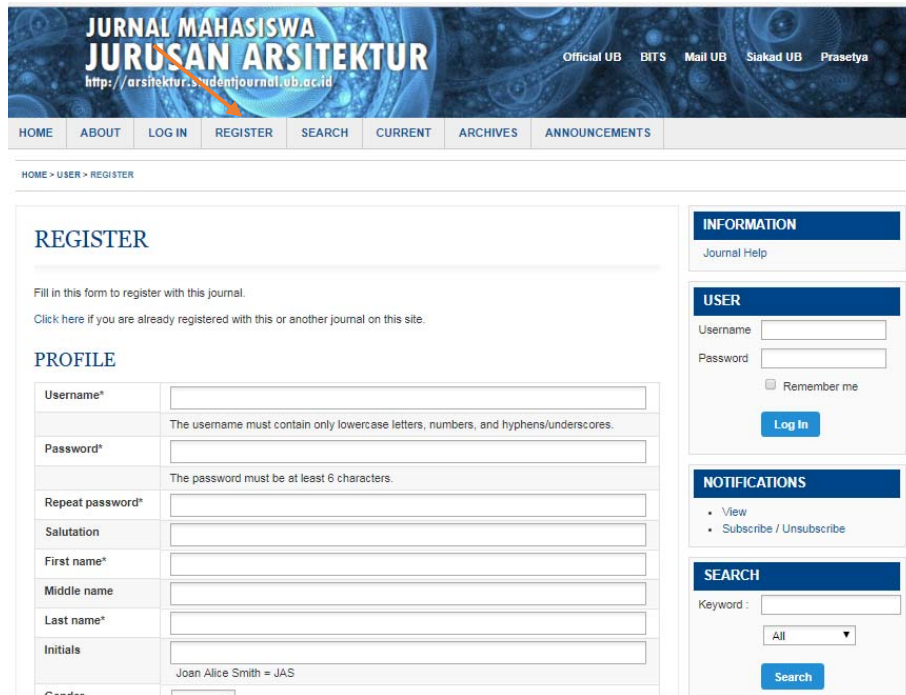


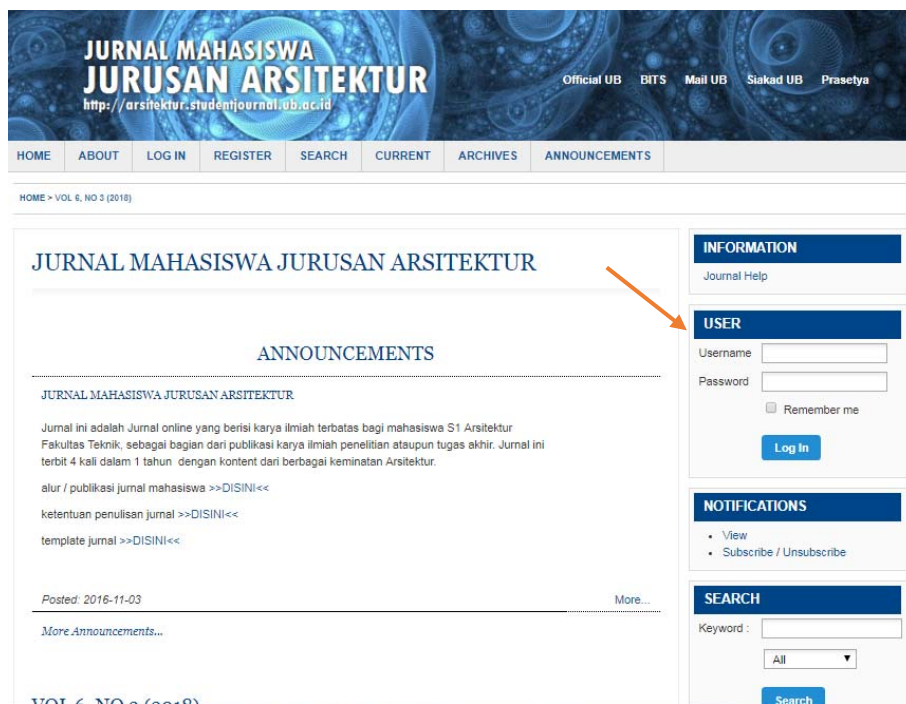
TUTORIAL UPLOAD JURNAL MAHASISWA (AUTHOR)

1. Buka website <http://arsitektur.studentjournal.ub.ac.id>
2. Klik menu **REGISTER** dan isi kolom **PROFILE** , jika sudah benar klik **REGISTER**



The screenshot shows the 'REGISTER' page of the 'JURNAL MAHASISWA JURUSAN ARSITEKTUR' website. The page has a blue header with the journal's name and logo, and a navigation menu with links: HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. Below the navigation, there is a breadcrumb trail: HOME > USER > REGISTER. The main content area is titled 'REGISTER' and contains a form for creating a user profile. The form includes fields for Username, Password, Repeat password, Salutation, First name, Middle name, Last name, and Initials. A sample profile is shown: 'Joan Alice Smith = JAS'. To the right of the form, there are three sidebars: 'INFORMATION' with a 'Journal Help' link, 'USER' with fields for Username and Password, a 'Remember me' checkbox, and a 'Log In' button, and 'NOTIFICATIONS' with links for 'View' and 'Subscribe / Unsubscribe'. At the bottom right, there is a 'SEARCH' sidebar with a 'Keyword' input field, a dropdown menu set to 'All', and a 'Search' button.

3. LOGIN



The screenshot shows the 'ANNOUNCEMENTS' page of the 'JURNAL MAHASISWA JURUSAN ARSITEKTUR' website. The page has a blue header with the journal's name and logo, and a navigation menu with links: HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. Below the navigation, there is a breadcrumb trail: HOME > VOL 6, NO 3 (2018). The main content area is titled 'ANNOUNCEMENTS' and contains a section for 'JURNAL MAHASISWA JURUSAN ARSITEKTUR'. The text in this section describes the journal as an online platform for student research and includes information about its frequency and content. An orange arrow points from the 'ANNOUNCEMENTS' title to the 'USER' sidebar. To the right of the main content, there are three sidebars: 'INFORMATION' with a 'Journal Help' link, 'USER' with fields for Username and Password, a 'Remember me' checkbox, and a 'Log In' button, and 'NOTIFICATIONS' with links for 'View' and 'Subscribe / Unsubscribe'. At the bottom right, there is a 'SEARCH' sidebar with a 'Keyword' input field, a dropdown menu set to 'All', and a 'Search' button.

4. KLIK NEW SUBMISSION

JURNAL MAHASISWA JURUSAN ARSITEKTUR
http://arsitektur.studentjournal.uib.ac.id

Official UB BITS Mail UB Siakad UB Prasetya

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

HOME > USER HOME

USER HOME

JURNAL MAHASISWA JURUSAN ARSITEKTUR

» Journal Manager					[Setup]
» Editor	0 Unassigned	1 In Review	3 In Editing		[Create Issue] [Notify Users]
» Author			2 Active		[New Submission]

MY ACCOUNT

- » Edit My Profile
- » Change My Password
- » Log Out

INFORMATION

Journal Help

USER

You are logged in as...
indafifa

- My Profile
- Log Out

NOTIFICATIONS

- View (113 new)
- Manage

SEARCH

Keyword :

All

5. STEP 1. STARTING THE SUBMISSION

Beri tanda centang (v) pada semua pilihan submission checklist

Klik **SAVE AND CONTINUE**



HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

HOME > USER > AUTHOR > SUBMISSIONS > NEW SUBMISSION

STEP 1. STARTING THE SUBMISSION

- 1.1. START
- 2.2. UPLOAD SUBMISSION
- 3.3. ENTER METADATA
- 4.4. UPLOAD SUPPLEMENTARY FILES
- 5.5. CONFIRMATION

Encountering difficulties? Contact Indah Nurul Afifah for assistance (+62 341 567486).

SUBMISSION CHECKLIST

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).

<input checked="" type="checkbox"/>	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).
<input checked="" type="checkbox"/>	The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
<input checked="" type="checkbox"/>	Where available, URLs for the references have been provided.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
<input checked="" type="checkbox"/>	If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

JOURNAL'S PRIVACY STATEMENT

INFORMATION

Journal Help

USER

You are logged in as...
indafifa

- My Profile
- Log Out

NOTIFICATIONS

- View (113 new)
- Manage

SEARCH

Keyword :

All

BROWSE

- By Issue
- By Author
- By Title

6. STEP 2. UPLOADING THE SUBMISSION

KLIK CHOOSE FILE → UPLOAD

LALU KLIK SAVE AND CONTINUE

HOME > USER > AUTHOR > SUBMISSIONS > NEW SUBMISSION

STEP 2. UPLOADING THE SUBMISSION

1. START
2. **UPLOAD SUBMISSION**
3. ENTER METADATA
4. UPLOAD SUPPLEMENTARY FILES
5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Indah Nurul Affah for assistance (+62 341 567486).

SUBMISSION FILE

No submission file uploaded.

Upload submission file

Choose File No file chosen

Upload

Save and continue Cancel

INFORMATION

Journal Help

USER

You are logged in as...
indaffa

- My Profile
- Log Out

NOTIFICATIONS

- View (113 new)
- Manage

SEARCH

Keyword :

All

Search

BROWSE

- By Issue
- By Author
- By Title

INFORMATION

- For Readers
- For Authors
- For Librarians

7. STEP 3. ENTERING THE SUBMISSION'S METADATA

ISI DATA PENULIS 1 DAN 2 (MAHASISWA DAN DOSEN) LALU MUNCUL TAMPILAN BERIKUT, TAMBAHKAN PENULIS DENGAN KLIK **ADD AUTHOR**

STEP 3. ENTERING THE SUBMISSION'S METADATA

- 1.1. START
- 2.2. UPLOAD SUBMISSION
- 3.3. **ENTER METADATA**
- 4.4. UPLOAD SUPPLEMENTARY FILES
- 5.5. CONFIRMATION

AUTHORS

First name*	Indah
Middle name	
Last name*	Affah
Email*	indaffa@ub.ac.id
URL	
Affiliation	Jurusan Arsitektur, Fakultas Teknik, Universitas Brawijaya Malang <small>(Your institution, e.g. "Simon Fraser University")</small>
Country	Indonesia
Bio statement (E.g., department and rank)	

Add Author

INFORMATION

Journal Help

USER

You are logged in as...
indaffa

- My Profile
- Log Out

NOTIFICATIONS

- View (113 new)
- Manage

SEARCH

Keyword :

All

Search

BROWSE

- By Issue
- By Author
- By Title

INFORMATION

- For Readers
- For Authors
- For Librarians

8. LALU SCROLL KEBAWAH, ISI KOLOM **TITLE AND ABSTRACT**, LALU **SAVE AND CONTINUE**

TITLE AND ABSTRACT

Title*	DSFDSF
Abstract*	FFFF

INDEXING

Language:
English=en, French=fr, Spanish=es. Additional codes.

SUPPORTING AGENCIES

Identify agencies that provided funding or support for the work presented in this submission.

Agencies:

* Denotes required field

9. **STEP 4. UPLOADING SUPPLEMENTARY FILES**

KLIK SAVE AND CONTINUE

JURNAL MAHASISWA JURUSAN ARSITEKTUR
http://arsitektur.studentjournal.ub.ac.id

Official UB BITS Mail UB Siakad UB Prasetya

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

HOME > USER > AUTHOR > SUBMISSIONS > NEW SUBMISSION

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 chosen

INFORMATION
Journal Help

USER
You are logged in as...
indafifa
• My Profile
• Log Out

NOTIFICATIONS
• View (113 new)
• Manage

SEARCH
Keyword:
All

10. STEP 5. CONFIRMING THE SUBMISSION

KLIK FINISH SUBMISSION

JURNAL MAHASISWA JURUSAN ARSITEKTUR
http://arsitektur.studentjournal.ub.ac.id

Official UB BITS Mail UB Siakad UB Prasetya

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

HOME > USER > AUTHOR > SUBMISSIONS > NEW 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 Jurnal Mahasiswa Jurusan Arsitektur 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 into the journal web site. Thank you for your interest in publishing with Jurnal Mahasiswa Jurusan Arsitektur.

FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1510	MAHARANI.PDF	Submission File	1MB	05-28

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

INFORMATION
Journal Help

USER
You are logged in as...
indafifa
• My Profile
• Log Out

NOTIFICATIONS
• View (113 new)
• Manage

SEARCH
Keyword :
All

BROWSE

11. LALU AKAN MUNCUL TAMPILAN SEPERTI INI

JURNAL MAHASISWA JURUSAN ARSITEKTUR
http://arsitektur.studentjournal.ub.ac.id

Official UB BITS Mail UB Siakad UB Prasetya

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

HOME > USER > AUTHOR > SUBMISSIONS > ACTIVE SUBMISSIONS

ACTIVE SUBMISSIONS

Submission complete. Thank you for your interest in publishing with Jurnal Mahasiswa Jurusan Arsitektur.

If this submission is in a format that is ready to be published without further review, editing, or layout work, it can be placed directly in the last stage of the Editing queue by [CLICKING HERE](#). (Note: Only journal editors have this option for their submissions.)
» Active Submissions

INFORMATION
Journal Help

USER
You are logged in as...
indafifa
• My Profile
• Log Out

NOTIFICATIONS
• View (113 new)
• Manage

SEARCH
Keyword :
All

BROWSE

== SELESAI ==