

STANDAR OPERASIONAL PELAKSANAAN (SOP)

AUTHOR OJS

1. LOG IN

a. Cara registrasi (Apabila belum memiliki akun OJS)

- 1) Akses <http://journal.uny.ac.id/> kemudian pilih jenis jurnal kemudian klik **view jurnal**

The screenshot shows the homepage of the Journal Universitas Negeri Yogyakarta. At the top, there is a navigation menu with links for HOME, ABOUT, LOGIN, REGISTER, and SEARCH. Below the menu, the page title is "Journal Universitas Negeri Yogyakarta". The main content area features two journal listings. The first listing is for "Jurnal Cakrawala Pendidikan" with a cover image and a red circle around the "REGISTER" link. The second listing is for "JURNAL KEPENDIDIKAN" with a cover image and a red circle around the "REGISTER" link.

- 2) Klik menu **REGISTER** pada menubar terletak pada atas tampilan, isi kolom tersebut. Utamakan yang memiliki tanda *

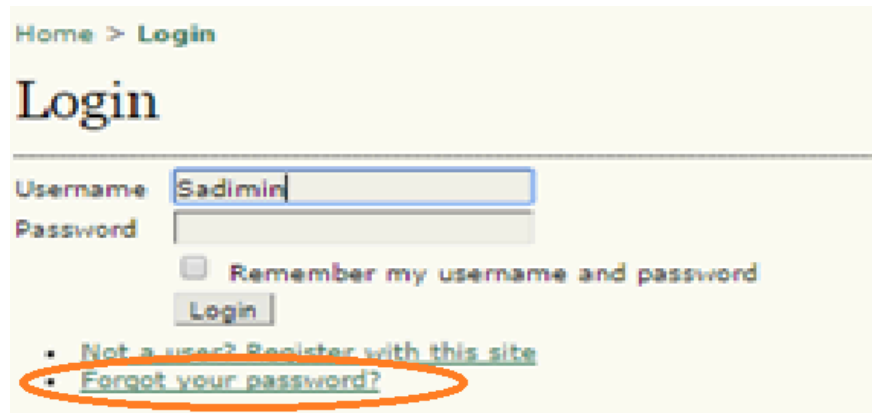
The screenshot shows the "Register" page on the journal website. The page has a green header with the text "JURNAL ILMIAH PENELITIAN PENDIDIKAN". Below the header, there is a navigation menu with links for HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, STATISTICS, AUTHOR GUIDELINE, PUBLICATION ETHICS, SUBSCRIBE, EDITORIAL TEAM, CALL FOR PAPERS, PEER REVIEW, AUTHOR FEES, and HISTORY. The "REGISTER" link is highlighted with a red circle. Below the navigation menu, the page title is "Register". The main content area contains a form for registration. The form has a "Profile" section with fields for Username, Password, Repeat password, Salutation, First Name, Middle Name, Last Name, and Initials. The "REGISTER" link is highlighted with a red circle. The "Initials" field shows the example "Joan Alice Smith = JAS".

Contoh

- Username*: **ahmadnawawi** atau **ahmad_nawawi** atau **ahmadnawawi1967**
(boleh berisi huruf kecil, underscores, dan angka)
- Password*: **123456** atau **jurnallppmuny**
(minimal 6 huruf atau angka. Anda dapat meminta admin menyimpan password
Anda guna keamanan atau menghindari lupa password)
- Kemudian **repeat password***
- Salutation (Isi dengan gelar): Prof., Dr., S.Pd., M.Pd.,
- First name*, Middle nama dan Last name*
Untuk nama yang memiliki **1 kata** (Misal Nama: Hamidah), isi first name dan last name dengan nama yang sama.
Contoh: First name :Hamidah
Middle name : -
Last name : Hamidah
Untuk nama yang memiliki **2 kata** (Misal Nama: Nur Hamidah), isi first name dan last name
Contoh: First name : Nur
Middle name : -
Last name : Hamidah
Untuk nama yang memiliki **3 kata atau lebih** (Misal Nama: Muhammad Ali Muhson Sugito), isi first name, middle name dan last name.
Contoh: First name :Muhammad
Middle name : Ali Muhson
Last name : Sugito
- Initials (nama inisial): Misal Ali Muhson: AM
- Gender: **Male** untuk pria; **Female** untuk wanita; Other untuk selainnya
- Affiliation (instansi) Misal: **English Education Depatment, Yogyakarta State University**
- Signature: Foot note yang akan tampil pada setiap tulisan atau email Anda
- Email dan Confirm email. NB. 1 **Email hanya dapat digunakan untuk 1 akun**, apabila dapat proses save data email *tidak valid*, maka dapat dimungkinkan email Anda telah digunakan dengan nama akun lain. Cek kembali jurnal yang pernah Anda ikuti, admin dapat mereset password agar akun tersebut dapat digunakan atau gunakan email lain.
- Isi Orchid ID, URL, Phone, Fax, Mailing Address, Country dan Biostatment
- Beri tanda cek pada **Confirmation** untuk mengirimkan username dan password pada email Anda
- Beri tanda cek pada **Author** dan **Reader** untuk register sebagai penulis dan pembaca.
- Klik **REGISTER**

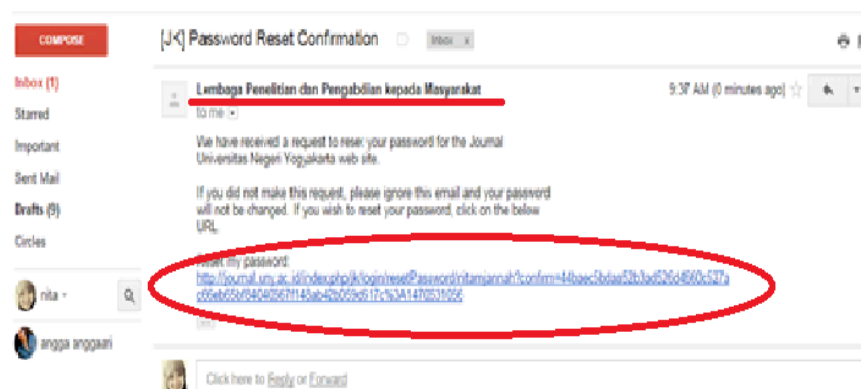
b. Cara LOG IN Apabila telah direset oleh ADMIN (dalam kasus lupa password, atau Email telah digunakan, tetapi Anda tidak mengetahui password)

- Hubungi Admin kemudian Admin akan mengakses nama akun Anda dan mengirimkan reset password pada email Anda. Atau apabila Anda telah mengetahui nama akun Anda, Anda dapat mengetik **username**, lalu klik **forgot your password?**



The screenshot shows a web page titled "Login" with a breadcrumb "Home > Login". There are two input fields: "Username" containing "Sadimin" and "Password" which is empty. Below the fields is a checkbox labeled "Remember my username and password" and a "Login" button. At the bottom, there are two links: "Not a user? Register with this site" and "Forgot your password?". The "Forgot your password?" link is circled in orange.

- Kemudian isikan email Anda dalam kolom **Registeres user's email**. Klik **Register**
- OJS akan mengirimkan Anda email. Silahkan akses email Anda untuk mereset passwords. Jangan lupa untuk menyimpan password baru Anda atau minta ADMIN untuk menyimpannya.
- Klik link panjang yang ada pada email. Silahkan isi nama akun dengan password baru. Sekarang Anda dapat melakukan log in OJS.



c. Cara LOGIN apabila telah memiliki akun dan password

Klik menu LOGIN yang terdapat **di tengah** atau **disamping** pada menubar. Isi kolom username dan password. Klik **Login**

The screenshot displays the homepage of the journal 'JURNAL KEPENDIDIKAN'. The main header features the journal's title in large white letters on a green background. Below the header is a navigation menu with items: HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, STATISTICS, AUTHOR GUIDELINE, PUBLICATION ETHICS, SUBSCRIBE, EDITORIAL TEAM, and CALL FOR PAPERS. The 'LOGIN' menu item is circled in red. On the left side, there is a 'KEYWORDS' section with a list of terms. Below the navigation menu, the breadcrumb trail reads 'Home > Login', and the word 'Login' is prominently displayed. A login form is present with fields for 'Username' and 'Password', a 'Remember my username and password' checkbox, and a 'Login' button. The 'Login' button and the form fields are circled in red. On the right side, there is a 'USER' sidebar menu, also circled in red, which shows the username 'ppm' and password '*****' entered, with a 'Login' button highlighted. Below the 'USER' menu is a 'Journal Help' link and a 'NOTIFICATIONS' section with links for 'View' and 'Subscribe'.

2. CARA SUBMIT ARTIKEL

- a. Pastikan artikel telah sesuai dengan *template* atau *panduan jurnal tersebut*. Template atau panduan jurnal dapat didownload pada menu **author guideline**. Admin tidak akan menerima artikel apabila artikel tidak sesuai panduan. Setiap jurnal memiliki gaya selingkung yang berbeda. Setelah sesuai, artikel siap disubmit. Penubitan artikel membutuhkan akun, pastikan Anda telah memiliki akun.

HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES ANNOUNCEMENTS
STATISTICS AUTHOR GUIDELINE PUBLICATION ETHICS SUBSCRIBE EDITORIAL TEAM CALL FOR
PAPERS PEER REVIEW AUTHOR FEES HISTORY

Home > About the Journal > Submissions

Submissions

- [Online Submissions](#)
- [Author Guidelines](#)
- [Copyright Notice](#)
- [Privacy Statement](#)
- [Author Fees](#)

Online Submissions

Already have a Username/Password for JURNAL KEPENDIDIKAN?
[GO TO LOGIN](#)

Need a Username/Password?
[GO TO REGISTRATION](#)

Registration and login are required to submit items online and to check the status of current submissions.

Author Guidelines

1. The manuscript must be an educational research result or a scientific study of actual problems in education which contributed toward the understanding, development theory, the scientific concept, and the implications for education in Indonesia.
2. The articles must be original and have never been published or are being submitted to another journal. Articles ever presented in a forum, such as seminars, should be mentioned forum.
3. All submitted manuscripts have to be written by referring to APA style, following the [TEMPLATE](#) [DOWNLOAD ENGLISH \(INDONESIAN\)](#)
4. All manuscripts are submitted through online journal system. If you already have an account, you may log in first. If you don't, please [REGISTER](#) to the system.
5. Manuscript is written in Indonesian or English properly. **15-20 pages long 1 column 1.5 spacing, A4 paper, font Times New Roman 12, with program window MS word**

- b. Login kemudian akan terdapat tampilan.

The image shows a screenshot of a journal website's user home page. The page has a navigation menu at the top with links like HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, STATISTICS, AUTHOR GUIDELINE, PUBLICATION ETHICS, SUBSCRIBE, EDITORIAL TEAM, CALL FOR PAPERS, PEER REVIEW, AUTHOR FEES, and HISTORY. Below the navigation, there is a breadcrumb trail: Home > User Home. The main heading is "User Home". A red arrow points to the text "Pastikan Jurnal yang dituju benar" (Make sure the journal you are targeting is correct). Another red arrow points to the "My Journals" link in the user menu, with the text "Klik apabila tampilan setelah login tidak seperti pada tampilan ini" (Click when the display after login is not like this display). The "JURNAL KEPENDIDIKAN" section shows "Author" with "1 Active" and "0 Archive" articles, and a "[New Submission]" button circled in red with the text "klik untuk submit artikel" (click to submit article). The "My Account" section includes links for "Show My Journals", "Edit My Profile", "Change My Password", and "Logout". The right sidebar contains "Journal Help", "NOTIFICATIONS" (View (1 new), Manage), and "JOURNAL CONTENT" (Search, Search Scope: All, Search).

c. Cek semua persyaratan sesuai guideline. Beri tanda cek pada kolom. Kemudian klik **save and continue**

Step 1. Starting the Submission

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

Encountering difficulties? Contact [Lembaga Penelitian dan Pengabdian kepada](#) for assistance ((0274) 550840).

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The manuscript must be an educational research result or a scientific study of actual problems in education which contributed toward the understanding, development theory, the scientific concept, and the implications for education in Indonesia.
- The articles must be original and have never been published or are being submitted to another journal. Articles ever presented in a forum, such as seminars, should be mentioned forum.
- All submitted manuscripts have to be written by referring to APA style
- All manuscripts are submitted through online journal system
- Manuscript is written in Indonesian or English properly. **15-20 pages long 1 column 1.5 spacing**, A4 paper, font *Times New Roman 12*, with program *window MS word*
- Articles written by the terms and systematics as follows:
 - *Title*: written and concise, **maximum 12 words** containing the keyword, and should reflect the substance of education described in the article body.

Comments for the Editor

Enter text (optional)



Save and continue Cancel

- d. Kemudian unggah file dalam bentuk **docx**. Klik **save and continue**. **INGAT, FILE TANPA BIODATA PENULIS ATAU INSTITUSI**

Step 2. Uploading the Submission

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

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Lembaqa Penelitian dan Pengabdian kepada](#) for assistance ((0274) 550840).

Submission File

No submission file uploaded.

Upload submission file

Choose File No file chosen

Upload

[ENSURING A BLIND REVIEW](#)

Save and continue

Cancel

- e. File biodata akan dimasukkan via **supplementary file**. Silahkan isikan file berisi biodata penulis dalam format **docx**

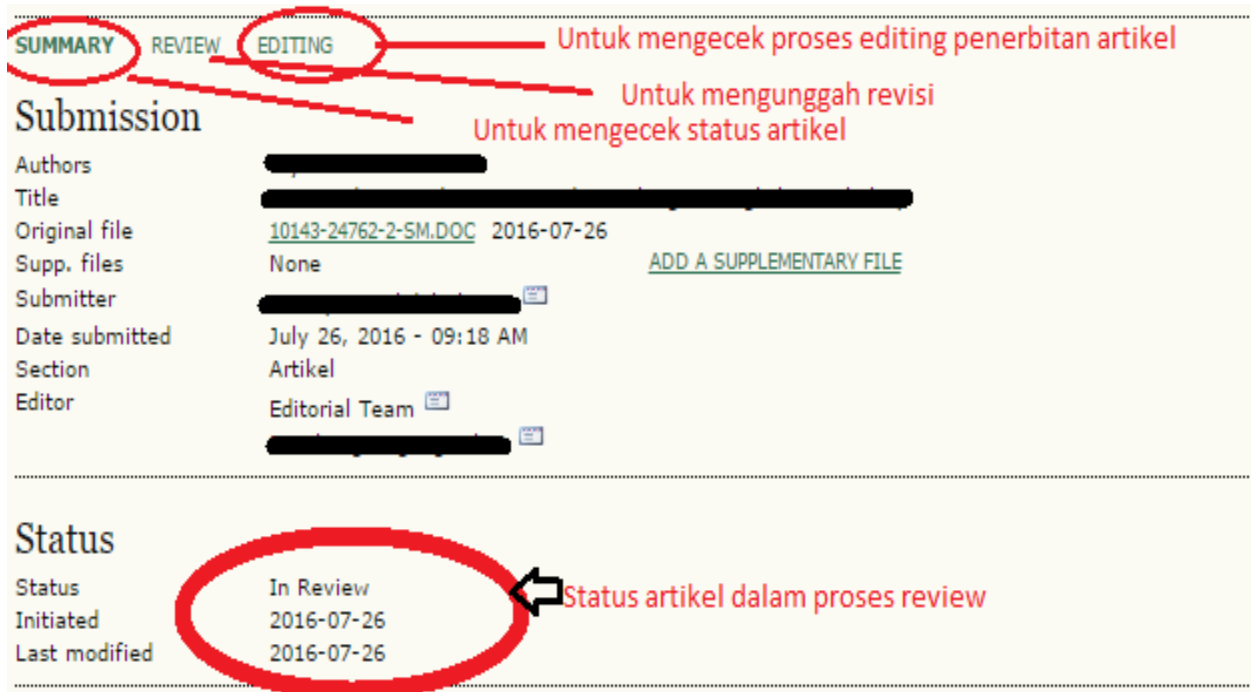
- Judul Artikel:**.....
- Nama:** Penulis 1, 2, 3...dst
- Instansi Penulis:** Fakultas.....Universitas
- Email Penulis:** email penulis 1, 2,3
- Alamat lengkap:** penulis
- No telephone:**

3. CARA MENGECEK STATUS ARTIKEL DAN MENGGUNGGAH REVISI ARTIKEL

- Silahkan log in
- Klik pada jurnal yang dituju akan terlihat tampilan sebagai berikut



- Klik pada **1 Active** kemudian klik pada **judul artikel**
- Untuk mengecek status artikel klik **summary**, untuk mengunggah revisi klik **review**, untuk melihat proses editing penerbitan klik **editing**



- Klik **Review**

Dalam proses review, hasil review dapat dilihat pada kolom Peer Review, Silahkan download file review.

- f. Untuk mengunggah perbaikan silahkan pilih file dan unggah dalam menu **upload author version**

The screenshot shows a journal submission review interface. At the top, there is a breadcrumb trail: Home > User > Author > Submissions > #10143 > Review. Below this is the title "#10143 Review". There are three tabs: SUMMARY, REVIEW (circled in orange), and EDITING. The "Submission" section lists: Authors (redacted), Title "EFL Students and Creative Video Making on English Vocabulary", Section "Artikel", and Editor "Editorial Team" (with a contact icon). The "Peer Review" section shows "Round 1" with details: Review Version "10143-24764-1-RV.DOC" (2016-07-26), Initiated "2016-07-26", Last modified "2016-07-26", and Uploaded file "None" with a red arrow pointing to the text "Jika review telah ada, akan muncul disini". The "Editor Decision" section has a dropdown menu showing a hyphen "-" (circled in orange), with a grey arrow pointing to it from the text "Hasil keputusan redaksi/ Editor". Below this are options for "Notify Editor" (with a contact icon), "Editor Version" (None), "Author Version" (None), and "Upload Author Version" (with a contact icon). The "Upload Author Version" section contains a "Choose File" button, the text "No file chosen", and an "Upload" button (circled in orange). A grey arrow points from the text "Untuk mengunggah perbaikan" to the "Upload" button. A blue arrow points from the text "Untuk memastikan Admin Jurnal menerima revisi file, Anda dapat mengirimkan email via menu Notify Editor dengan mengklik ." to the "Notify Editor" option.

Untuk memastikan Admin Jurnal menerima revisi file, Anda dapat mengirimkan email via menu Notify Editor dengan mengklik .