

TATA CARA SUBMIT ARTIKEL JURNAL ANTOLOGI PRODI PGSD UPI KAMPUS CIBIRU

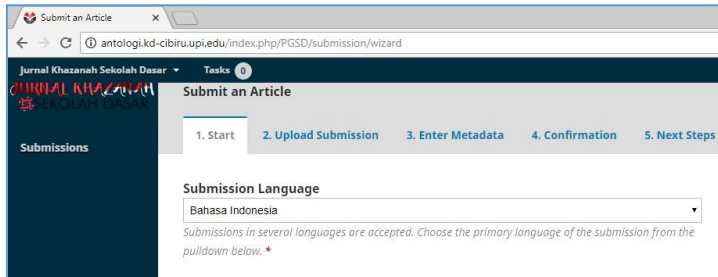
1. Kunjungi link <http://antologi.kd-cibiru.upi.edu/index.php/PGSD>
2. Klik tombol “REGISTER”
3. Isi kolom seperti berikut, lalu Register

The image shows two screenshots of the registration form on the journal website. The left screenshot shows the 'Profile' section with fields for First Name (Bowo), Middle Name, Last Name (Alpenlebe), Affiliation (Universitas Pendidikan Indonesia, Kampus), and Country (Indonesia). The right screenshot shows the 'Login' section with fields for Email (bowoalpenlebe@upi.edu), Username (bowoal), Password, and Repeat password. Below the login fields, there is a checkbox for 'Would you be willing to review submissions to this journal?' with the option 'Yes, request the Reviewer role.' and buttons for 'Register' and 'Login'.

4. Klik “Make New Submission”

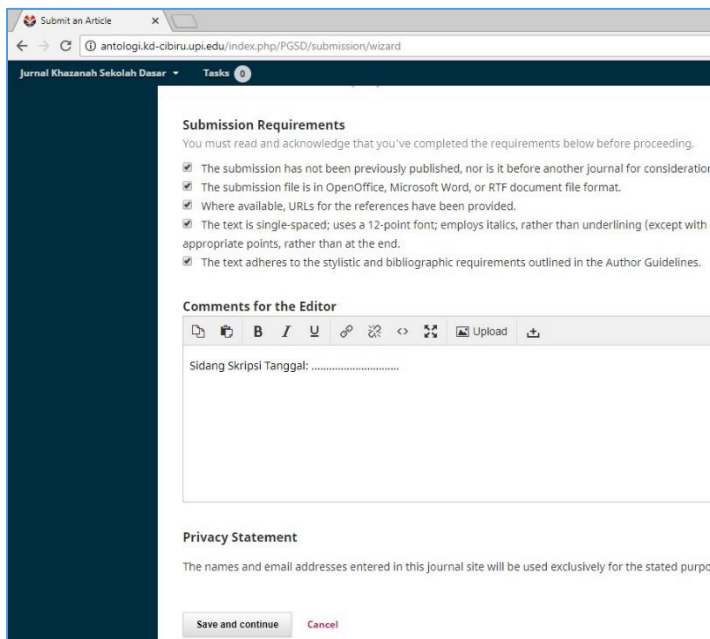
The image shows a screenshot of the journal website after successful registration. The page title is 'Registration complete'. The breadcrumb trail is 'Home / Registration complete'. The page content includes a message: 'Thanks for registering! What would you like to do next?' followed by three links: 'Make a New Submission', 'Edit My Profile', and 'Continue Browsing'.

5. Setelah muncul, pilih “Bahasa Indonesia”



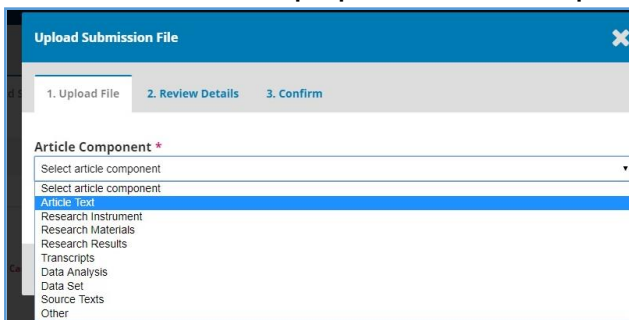
The screenshot shows a web browser window with the URL `antologi.kd-cibiru.upi.edu/index.php/PGSD/submission/wizard`. The page title is "Submit an Article" and it is part of the "Jurnal Khazanah Sekolah Dasar" submission process. The wizard has five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The current step is "Upload Submission". A dropdown menu for "Submission Language" is open, showing "Bahasa Indonesia" selected. Below the dropdown, there is a note: "Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down below. *"

6. Ceklis semua pilihan, dan di Comments isi tanggal sidang, Save and continue



The screenshot shows the "Enter Metadata" step of the submission wizard. It features a "Submission Requirements" section with five checked checkboxes: "The submission has not been previously published, nor is it before another journal for consideration", "The submission file is in OpenOffice, Microsoft Word, or RTF 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 U appropriate points, rather than at the end.", and "The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.". Below this is a "Comments for the Editor" section with a rich text editor toolbar and a "Sidang Skripsi Tanggal:" field. At the bottom, there is a "Privacy Statement" and "Save and continue" and "Cancel" buttons.

7. Lalu akan muncul Pop Up berikut, ikuti seperti yang ada di gambar



The screenshot shows a "Upload Submission File" pop-up dialog with three steps: 1. Upload File, 2. Review Details, and 3. Confirm. The "Article Component" dropdown menu is open, showing a list of options: "Article Text", "Research Instrument", "Research Materials", "Research Results", "Transcripts", "Data Analysis", "Data Set", "Source Texts", and "Other". The "Article Text" option is highlighted in blue.

Figure 1. Pilih Article Text

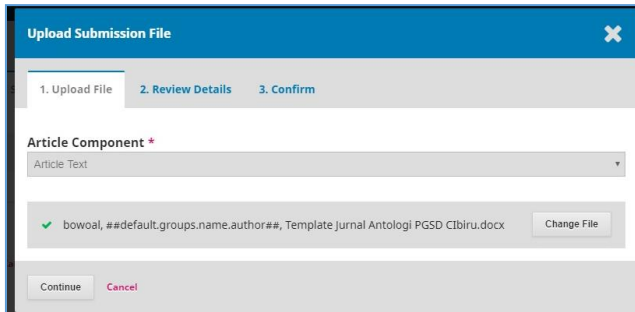


Figure 2 Upload file, continue



Figure 3 Continue

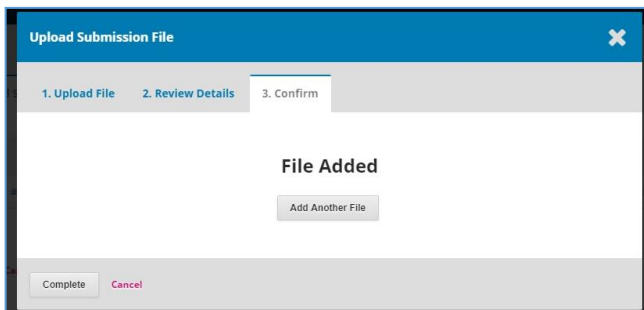
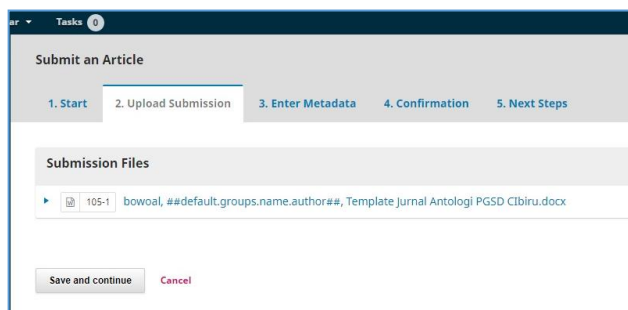
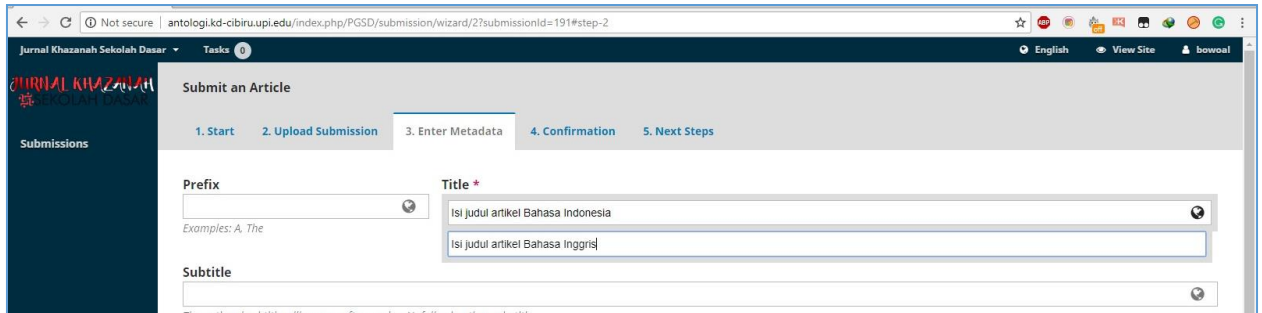


Figure 4 Complete

8. Save and continue



9. Isi Judul artikel Bahasa Indonesia dan English sesuai dengan tempatnya



Submit an Article

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

Prefix

Examples: A. The

Title *

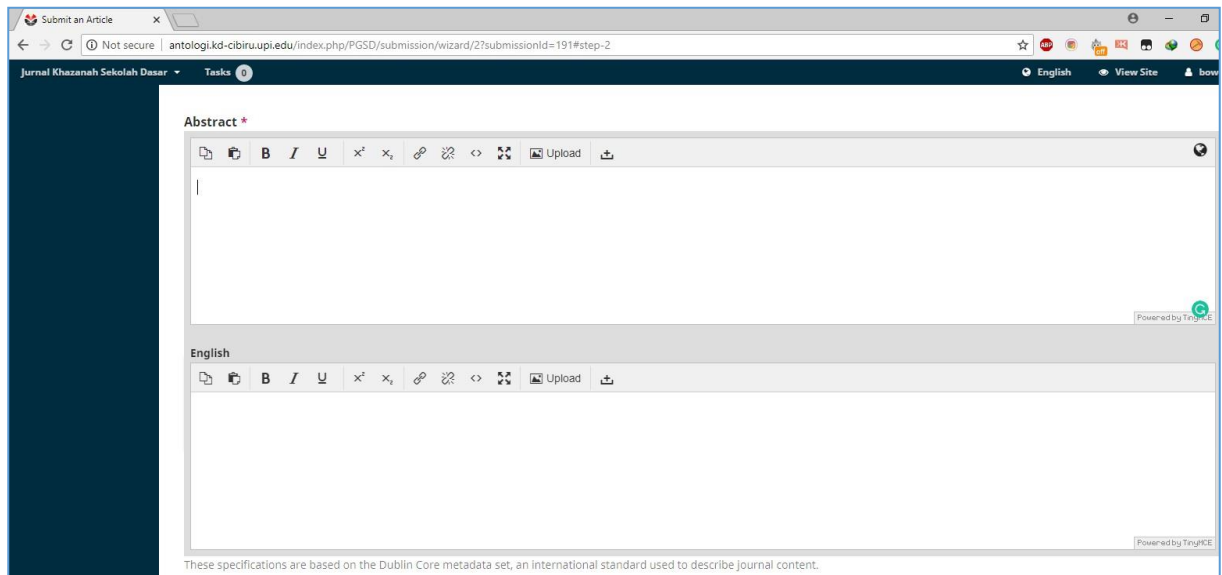
Isi judul artikel Bahasa Indonesia

Isi judul artikel Bahasa Inggris

Subtitle

The optional subtitle will appear after a colon to follow the main title.

10. Isi kolom abstrak Bahasa Indonesia dan English sesuai dengan tempatnya



Submit an Article

Abstract *

English

Powered by Tinymce

Powered by Tinymce

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

11. Add contributor untuk menambahkan data dosen pembimbing 1, 2, dst

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	Add Author
Bowo Alpenlebe	bowoalpenlebe@upi.edu	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

12. Isi kolom yang tersedia



Universitas Pendidikan Indonesia, Kampus Cibiru

Affiliation

Bahasa Indonesia

Universitas Pendidikan Indonesia, Kampus Cibiru

Affiliation

Lecturer at: Elementary Teacher Education Study Program, Universitas Pendidikan Indonesia Kampus Cibiru

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

Bahasa Indonesia

Dosen Program Studi Pendidikan Guru Sekolah Dasar, Universitas Pendidikan Indonesia Kampus Cibiru

Figure 6 Untuk dosen, isi data seperti berikut

URL ORCID ID

Universitas Pendidikan Indonesia, Kampus Cibiru

Affiliation

Lecturer at: Elementary Teacher Education Study Program, Universitas Pendidikan Indonesia Kampus Cibiru

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

Contributor's role *

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

* Denotes required field

Save Cancel

Figure 7 Untuk dosen, Contributor Role sebagai Author, dan yang diceklis cukup "Include this Contributor in Browser List", lalu SAVE

13. Isi keyword Artikel, sesuai dengan yang ada di abstrak, pisahkan setiap keyword

Keywords

|

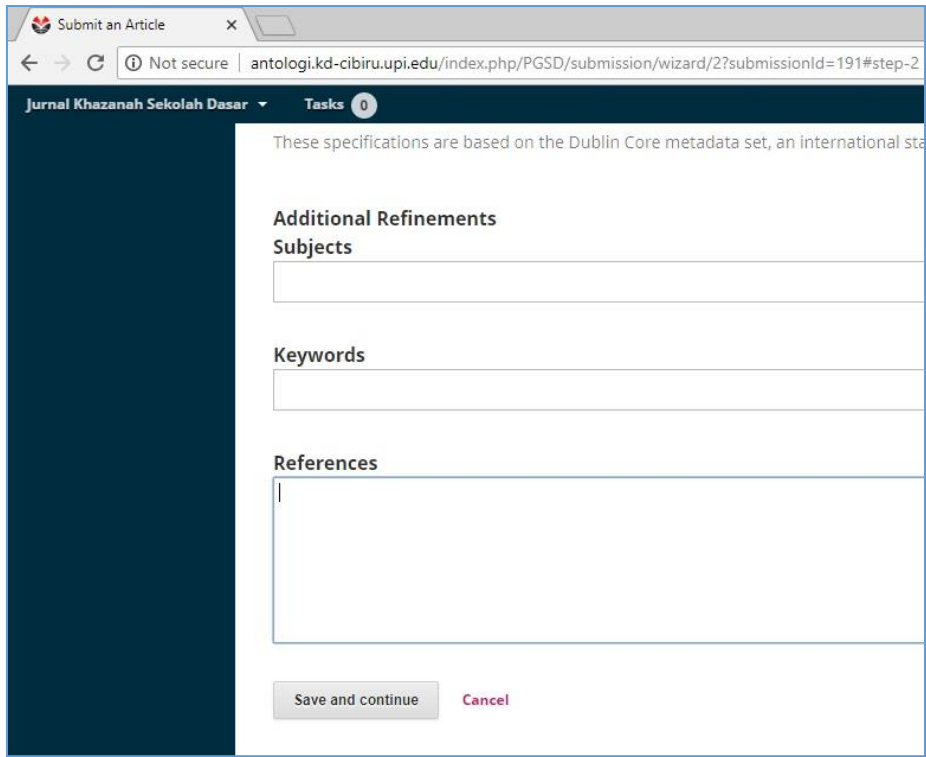
English

references

Save and continue Cancel

dengan tanda ;

14. Isi kolom “References” dengan copy paste bagian Daftar Pustaka di artikel, save and continue

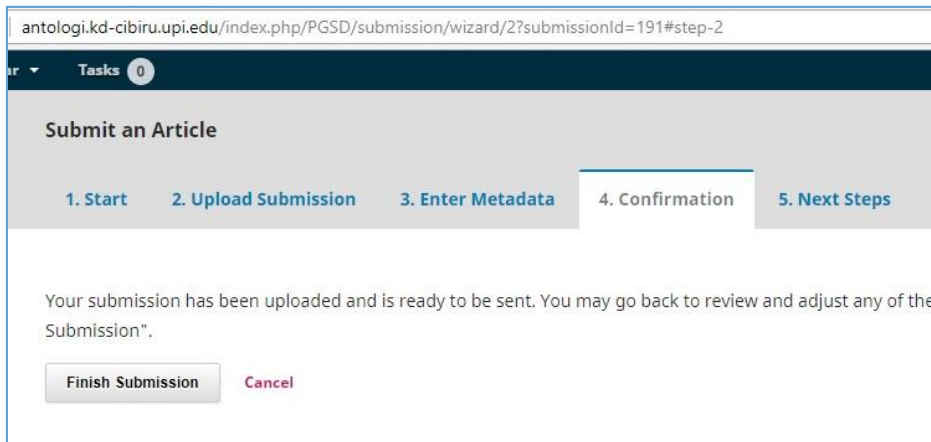


The screenshot shows a web browser window with the URL `antologi.kd-cibiru.upi.edu/index.php/PGSD/submission/wizard/2?submissionId=191#step-2`. The page title is "Submit an Article" and the journal name is "Jurnal Khazanah Sekolah Dasar". The page is titled "Tasks 0". The main content area contains the following sections:

- A note: "These specifications are based on the Dublin Core metadata set, an international sta..."
- Additional Refinements**
- Subjects**: A text input field.
- Keywords**: A text input field.
- References**: A large text input field for pasting references.

At the bottom, there are two buttons: "Save and continue" and "Cancel".

15. Finish Submission.



The screenshot shows the same web browser window, now at step 4 of the wizard. The URL is the same. The page title is "Submit an Article" and the journal name is "Jurnal Khazanah Sekolah Dasar". The page is titled "Tasks 0". The main content area contains the following sections:

- A progress bar with five steps: "1. Start", "2. Upload Submission", "3. Enter Metadata", "4. Confirmation", and "5. Next Steps". Step 4 is currently active.
- A message: "Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the 'Submission'."

At the bottom, there are two buttons: "Finish Submission" and "Cancel".

16. Proses Submit artikel anda selesai, silakan cek email, jika submit berhasil maka ada email dari sistem.