

<http://tema.ub.ac.id>

### A. Log In

1. Klik menu Log In, masukan *username* dan *password*



The login form is titled "USER" and contains the following elements:

- A "Username" input field.
- A "Password" input field.
- A checkbox labeled "Remember me".
- A blue "Log In" button.

2. Setelah berhasil, pilih menu **User Home**, kemudian pilih akses sebagai **Author** untuk mengunggah artikel



The "USER HOME" dashboard includes a navigation menu with "USER HOME" highlighted. Below the menu, there is a table showing user roles and their associated statistics:

Role	Unassigned	In Review	In Editing	Actions
Journal Manager				
Subscription Manager				
Editor	0 Unassigned	1 In Review	5 In Editing	[Create Issue] [Notify Users]
Section Editor		0 In Review	0 In Editing	
<b>Author</b>			0 Active	[New Submission]
Reviewer			0 Active	

3. Setelah memilih akses sebagai author, akan muncul halaman **Active Submissions**. Pilih "click here" untuk memulai langkah pertama dari lima langkah pengunggahan artikel.



The "ACTIVE SUBMISSIONS" page shows a navigation menu with "ACTIVE" selected. Below the menu, there is a table with columns: ID, SUBMIT, SEC, AUTHORS, TITLE, and STATUS. The table is currently empty, displaying "No Submissions". At the bottom, there is a link "CLICK HERE" to start a new submission.

## B. Mengunggah artikel

Langkah-langkah berikut mendeskripsikan langkah-langkah yang harus dilakukan untuk mengunggah artikel pada web Jurnal TEMA. Proses unggah artikel terdiri dari 5 langkah sebagai berikut :

### 1. Langkah 1.

Pada langkah 1, terdapat *submission checklist* yang merupakan syarat-syarat mengunggah artikel. Semua *checklist* harus dicentang untuk dapat melanjutkan ke langkah berikutnya. Pastikan Artikel Anda memenuhi syarat-syarat yang ditentukan.

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 Ubaidillah, SE., Ak., CA., SAS. for assistance (+62-341-567040).

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### 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).

<input type="checkbox"/>	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).
<input type="checkbox"/>	The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
<input type="checkbox"/>	Where available, URLs for the references have been provided.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
<input type="checkbox"/>	If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

Pada langkah 1 juga terdapat kolom komentar yang ingin disampaikan untuk editor (opsional)

### COMMENTS FOR THE EDITOR

Enter text (optional)



**Save and continue** **Cancel**

Untuk melanjutkan ke langkah berikutnya, klik **Save and continue**

## 2. Langkah 2

Langkah 2 adalah langkah untuk memilih file yang akan diunggah.

HOME > USER > AUTHOR > SUBMISSIONS > NEW SUBMISSION

### 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.

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.

Locate the file you wish to submit and highlight it.

Click Open on the Choose File window, which places the name of the file on this page.

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.

Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Ubaidillah, SE., Ak., CA., SAS. for assistance (+62-341-567040).

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#### SUBMISSION FILE

No submission file uploaded.

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Upload submission file **1**  No file chosen 2

**3**

Klik **(1) choose file** untuk memilih artikel yang akan diunggah. Kemudian klik **(2) upload** untuk mengunggah artikel yang telah dipilih.

Jika artikel telah berhasil diunggah, akan muncul tampilan seperti gambar di bawah. Klik **(3) save and continue** untuk melanjutkan ke langkah berikutnya.

#### SUBMISSION FILE

File name	188-295-1-SM.docx
Original file name	COBA UNGGAH ARTIKEL.docx
File size	11KB
Date uploaded	2015-05-06 01:50 PM

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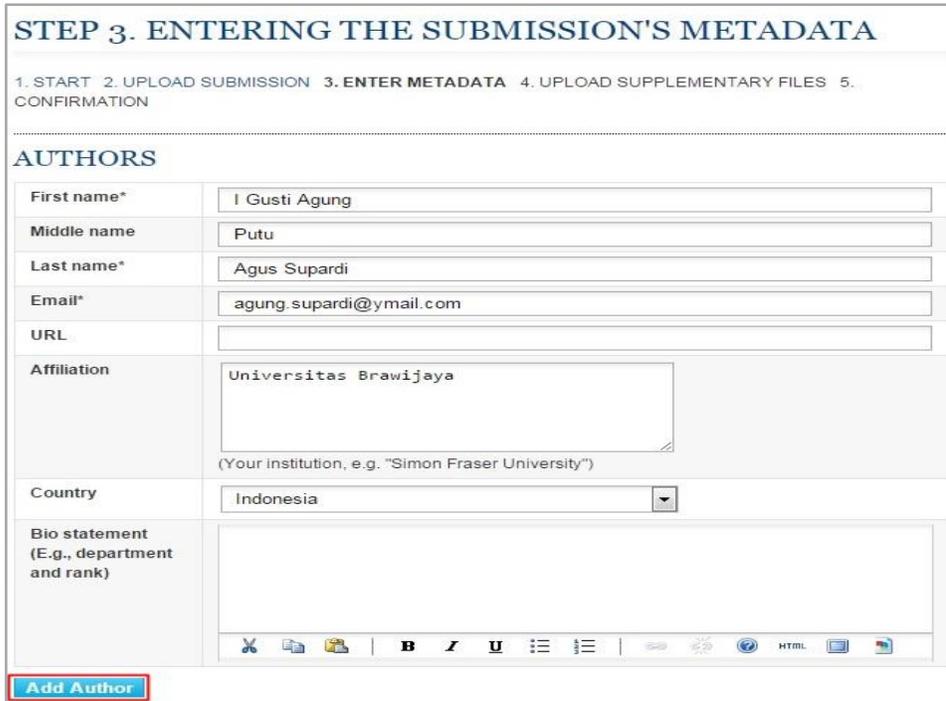
Replace submission file  No file chosen

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### 3. Langkah 3.

Langkah 3 berisi metadata dari artikel, informasi detail author, judul, abstrak, dan pemilihan bahasa. Kolom yang wajib diisi ditunjukkan dengan tanda bintang (\*).

Pada bagian Author, isikan data informasi identitas diri dengan informasi yang valid.



**STEP 3. ENTERING THE SUBMISSION'S METADATA**

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

**AUTHORS**

First name*	I Gusti Agung
Middle name	Putu
Last name*	Agus Supardi
Email*	agung.supardi@ymail.com
URL	
Affiliation	Universitas Brawijaya <small>(Your institution, e.g. "Simon Fraser University")</small>
Country	Indonesia
Bio statement (E.g., department and rank)	

**Add Author**

Anda juga dapat menambahkan penulis kedua dan seterusnya dengan cara klik **Add Account**, kemudia isi kolom metadata penulis.

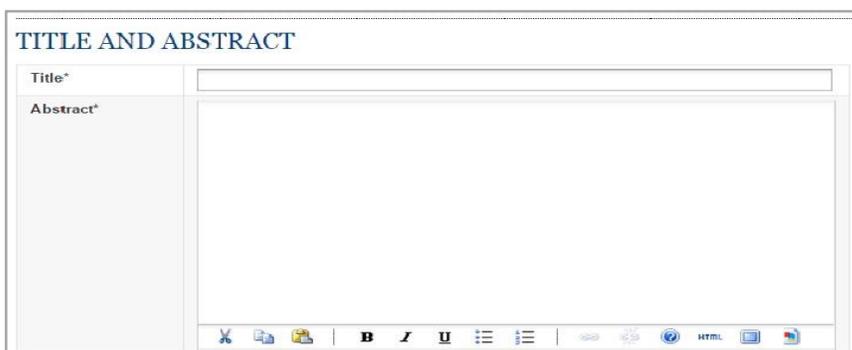
Anda dapat menghapus penulis, mengganti urutan penulis dan mengganti kontak utama setelah menambahkan penulis kedua dan seterusnya. Untuk menghapus penulis, klik **Delete Author**.



↑ ↓ Reorder authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence: **Delete Author**

Langkah selanjutnya adalah memasukkan judul dan abstrak artikel yang akan diunggah. Judul dan abstrak artikel dapat ditulis pada kolom yang tersedia.



**TITLE AND ABSTRACT**

Title*	
Abstract*	

Isi kode bahasa sesuai dengan bahasa artikel Anda pada kolom **language** (Bahasa Indonesia : id).

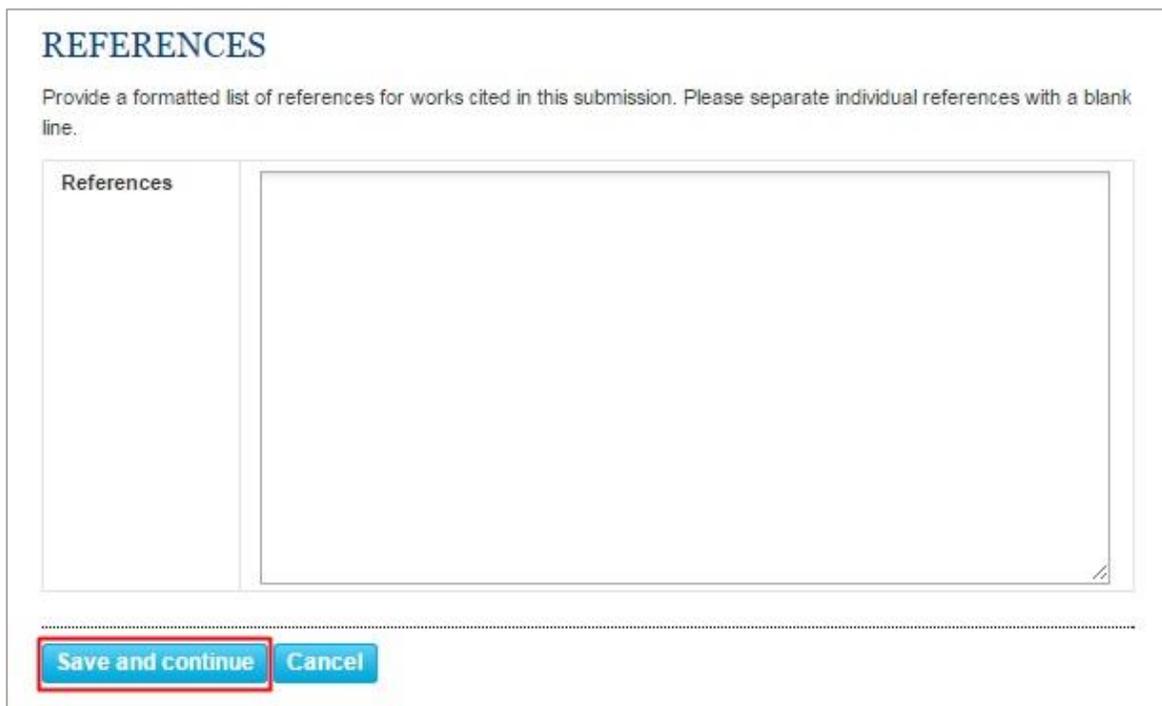


**INDEXING**

Language

English=en; French=fr; Spanish=es. Additional codes.

Selanjutnya Anda dapat memasukan daftar pustaka dari artikel yang diunggah pada kolom **references**.



**REFERENCES**

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

References

Klik **save and continue** untuk melanjutkan ke langkah berikutnya.

#### 4. Langkah 4.

Langkah 4 adalah langkah untuk mengunggah file tambahan seperti instrument penelitian, gambar dan tabel, dsb.

Caranya adalah dengan klik **(1) choose file** untuk memilih file tambahan yang akan diunggah. Kemudian klik **(2) upload** untuk mengunggah file yang telah dipilih. Ketika file telah berhasil diunggah, klik **(3) save and continue** untuk melanjutkan ke langkah berikutnya.

### 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 Choose File No file chosen Upload

Save and continue Cancel

Jika tidak ada file tambahan yang perlu ditambahkan, langkah ini dapat dilewati dengan langsung klik **(3) save and continue**.

#### 5. Langkah 5.

Langkah 5 merupakan konfirmasi akhir. Jika proses submission telah selesai, klik **Finish Submission** untuk konfirmasi.

### STEP 5. CONFIRMING THE SUBMISSION

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

To submit your manuscript to Jurnal Tema 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 Jurnal Tema.

#### FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
279	TEMP	Submission File	0B	04-20
280	TEMP	Submission File	0B	04-20
281	TEMP	Submission File	0B	04-20
282	TEMP	Submission File	0B	04-20
283	TEMP	Submission File	0B	04-20

Finish Submission Cancel