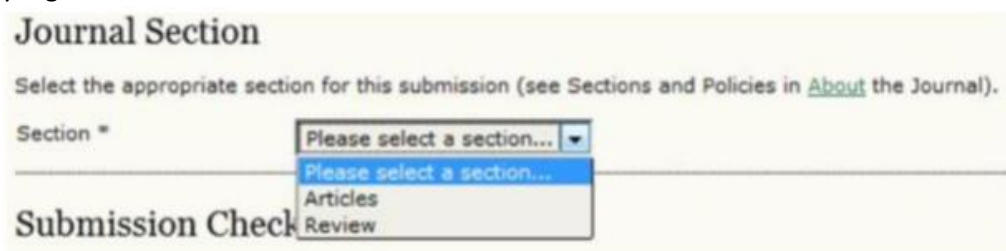


# Panduan

## Pengajuan Makalah

Berikut ini adalah langkah-langkah untuk mengajukan makalah:

1. Login ke OJS terlebih dahulu di alamat <http://ejournal.uin-suska.ac.id/index.php/SNTIKI>. Apabila belum Register Akun OJS, silahkan Register terlebih dahulu di alamat <http://ejournal.uin-suska.ac.id/index.php/SNTIKI/user/register>.
2. Ada 5 langkah dalam melakukan proses submission, yaitu Start – Upload Submission – Enter Metadata – Upload Supplementary Files - Confirmation. Berikut penjelasan rinci.
  - a. Langkah 1 : Starting the Submission. Pada bagian journal section pilih articles jika ini baru memulai submission, jika melakukan perbaikan setelah proses peer review pilih yang Review.



The screenshot shows a web form titled "Journal Section". Below the title, there is a text instruction: "Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).". A label "Section \*" is followed by a dropdown menu. The dropdown menu is open, showing the text "Please select a section..." at the top, and two options below: "Articles" and "Review". Below the dropdown menu, the text "Submission Check" is partially visible.

Kemudian klik seluruh Submission Checklist, pastikan anda mengerti seluruh isi submission checklist tersebut. Isi comments for the Editor, jika anda ingin menyampaikan pesan kepada Editor. Jika tidak cukup kosongkan saja. Lalu klik save and continue.

- b. Langkah 2 : Uploading the Submission. Pada langkah ini, kita diminta untuk melakukan upload dokumen/artikel (untuk aturan terkait jenis file yang diupload tergantung dari pengelola jurnal). Klik Browse – lalu pilih file di storage, kemudian setelah yakin klik Upload.



The screenshot shows a web page titled "Step 2. Uploading the Submission". At the top, there is a progress bar with five steps: 1. START, 2. UPLOAD SUBMISSION (highlighted), 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. Below the progress bar, there is a text instruction: "To upload a manuscript to this journal, complete the following steps." followed by a numbered list of five steps. Below the list, there is a text instruction: "Encountering difficulties? Contact [patris.kudumah](#) for assistance (08777623878)". Below this, there is a section titled "Submission File" with the text "No submission file uploaded." Below this, there is a form with a label "Upload submission file" and three buttons: "Browse...", "No file selected.", and "Upload". Below the form, there are two buttons: "Save and continue" and "Cancel".

Jika sudah selesai proses upload akan ada resume pada Submission File, dan jika ingin mengganti file yang diupload tinggal melakukan Browse dan Upload seperti di awal. Jika telah selesai silahkan klik Save and Continue.

- c. Langkah 3 : Entering the Submission's Metadata. Isikan seluruh informasi pada Metadata, hal ini menjadi penting karena dengan adanya metadata ini, anda dan artikel anda akan lebih mudah terindex oleh orang lain. Jika ada author/penulis/peneliti tambahan silahkan klik Add Author.

### 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](http://orcid.org). 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

Country

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

Lengkapi seluruh isian metadata sampai dengan reference (gunakan software citation). Setelah lengkap klik Save and Continue.

- d. Langkah 4 : Uploading Supplementary Files. Yang dimaksud dengan supplementary files adalah file tambahan diluar artikel seperti pengolahan data, lampiran hasil lengkap, dan lain sebagainya yang menunjang artikel yang disubmit. Jika ada silahkan di Browse dan Upload, jika tidak langsung klik Save and Continue.

### 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
No supplementary files have been added to this submission.				

Upload supplementary file  No file selected.

- e. Langkah 5 : Conforming the Submission. Langkah terakhir adalah melakukan konfirmasi atas submission yang dimasukkan. Jika sudah oke silahkan klik Finish 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 TEST for Training Only 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 TEST for Training Only.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
14	papersntiki9.doc	Submission File	313 KB	01-17

[Finish Submission](#) [Cancel](#)

- f. Setelah selesai proses submission, maka anda akan memiliki yang disebut Active Submission (artikel submit yang sudah aktif dan akan diproses oleh pengelola jurnal).

## Active Submissions

Submission complete. Thank you for your interest in publishing with TEST for Training Only.

[» Active Submissions](#)