

PANDUAN MEMBUAT AKUN DAN SUBMIT JURNAL NOVUM

1. MEMBUAT AKUN

Buka laman <https://ejournal.unesa.ac.id/index.php/novum/index>

- Klik register
- Diisi semua (afiliasi diisi Unesa), kecuali "would you be willing to review submissions to this journal" (jangan dicentang)

Setelah register : klik MAKE A NEW SUBMISSION

2. MAKE A NEW SUBMISSION :

A. Start

- Klik section (pilih ART 1, paling bawah)
- Submission requirements (dicentang semua)
- Comment for editor (tidak perlu diisi)
- Klik SAVE AND CONTINUE

B. Upload submission file

B.1. Upload file

- Select article component (pilih article text)
- Upload file (file WORD)
- Klik CONTINUE

B.2.Review detail

- Klik CONTINUE

B.3.Confirm

- Klik COMPLETE

C. Enter metadata

- Prefix (tidak usah diisi)
- Title, Subtitle, Abstract (diisi semua sesuai artikel)

- List of contributor (klik add contributor, kemudian isi nama pembimbing, email, country, affiliation Unesa, contributor role AUTHOR) ~ apabila ada pembimbing kedua klik add contributor seperti tadi ~ kemudian klik SAVE.

- klik SAVE AND CONTINUE

D. Confirmation

- klik FINISH SUBMISSION

- klik OK (Confirm)

E. Next step

- Return to your dashboard