnal Kebijakan Pembangunan Daerah (JKPD)

1. Buka Laman Jurnal Kebijakan Pembangunan Daerah (JKPD) melalui browser (internet explorer/chrome/firefoks) ketikkan link berikut:

<http://ejournal.bappeda.bantenprov.go.id>

berikut tampilan laman websitenya:



The screenshot shows the homepage of the Jurnal Kebijakan Pembangunan Daerah (JKPD) website. The header features the journal's logo on the left, the title "Jurnal Kebijakan Pembangunan Daerah" in the center, and "Jurnal Penelitian dan Pengembangan Kebijakan Pembangunan Daerah" below it. On the right side of the header, there are "Register" and "Login" buttons. Below the header, there are navigation links for "Current", "Archives", and "About". A search bar is located on the right side of the header. The main content area is divided into two columns. The left column has a "Current Issue" section with a sub-section for "Vol 1 No 1 (2017): Juni 2017". Below this, there is a thumbnail of the journal cover for the current issue, with the text "Published: 2017-12-10" to its right. The right column has a "MAKE A SUBMISSION" button and an "ADDITIONAL MENUS" section with a list of links: Editorial Board, Focus & Scope, Section Policies, Peer Review Process, Publication Frequency, Open Access Policy, Article Processing Charges, Plagiarism Check, Copy Editing and Proofreading, Accreditation Certificate, Author Guidelines & Submissions, Publication Ethics, and Visitor Statistics.

2. Lanjutkan dengan mengklik tombol **Register** di menu pojok kanan atas.

Register Login

Jurnal Kebijakan Pembangunan Daerah
 Jurnal Penelitian dan Pengembangan Kebijakan Pembangunan Daerah

Current Archives About ▾ 🔍 Search

Home / Register

Profile

First Name *

Middle Name

Last Name *

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

Would you be willing to review submissions to this journal?

Yes, request the Reviewer role.

[Login](#)

Isikan Nama Depan

Isikan Nama Tengah (optional)

Isikan Nama Akhir

Isikan Afiliasi/Lembaga

Pilih asal negara

Isikan alamat e-mail

Isikan Username

Isikan Password min. 6 char

Ulang isikan Password min. 6

MAKE A SUBMISSION

ADDITIONAL MENUS

- Editorial Board
- Focus & Scope
- Section Policies
- Peer Review Process
- Publication Frequency
- Open Access Policy
- Article Processing Charges
- Plagiarism Check
- Copy Editing and Proofreading
- Accreditation Certificate
- Author Guidelines & Submissions
- Publication Ethics
- Visitor Statistics

TEMPLATE

Journal Template

TOOLS

MENDELEY

grammarly

VISITOR

Setelah form terisi lanjutkan dengan mengklik tombol Register

Apabila tidak mengalami kendala error, berikut tampilan pendaftaran yang berhasil



[Home](#) / Registration complete

Thanks for registering! What would you like to do next?

- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

[MAKE A SUBMISSION](#)

ADDITIONAL MENUS

[Editorial Board](#)

[Focus & Scope](#)

[Section Policies](#)

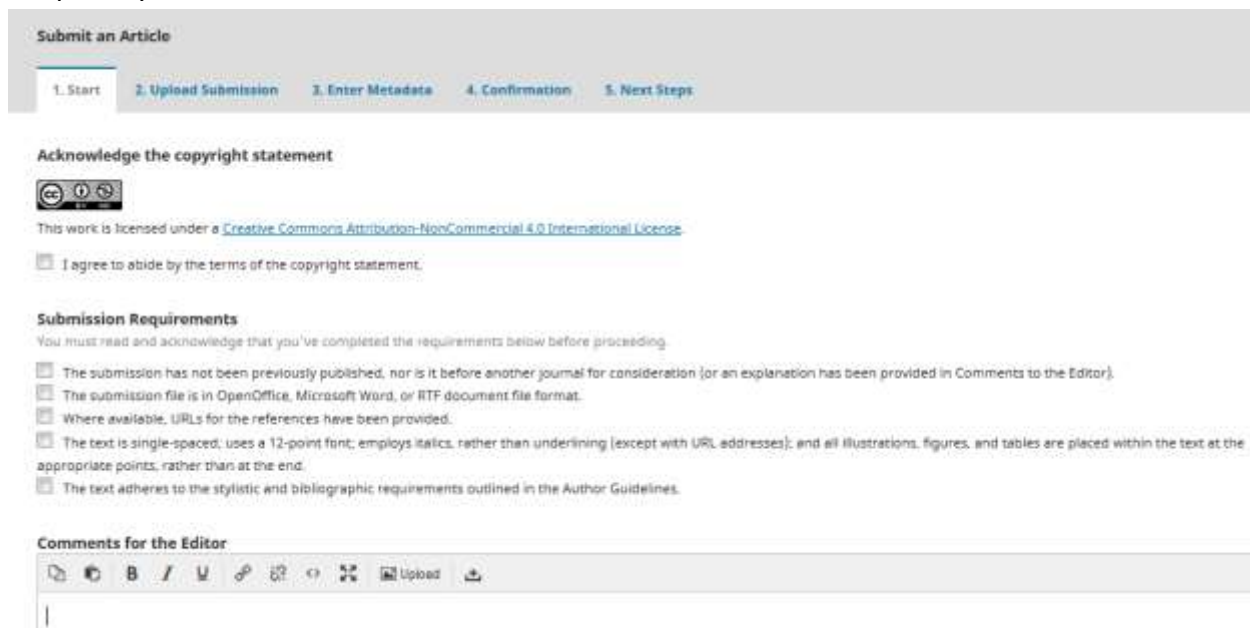
II. PENGIRIMAN NASKAH

Setelah terdaftar sebagai Author, tersedia menu untuk melakukan pengiriman naskah. Berikut tatacara mengirimkan naskah.

1. Login menggunakan username dan Password




2. Setelah masuk ke dalam sistem ojs, klik tombol [Make a New Submission](#), berikut tampilannya



3. Terdapat lima tahapan proses pengiriman naskah mulai dari Start, Upload Submission, Enter Metadata, Confirmation, dan Next Step.

4. Tahap pertama (Start), centang semua pilihan **radio button**

Acknowledge the copyright statement

 This work is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#).


I agree to abide by the terms of the copyright statement.

Submission Requirements

You must read and acknowledge that you've accepted the requirements below before proceeding.

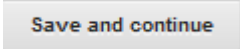
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have 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.
- The text adheres to the typographic requirements outlined in the Author Guidelines.


Comments for the Editor



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.

Apabila ingin memberikan pesan, isi form **Comments for the Editor**, lanjutkan dengan mengklik tombol .

5. Tahap kedua Unggah naskah, apabila tidak muncul secara otomatis klik tombol , berikut tampilan menu unggah naskah

Upload Submission File ✕

1. Upload File 2. Review Details 3. Confirm

Article Component *

Select article component ▼

[Ensuring a Blind Review](#)

Pilih Article Component: **Article Text**, lanjutkan klik tombol 

Upload Submission File ✕

1. Upload File 2. Review Details 3. Confirm

Article Component *

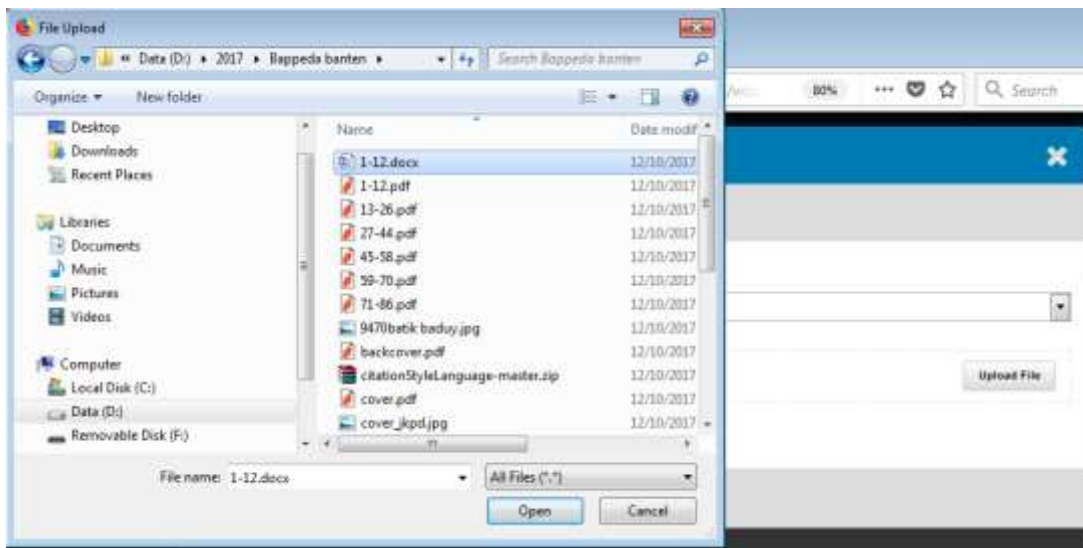
Article Text ▼

Drag and drop a file here to begin upload Upload File

[Ensuring a Blind Review](#)

Continue **Cancel**

Maka akan dirujuk untuk mengunggah naskah yang akan dikirim



Pilih naskah dalam format file DOC/DOCX/RTF

Upload Submission File ✕

1. Upload File 2. Review Details 3. Confirm

Article Component *

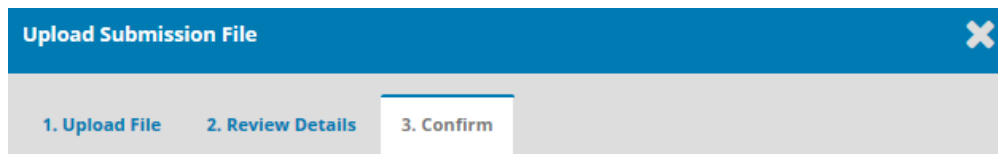
Article Text ▼

✓ ajiagusp, Author, 1-12.docx Change File

[Ensuring a Blind Review](#)

Continue **Cancel**

Lanjutkan Klik tombol **Continue** , Akhiri dengan mengklik tombol **Complete**



File Added

Add Another File

Complete **Cancel**

Setelah proses unggah selesai lanjutkan dengan klik tombol **Save and continue**



Save and continue **Cancel**

Maka akan tampil tahap ke 3, pengisian metadata (mulai dari Judul, Abstrak, Kata Kunci, dan Penulis)

List of Contributors

Name	Email	Role	Primary Contact	31 Shows List
Aji Agus Permedi	ajaguspermedi@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Contributor

Submission Metadata
These specifications are based on the Dublin Core metadata set, an international standard used by libraries and archives.

Additional Refinements
Keywords
jurnal > ojs > berkala ilmiah > sageda benteng >

Klik tombol **Save and continue** untuk melanjutkan proses tahap ke 4. **Confirmation**

Submit an Article

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

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".

Untuk melanjutkannya tinggal klik tombol **Finish Submission**, maka akan tampil menu konfirmasi berikut

Confirm ✕

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

Lanjutkan dengan mengklik tombol **OK**. **Selanjutnya tahap Next Steps**, pada tahap "Next Steps" menandakan bahwa semua proses submission artikel sudah selesai. Selanjutnya anda dapat :

- Review this submission
- Create a new submission
- Return to your dashboard

Submit an Article

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

Submission complete

Thank you for your interest in publishing with Jurnal Kebijakan Pembangunan Daerah.

What Happens Next?

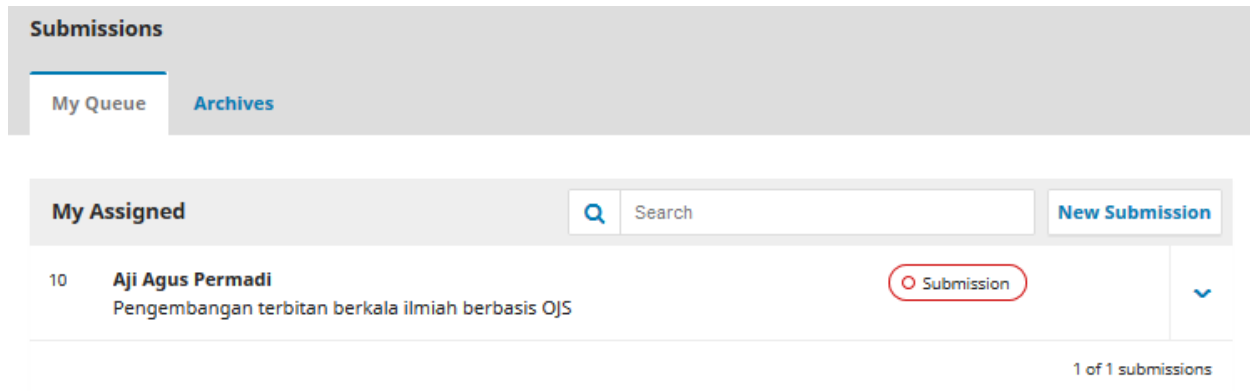
The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

III. AUTHOR REVIEW

Fasilitas yang baru yang disediakan pada OJS versi 3 adalah Author Review, fasilitas ini ditujukan untuk memantau dan melihat proses artikel anda sampai terbit, anda dapat melihatnya di kelompok “My Queue” pada kolom “My Assigned”. Klik nama penulis/tombol Submission.



The screenshot shows the 'Submissions' section of the OJS interface. Under the 'My Assigned' tab, there is a search bar and a 'New Submission' button. A single submission is listed for 'Aji Agus Permadi' with the title 'Pengembangan terbitan berkala ilmiah berbasis OJS'. A red circle highlights the 'Submission' button next to the author's name. At the bottom right of the submission list, it says '1 of 1 submissions'.

Maka akan ditampilkan menu “Submission, Review, Copyediting, dan Production” yang memperlihatkan setiap proses yang sedang dilalui artikel anda. Klik Submission pada artikel yang berhasil anda submit.



The screenshot shows the details of a submission. At the top, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. Below the tabs is the 'Submission Files' section, which includes a search bar and a list of files. A 'Download All Files' button is visible. At the bottom, there is a 'Pre-Review Discussions' section with a table and an 'Add discussion' button highlighted with a red box.

Anda dapat bertanya atau berdiskusi dengan editor dengan mengklik “Add discussion” pada bagian Pre-Review Discussion.

Add discussion



Participants *

- Muhlisin S.Pd Journal editor
- Aji Agus Permadi Author

Subject *

Isi topik diskusi

Message *

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Link, Unlink, Source code, Undo, Redo, Upload, and a plus sign for more options.

Message content area: A large empty text box for writing the message. A small text "Powered by TinyMCE" is visible in the bottom right corner of the editor area.

Isi pesan

Attached Files

Search

Upload File

No Files

Fasilitas upload artikel revisi

Ketika Editor mengecek naskah yang anda kirimkan dan terdapat bagian anaskah yang harus diperbaiki di awal sebelum dilanjutkan ke proses review. Author bisa mengunggah naskah Pre-Revisi melalui link Upload File.