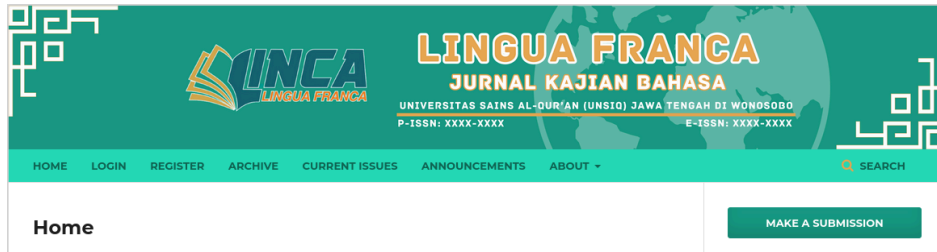


PANDUAN SUBMIT ARTIKEL

1. Silahkan klik tombol **REGISTER**. (bagi yang belum pernah daftar). Atau **LOGIN** (bagi yang sudah pernah daftar di jurnal tersebut).



2. Ketika di Klik **REGISTER**, Maka muncul layar berikut.

Keterangan : (Harus diisi kolom yang bertanda bintang merah) :

- a. *First Name* (nama pertama)
- b. *Middle Name* (nama tengah)
- c. *Last Name* (nama akhir)
- d. *Affiliation* (nama afiliasi, asal institusi penulis)
- e. *Country* (asal negara)
- f. *Email* (email aktif penulis)
- g. *Username* (nama yang akan dipakai di jurnal), saran, satu kata saja
- h. *Password* (isikan password untuk LOGIN ke jurnal, bukan password email. Minimal password adalah 6 digit)
- i. *Repeat Password* (silakan ulangi password tersebut)
- j. *Request The Reviewer Role* (tidak usah dicentang).

Ada beberapa kasus yang terjadi, misal, nama penulis hanya satu kata, maka silahkan tulis kata tersebut di *Last Name*.

Contoh : (First Name) Ahmad – (Last Name) Ahmad

3. Setelah semua form diisi, klik **REGISTER**.

4. Kalau berhasil, maka akan muncul tampilan seperti ini (bila belum berhasil, maka ada form yang belum terisi atau ada kesalahan, silahkan diperbaiki)

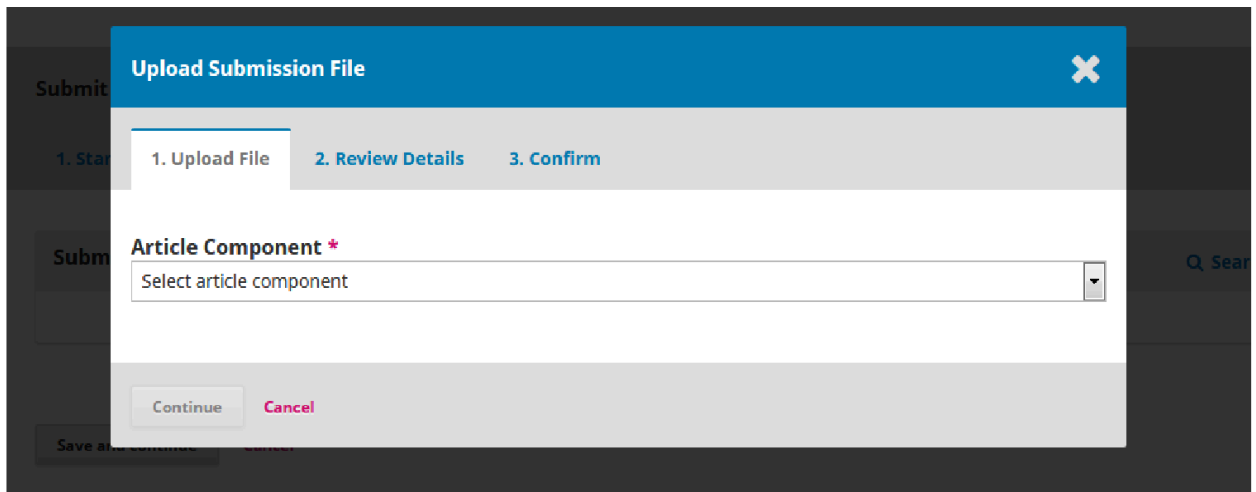


5. Klik **Make a New Submission** (submit artikel baru).
6. Maka akan muncul tampilan berikut :

The screenshot shows the "Submit an Article" form in the LINCA journal submission system. The form is titled "Submit an Article" and has a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The current step is "2. Upload Submission". The form includes a section "Submit in my role as..." with a dropdown menu set to "Author". Below this is a section "Submission Requirements" with four checkboxes: "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.", and "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." Below the requirements is a section "Comments for the Editor" with a text area and a "Upload" button. At the bottom, there is a "Privacy Statement" section with a link to the full statement.

Cermati dan centang semua point dalam *Submission Requirements*. Adapun *Comment for the editor* (boleh di isi boleh tidak), lalu klik **Save and Continue**.

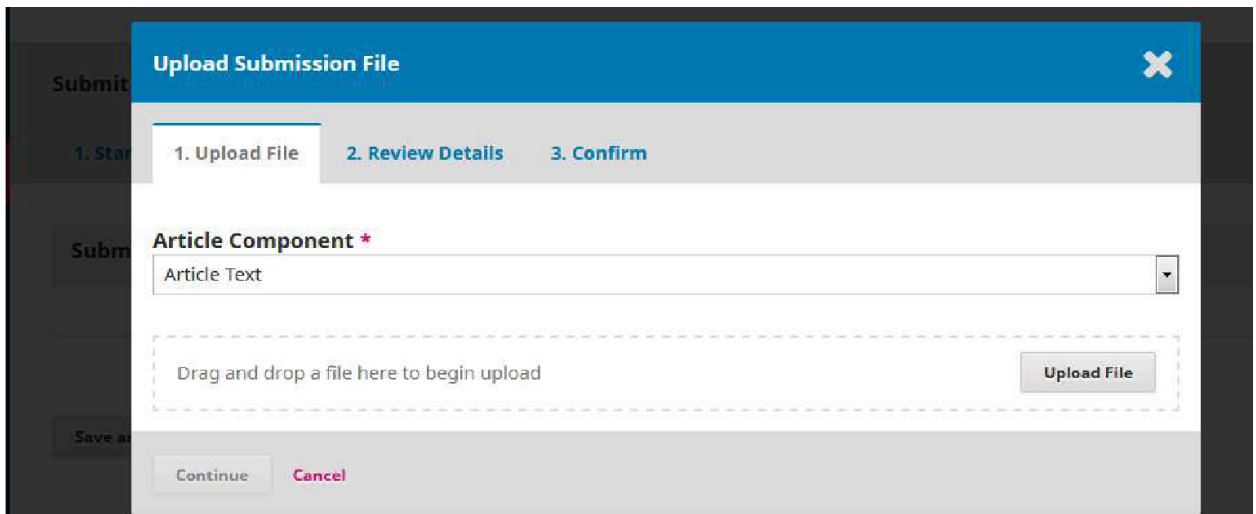
7. Setelah save and continue akan muncul tampilan berikut:



The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". The main content area features a label "Article Component *" followed by a dropdown menu. The dropdown menu is open, displaying the text "Select article component". At the bottom of the modal, there are two buttons: "Continue" and "Cancel".

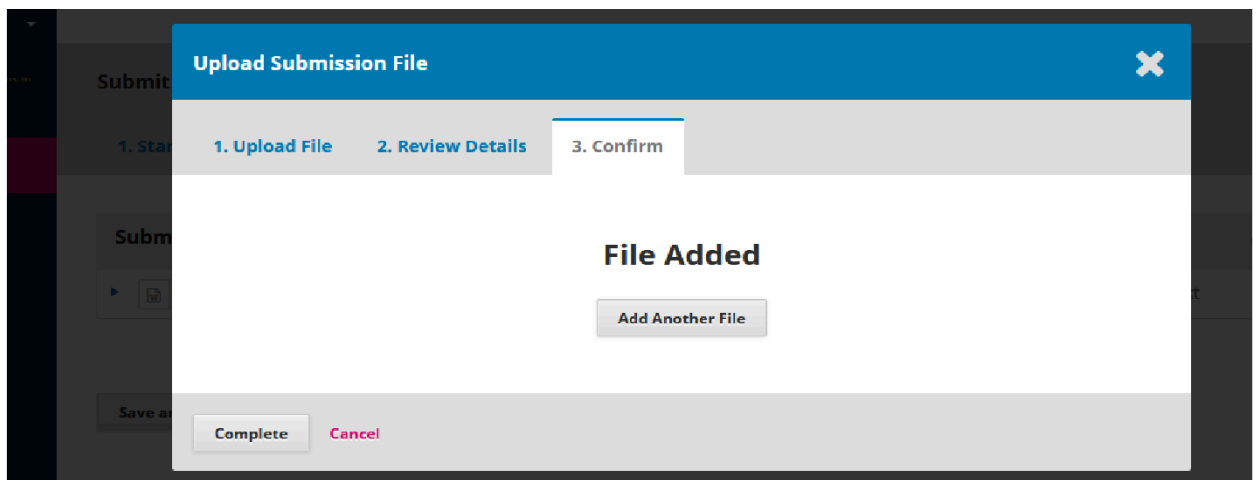
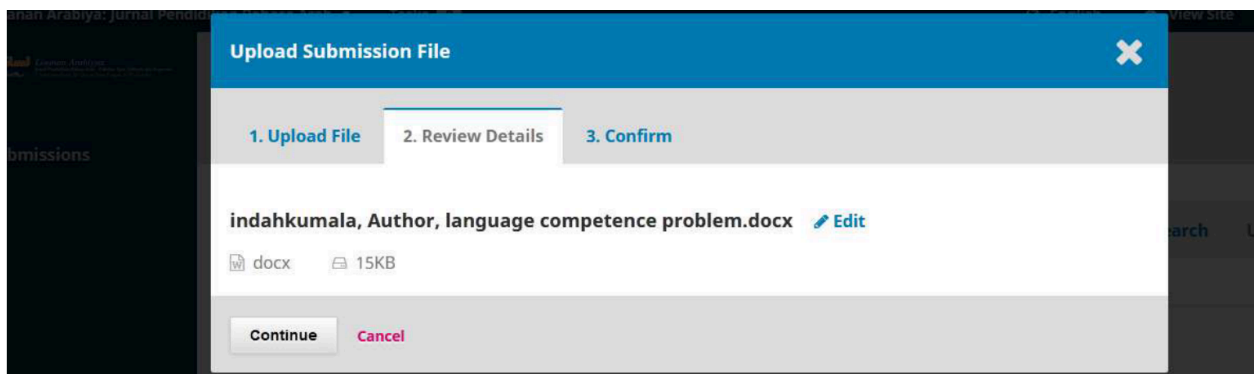
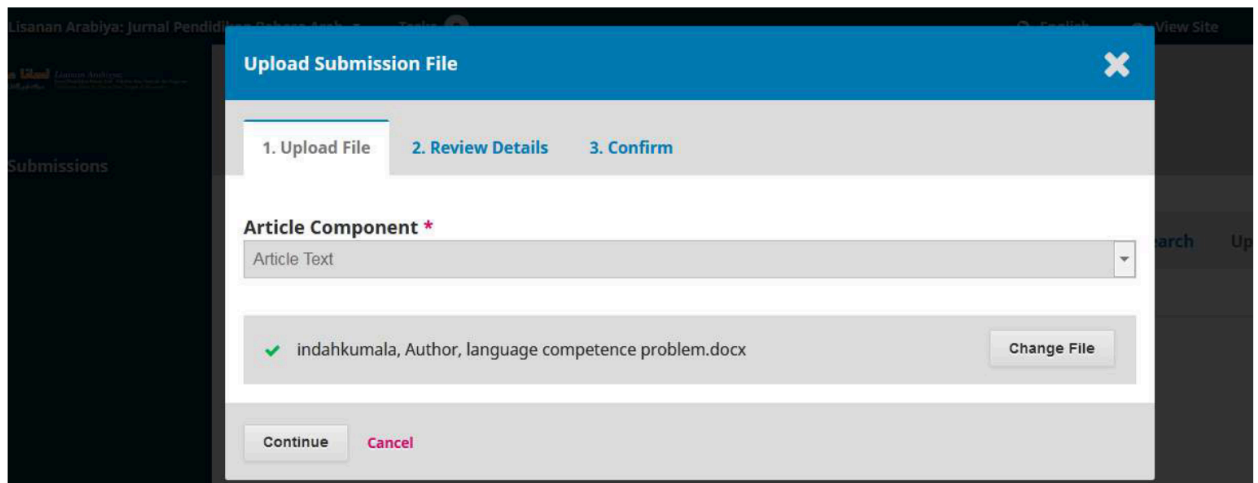
Klik article Component (Akan Muncul beberapa pilihan, pilih **Article Text**)

8. Setelah memilih Article text, akan muncul tampilan berikut (klik **Upload File**)



The screenshot shows the same "Upload Submission File" modal window. The "Article Component" dropdown menu now displays "Article Text". Below the dropdown, there is a dashed rectangular box containing the text "Drag and drop a file here to begin upload". To the right of this box is a button labeled "Upload File". At the bottom of the modal, the "Continue" and "Cancel" buttons are still present.

9. Silahkan upload file yang akan disubmit. (Tunggu sampai centang hijau, klik **Continue**)



10. Klik **Complete**.

11. Akan muncul tampilan berikut (Klik **Save and Continue**)

The screenshot shows the 'Submit an Article' interface. At the top, there's a dark blue header with 'didikan Bahasa Arab', 'Tasks 0', 'English', 'View Site', and 'indahkumala'. Below the header, a progress bar shows five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The main content area is titled 'Submission Files' and includes a 'Search' icon and an 'Upload File' button. A table lists a submission with ID '2178-1' and the filename 'indahkumala, Author, language competence problem.docx', with 'Article Text' as the description. At the bottom, there are 'Save and continue' and 'Cancel' buttons.

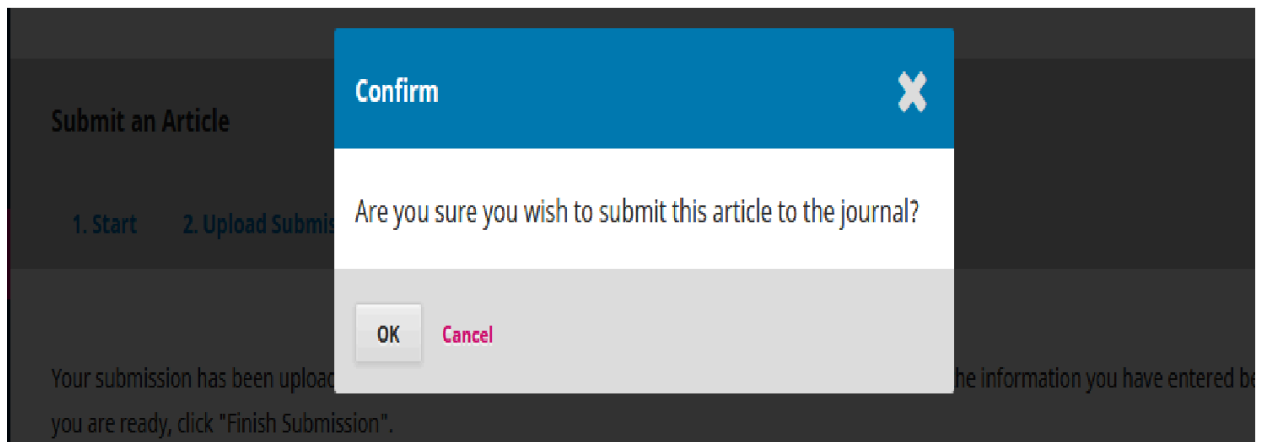
12. Kemudian akan muncul layar berikut (silahkan isi yang berbintang merah saja. Kemudian klik **Save and Continue**)

The screenshot shows the 'Submit an Article' interface, step 3: Enter Metadata. The progress bar now highlights step 3. The form contains three main sections: 'Prefix' with a text input field and examples 'A. The'; 'Title *' with a text input field and a red asterisk indicating it is required; and 'Subtitle' with a text input field and a note 'The optional subtitle will appear after a colon (:), following the main title.' Below these is the 'Abstract *' section, which includes a rich text editor with various formatting tools (bold, italic, underline, list, link, unlink, code, undo, redo, upload) and a red asterisk indicating it is required.

13. Setelah save and continue.. maka akan muncul tampilan berikut (klik **Finish Submission**)

The screenshot shows the 'Submit an Article' interface, step 4: Confirmation. The progress bar highlights step 4. The main content area contains a message: '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".' At the bottom, there are 'Finish Submission' and 'Cancel' buttons.

14. Klik **OK**.



15. SELAMAT !!!! ... anda sudah berhasil submit artikel di jurnal Lingua Franca.
Konfirmasikan aktivitas submit artikel Anda ini di contact person (email atau WA)
Jurnal untuk respon yang lebih cepat..Syukran.