

## Tahapan proses submit naskah di JBA

1. Penulis melakukan Registrasi online via OJS JBA (klik **REGISTER** di bagian atas sebelah kanan)

The screenshot shows the homepage of the Jurnal Borneo Administrator. The header includes the journal title, logo, and navigation links like 'Current', 'Archives', and 'Announcements'. A prominent 'CALL FOR PAPERS' banner is in the center, detailing submission guidelines, including a '3 Kali' (3 times) submission limit, 'OJS' platform, and 'No Charges'. A sidebar on the right contains a navigation menu with items like 'Online Submission', 'Aim and Scope', 'Reviewer Acknowledgement', and 'Article Template'. The main content area below the banner provides information about the journal's focus on public administration and its accreditation by SCOPUS and Kemenristek-Dikti.

2. Penulis melengkapi data profil, data login, serta mengaktifkan captcha

The screenshot displays the registration form on the Jurnal Borneo Administrator website. The form is titled 'Profile' and 'Login'. Under 'Profile', there are input fields for 'First Name' (filled with 'novi'), 'Middle Name', and 'Last Name' (filled with 'prawitasari'). The 'Affiliation' is set to 'Universitas Indonesia' and 'Country' is 'Indonesia'. Under 'Login', there are fields for 'Email' (filled with 'borneo.jurnal@gmail.com') and 'Username' (filled with 'novi\_prawitasari'). A sidebar on the right is identical to the one in the first screenshot, showing navigation options like 'Online Submission' and 'Aim and Scope'.

Country \*  
Indonesia

**Login**

Email \*  
bomeo.jumal@gmail.com

Username \*  
novi\_prawilasari

Password \*  
\*\*\*\*\*

Repeat password \*  
\*\*\*\*\*

Would you be willing to review submissions to this journal?  
 Yes, request the Reviewer role.

I'm not a robot

Register Login

Peer Review Process  
 Plagiarism Check  
 Article Processing Charges  
 Accreditation Certificate  
 Indexation  
 Visitor Statistics

Visitors  
0115277

Citation  
 Google Scholar  
 Citation 264  
 h-index 7  
 i10 index 4

Tools  
 MENDELEY  
 PlagScan

ISSN  
 P-ISSN : 1858-0300

3. Penulis melengkapi metadata submit artikel (beri tanda centang pada bagian yang dipilih). Khusus untuk bagian **SECTION**, penulis memilih **ARTICLES**

Submit an Article

samarindan.go.id/ba/index.php/ba/submission/wizard

Journal Borneo Administrator

Submissions

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Acknowledge the copyright statement**

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I agree to abide by the terms of the copyright statement.

Section \*  
Articles must be submitted to one of the journal's sections. \*

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

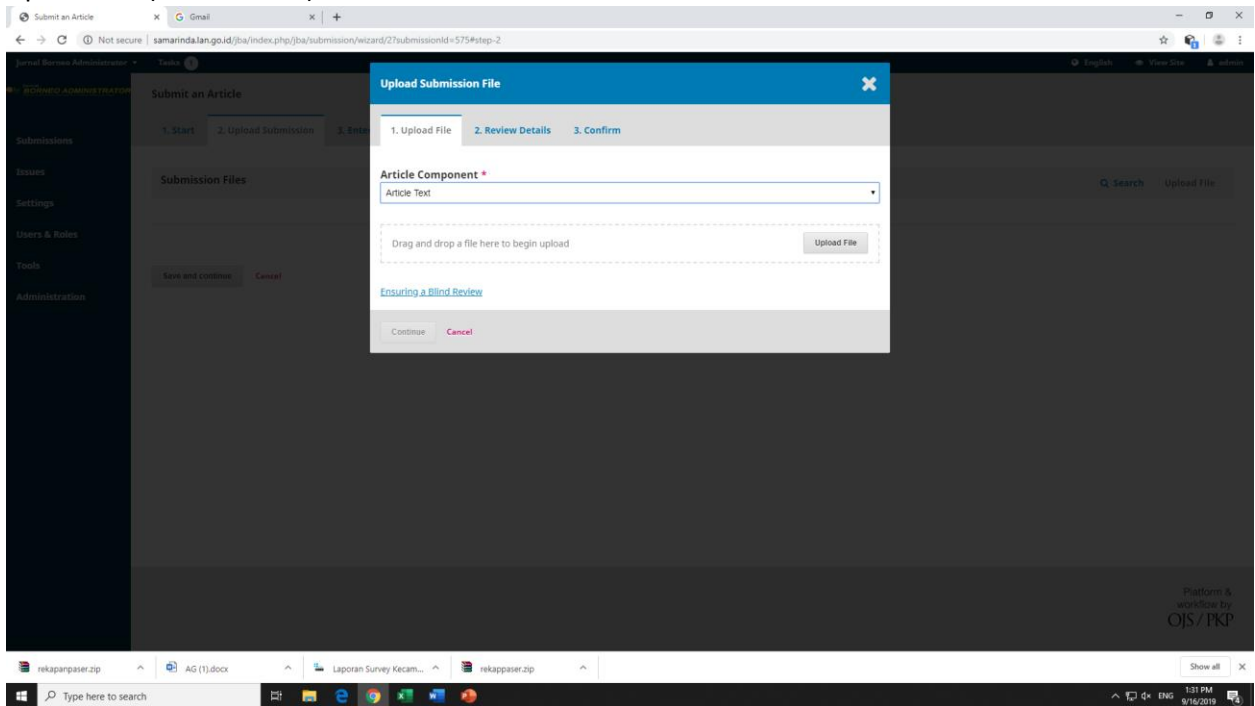
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- 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.
- 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.

Comments for the Editor

Type here to search

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4. Penulis melanjutkan dengan **Upload Article** dengan memilih komponen **Article Text** kemudian pilih Upload File (format word)



5. Penulis melanjutkan ke pengisian **Metadata** → hingga **Konfirmasi** akhir
6. Penulis mendapat respon editor ketika submit artikel telah dilakukan

