## Manual Pengelolaan Terbitan di Open Journal System dengan QuickSubmit Plugin

Pengelolaan Terbitan di Open Journal System dengan QuickSubmit Plugin

### 1. Pengelolaan Edisi Terbitan

Setelah berhasil login sebagai pengelola, maka akan ditampilkan halaman Home dari pengelola seperti pada Gambar 1.

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Untuk mengelola sebuah terbitan, langkah berikutnya adalah membuat sebuah edisi terbitan yang dapat dilakukan dengan mengklik link Create Issue. Halaman Create Issue (Gambar 2) akan menyajikan form isian yang berkaitan dengan edisi terbitan yang akan dibuat.

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Isikan form tersebut dengan informasi yang sesuai dengan edisi terbitan, kemudian klik tombol Save.

Tabel 1. Deskripsi Kolom Isian untuk Edisi Terbitan

Kolom Isian Keterangan

Issue Pilih Future Issues, karena edisi terbitan untuk terbitan yang akan dipublikasikan. Identification Kolom isian Identification terdiri dari beberapa kolom isian seperti Volume, Number, Year, Issue Identification, Title, dan Description. Isikan yang sesuai dengan edisi yang akan diterbitkan. Untuk Pilihan Issue Identification, pilih format yang sesuai dengan kebutuhan dengan mengklik pilihan yang ada.

Cover Kolom isian Cover terdiri dari beberapa kolom isian seperti pilihan untuk men-create cover untuk edisi terbitan sesuai dengan isian kolom Cover Image, Stylesheet, Cover Caption dan Display. Isikan sesuai kebutuhan.

# 2. Pengelolaan Konten Edisi Terbitan

Setelah berhasil membuat sebuah edisi terbitan, langkah selanjutnya adalah mengelola konten-konten yang terkait dengan edisi terbitan. Untuk mengelola konten edisi terbitan,

maka harus masuk terlebih dahulu ke halaman Journal Management (Gambar 3) yang dapat dilakukan dengan mengklik link Journal Manager pada halaman utama pengelola (Gambar 1).

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Langkah selanjutnya adalah masuk ke halaman Import/Export Data (Gambar 4) yang dapat dilakukan dengan mengklik link Import/Export Data.



Setelah berhasil masuk ke halaman Import/Export Data langkah selanjutnya adalah masuk ke halaman QuickSubmit Plugin (Gambar 5 dan Gambar 6) dengan mengklik link QuickSubmit Plugin.

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Isikan form tersebut dengan informasi yang sesuai dengan konten edisi terbitan, kemudian klik tombol Save and continue jika sudah selesai mengisikan konten untuk edisi terbitan atau Save and Create Another untuk melanjutkan mengisi konten yang lainnya.

#### Tabel 2. Kolom Isian QuickSubmit Plugin

Kolom Isian Keterangan

Submission Destination Pilih Future Issues pada kolom isian add to an existing issue, karena konten untuk edisi terbitan yang akan dipublikasikan dan isikan tanggal publikasi edisi terbitan pada kolom isian Published.

Submission Data Kolom isian Submission Data terdiri dari beberapa kolom isian seperti Submission File, Authors (First Name-wajib diisi, Middle Name, Last Name-wajib diisi, Affiliation, Country, Email-wajib diisi, URL, dan Bio Statetement), Title and Abstract, Indexing dan Agencies. Isikan sesuai dengan kebutuhan.

#### Catatan:

Untuk Submission File, upload file full text atau abstract tergantung sifat open access dari terbitan.

Untuk Author, jika pengarang konten lebih dari satu, maka silahkan klik tombol Add Author. Untuk kolom isian Email sifatnya wajib sehingga dalam aturan terbitan sebaiknya semua pengarang wajib mencantumkan alamat email. Untuk kolom Middle Name karena wajib diisi, jika nama pengarang hanya satu kata, maka kolom ini bisa diisi dengan tanda – atau sama dengan First Name.

#### 3. Publikasi Terbitan

Setelah berhasil membuat sebuah edisi terbitan dan mengelola konten edisi terbitan, langkah selanjutnya adalah mempublikasikan terbitan. Untuk mempublikasikan terbitan, maka harus masuk terlebih dahulu ke halaman Editor (Gambar 7) yang dapat dilakukan dengan mengklik link Editor pada halaman utama pengelola (Gambar 1).

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Langkah selanjutnya adalah masuk ke halaman Future Issues (Gambar 8) yang dapat dilakukan dengan mengklik link Future Issues.

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