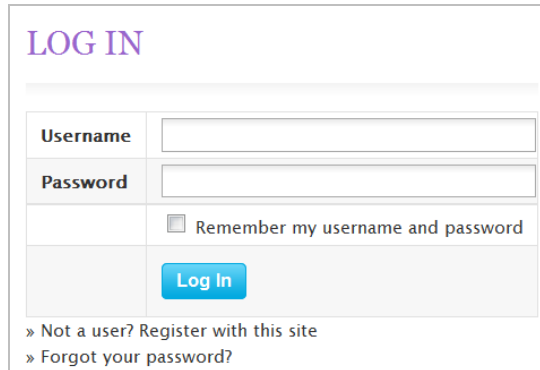


PANDUAN SINGKAT UNGGAH ARTIKEL UNTUK PENULIS

A. Login

Berikut adalah langkah-langkah untuk login :

1. **Login**, masukkan username dan password



The screenshot shows a login form with the following elements:

- Title: LOG IN
- Username input field
- Password input field
- Remember my username and password checkbox
- Log In button
- Links: » Not a user? Register with this site, » Forgot your password?

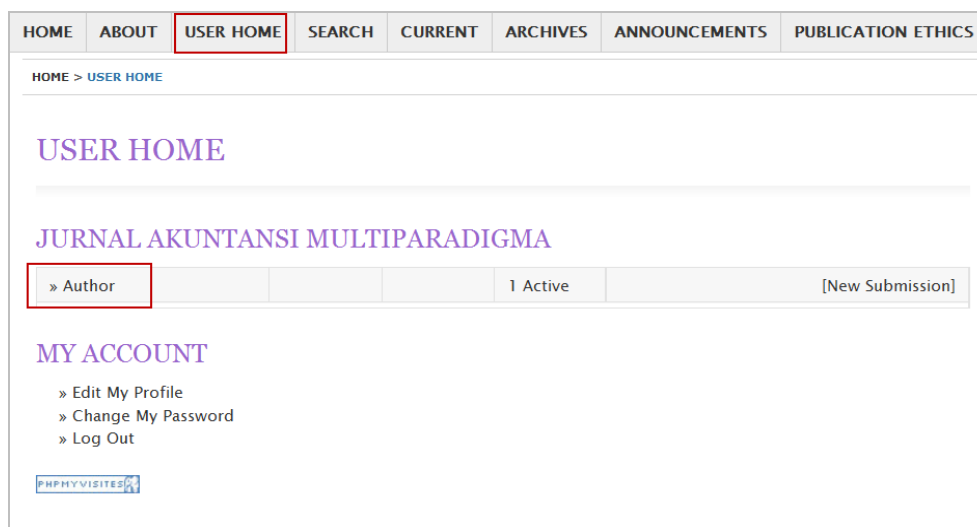
Gambar 1 Menu Login

2. Setelah login berhasil pilih menu **User Home**



Gambar 2 Menu User Home

3. Pilih akses sebagai **Author**



The screenshot shows the user home page with the following elements:

- Navigation menu: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, PUBLICATION ETHICS. 'USER HOME' is highlighted.
- Breadcrumbs: HOME > USER HOME
- Title: USER HOME
- Journal Name: JURNAL AKUNTANSI MULTIPARADIGMA
- Role Selection: » Author (highlighted with a red border), 1 Active, [New Submission]
- MY ACCOUNT section with links: » Edit My Profile, » Change My Password, » Log Out
- Footer: PHPHYVIZITES

Gambar 3 Memilih Peran sebagai Author

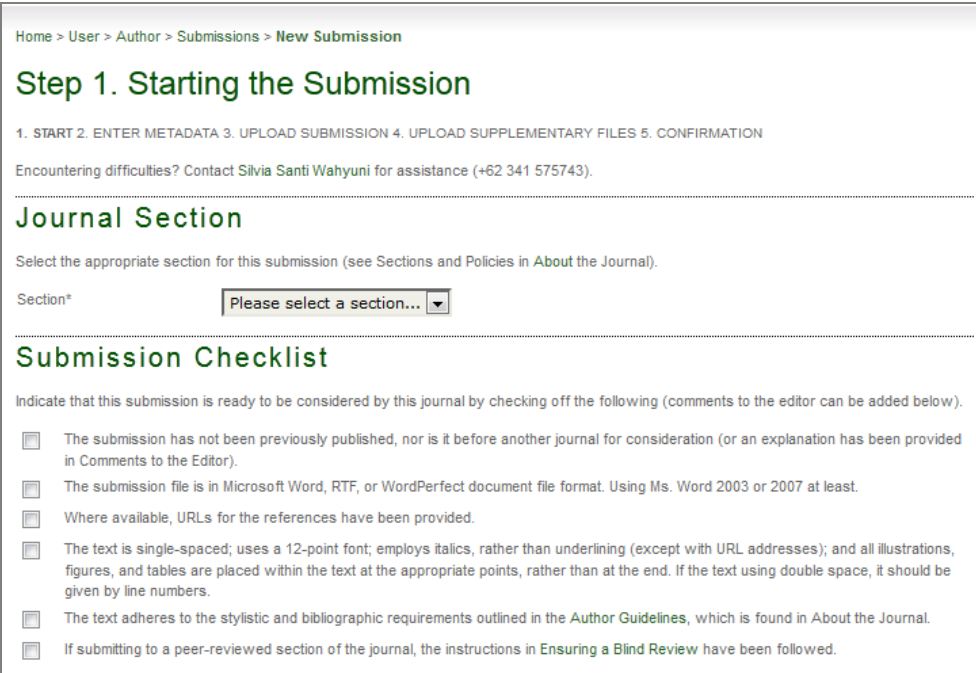
B. Unggah Artikel

Langkah-langkah berikut mendeskripsikan langkah-langkah yang harus dilakukan untuk mengunggah artikel melalui website e-journal. Proses unggah artikel terdiri dari 5 langkah sebagai berikut :

1. Langkah 1

Langkah 1 berisi pemilihan bagian jurnal (journal section), syarat-syarat mengunggah artikel (submission checklist), dan komentar yang ingin disampaikan untuk editor.

- [1] Pilih bagian jurnal yang sesuai dengan file yang Anda *upload* (misalkan, artikel, dsb). Pemilihan bagian jurnal ini berkaitan dengan aturan yang diterapkan untuk masing-masing bagian. Anda dapat melihat aturan yang diterapkan untuk masing-masing bagian dengan klik link **About** kemudian pilih link **Section Policies**. Aturan yang diterapkan pada sistem dapat terdiri dari 3 yaitu *open submissions*, *indexed* dan atau *per reviewed*.
- [2] *Checklist* merupakan syarat-syarat yang harus dipenuhi dalam mengunggah artikel, untuk dapat melanjutkan, maka semua checklist harus diisi.
- [3] Klik **Save and continue** untuk melanjutkan ke proses berikutnya.



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

Step 1. Starting the Submission

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

Encountering difficulties? Contact Silvia Santi Wahyuni for assistance (+62 341 575743).

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section*

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).

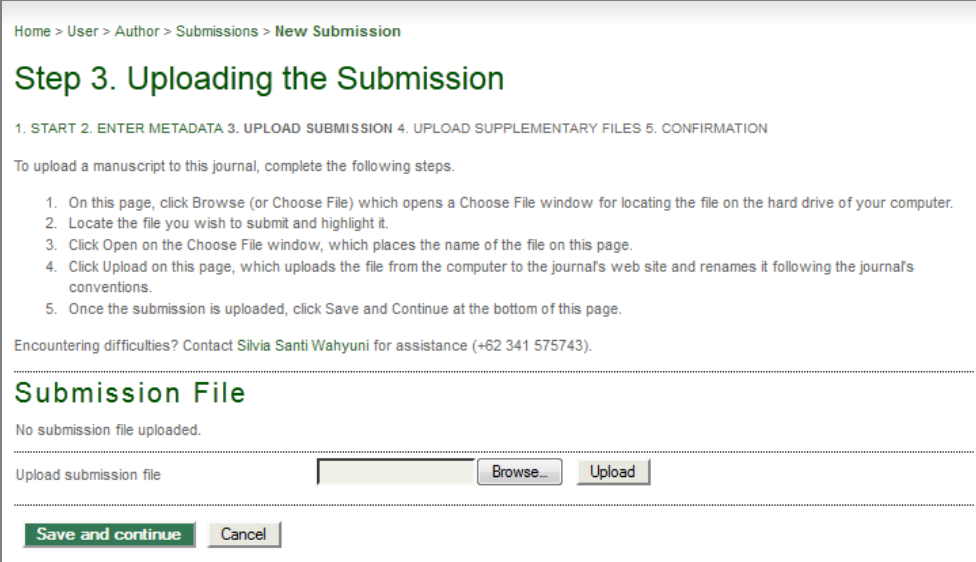
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format. Using Ms. Word 2003 or 2007 at least.
- Where available, 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. If the text using double space, it should be given by line numbers.
- 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.

Gambar 4 Memilih Bagian Jurnal dan Cek List

2. Langkah 2

Langkah 3, Author mengunggah file artikel. Jika file berhasil terunggah, Anda dapat melihat file yang telah tersimpan.

- [1] Klik **Browse** untuk mencari dan memilih file yang akan kita unggah.
- [2] Klik **Upload** untuk mengunggah file.
- [3] Klik **Save and continue** untuk melanjutkan ke proses berikutnya.



Home > User > Author > Submissions > New Submission

Step 3. Uploading the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 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.

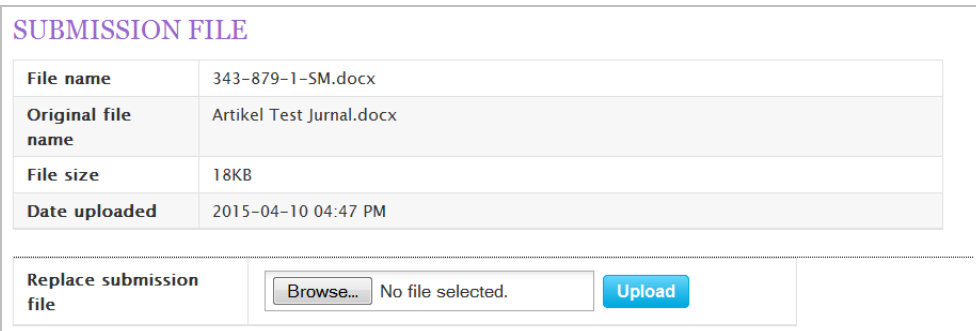
Encountering difficulties? Contact [Silvia Santi Wahyuni](#) for assistance (+62 341 575743).

Submission File

No submission file uploaded.

Upload submission file

Gambar 5 Mengunggah Artikel



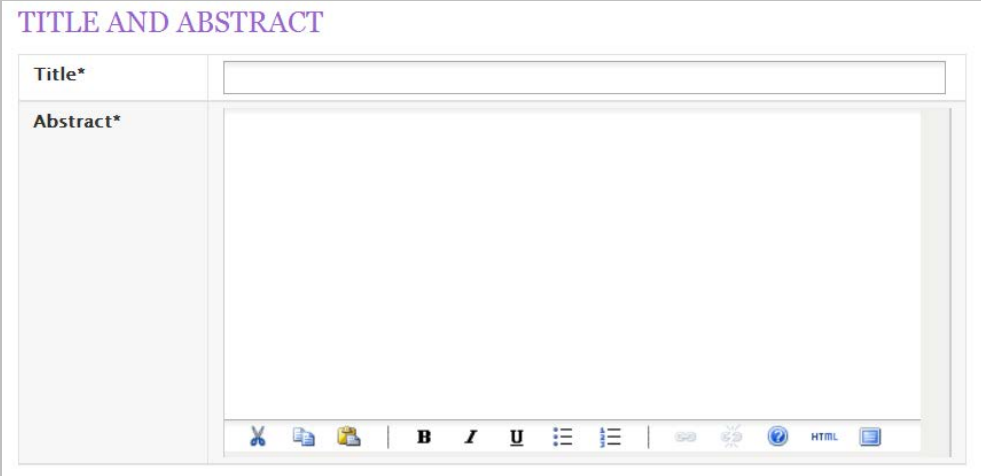
SUBMISSION FILE

File name	343-879-1-SM.docx
Original file name	Artikel Test Jurnal.docx
File size	18KB
Date uploaded	2015-04-10 04:47 PM

Replace submission file No file selected.

Gambar 6 Tampilan Keterangan Artikel yang Berhasil Diunggah

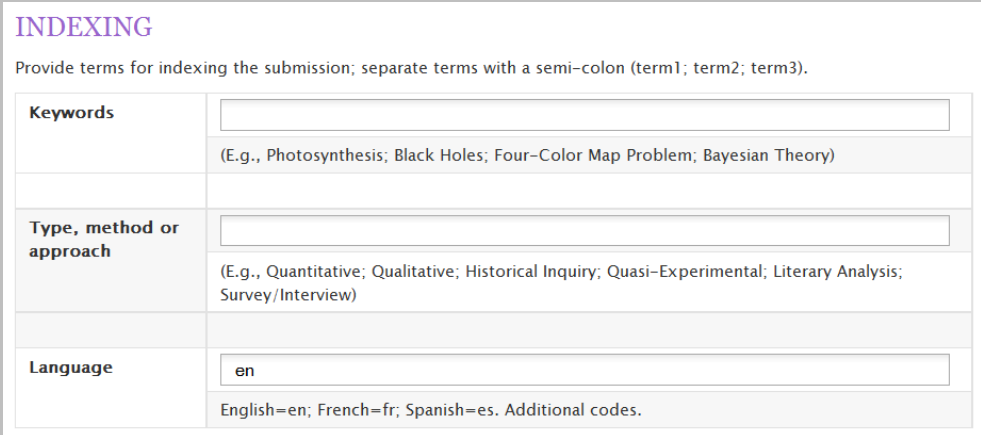
- [4] Langkah selanjutnya adalah memasukkan judul dan abstrak artikel. Untuk menyalin ke dalam form isian sebaiknya tidak menyalin langsung dari text editor seperti Ms. Word atau sejenisnya. Untuk menghindari tersalinnnya style dari Ms. Word, salin abstrak dari Ms. Word ke dalam Notepad kemudian disalin ke dalam form.



The image shows a web form titled "TITLE AND ABSTRACT" in purple text. It contains two main input areas: "Title*" and "Abstract*". The "Abstract*" field is a large text area with a rich text editor toolbar at the bottom, including icons for copy, paste, bold, italic, underline, bulleted list, numbered list, link, unlink, and HTML. The form is set against a light gray background.

Gambar 9 Memasukkan judul dan abstrak artikel

- [5] Selanjutnya Anda dapat memasukkan kata kunci (*dipisahkan dengan titik koma jika kata kunci lebih dari 1*), metode penelitian dan kode bahasa (*Bahasa Indonesia : id*)



The image shows a web form titled "INDEXING" in purple text. Below the title is a instruction: "Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).". The form has three main sections: "Keywords" with a text input field and an example "(E.g., Photosynthesis; Black Holes; Four-Color Map Problem; Bayesian Theory)"; "Type, method or approach" with a text input field and an example "(E.g., Quantitative; Qualitative; Historical Inquiry; Quasi-Experimental; Literary Analysis; Survey/Interview)"; and "Language" with a dropdown menu showing "en" and a note "English=en; French=fr; Spanish=es. Additional codes.".

Gambar 10 Memasukkan kata kunci, metode penelitian dan kode bahasa

- [6] Selanjutnya Anda dapat memasukkan Daftar Pustaka dari artikel yang diunggah. Gunakan **numbering** untuk mengatur urutan daftar pustaka.
- [7] Klik **Save and continue** untuk melanjutkan ke proses berikutnya.

4. Langkah 4

Langkah 4 kita bisa mengunggah file suplemen seperti datasheet, instrumen penelitian, dsb. Jika tidak ada file suplemen yang ingin kita masukkan, Anda bisa melewatinya.

- [1] Klik **Browse** untuk mencari dan memilih file yang akan kita unggah.
- [2] Klik **Upload** untuk mengunggah file.
- [3] Klik **Save and continue** untuk melanjutkan ke proses berikutnya.

Home > User > Author > Submissions > New Submission

Step 4. Uploading Supplementary Files

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 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
No supplementary files have been added to this submission.				

Upload supplementary file

Gambar 11 Menunggah file pendukung

5. Langkah 5

Langkah 5 merupakan konfirmasi akhir. Jika proses submission Anda telah selesai dan Anda telah melakukan pemeriksaan ulang terhadap artikel tersebut, klik **Finish submission** untuk konfirmasi.

Home > User > Author > Submissions > New Submission

Step 5. Confirming the Submission

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

To submit your manuscript to AGRIVITA, Journal of Agricultural Science 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 AGRIVITA, Journal of Agricultural Science.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
112	1.PENGELOLA.PDF	Submission File	13KB	12-01

Gambar 12 Konfirmasi akhir