

Article's Submission

Stages in publishing scientific article are manuscript submission by The Author, review processes (by primary editor, section editor, and peer reviewer), layout and editing, until article can be published in the journal. Article is submitted by online registration in which Author will get username and password. Steps in article's submission are as follows.

1. To access the system, choose Login menu. Insert your username and password. If you want to save user information and password, marked the "remember username and password" section. Click Login to continue.
2. If Login is successful, then it will display as Figure 1. If you have already sent a manuscript, then it will appear in active submission list.



Figure 1. User Home

3. If you haven't submitted manuscript before, click "click this" below user home
4. Steps 1, marked every checklist (Figure 2). If you want to add comment or information for editor, write comment/information in the provided column. Click Save dan Continue.

Figure 2. Submission Checklist

5. Steps 2, Upload the article. If you encountered trouble or difficulty, contact journal admin (journal contact)

The screenshot displays the JPMIPA journal submission interface. At the top left is the JPMIPA logo with the text 'Jurnal Pengajaran Matematika Dan Ilmu Pengetahuan Alam'. A blue navigation bar contains links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. Below the navigation bar is a breadcrumb trail: Home > User > Author > Submissions > New Submission. The main heading is 'Step 2. Uploading the Submission'. A progress bar shows five steps: 1. START, 2. UPLOAD SUBMISSION (highlighted), 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. Below this, instructions state: 'To upload a manuscript to this journal, complete the following steps.' followed by a numbered list of five steps. A note mentions 'Encountering difficulties? Contact Siswo Handoko for assistance.' The 'Submission File' section shows 'No submission file uploaded.' and a file upload field with a 'Browse...' button, the filename '724-1992-1-PB.pdf', and an 'Upload' button. At the bottom of the upload section are 'Save and continue' and 'Cancel' buttons. The right sidebar contains utility links: OPEN JOURNAL SYSTEMS, FONT SIZE (with A+, A, A- icons), Journal Help, INFORMATION (For Readers, For Authors, For Librarians), JOURNAL CONTENT (Search box, Search Scope dropdown set to 'All', Search button), Browse (By Issue, By Author, By Title, Other Journals), and NOTIFICATIONS.

Figure 3. Uploading the Submission

6. Click “Browse” (Figure 3) to start article uploading. The recommended article formats are .doc, .docx, or .odt.

7. Choose your article then click “Open”.

8. File will be named automatically by the system. If you want to change article file, click “Browse” and repeat no. 7. Click “Save and Continue”.

9. Steps 3, Insert Author Biodata. Every column with asterisk has to be filled in. If a manuscript is written by several authors, click “Add Authors” to add other author’s biodata.

10. Write article’s title and abstract in the columns provided.

11. Steps 4, Upload Supplementary File (if any). Click “Click Save and Continue”.

12. Steps 5, confirm process to submit the article.