

PANDUAN SINGKAT

PUBLIKASI ILMIAH PADA E-JOURNAL GRADUATE UNPAR

PROGRAM PASCASARJANA
UNIVERSITAS KATOLIK PARAHYANGAN



E-Journal Graduate Unpar

- Part A :** Economic
- Part B :** Legal Science
- Part C :** Civil Engineering
- Part D :** Architectur
- Part E :** Social Science
- Part F :** Theologi Science
- Part G :** Chemical Engineering
- Part H :** Industry Engineering

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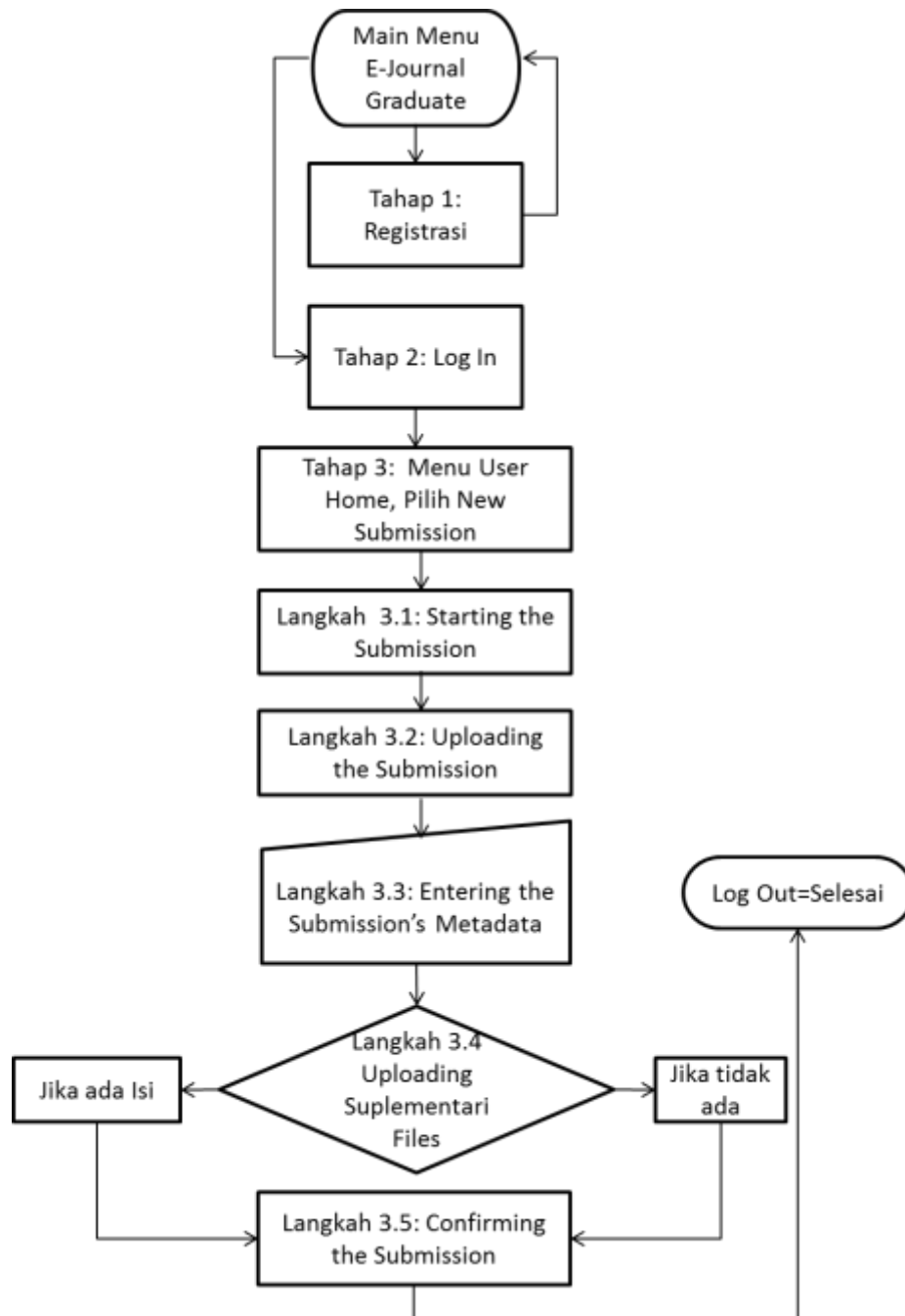
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Penting diperhatikan.

1. Untuk mengetahui perkembangan bahwa jurnal yang dikirim pada E-Journal Graduate Unpar diterima atau tidak dan telah dipublikasikan, mahasiswa diwajibkan agar senantiasa melihat e-mail anda.
2. Pelaksanaan sidang akhir baru bisa dilaksanakan apabila pada saat mendaftar sidang telah melampirkan print out bukti berupa e-mail yang dikirim Editor E-Journal Graduate Unpar bahwa jurnal telah dipublikasikan.



**PETUNJUK TEKNIS BAGI MAHASISWA UNTUK MEMPUBLIKASIKAN
ARTIKEL PADA E-JOURNAL GRADUATE UNPAR**



Tahap 1: Registrasi

Buka Menu Registrasi

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Home > User > Register

Register

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

Profile

Username*

The username must contain only lowercase letters, numbers, and

Password*

The password must be at least 6 characters.

Repeat password*

Salutation

First name*

Middle name

Last name*

Initials Joan Alice Smith = JAS

Gender

Affiliation

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

Signature

Email* [PRIVACY STATEMENT](#)

Confirm Email*

URL

Phone

Fax

Mailing Address

Country

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

Confirmation

Register as

Send me a confirmation email including my username and password

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):

Kolom	Petunjuk
Username	Isi dengan huruf kecil
Password	Isikan jangan kurang dari 6 huruf
Repeat password	Ulangi pengisian
Salutation	Boleh tidak diisi atau Mr. Ms. Mrs.
First name	Isikan nama depan
Middle name	Isikan nama tengah
Last name	Isikan nama akhir
Intials	Huruf awal dari nama
Gender	Isikan jenis kelamin
Affiliation	Tulis: Parahyangan Catholic University
Signature	Kosongkan
Email	Cantumkan alamat email
Confirm Email	Tulis ulang alamat email
URL	Kosongkan
Phone	Cantumkan no telp yang bisa dihubungi
Fax	Cantumkan No Fax. (Jika ada)
Mailing Address	Tulis Alamat surat
Country	Pilih salah satu
Bio statement	Tulis nama Prodi
Confirmation	Pilih
Register as	Pilih Author
Register	Klik/pilih

Tahap 2: Log In

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HOME ABOUT LOG IN REGISTER SEARCH CURRENT ARCHIVES

Home > **Log In**

Log In

Username

Password

Remember my username and password

[» Not a user? Register with this site](#)
[» Forgot your password?](#)

Kolom	Petunjuk
Username	Isi dengan username pada saat registrasi
Password	Isi dengan password pada saat registrasi

Pilih Menu User Home

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Home > **User Home**

User Home

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[» Author](#) 0 Active [\[New Submission\]](#)

My Account

- [» Show My Journals](#)
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- [» Change My Password](#)
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Kolom	Petunjuk
New Submission	Klik/Pilih untuk mengirim jurnal

Tahap 3 : Pengisian Metadata dan Pengiriman Jurnal

Langkah 3.1.: Starting the Submission

- Pilih **Section**, untuk mengirim jurnal pada Program Studi yang dituju.
- Isikan/centang (√) pada **Submission Checklist**.
- Tuliskan pesan untuk Editor pada kolom **Comment for the Editor**.
- Selanjutnya, pilih **Save and Continue** agar informasi Anda disimpan.

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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 [Liona N. Supriatna](#) for assistance.

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 is in the correct format (e.g., PDF) and is a [Perfect document file format](#).
- Where available, the submission is in the correct language.
- The text is double-spaced, with margins of 25 mm, and is left-aligned rather than underlined (except with URL addresses); and all illustrations, figures, and tables are clearly labeled and positioned at the top of the page, 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.

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)

Yth. Pengelolaan E-Journal Graduate Unpar.

Bersama ini saya sampaikan draf jurnal untuk dapat dipublikasikan pada E-Journal Graduate Unpar.

Semoga dapat diterima.

Isikan pada bagian Comments for Editor, seperti contoh yang tertera.

Save and continue Cancel

Pada bagian **Save and continue**, klik untuk menyimpan.

* Denotes required field

Langkah 3.2: Uploading the Submission

1. Unggah/**Browse** file jurnal yang akan dipublikasikan
2. Selanjutnya, Klik **Upload** agar file jurnal terekam/tersimpan.
3. Klik **Save and Continue**, untuk menyimpan file.

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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

Bagian	Petunjuk
Submission File	Browse/masukan File jurnal yg akan dipublish dan Klik Upload
Save and continue	Klik untuk menyimpan

Langkah 3.3: Entering the Submission's Metadata

1. Isikan data diri, pada bagian **Author**.
2. Pada bagian **Title and Abstract** cantumkan judul jurnal dan abstrak dari jurnal yang dikirim.
3. Pada bagian **Index**, Isikan kode untuk bahasa dari tulisan dalam jurnal (untuk bahasa Indonesia=Ind, Bahasa Inggris=en)
4. Klik, **Save and continue**, untuk menyimpan dan melanjutkan pada tahap selanjutnya.

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Step 3. Entering the Submission's Metadata

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

Authors

First name*

Middle name

Last name*

Email*

URL

Affiliation

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

Country

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

✂ 📄 📁 **B** *I* U ☰ ☰ ↔ 🌐 🔗 HTML 📄

Bagian	Petunjuk
First Name	Isi dgn nama depan
Middle Name	Isi dgn nama tengah
Last Name	Isi dgn nama akhir
Email	Isi dgn alamat email
URL	Kosongkan
Affiliation	Isi Parahyangan Catholic University
Country	Isi Indonesia
Bio statement	Program Magister..

Title and Abstract

Title*

Abstract*

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Bagian	Petunjuk
Title	Isi dgn judul jurnal
Abstract	Isi dgn Abstrak
Indexing/Language	Isi Ind
Agencies	Kosongkan
Save and continue	Klik utk menyimpan

Indexing

Language

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

Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

* Denotes required field

Langkah 3.4: Uploading Supplementari Files

1. Kirimkan/**Browse** dan **Upload** bila ada lampiran tambahan, jika tidak ada, langsung pada langkah ke 2 (**Save and Continue**).
2. Klik **Save and continue**, untuk menyimpan data data melanjutkan.

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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

Upload jika ada file tambahan, jika tidak ada
Klik Save and continue

Langkah 3.5: mengkonfirmasi/melihat file jurnal yang telah di upload sudah berhasil/ terekam dalam E-Journal Graduate. Apabila telah tercantum dalam bagian File Summary, maka langkah selanjutnya Klik pada bagian **Finish Submission** dan **Log Out** untuk keluar dari sistem.

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Step 5. Confirming the Submission

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

To submit your manuscript to E-Journal Graduate 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 E-Journal Graduate.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
2370	4 TEKNIK PENYUNTINGAN.PDF	Submission File	107KB	01-20

Untuk menyimpan dan selesai
mengirim naskah jurnal, Klik Finish
Submission