## OPEN JURNAL SYSTEM (OJS) UNTUK AUTHOR JURNAL TERNAK TROPIKA

## I. AKSES

Untuk mengakses jurnal online yang dikembangkan menggunakan OJS (Open Journal System) maka pengguna harus terdaftar terlebih dahulu pada sistem e-journal sesuai dengan peran masing-masing. Peran untuk penulis artikel pada e-journal disebut AUTHOR.

## **II. PENYIAPAN DOKUMEN**

Sebelum mengunggah artikel melalui aplikasi e-journal ada beberapa hal yang perlu diperhatikan mengenai dokumen:

- 1. Memastikan layout dokumen telah sesuai dengan panduan penulis (Author Guide) yang telah ditetapkan oleh pengelola jurnal.
- 2. Dokumen yang diunggah sebaiknya dalam format Ms. Word untuk memudahkan tim redaksi jurnal untuk melakukan proses editorial (review, proof reading, editing, dsb.)
- 3. Memastikan "property" dokumen Ms. Word sudah diisi dengan benar
- 4. Memastikan ukuran file yang diunggah tidak melebihi batas yang ditetapkan (2 MB),

#### **III. PENDAFTARAN**

- 1. Pengguna bisa mendaftar secara mandiri di sistem e-journal.
- 2. Pengguna bisa didaftarkan ke dalam sistem e-journal oleh pengelola journal (JOURNAL MANAGER).

## IV. PENDAFTARAN MANDIRI

Buka alamat url e-journal Ternak Tropika (http://ternaktropika.ub.ac.id/)





Scroll kebawah, pada menu INFORMATION FOR AUTHOR klik Submit Online

Pada menu online submission pilih klik Go to Registration

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Isi identitas diri, beri tanda centang pada dua kolom dibawah kemudian klik register



Keterangan:

- 1. Pada kolom **Confirmation** beri tanda centang Send me a confirmation email including my username and password, untuk mengirim username dan password secara otomatis ke email yang telah didaftarakan.
- 2. Pada kolom **Registered as**, centang pilihan sebagai **Author: Able to submit items to the journal.**
- 3. Klik Register untuk proses akhir pendaftaran.

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## V. ARTICLE SUBMISSION (PENDAFTARAN ARTICLE)

a. Buka alamat jurnal ternak tropika, klik menu submit online dan lanjutkan dengan klik login



a. Login pada sistem e-journal, sesuai dengan peran user sebagai AUTHOR Pilih New Submission

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## Step 2. Uploading the Submission

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#### WARNING:

- Format file harus .doc atau .docx. dan tidak lebih dari 2 MB.
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**Abstract** : Keterangan abstrak. Untuk mengkopi paste abstrak, harus di copy paste di notepad terlebih dahulu agar format word tidak tercopi juga

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# Step 4. Uploading Supplementary Files

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## Step 5. Confirming The Submission

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## VI. SUBMISSION STATUS

Untuk mengetahui status dari artikel yang telah diserahkan melalui aplikasi e-journal, penulis dapat login ke aplikasi e-journal

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"In Review": dalam proses ini, artikel dalam tahap proses review oleh Mitra Bestari.