

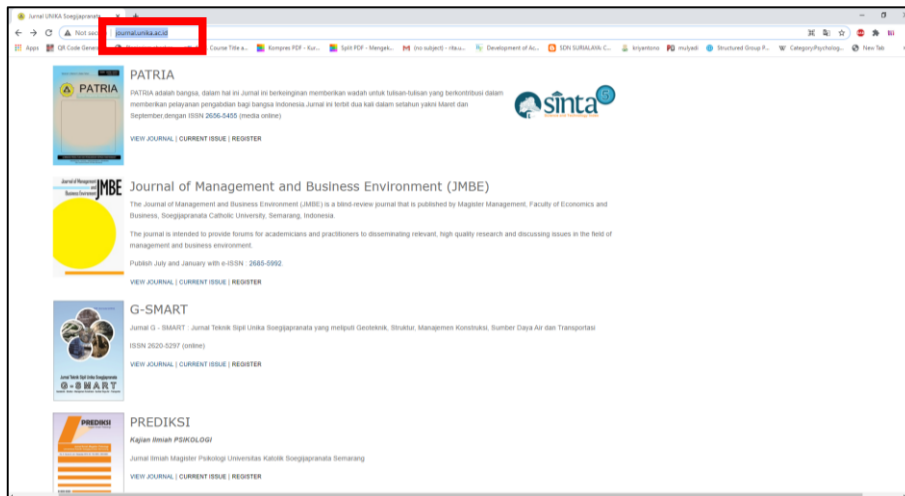
TUTORIAL for AUTHORS

Table of contents:

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

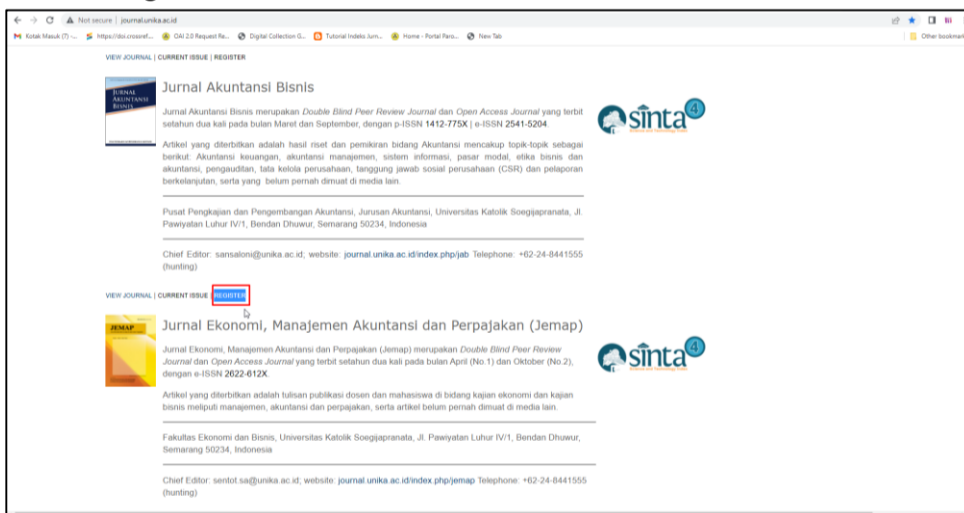
1. Submit Manuscript

- a. Go to journal.unika.ac.id.

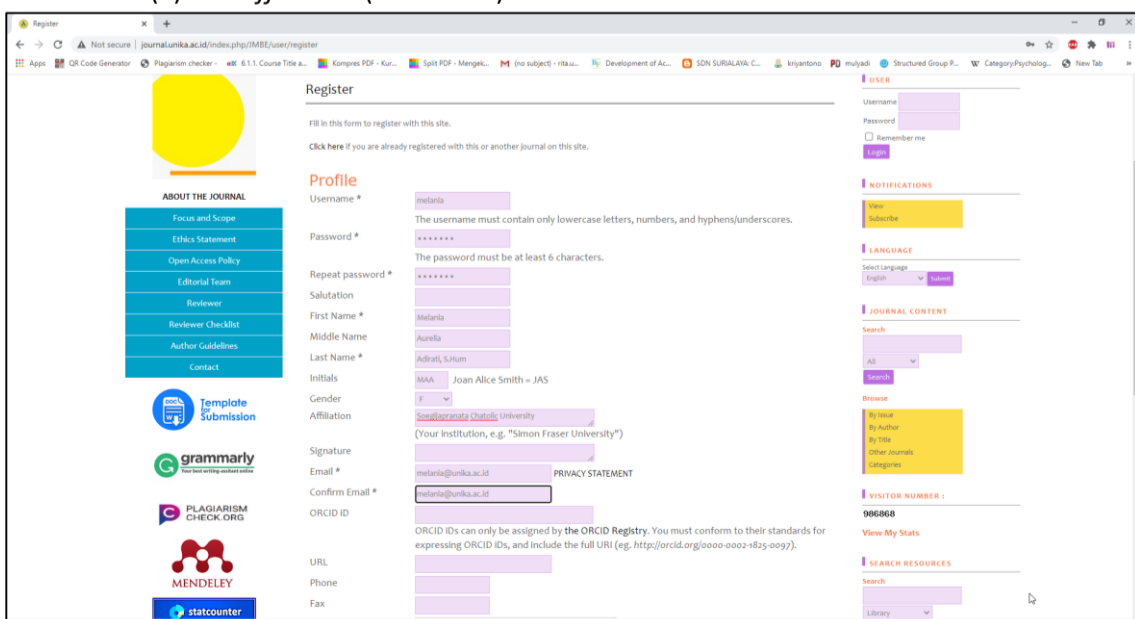


- b. If you're a New User

- 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.

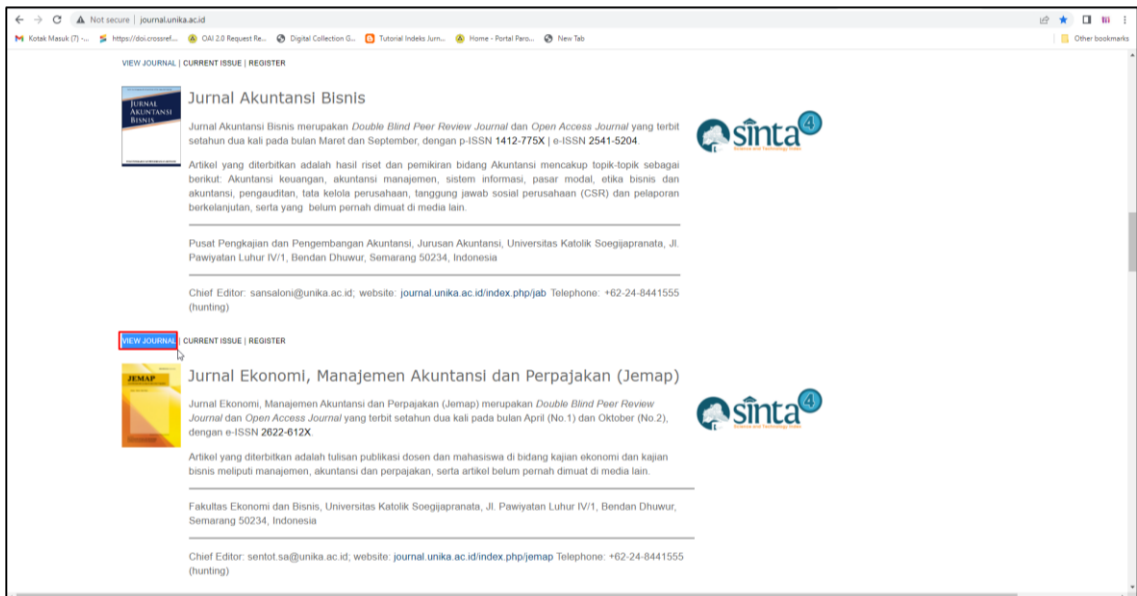
Reviewer: Willing to conduct peer review of submissions to the site.

Identify reviewing interests (substantive areas and research methods):

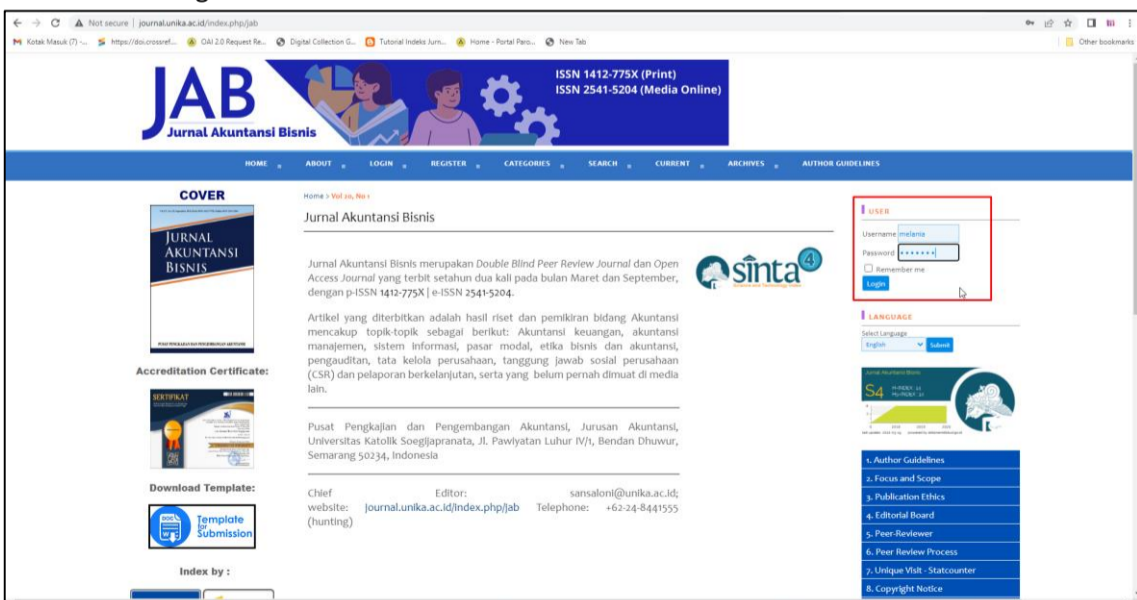
Register Cancel

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

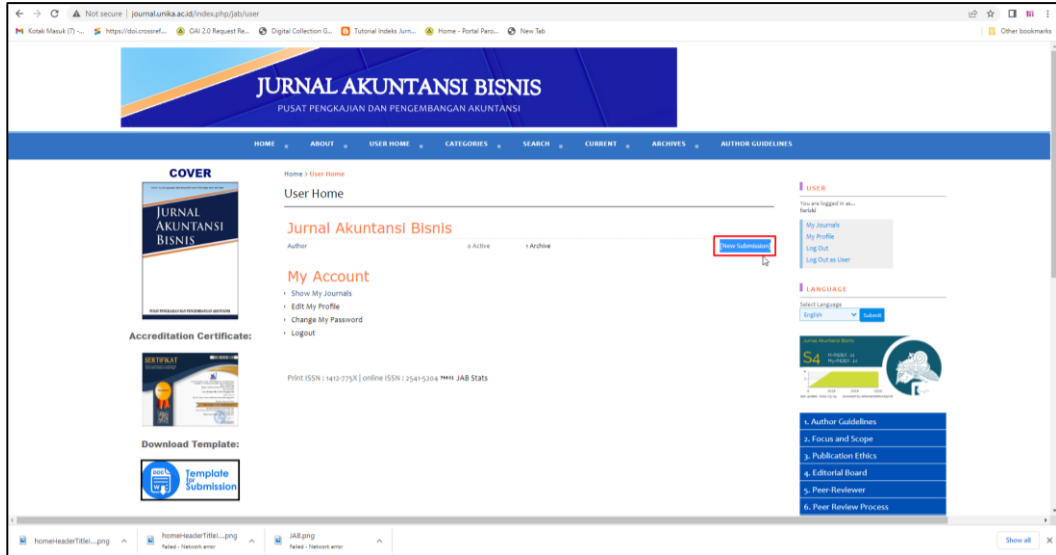
- Click **View Journal** for *Jurnal of Management and Business Environment (JMBE)*.



- And then Login with *Username* and *Password*.



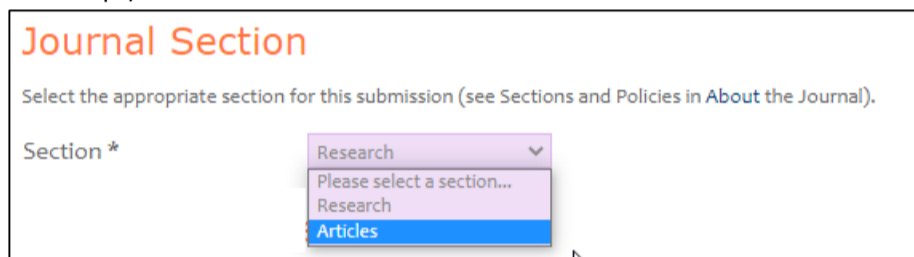
- Click **New Submission** to start your manuscript submission.



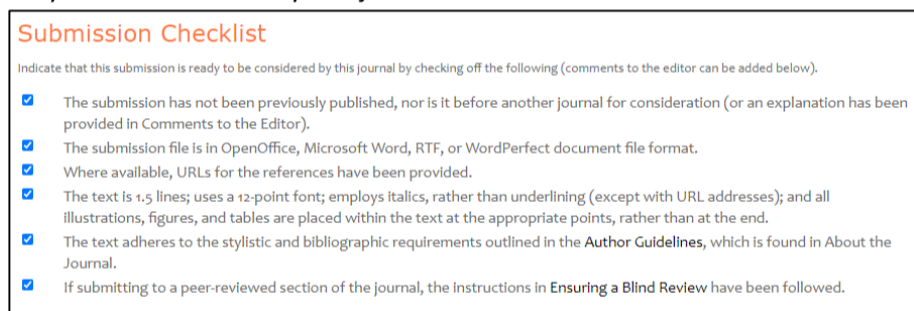
- There will be 5 steps that the author must complete to submit manuscript.

✓ **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.

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

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

- **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

Ratna, N. K. (2008). Teori, Metode, dan Teknik Penelitian Sastra (Dari Strukturalisme Hingga Postrukturalisme, Perspektif Wacana Naratif). Yogyakarta: Pustaka Pelajar.

Ratna, N. K. (2011). Estetika Sastra dan Budaya. Yogyakarta: Pustaka Pelajar.

Setiyadi, T. (2019). Mecaki Katresnan Ing Satengahe Perang Politik Lamongan. CV. Pustaka Ilalang Group.

Sudadi. (2003a). Tangise Si Jabang Bawi, Paniebar Semangat No. 23, 7 Juni.

Sudadi. (2003b). IMF (International Mortgage Fund). Paniebar Semangat No. ...

* 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 Date when data was collected or instrument created.

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

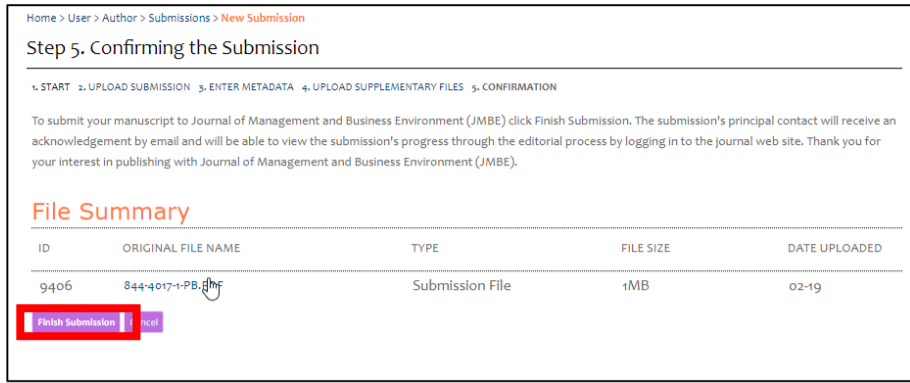
This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures 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**.

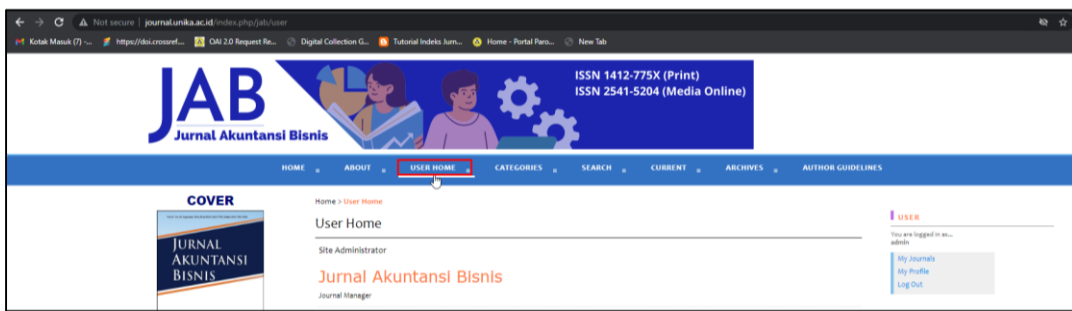


✓ If a notification appears as below, then the manuscript has been sent to the editor.

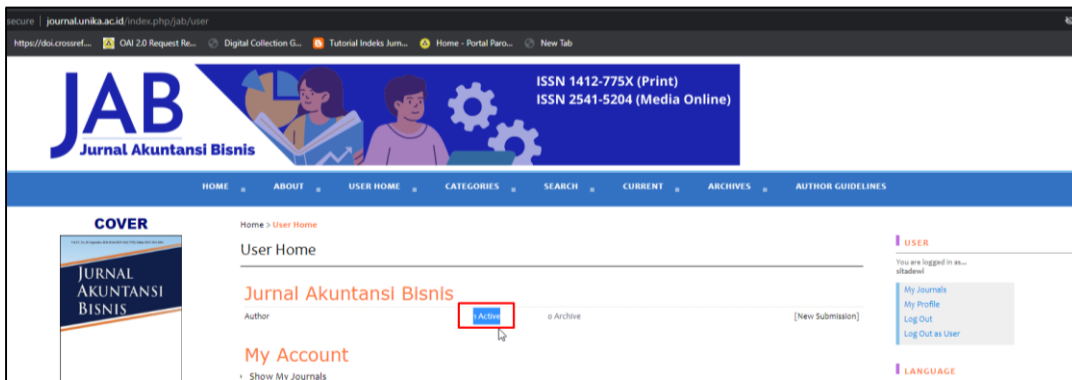


2. Check Manuscript Status

a. Click **User Home**



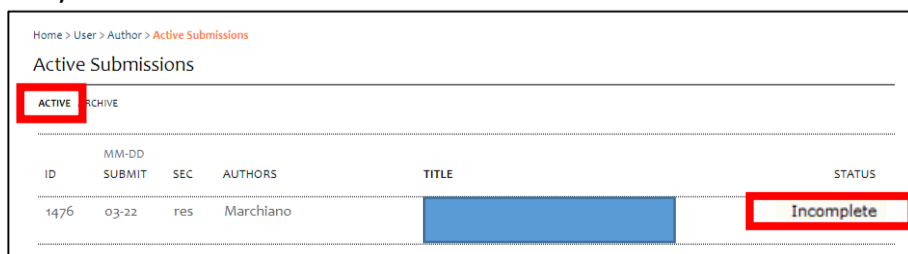
b. Click **x Active** (x= the amount according to the manuscript sent)



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.



- **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]	Awaiting assignment

- **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]	IN REVIEW

- **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

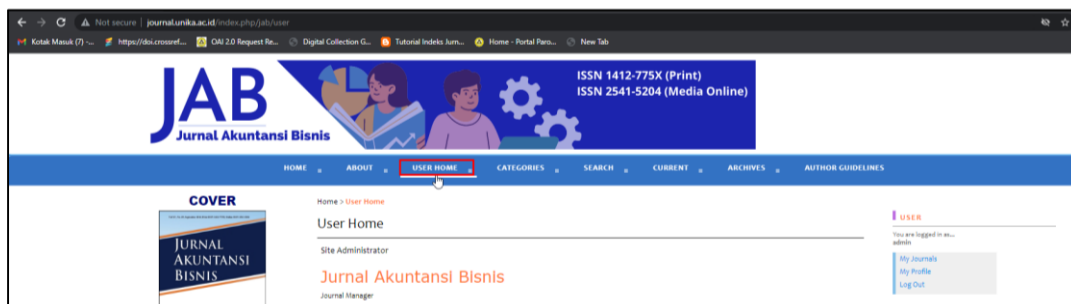
Active Submissions

ACTIVE ARCHIVE

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

- 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

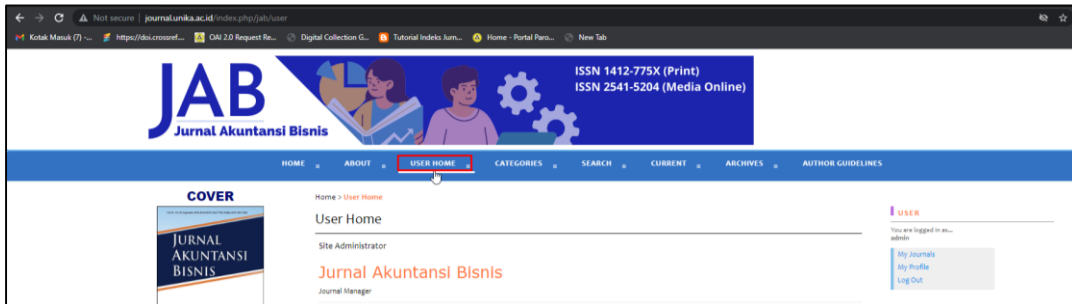
ACTIVE ARCHIVE

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

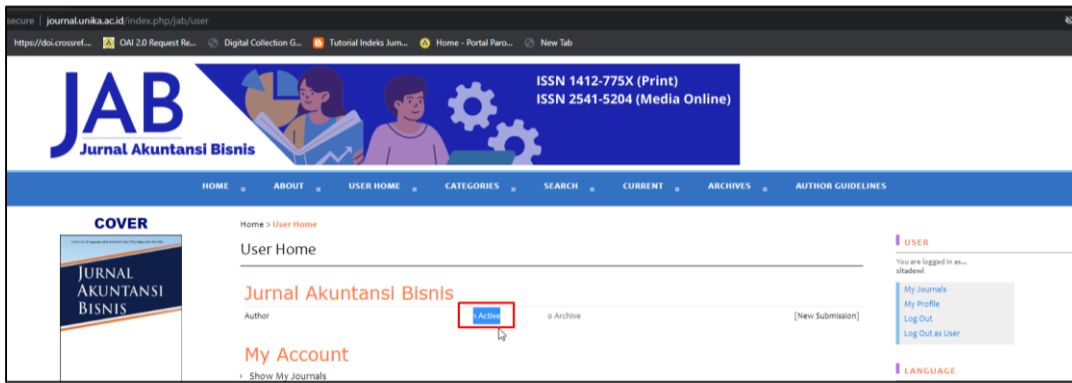
1 - 1 of 1 Items

3. Upload Revisions

a. Click User Home



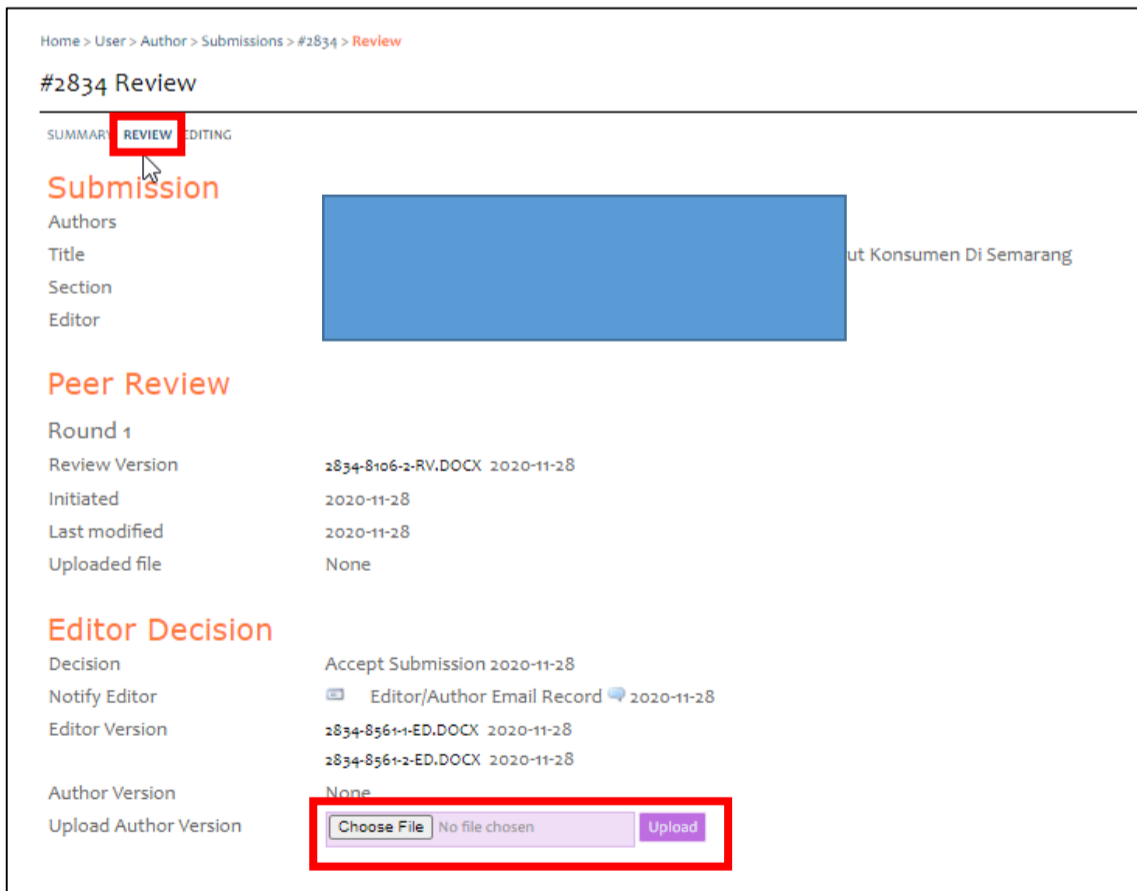
b. Click x Active (x= the amount according to the manuscript sent)



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: Clara Susilowati <clara.s@unika.ac.id>

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](#)