Edutech: Jurnal Teknologi Pendidikan — Reviewer & Editor Application Form

Edutech: Jurnal Teknologi Pendidikan, Universitas Pendidikan Indonesia. Website: ejournal-education.upi.edu/edutech

How to Apply

1. Download this form, complete all sections in English, and save it as PDF.
2. Name the file: `Application_[Position]_[Full Name].pdf` (e.g., `Application_Reviewer_Jane_Doe.pdf`).
3. Send it to **[EDUTECH EMAIL ADDRESS]** with the attachments listed in Section H.
4. Use the exact email subject:
    - `Reviewer Application – [Full Name]`
    - `Editor Application – [Full Name]`
5. The editorial office will acknowledge receipt within 7 working days. Shortlisted applicants will be contacted by the Editor-in-Chief.

There is no fee to apply or to serve. Appointment is at the sole discretion of the Editor-in-Chief and is confirmed by an official decree (SK).

A. Position Applied For

Tick one.

- ☐ **Reviewer** — reviews 3–4 manuscripts per year in the applicant's field
- ☐ **Section Editor** — handles manuscripts from submission to decision; minimum Doctoral degree
- ☐ **Associate Editor / Editorial Board Member** — advises on scope and quality; minimum Doctoral degree and international publication record

Minimum requirements

- Reviewer: Master's degree (Doctoral preferred) and at least 2 peer-reviewed journal articles in the last 5 years
- Editor: Doctoral degree, at least 3 articles in SINTA 1–2 or Scopus/WoS-indexed journals, and prior reviewing experience
- Active ORCID iD and Google Scholar profile
- Expertise within Edutech's scope: educational technology, instructional design, learning media, e-learning, and related fields

B. Personal and Institutional Information

Item	Applicant's Entry
Full name (with academic titles)	

Item	Applicant's Entry
Highest degree, field, and awarding university	
Academic rank / position	
Department / study program	
Institution	
City and country	
Institutional email	
Alternative email	
Mobile / WhatsApp number	

C. Academic Profiles and Metrics

Provide full profile URLs. Write "none" where not applicable.

Profile	URL / ID	h-index
ORCID iD (required)		—
Google Scholar (required)		
Scopus Author ID		
Web of Science ResearcherID		
SINTA ID (Indonesian applicants)		

D. Areas of Expertise

Tick all areas in which you can review or handle manuscripts competently.

- ☐ Instructional design and development
- ☐ Learning media and multimedia
- ☐ E-learning, blended and online learning
- ☐ Educational games, AR/VR, and immersive learning
- ☐ Artificial intelligence in education
- ☐ Learning analytics and educational data
- ☐ Teacher professional development and digital competence
- ☐ Educational technology policy and management
- ☐ Research methods and assessment in education
- ☐ Other (specify):

Up to 5 keywords describing your expertise:

Preferred research methods (quantitative / qualitative / mixed / R&D / systematic review):

E. Publication Record

List up to 5 peer-reviewed journal articles from the last 5 years that best show your expertise.

No.	Authors, Year, Title	Journal, Vol(Issue), Pages	Indexing (Scopus Q / WoS / SINTA)	DOI or URL
1				
2				
3				
4				
5				

F. Reviewing and Editorial Experience

Journal Name	Indexing	Role (Reviewer / Editor / Board Member)	Period	Approx. Manuscripts Handled

Verified review record (e.g., Web of Science Reviewer Recognition / Publons link), if any:

Motivation statement (max. 150 words): Why do you wish to join Edutech, and what will you contribute?

G. Availability and Commitment

- ☐ I can complete a review within 14 days of accepting an invitation.
- ☐ I can review at least 3 manuscripts per year (Reviewer) or handle at least 6 manuscripts per year (Editor).
- ☐ I will register an account on the Edutech OJS site and keep my profile and reviewing interests up to date.
- ☐ I can serve for an initial term of 2 years, renewable upon evaluation.

Languages in which you can review manuscripts: [ ] English [ ] Bahasa Indonesia [ ] Other:

H. Declaration and Attachments

By signing below, I declare that:

1. All information in this form is true and verifiable.

2. I will follow the COPE Ethical Guidelines for Peer Reviewers and Edutech's publication ethics policy.
3. I will keep all manuscripts confidential and will not use their content for my own work.
4. I will declare any conflict of interest and decline assignments where one exists.
5. I understand that the role is voluntary and unpaid, and that appointment is at the Editor-in-Chief's discretion.
6. I consent to my name, affiliation, country, and profile links being published on the Edutech website if appointed.

Place and date:

Signature:

Full name:

Attachments checklist (send with your email)

- ☐ This completed form (PDF)
- ☐ Short CV, max. 2 pages (PDF)
- ☐ Recent formal photo (JPG/PNG), for the Editorial Team page if appointed
- ☐ Editor applicants only: one sample review report or editorial decision letter, anonymized (optional)