

Panduan unggah Naskah Artikel di Prosiding Seminar Nasional Pemberdayaan Masyarakat.

A. Langkah Mendaftarkan Penulis Diwebsite

Langkah – langkah yang dilakukan untuk mendaftar sebagai penulis diwebsite prosiding adalah menuju alamat prosiding, yaitu <https://jurnal.uai.ac.id/index.php/PSN>.



Gambar 1. Tampilan awal web Prosiding Seminar Nasional Pemberdayaan Masyarakat.

Selanjutnya, klik menu Register untuk mendaftar sebagai penulis.



Gambar 2. Penulis Mendaftar

Selanjutnya, penulis melakukan register, bagi penulis yang sudah mempunyai akun di jurnal.uai.ac.id, tetap melakukan register di Prosiding sendamas dengan menginput isian email yang berbeda dari yang sudah pernah didaftarkan di jurnal.uai.ac.id.

Selanjutnya, penulis mengisi data identitas sesuai dengan format.

Register

Fill in the form to register with this journal.
[Click here](#) if you are already registered with this or another journal on this site.

Profile

Username* penulsiadua1 **WAJIB Isi dengan username**
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password* ***** **WAJIB Isi dengan password min. 6 karakter**
The password must be at least 6 characters.

Repeat password* ***** **WAJIB Ulangi password min. 6**

Salutation Mr. **Wajib diisi dengan nama awal Penulis**

First name* Penulis

Middle name Adia

Last name* Lulu **Wajib diisi dengan nama akhir Penulis**

Initials IAS Juan Alice Smith = IAS

Gender M

Affiliation U

Signature **Isi dengan signature**
(Your institution, e.g. "Simon Fraser University")
Penulsiadua1ada

WAJIB diisi dengan email penulis

Email* penulsiadua@ptu.ac.id privacy statement

Confirm Email* penulsiadua@ptu.ac.id **WAJIB diisi kembali dengan email**

URL <http://penulsiadua1.ptu.ac.id> **Diisi dengan URL penulis**

Phone +62 21 1000000 **Diisi dengan nomor telepon penulis**

Fax +62 21 1000000 **Diisi dengan nomor fax penulis**

Mailing address **Diisi dengan alamat penulis**

Country Indonesia **Pilih negara**

Biographical (e.g., department and rank) Institut Teknologi Sepuluh Nopember

Confirmation Send me a confirmation email including my username and password

Working languages Catalan English

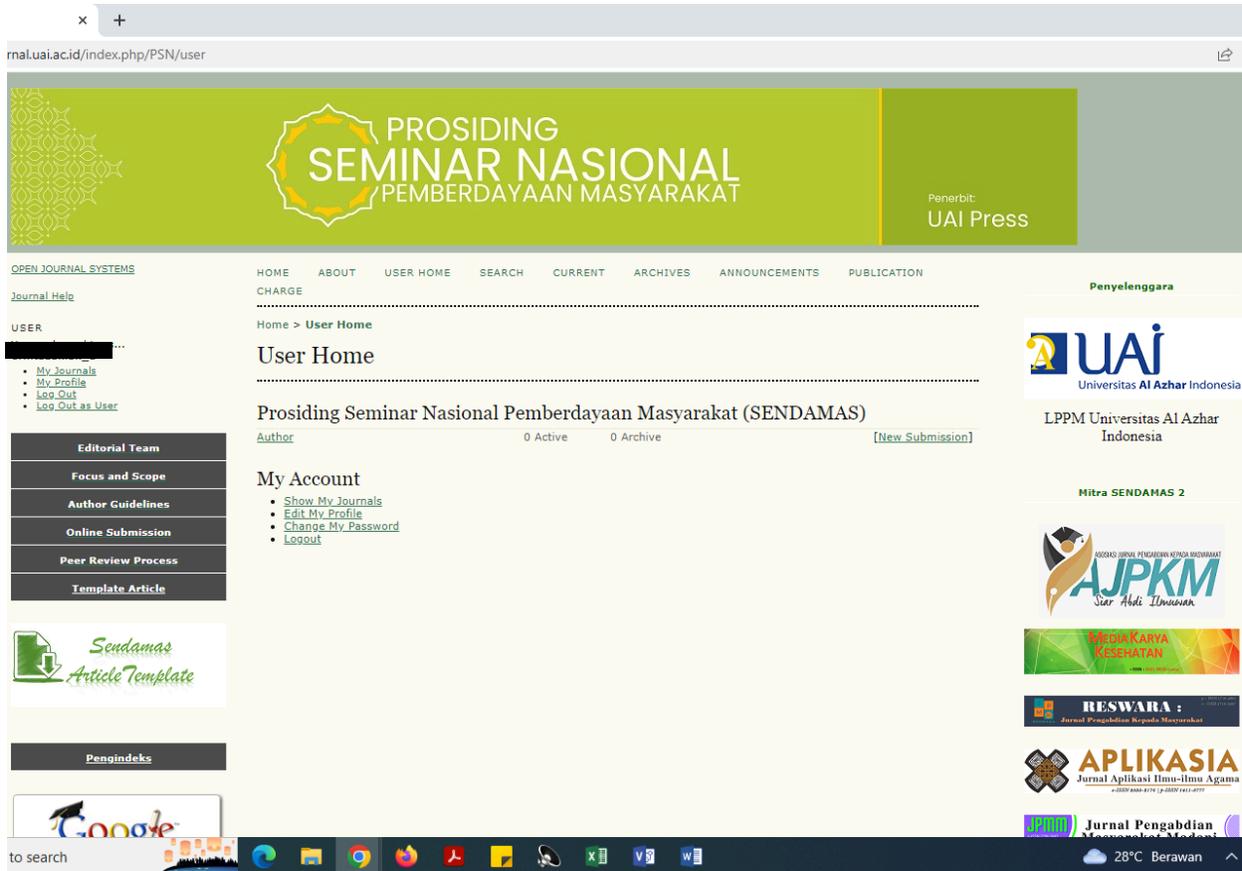
Register as Reader: Notified by email on publication of an issue of the journal. Author: Able to submit items to the journal. Reviewer: Willing to conduct peer review of submissions to the press. Identify reviewing interests (substantive areas and research methods):

(Separate interests by pressing the enter or comma key)

Register **Cancel**

Gambar 3. Penulis mengisi data identitas

Setelah berhasil mendaftar, muncul halaman beranda (home) dari penulis.

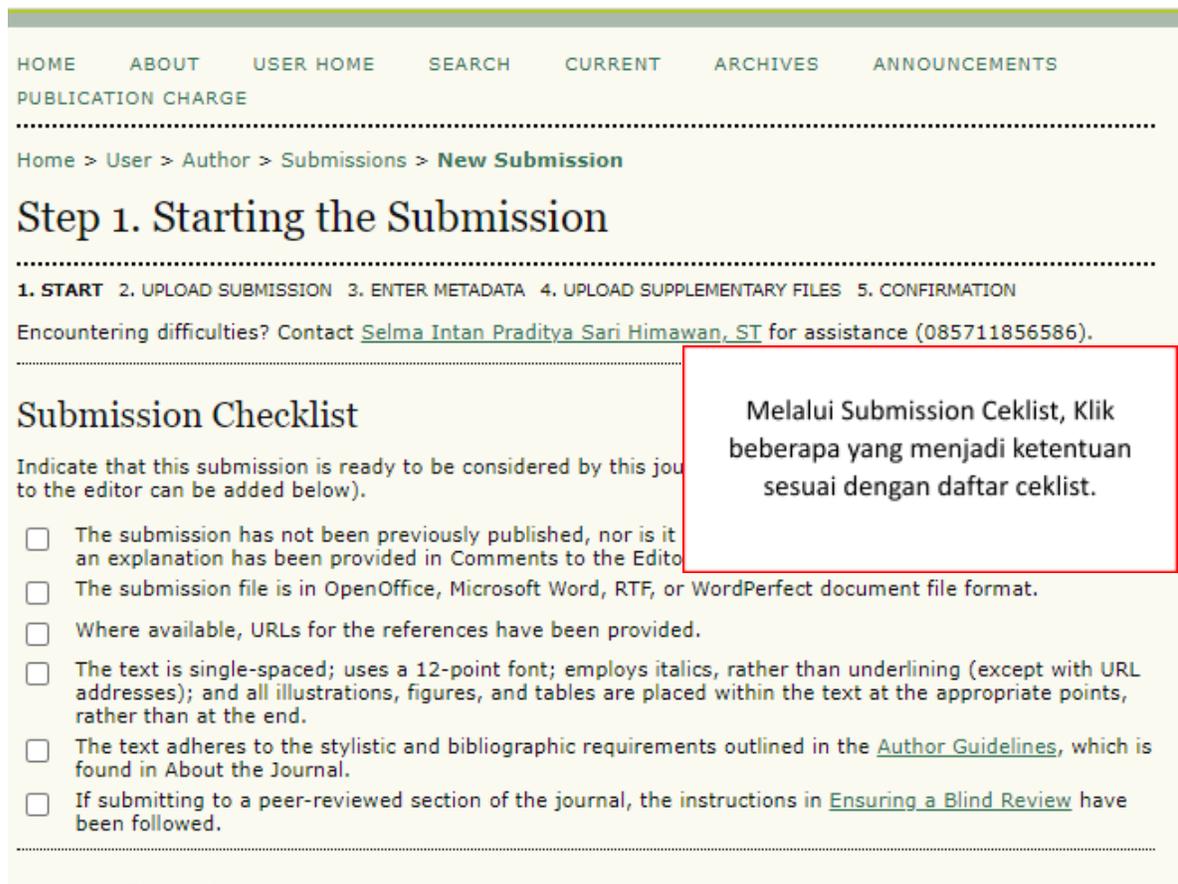


Gambar 3. Halaman Beranda Penulis.

B. Langkah Pengajuan Naskah Artikel.

Untuk mengajukan naskah artikel, penulis harus melakukan log in dahulu menggunakan user dan pass saat mendaftar. Lalu penulis dapat mengajukan naskah artikel dengan langkah-langkah berikut:

1. Penulis mengklik New Submission. Penulis mengkonfirmasi setiap item yang sesuai dengan kondisi naskah artikel yang mau diajukan bapak/ibu.



HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

PUBLICATION CHARGE

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

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

Encountering difficulties? Contact [Selma Intan Praditya Sari Himawan, ST](#) for assistance (085711856586).

Submission Checklist

Indicate that this submission is ready to be considered by this journal (if you are not ready, the submission to the editor can be added below).

- The submission has not been previously published, nor is it under consideration for publication elsewhere (an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect 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 stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Melalui Submission Ceklist, Klik beberapa yang menjadi ketentuan sesuai dengan daftar ceklist.

Gambar 4. Halaman Registrasi penulis dan konfirmasi.

2. Selanjtnya penulis dapat menambahkan komentar untuk editro jika diperlukan. Komentar tersebut dapat disimpan dengan cara mengklik save and continue.

Journal's 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.

Comments for the Editor

Enter text (optional)

* Denotes required field

Gambar 5. Penyampaian komentar untuk editor
Langkah

3. Langkah selanjutnya adalah mengunggah full naskah artikel, dengan tahapan sebagai berikut
 - a. Klik Browse untuk membuka window *choose file*.
 - b. Memilih berkas naskah artikel yang mau diunggah.
 - c. Mengklik Open pada window *choose file*.
 - d. Mengklik Upload untuk mengunggah berkas naskah. **(File naskah tidak boleh lebih dari 2 Mb, dalam bentuk word)**
 - e. Menyimpan dan melanjutkan dengan mengklik *Save and Continue*.

PUBLICATION CHARGE

Home > User > Author > Submissions > New Submission

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 [Selma Intan Pradiya Sari Himawa](#)).

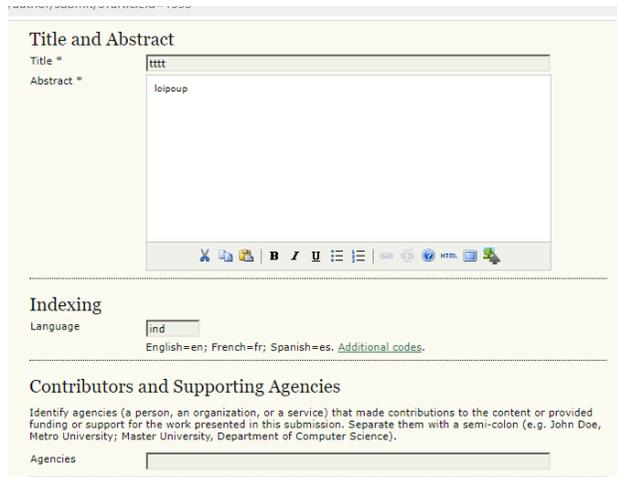
Submission File

File Name	1553-4379-1-SM.docx
Original file name	1054-2933-2-SPtambahan revisi 02 (1).docx
File Size	429KB
Date uploaded	2022-11-09 11:08 AM

Replace submission file No file chosen

Gambar 6. Penulis mengunggah naskah artikel

4. Setelah unggah naskah artikel, tahapan selanjutnya adalah penulis memasukan metadata dengan tahapan berikut:
- Mengisi informasi lengkap tentang penulis, jika lebih dari satu naskah maka klik *Add Author*.
 - Mengisi judul dan abstrak naskah artikel.
 - Memasukan kata kunci untuk indeks.
 - Menyimpan dengan cara klik *Save and Continue*.



The screenshot shows a web form with the following sections:

- Title and Abstract:** A text area for the title containing "tttt" and a larger text area for the abstract containing "loipoup". A rich text editor toolbar is visible below the abstract field.
- Indexing:** A dropdown menu for "Language" with "ind" selected. Below it, the text "English=en; French=fr; Spanish=es. [Additional codes.](#)" is displayed.
- Contributors and Supporting Agencies:** A section with a heading and a paragraph of instructions: "Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science)." Below this is a text input field labeled "Agencies".

/author/submit/3?articleId=1553

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

Authors

First Name *

Middle Name

Last Name *

Email *

ORCID ID

ORCID IDs can only be assigned by the [ORCID Registry](#). You must conform to their standards for expressing ORCID IDs, and include the full URI (eg. <http://orcid.org/0000-0002-1823-0097>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

Bio Statement (E.g., department and rank)

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

* Denotes required field

Gambar 7. Penulis melengkapi format identitas naskah artikel.

- Selain mengunggah naskah artikel penulis juga dapat mengunggah berkas tambahan seperti instrumen penelitian, dan data lain dengan cara mengunggah pada *Upload Supplementary File*.

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file No file chosen

Gambar 8. Penulis mengunggah berkas tambahan (jika ada, tidak wajib di isi)

- Setelah selesai, klik Finish Submission untuk mengirim naskah artikel.



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Home > User > Author > Submissions > **New Submission**

Step 5. Confirming the Submission

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

To submit your manuscript to Prosiding Seminar Nasional Pemberdayaan Masyarakat (SENDAMAS) click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Prosiding Seminar Nasional Pemberdayaan Masyarakat (SENDAMAS).

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
4379	1054-2933-2-SPTAMBAHAN REVISI 02 (1).DOCX	Submission File	429KB	11-09

Gambar 9. Penulis mengakhiri proses pengajuan naskah artikel.