Cara Penulis Mengirimkan Naskah ke Jurnal yang Berbasis Open Journal Systems

Pada jurnal yang telah menerapkan Open Journal Systems (OJS), pengiriman manuskrip atau naskah dapat dilakukan melalui aplikasi tersebut secara online yang dikenal dengan istilah online submission. Ada beberapa tahapan yang harus dilakukan oleh penulis dalam proses online submission ini.

Yang perlu dicatat, agar seorang penulis dapat melakukan online submission pada sebuah jurnal yang telah menerapkan OJS, penulis tersebut harus mendaftarkan diri terlebih dahulu agar dapat mempunyai akun. Proses pendaftaran ini dapat dilakukan secara online dan otomatis pada aplikasi OJS juga. Setelah penulis mempunyai akun untuk login, barulah dia dapat melakukan pengiriman naskahnya, dan inilah langkah-langkahnya.

Langkah-Langkahnya

Langkah-langkah cara penulis mengirimkan naskah ke suatu jurnal yang menggunakan OJS:

Pada situs jurnal yang telah menggunakan OJS, lakukan login sebagai penulis. Misalnya saja penulis melakukan login pada jurnal integrasi. Ketik username dan kata sandi kemudian klik tombol Login. Anda akan masuk ke halaman Beranda Pengguna. Untuk memulai penyerahan naskah, click Submissions → click Make a new submissions untuk penyerahan naskah baru, seperti gambar dibawah ini.

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2. Untuk melakukan online submission, ada 5 tahap. Pada tahap pertama yang perlu dilakukan adalah Menunjukkan bahwa pengajuan ini siap untuk dipertimbangkan oleh jurnal ini dengan memeriksanya (komentar untuk editor dapat ditambahkan di bawah). Kemudian pada bagian Komentar untuk Editor, ketikkan pesan yang ingin disampaikan ke editor, misalnya "Mohon diproses". Setelah itu klik tombol Simpan dan lanjutkan yang ada di bagian bawah

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Dengan demikian Anda telah selesai melakukan pengiriman naskah melalui online submission pada jurnal yang telah menggunakan aplikasi OJS.

Semoga bermanfaat.