

INSTRUCTION MANUAL FOR AUTHORS



1. Login
2. Register to Create Account
3. Home
4. Submit an Article, Step 1 : **Agreement, Section, Submissions Requirement**
5. Submit an Article, Step 2 : **Article component, upload file**
6. Submit an Article, Step 3 : **Title, Abstract**
7. Submit an Article, Step 4 : **Review the submission before click finish button**
8. Submission Completed

Pusat Pelatihan dan Pengembangan dan Kajian Desentralisasi
dan Otonomi Daerah Lembaga Administrasi Negara

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1. Login

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Password *

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Author Guidelines

Editorial Board

Open Access Policy

If you already have your account, and know your Username and Password:

1. Enter your **Username** and **Password**.

2. Click **Log In**. → Go to 1

If you forgot your Username and Password:

1. Click **Forgot Your Password**.

2. Enter your Registered E-Mail address.


3. Click **Reset Password** button, and the notification email will be sent to the e-Mail address you entered.

4. Follow the instructions in the E-mail, and set your new Password. Then, you can log in the site.

If you have not created your account yet:

Click **Register** to create your account. → Go to 2

2. Register to Create Account



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Middle Name

Last Name * YOUR LAST NAME

Affiliation * YOUR AFFILIATION/INSTITUTION

Country * YOUR COUNTRY

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Email * YOUR ACTIVE MAIL ADDRESS

Username * USERNAME FOR LOGIN

Password * ENTER PASSWORD

Repeat password * REPEAT YOUR PASSWORD


Would you be willing to review submissions to this journal?
 Yes, request the Reviewer role. CHECK THIS ONE IF YOU WANT REQUEST REVEIWER ROLE

I'm not a robot  CHECK THIS BOX

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Citation



Citation 674

h-index 10

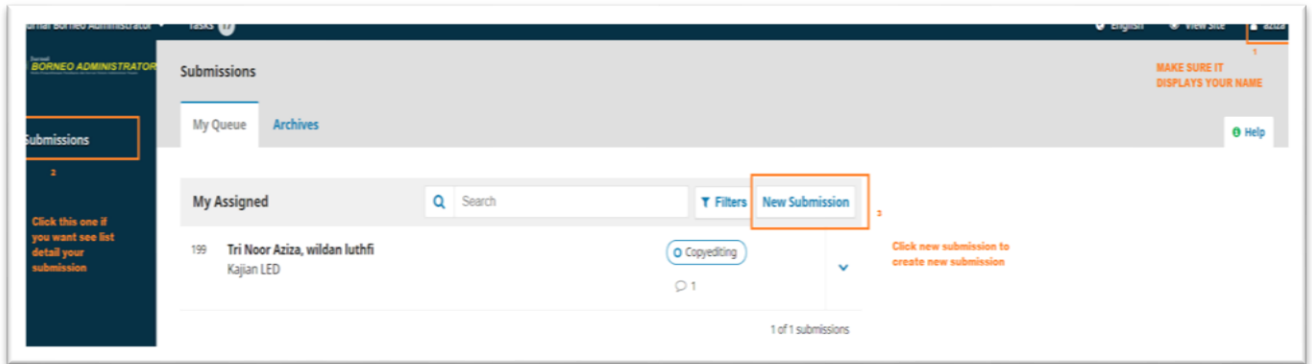
i10 index 14

Visitor Statistics

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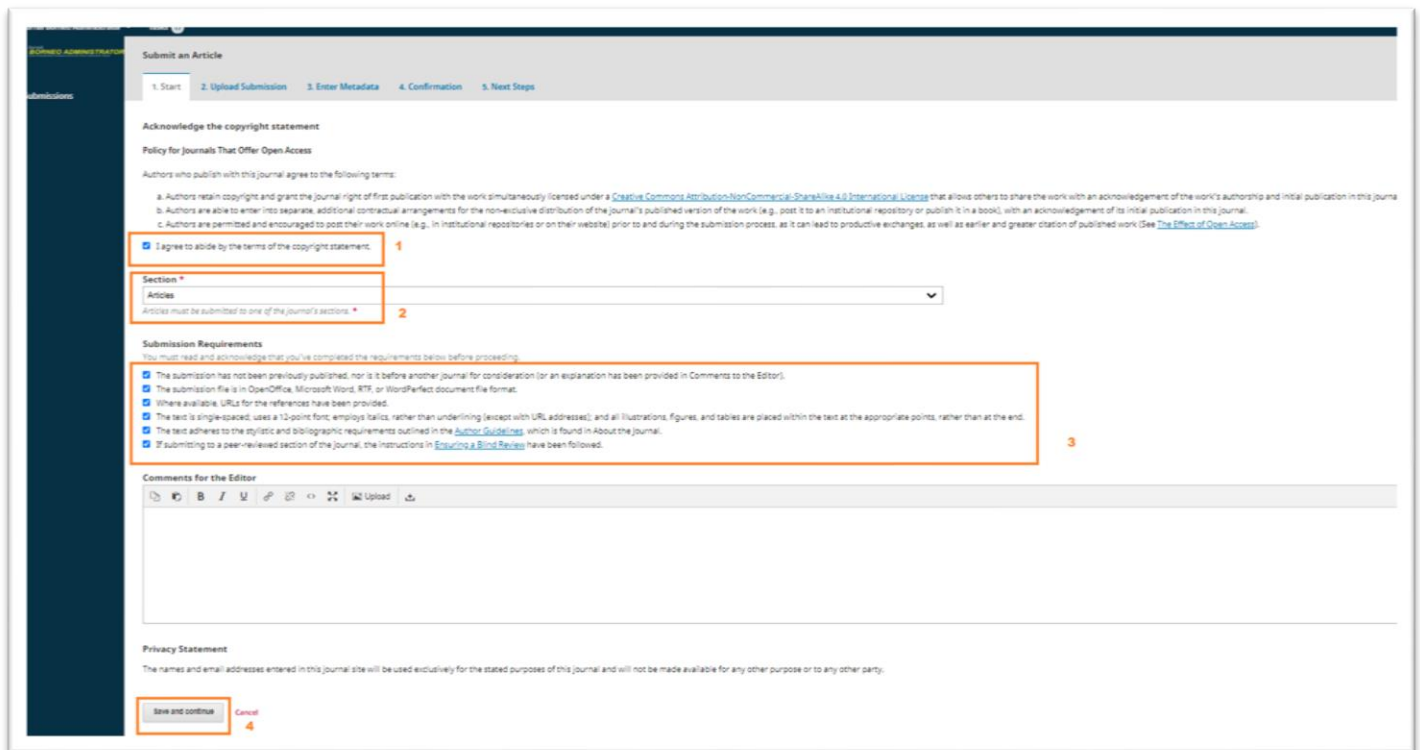
Tools

3. Home



4. Submit an Article – Step 1

Agreement, Section, Submission requirement



5. Submit an Article – Step 2

(Article Component)

a. Upload File

The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. The dialog has a progress bar at the top with three steps: "1. Upload File", "2. Review Details", and "3. Confirm". The "1. Upload File" step is currently active. Below the progress bar, there is a dropdown menu labeled "Article Component *" with "Article Text" selected. A green number "1" is placed to the right of this dropdown, with a line pointing to it and a callout box that says "Choose the Article Text one". Below the dropdown is a dashed box containing the text "Drag and drop a file here to begin upload". To the right of this box is a button labeled "Upload File", with a green number "2" next to it and a callout box that says "Click button Upload File". At the bottom of the dialog, there are two buttons: "Continue" and "Cancel". A green number "3" is placed to the right of the "Continue" button, with a line pointing to it and a callout box that says "Click Continue".

b. Then, Save and Continue

The screenshot shows the "Submit an Article" page in the OJS system. The page has a dark blue header with the OJS logo and the text "OPEN JOURNAL SYSTEMS". Below the header, there is a "Tasks" section with a "0" icon. The main content area has a progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". The "2. Upload Submission" step is currently active. Below the progress bar, there is a section titled "Submission Files" with a list of files. The first file is "2069-1 penulis1, Author, Eviden Absen ditolak_IrmanNurjaman.pdf". At the bottom of the page, there are two buttons: "Save and continue" and "Cancel". The "Save and continue" button is highlighted with an orange box.

6. Submit an Article – Step 3

(Title, Abstract)

Please fill the required textbox and then save and continue

OJS
Open Journal System

Submit an Article

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

Prefix
The
Examples: A, The

Title *
This field is required.

Subtitle
The optional subtitle will appear after a colon (:), following the main title.

Abstract *
This field is required.

List of Contributors

Name	E-mail	Role
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OpenAIRE ProjectID
If this research resulted from an EU initiative that complies with the [OpenAIRE](#) metadata platform, please include the ProjectID, a six-digit number which corresponds with the Grant Agreement identifier.

Save and continue

7. Submit an Article – Step 4

(Review the submission before click finish button)

OJS
Open Journal System

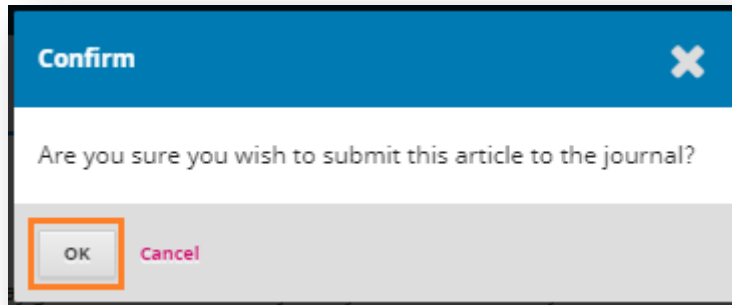
Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

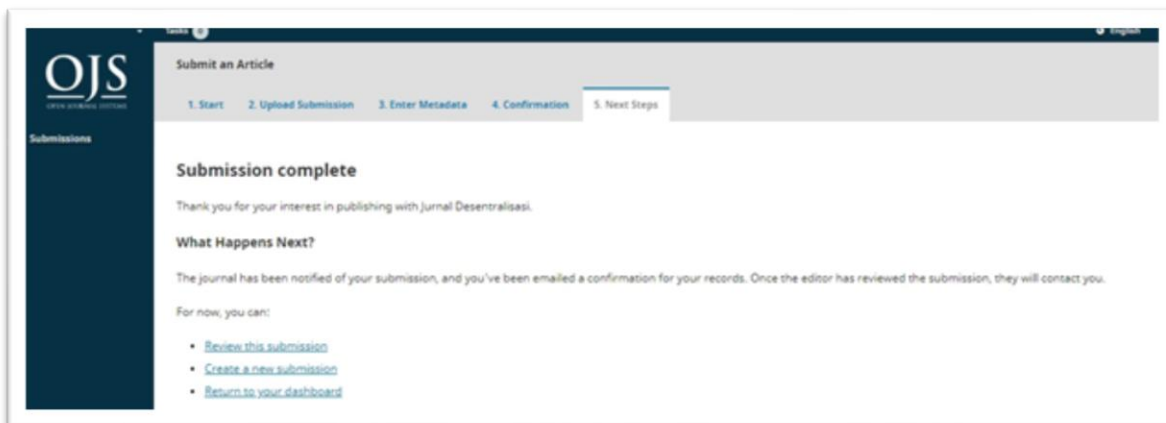
Finish Submission Cancel

Make sure, you may go back to review your submission before you click Finish submission, when you ready you can click that Button.



8. Submission Completed

Your submission has been completed, Please click the Submissions button in the left to see your submission.



9. Dashboard

The submission has been created

