

Open Journal System Manual Instruction for Author

1. Open Open Journal System (OJS) of JSI at <http://jsi.cs.ui.ac.id/index.php/jsi/index> then click on Submissions tab.



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JURNAL SISTEM INFORMASI
JOURNAL OF INFORMATION SYSTEMS

e-ISSN: 2502-6631
printed ISSN: 2088-7043

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Home / Archives / Vol 14 No 1 (2018): Jurnal Sistem Informasi (Journal of Information System)

Jurnal Sistem Informasi
Journal of Information Systems

DOI: <https://doi.org/10.21609/jsi.v14i1>
Published: 2018-04-30

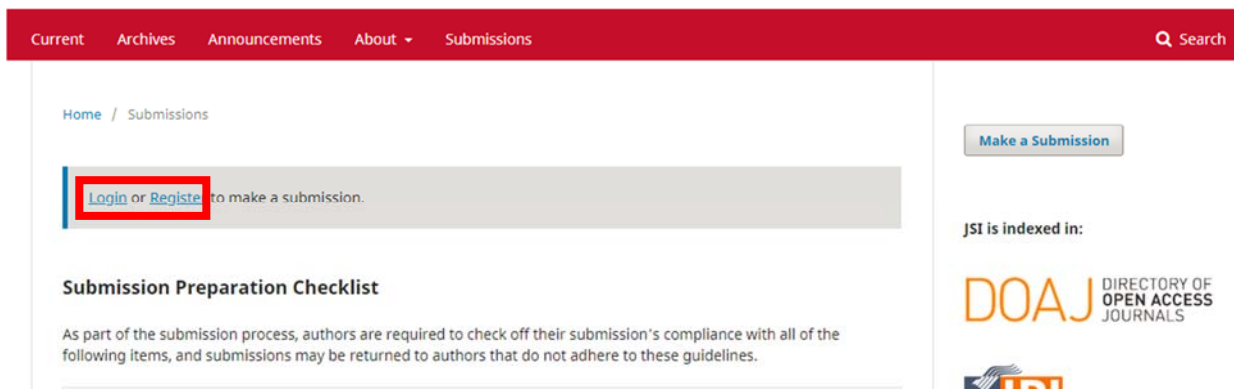
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2. If you do not have an account registered in our system, do register first. Click on Register option. If you already had one, click on Login option.



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5. You will see the following screen. Read carefully then check each box once you understand the point. Then, click on Save and continue.

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- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 10-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed at the end of each page by including figure's caption and mentioning it in the text.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Comments for the Editor

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Undo, Redo, Upload, and a plus icon.

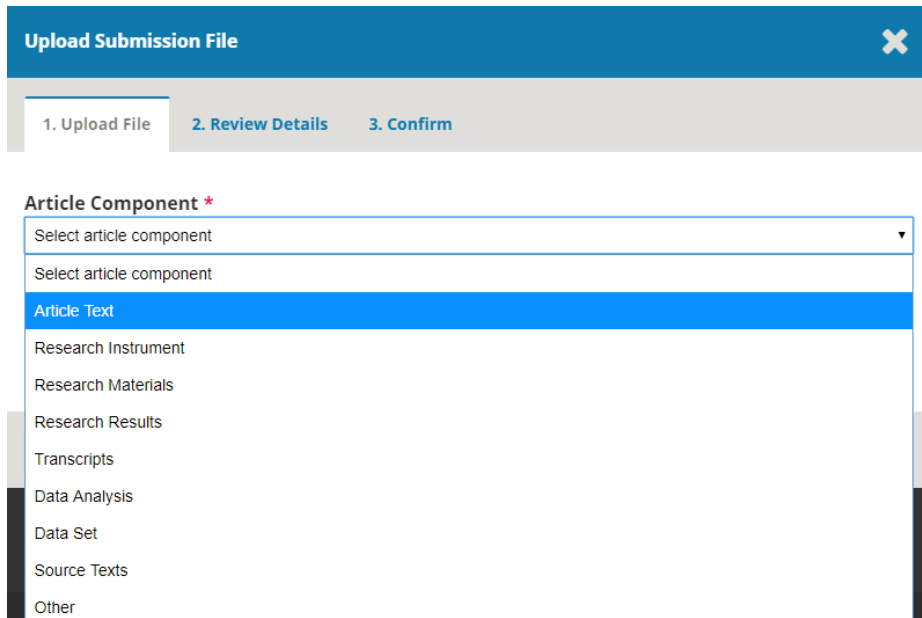
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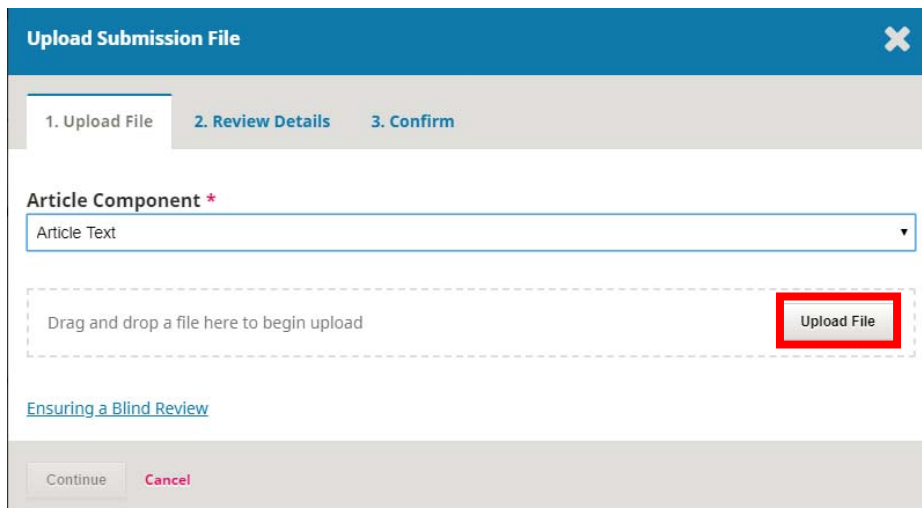
* Denotes required field

6. You will see the following pop-up window. From the Article Component list, select Article Text.



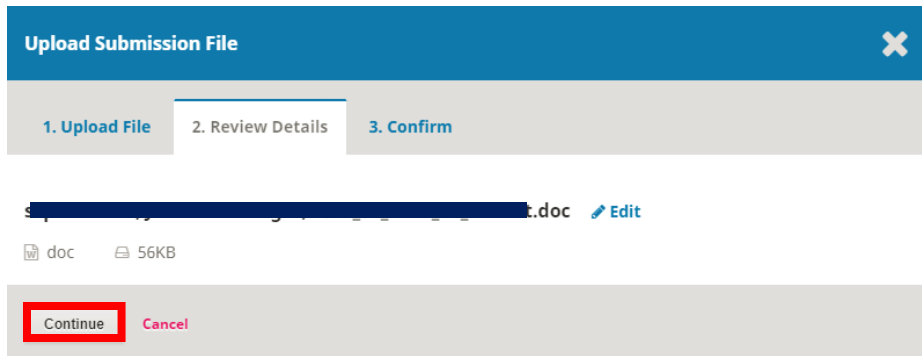
The screenshot shows a pop-up window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File", "2. Review Details", and "3. Confirm". The "1. Upload File" step is currently active. Below the progress indicator is a section labeled "Article Component *" with a dropdown menu. The dropdown menu is open, showing a list of options: "Select article component", "Select article component", "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.

7. Upload your file by clicking on Upload File button.

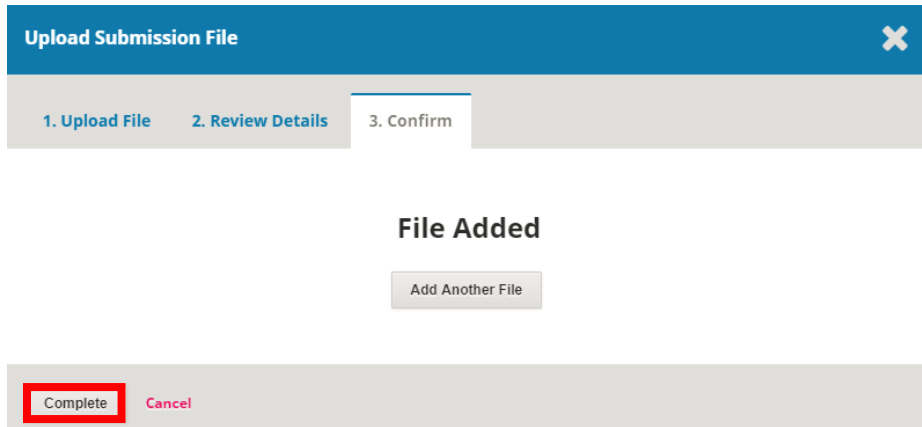


The screenshot shows the same "Upload Submission File" pop-up window. The "Article Component" dropdown menu is now closed, and "Article Text" is selected. Below the dropdown menu is a dashed box containing the text "Drag and drop a file here to begin upload". To the right of this dashed box is a red-bordered button labeled "Upload File". Below the dashed box is a link labeled "Ensuring a Blind Review". At the bottom of the pop-up window are two buttons: "Continue" and "Cancel".

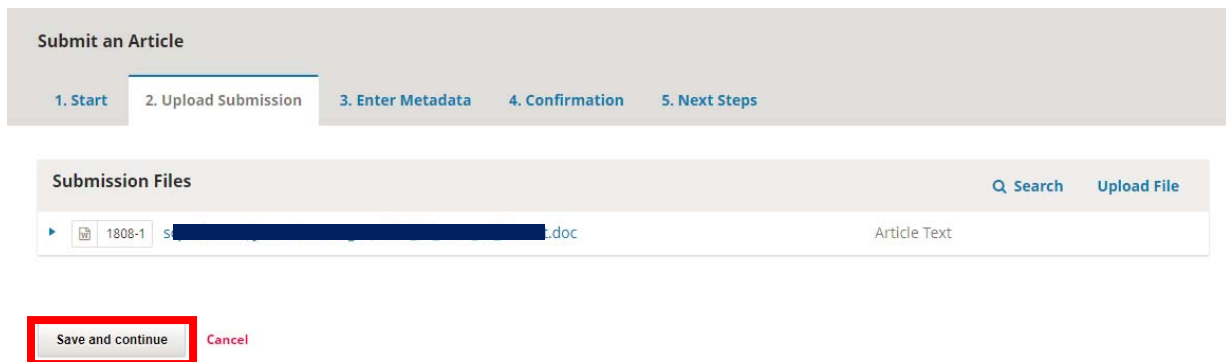
8. Once your file has been uploaded, a confirmation screen will show up. Click Continue.



9. Click Complete if you do not have another file to upload.



10. You will see your uploaded article is listed in your submission list. Click Save and continue to go to the next step.



11. Enter your metadata information. Fill in the mandatory fields first, i.e. Title, Abstract, and Keywords. Press Enter (Windows, Linux, etc.) or Return (Mac) to separate each keyword. Also enter the information about your co-author(s) by clicking on Add Contributor option. Click Save and continue button to go to the next step.

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Prefix

Title *

Examples: A. The

Subtitle

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

Abstract *

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List of Contributors Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ [redacted]	[redacted]	[redacted]	✓	✓

Submission Metadata

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

Coverage Information

Additional Refinements

Keywords

computer x science x machine learning x adaptive approach x

References

Save and continue Cancel

12. Fill in all mandatory fields, then click Save.

Add Contributor ✕

Name

*First Name ** *Middle Name* *Last Name **

Contact

*Email **

Country

*Country **

User Details

Suffix

URL *ORCID iD*

Affiliation

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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

13. Click **Finish** button to complete your submission.

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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

14. You will see a confirmation page saying your submission has been successfully completed. You can Logout from your session at this point. Please

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Submission complete

Thank you for your interest in publishing with Jurnal Sistem Informasi.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

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- [Return to your dashboard](#)

15. You can track the status of your submission every time you log in to OJS with your account.

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1 of 1 submissions