

Panduan OJS untuk Author

Mengirim Artikel

1. Registrasi terlebih dahulu sebagai author.
2. Kemudian Login sebagai author.
3. Pilih menu “New Submission”.
4. Pada Step 1, check list semua option submisi

Step 1. Starting the Submission

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

Encountering difficulties? Contact for assistance.

Submission Checklist

Indicate that this submission is ready to be considered by the 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 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 [Essays & Book Reviews](#) have been followed.

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)

5. Pilih tombol “Save and Continue”.
6. Step 2 upload file. Pilih file kemudian klik tombol “Upload”.

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 for assistance.](#)

Submission File

No submission file uploaded.

Upload submission file

Choose File

No file chosen

Upload

Save and continue

Cancel

7. Setelah selesai klik tombol "Save and continue".
8. Step 3, mengisi data penulis dan data artikel. Isikan data penulis, jika penulis lebih dari satu klik tombol "Add Author".

Step 3. Entering the Submission's Metadata

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

Authors

First Name *

Bo

Middle Name

Last Name *

Rhoslan

Email *

bo.love@2000@gmail.com

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/0000-0002-1825-0097>).

URL

Affiliation

Country

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

Bio Statement

(E.g., department and rank)

Add Author

9. Kemudian isi title dan abstract dari artikel.

Title and Abstract

Title *

Abstract *

Indexing

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

10. Kemudian isikan data references.

References

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

References

Save and continue

Cancel

* Denotes required field

11. Setelah selesai klik tombol "Save and continue".

12. Step 4, upload file pendukung.

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 otherwise would be unavailable to readers, (c) 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
<i>No supplementary files have been added to this submission.</i>		
Upload supplementary file		<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <input type="button" value="Upload"/>
<input type="button" value="Save and continue"/> <input type="button" value="Cancel"/>		

13. Jika ada file pendukung (file pendukung berupa surat pernyataan bebas plagiarism), pilih file, kemudian upload.

Form Language
To enter the information below in additional languages, first select the language.

SUPPLEMENTARY FILE METADATA

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *	<input type="text" value="Untitled"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	<input type="text" value="Other"/> <input type="button" value="v"/> Specify other <input type="text"/>
Brief description	<input type="text"/>
Publisher	<input type="text"/>
Contributor or sponsoring agency	<input type="text"/>
Date	<input type="text" value="2017-02-14"/> <input type="text" value="YYYY-MM-DD"/> Date when data was collected or instrument created.
Source	<input type="text"/>
Language	<input type="text"/> English=en; French=fr; Spanish=es. Additional codes.

SUPPLEMENTARY FILE

File Name	4-18-1-SP.docx
Original file name	SURAT_PERNYATAAN_BEBAS_PLAGIARISME.docx

14. Isikan data file supplementary, setelah selesai klik tombol "Save and continue".
15. Step 5, menyelesaikan submisi. Klik tombol "Finish 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 Paradigma click Finish Submission. The submission's principal contact will receive an acknowledgment 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 Paradigma.

File Summary

ID	ORIGINAL FILENAME	TYPE	FILE SIZE	DATE UPLOADED
1	A/RSK_PENASTRAGE/SDUMUDDOJ	Submission File	70KB	09-05

[Finish Submission](#) [Done](#)

Mengirim Revisi Artikel

1. Pada halaman user home pilih menu "1 active"

User Home

My Journals

[Paradigma](#)

[Author](#)

[1 Active](#)

[1 Archive](#)

2. Lihat hasil review di kolom Status, jika Status adalah "Revision Required" maka klik link status tersebut.

Active Submissions

ACTIVE	ARCHIVE				
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
4	09-20	M3H	Khodijah	SEJAYASA PERANGKAT LUNAS DENGAN MODEL INISIASI PROSES...	IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items



3. Pada bagian Peer Review, Review Version, anda dapat mendownload file hasil review. Atau anda dapat juga mendownload file hasil review dari Editor Version.
4. Kemudian pada bagian Editor Decision, Upload Author Version, pilih file paper yang sudah direvisi, kemudian klik tombol "Upload".

Peer Review

Round 1

Review Version	4-16-1-RV.DOCX 2016-09-20
Initiated	2016-09-20
Last modified	2016-09-20
Uploaded file	None

Editor Decision

Decision	Revisions Required 2016-09-20
Notify Editor	 Editor/Author Email Record  2016-09-20
Editor Version	None
Author Version	None
Upload Author Version	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
