

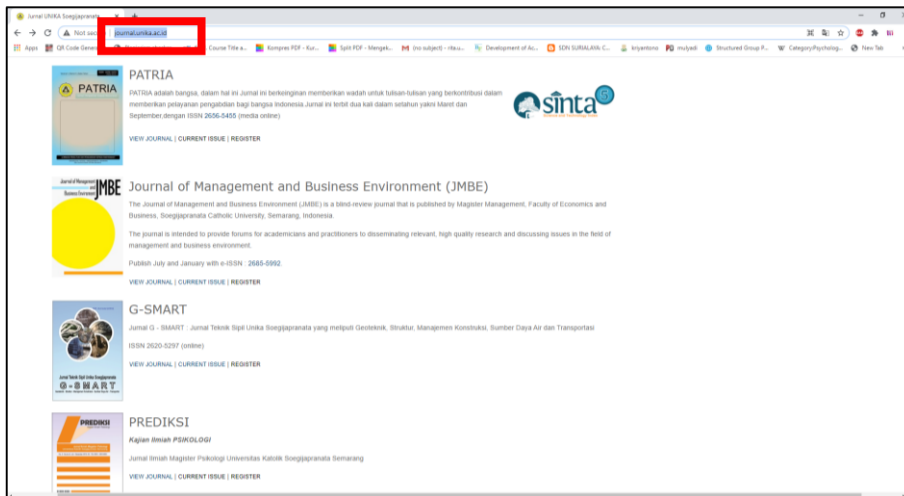
# TUTORIAL for AUTHORS

## Table of contents:

1. Submit manuscript ..... 1
2. Check Manuscript Status ..... 6
3. Upload Revisions ..... 8

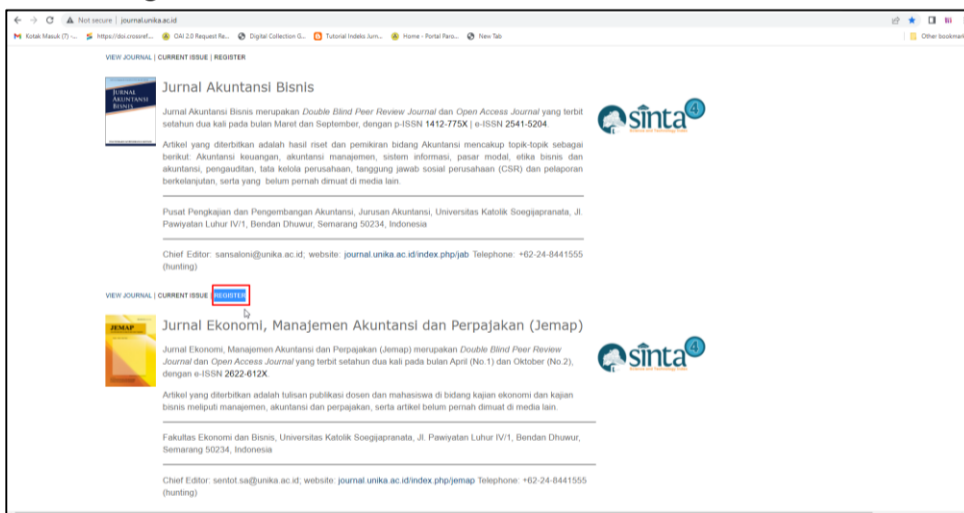
## 1. Submit Manuscript

- a. Go to [journal.unika.ac.id](http://journal.unika.ac.id).

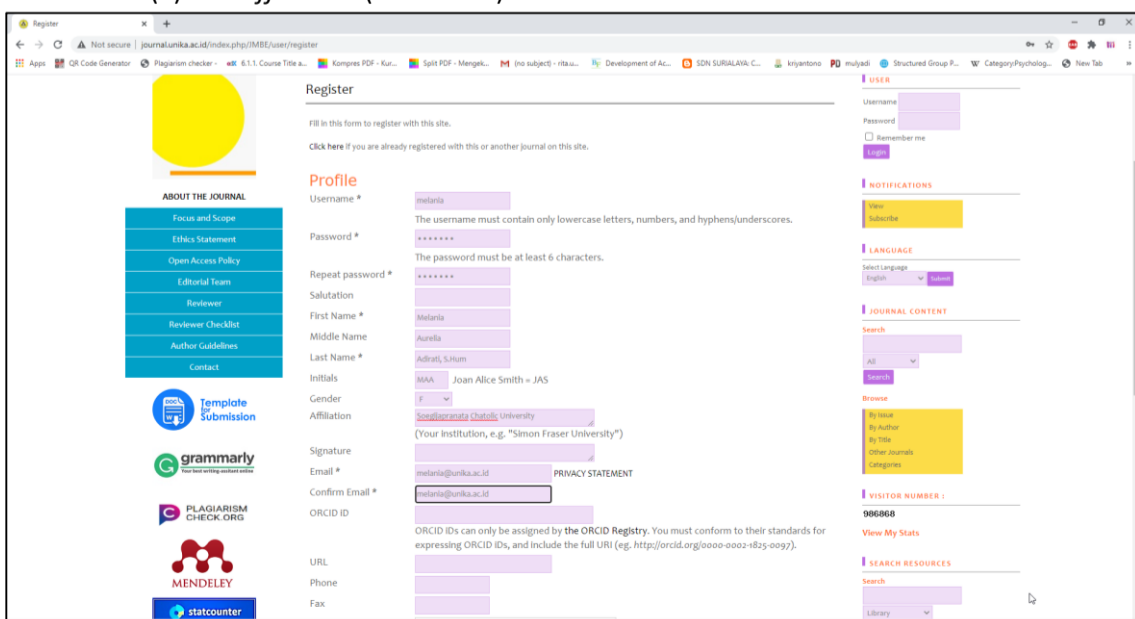


- b. If you're a New User

- Click Register



- Complete your account profile, making sure to fill in all required fields, as marked with an asterisk (\*) and Affiliation (institution).



- Fill in the **Bio Statement** with URL from *Scopus Profile*, *Sinta Profile*, *Google Scholar Profile*, and etc.

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

SCOPUS ID : <https://www.scopus.com/authid/detail.uri?authorId=xxxxxxxx>

SINTA ID : <https://sinta.ristekbrin.go.id/authors/detail?id=xxxxxxxx&view=overview>

Google Scholar : <https://scholar.google.co.id/citations?user=xxxxxxxx&hl=en>

- Make sure you click the necessary details at the bottom according to your proficiency before clicking **Register**.

Working Languages

Bahasa Indonesia

English

Register as

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 site.

Identify reviewing interests (substantive areas and research methods):

Register Cancel

c. If you already have a *User Account*.

- Click **View Journal**.

Not secure | journal.unika.ac.id

Kotak Masuk (7) ... https://doi.crossref... OAI 2.0 Request Re... Digital Collection G... Tutorial Indeks Jurn... Home - Portal Paro... New Tab

**SISFORMA**

*SISFORMA: Journal of Information Systems* is an online journal published by Department of Information Systems, Faculty of Computer Science, Soegijapranata Catholic University. This journal will be published every 6 months in **May** and **November** in English with ISSN (Print): 2355-8253 dan ISSN (Media Online) : 2442-7888

This journal is intended to accommodate the scientific writings of the ideas or studies related to Information Systems. The topic that will be published includes: Education and Curriculum; Game Theory and Game Technology; General topic in Information System; E-business, ERP, CMS; Artificial Intelligence and Enterprise System Information; Network and Computer Security; Information Technology.

This journal has been accredited Third Grade "SINTA 3" by Ministry of Research and Technology / National Agency for Research and Innovation, Republic of Indonesia (SK: 30/E/KPT/2018)

For Online Submission click here

**VIEW JOURNAL** CURRENT ISSUE | REGISTER

**PSIKODIMENSIA**

Peringkat 4 TERAKREDITASI

PSIKODIMENSIA ISSN 1411-6073 (printed), 2579-6321 (online)

- And then Login with *Username and Password*.

journal.unika.ac.id/index.php/sisforma/index

ISSN 2355-8253 (media cetak) | 2442-7888 (media online)

HOME ABOUT LOGIN REGISTER CATEGORIES SEARCH CURRENT ARCHIVES

Cover

**SISFORMA**

*SISFORMA: Journal of Information Systems* is an online journal published by Department of Information Systems, Faculty of Computer Science, Soegijapranata Catholic University. This journal will be published every 6 months in **May** and **November** in English with ISSN (Print): 2355-8253 dan ISSN (Media Online) : 2442-7888

This journal is intended to accommodate the scientific writings of the ideas or studies related to Information Systems. The topic that will be published includes: Education and Curriculum; Game Theory and Game Technology; General topic in Information System; E-business, ERP, CMS; Artificial Intelligence and Enterprise System Information; Network and Computer Security; Information Technology.

This journal has been accredited Third Grade "SINTA 3" by Ministry of Research and Technology / National Agency for Research and Innovation, Republic of Indonesia (SK: 30/E/KPT/2018)

For Online Submission click here

LANGUAGE

Select Language

English Submit

USER

Username melania

Password \*\*\*\*\*

Remember me

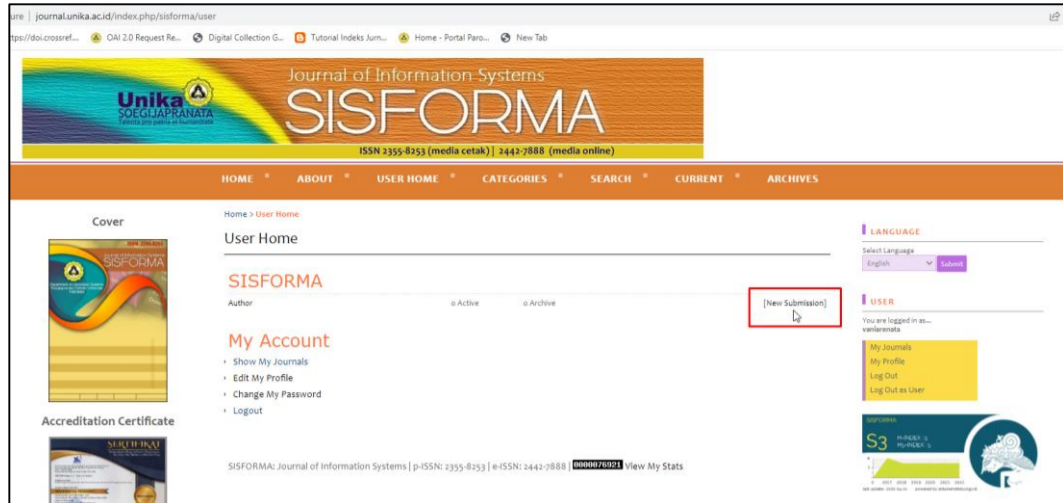
Login

1. Author Guidelines

2. Focus and Scope

3. Publication Ethics

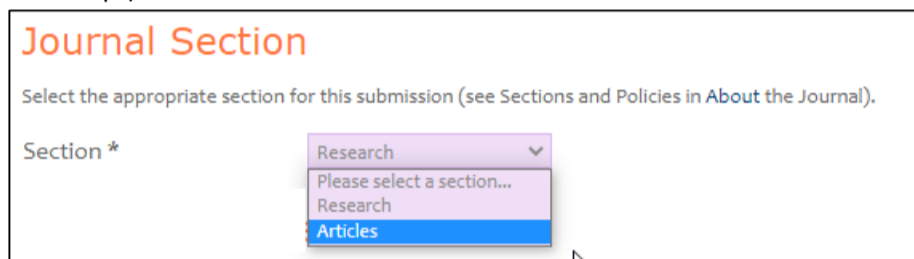
- Click **New Submission** to start your manuscript submission.



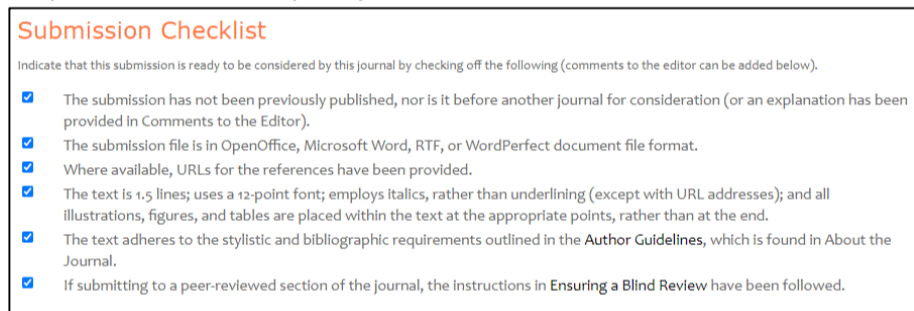
- There will be 5 steps that the author must complete to submit manuscript.

✓ **Step 1.** Starting the submission

- **Journal Section** : Select the appropriate section for this submission (type of manuscript)



- **Submission Checklist** : Check the column which indicate that the submission is ready to be considered by this journal.



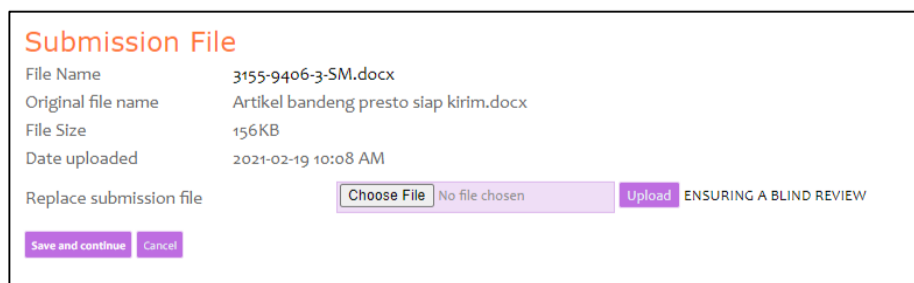
- **Comments for the Editor** : (Optional) Fill in if you want comments to the editor.



- And then click **Save and continue.**

✓ **Step 2.** Uploading the Submission

- **Submission File** : Upload the manuscript in *.doc* or *.docx* format by click *Choose File*, then choose the manuscript file to be sent and click *Upload*. Make sure the manuscript is successfully uploaded (There will be a description of *File Name*, *Original file name*, *File Size*, and *Date uploaded*). Maximum *File Size* manuscript is 2MB.



- And then click **Save and continue.**

✓ **Step 3. Entering the Submission's Metadata**

Fill in the completeness of the manuscript metadata for identification of indexation.

- **Authors** : Click *Add Author* if the author is more than 1 person, All contributing authors must be listed, without title.

Home > User > Author > Submissions > New Submission

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 \*

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

Country

Competing Interests  
CI POLICY

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

- **Title and Abstract** : Fill in according to the manuscript.

### Title and Abstract

Title \*

Abstract \*

- **Indexing** : Fill in according to the manuscript.

### Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Language

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

- **References** : Fill in according to the manuscript (reference)

### References

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

References

\* Denotes required field

- And then click **Save and continue**.

- ✓ **Step 4. Uploading Supplementary Files**  
Upload the supplementary files with .pdf format.

- **Supplementary File Metadata** : Just fill in the title.

### Supplementary File Metadata

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

Title \*

Creator (or owner) of file

Keywords

Type  Specify other

Brief description

Publisher

Contributor or sponsoring agency

Date  YYYY-MM-DD

Source

Language

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

- **Supplementary File** : upload the manuscript files with .pdf format. And then click **Save and continue**.

### Supplementary File

No file uploaded.

Upload  13057\_Prosti...Arsitektur.pdf Use Save to upload file.

Present file to reviewers (without metadata), as it will not compromise blind review.

\* Denotes required field

- The manuscript successfully uploaded, and then click **Save and continue**.

Home > User > Author > Submissions > New Submission

### 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
428	Masalah Sosial Dalam Mecaki Katresnan Ing Satengahe Perang Politik Karya Tulus Setiyadi		02-19	EDIT   DELETE

Upload supplementary file  No file chosen  ENSURING A BLIND REVIEW

- ✓ **Step 5. Confirming the Submission**

To submit your manuscript to the Journal of Management and Business Environment (JMBE), click **Finish Submission**.

Home > User > Author > Submissions > New Submission

### Step 5. Confirming the Submission

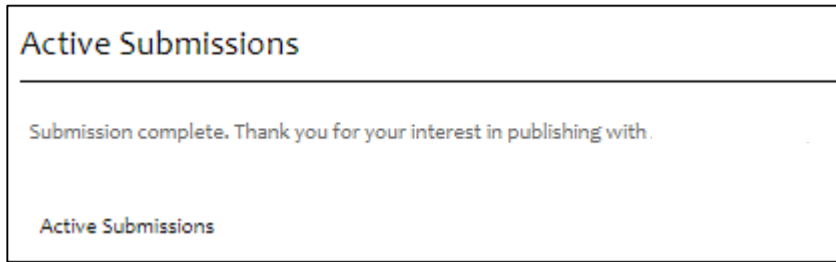
1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Journal of Management and Business Environment (JMBE) 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 Journal of Management and Business Environment (JMBE).

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
9406	844-4017-1-PB.pdf	Submission File	1MB	02-19

- ✓ If a notification appears as below, then the manuscript has been sent to the editor.



## 2. Check Manuscript Status

### a. Click User Home



### b. Click x Active (x= the amount according to the manuscript sent)



### c. Manuscript Status

- **Before published**

- **Incomplete** : Submission of the manuscript is not finished because there are steps that you have not completed. The manuscript is not sent to the editor by the system. You can cancel the submission.

Home > User > Author > Active Submissions

Active Submissions

**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1476	03-22	res	Marchiano	[REDACTED]	<b>Incomplete</b>

- **Awaiting Assignment** : Submission of the manuscript is finished. You can not cancel the submission by the system. Please wait for the editor's decision of the manuscript.

Home > User > Author > Active Submissions

Active Submissions

**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1476	03-22	res	Marchiano	[REDACTED]	<b>Awaiting assignment</b>



- **In Review** : The submission has been accepted, and then the next process is the manuscript reviewed by the reviewer. You will receive notification from the editor as soon as there is a decision from reviewer.

Home > User > Author > Active Submissions

Active Submissions

**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1476	03-22	res	Marchiano	[REDACTED]	<b>IN REVIEW</b>

- **In Editing** : The review process has completed and the manuscript has been accepted for published. The next process are *copyediting*, *layout editing* dan *proofreading*.

Home > User > Author > Active Submissions

Active Submissions

**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1476	03-22	res	Marchiano	[REDACTED]	<b>IN EDITING: COPYEDIT REQUESTED</b>

- After Published

- a. Click **User Home**

- b. Click **x Archive** (x= the amount according to the published manuscript)

- c. Published status by Volume and Number.

Home > User > Author > Archive

Archive

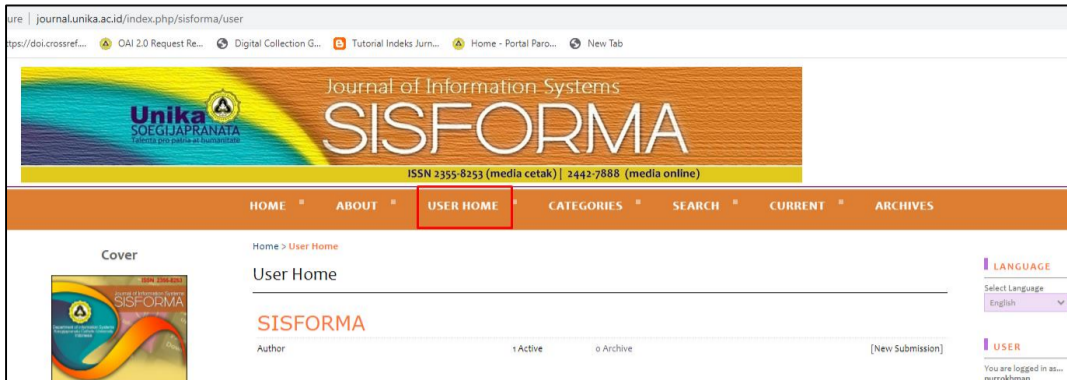
**ACTIVE** ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2604	04-07	RES	Suciarto, Ferijani	[REDACTED]	Vol 3, No 1: April 2020

1 - 1 of 1 Items

### 3. Upload Revisions

#### a. Click User Home



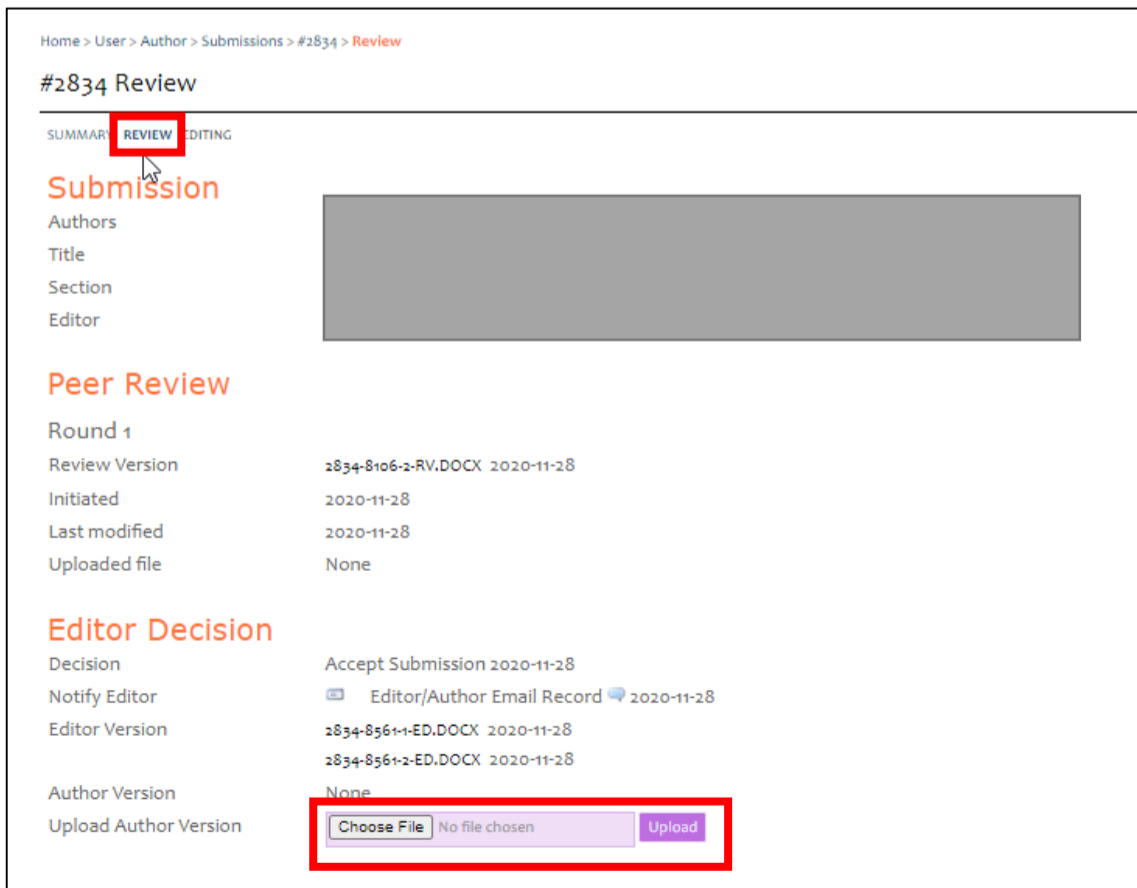
#### b. Click **x Active** (x= the amount according to the manuscript sent)



#### c. Click on the title




#### d. Click submenu **Review**. For upload file (*Upload Author Version*), you can click *choose file*, select files to send, and then click *Upload*.





- e. Don't forget to send an email to the editors that you have sent the revised results by clicking the letter icon.

### Editor Decision

Decision	Accept Submission 2020-11-28
Notify Editor	 Editor/Author Email Record 2020-11-28
Editor Version	2834-8561-1-ED.DOCX 2020-11-28

Type a message for the editor, and then click **Send**.

Home > User > Author > Submissions > Email

### Send Email

To  
CC  
BCC

[Add Recipient](#) [Add CC](#) [Add BCC](#)

Send a copy of this message to my address (sentot.sa@unika.ac.id)

Attachments

[Choose File](#) No file chosen [Upload](#)

From "Sentot Suciarto Athanasius, PhD" <sentot.sa@unika.ac.id>

Subject Efektifitas Media Digital Dalam Komunikasi Pemasaran Menurut Konsur

Body

Yth Editor

[saya sudah kirimkan revisi, terimakasih](#)

[Send](#) [Cancel](#) [Skip Email](#)