PANDUAN SUBMISI ONLINE NASKAH JURNAL JURNAL SUMBERDAYA ALAM DAN LINGKUNGAN (JSAL)

Langkah 1. Penulis yang ingin melakukan submisi naskah jurnalnya harus melakukan pendaftaran dengan melakukan registrasi terlebih dahulu. Klik Register (bila Anda belum mempunyai akun di OJS JSAL).

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Namun apabila Anda sudah memiliki akun di OJS JSAL, Anda dapat langsung Login dengan memasukan Username dan Password yang Anda dapatkan pada saat melakukan registrasi.

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Langkah 2. Pada saat registrasi, isikan secara lengkap profile Anda dan kemudian klik *Register*

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Keterangan : jangan lupa untuk mencentang pilihan *author* pada kotak centang

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):
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* Denotes required field

Langkah 3. Setelah *login / register*, Anda akan masuk ke halaman *user*. Untuk melakukan submisi naskah jurnal Anda, Klik *New Submission*

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Langkah 4. Pada "Step 1", centang keseluruhan kotak centang yang ada pada submission checklist dan copyright notice.

Submission Checklist	Visitor Statistic
Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).	USER
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).	My Profile Log Out
The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.	ISSN
Where available, URLs for the references have been provided.	E-ISSN
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.	9"772655"967007
✓ If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.	P-ISSN
Copyright Notice Authors who publish with this journal agree to the following terms: A. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution-ShareAlike 4.0 International License. B. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the	9 ¹¹ 772356 ¹¹ 338007
journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an admowledgement of its initial publication in this journal.	INFORMATION FOR AUTHOR
C. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website)	Online Submissions
citation of published work (See The Effect of Open Access).	Author Guidelines
Author(s) hold the copyright without restrictions.	DOC Journal Template
The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).	INDEX

Anda dapat menambahkan komentar untuk Editor jika diperlukan. Selanjutnya Klik *Save and continue*

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Langkah 5. Pada "*Step 2*", upload file naskah Anda dalam bentuk MS Word (.doc). Upload file dilakukan dengan klik *Browse*, kemudian pilih file yang akan Anda *upload*.

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Selanjutnya klik Save and continue

Langkah 6. Pada "Step 3", lengkapi metadata naskah jurnal Anda Data yang perlu dilengkapi adalah :

- *Author* (nama lengkap, alamat email, dan lain-lain)

Jika jumlah author lebih dari satu, Anda dapat mengklik *add author*. Tentukan kontak utama untuk korespondensi editorial dengan mengklik bagian seperti gambar di bawah ini.

Principal contact for editorial correspondence.

- Title dan Abstract
- Indexing /keyword
- Contributors and Supporting Agencies (jika diperlukan)
- References / Daftar Pustaka
- Langkah 7. Pada "*Step 4*", upload file tambahan (*supplementary files*) Anda termasuk surat pernyataan penulis. *Template* surat pernyataan penulis tersedia di website kami jsal.ub.ac.id. Cara upload file tambahan sama dengan langkah ke-5. Setelah selesai mengupload klik *Save and continue*

Langkah 8. Pada *"Step 5"*, klik *Finish submission* bila keseluruhan langkah telah dilaksanakan dan semua data diisikan dengan benar. Setelah klik *Finish submission* akan muncul halaman seperti gambar di bawah ini.

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Langkah 9. Untuk melihat submisi yang telah terupload klik *User Home*. Anda dapat memantau status jurnal Anda dengan meng-klik *Active*

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Langkah 10. Status jurnal Anda akan muncul. Klik judul naskah Anda untuk dapat melihat secara lebih mendetail data Anda.

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Langkah 11. Anda akan masuk halaman "Summary"

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Diharapkan dengan adanya panduan ini dapat memudahkan penulis dalam melakukan submisi online di Jurnal Sumberdaya Alam dan lingkungan (JSAL).

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ONLINE SUBMISSION GUIDELINES JURNAL SUMBERDAYA ALAM DAN LINGKUNGAN (JSAL)

Step I. Authors who want to submission their manuscript must register by registering first. Click *Register* (If you do not have an account in OJS JSAL).

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But if you already have an account in OJS JSAL, you can directly *Login* by entering *Username* and *Password* that you get at the time of registration.

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Step II. At registration, complete your profile and then click *Register*

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Note : Don't forget to tick the author option on the checkbox

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):



* Denotes required field

Step III. After login/register, you will go to the user page. To submission your journal manuscript, click *New Submission*

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Step IV. In "*Step 1*", tick the entire checkbox on the submission Checklist and copyright notice.

Su	bmission Checklist	Visitor Statistic
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•	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).	My Profile Log Out
✓	The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.	ISSN
✓	Where available, URLs for the references have been provided.	E-ISSN
✓	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.	9"772655"967007"
✓	If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.	P-ISSN
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Aut Co This	hor(s) hold the copyright without restrictions.	DOC Journal Template
✓	The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).	INDEX

You can add comments to editors if needed. Next click *Save and Continue* Step V. In "*Step* 2", upload your manuscript file in the form of MS Word (.doc). Click *Browse*, and then select the file that you want to upload.

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Then click *Upload* and it will appear display page as shown below.

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Next click Save and continue

Step VI. In *"Step 3"*, Complete your manuscript metadata The metadata that needs to be completed are:

- Author (full name, email, etc)

If the number of author is more than one, you can click *Add Author*. Specify the primary contact for the editorial correspondence by clicking the section as below screenshot shown.

Principal contact for editorial correspondence.

- Title dan Abstract
- Indexing / keyword
- Contributors and Supporting Agencies (if needed)
- References
- Step VII. In *"Step 4"*, upload your *supplementary files* including your originality statement. Template of originality statement is available at our website jsal.ub.ac.id. How to upload your *supplementary files* is the same as uploading in step 5. Then click *Save and continue*

Step VIII. In *"Step 5"*, click *Finish submission* when the whole step has been executed and all data is correctly filled. After the click *Submission Finish* and it will appear a page as below screenshot shown.

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Step IX. To see the submissions that have been uploaded click *User Home*. You can monitor your journal status by clicking *Active*

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My Account • Edit My Profile • Change My Password • Logout		JOURNAL CONTENT Search Search Search

Step X. Your journal status will appear. Click on the title of your manuscript to see more details of your data.

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Step XI. You will be logged in the "Summary" page

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This guide is used to facilitate the author in performing online submissions in the Jurnal Sumberdaya Alam dan Lingkungan (JSAL).

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