

# TUTORIAL SUBMIT ARTIKEL DI JURNAL STIT PALAPA NUSANTARA

## 1. Kunjungi salah satu jurnal yang tersedia, kemudian pilih Login

The screenshot shows the login page of the FONDATIA journal. The browser address bar displays <https://ejournal.stitpn.ac.id/index.php/fondatia/login>. The page features a blue header with navigation links: Home, Current, Archives, Additional Menu, About, and Index. A search bar is located in the top right. The journal's name, FONDATIA, and its ISSN numbers (p-ISSN: 2656-5390, e-ISSN: 2579-6194) are prominently displayed. Below the header, there is a login form with fields for Username (containing 'halima') and Password (masked with dots). A 'Forgot your password?' link and a 'Keep me logged in' checkbox are also present. The 'Login' button is highlighted in blue. To the right of the login form, there is a section titled 'All Issue Jurnal Fondatia' listing recent volumes: Vol 2 No 2 (2018), Vol 2 No 1 (2018), Vol 1 No 2 (2017), and Vol 1 No 1 (2017). Below this list is a WhatsApp contact button. Further down, there is a section for 'FONDATIA: Jurnal Pendidikan Dasar' with a 'Tim Penyunting' button and the p-ISSN number 2656-5390.

## 2. Pilih menu **About** kemudian pilih **Submissions**

The screenshot shows the 'Submissions' page of the FONDATIA journal. The browser address bar displays <https://ejournal.stitpn.ac.id/index.php/fondatia/about/submissions>. The page features a blue header with navigation links: Home, Current, Archives, Additional Menu, About, and Index. The 'About' menu is expanded, showing options: About the Journal, Submissions (highlighted), Editorial Team, Editorial Address, and Contact. The journal's name, FONDATIA, and its ISSN numbers (p-ISSN: 2656-5390, e-ISSN: 2579-6194) are prominently displayed. Below the header, there is a section titled 'Submissions' with a blue button that says 'Make a new submission or view your pending submissions.' Below this, there is a section titled 'Submission Preparation Checklist' with a paragraph explaining the submission process: 'As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.' Below the paragraph, there is a checkbox that is checked, with the text: '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)'. To the right of the checklist, there is a section titled 'All Issue Jurnal Fondatia' listing recent volumes: Vol 2 No 2 (2018), Vol 2 No 1 (2018), Vol 1 No 2 (2017), and Vol 1 No 1 (2017). Below this list is a WhatsApp contact button. Further down, there is a section for 'FONDATIA: Jurnal Pendidikan Dasar' with a 'Tim Penyunting' button and the p-ISSN number 2656-5390.

### 3. Klik **Make a new submissions**

The screenshot shows the FONDATIA journal website. The header is blue with the journal's name and ISSN numbers. The main content area is white with a blue navigation bar. The 'Submissions' section is highlighted, and a button labeled 'Make a new submission or view your pending submissions.' is visible. A 'Submission Preparation Checklist' section follows, with a checkbox for '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)'. On the right, there is a sidebar with 'All Issue Jurnal FONDATIA' and a 'WhatsApp' button.

Home / Submissions

## Submissions

[Make a new submission](#) or view your pending submissions.

### Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

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).

<https://ejournal.stitpn.ac.id/index.php/fondatia/submission/wizard>

**All Issue Jurnal FONDATIA**

**Jurnal FONDATIA**

Vol 2 No 2 (2018) **NEW**

Vol 2 No 1 (2018)

Vol 1 No 2 (2017)

Vol 1 No 1 (2017)

**WhatsApp**

**FONDATIA: Jurnal Pendidikan Dasar**

Tim Penyunting

pISSN : 2656-5390

### 4. Centang semua pernyataan yang ada, kemudian pilih **Save and Continue**

The screenshot shows the 'Submit an Article' wizard page. The page is divided into five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The 'Submission Requirements' section is active, with several checkboxes for compliance. Below this is a 'Comments for the Editor' text area. The 'Corresponding Contact' section has two checkboxes for contact preferences. At the bottom, there are 'Save and continue' and 'Cancel' buttons.

**Submit an Article**

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

#### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- 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).
- 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 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.

#### Comments for the Editor

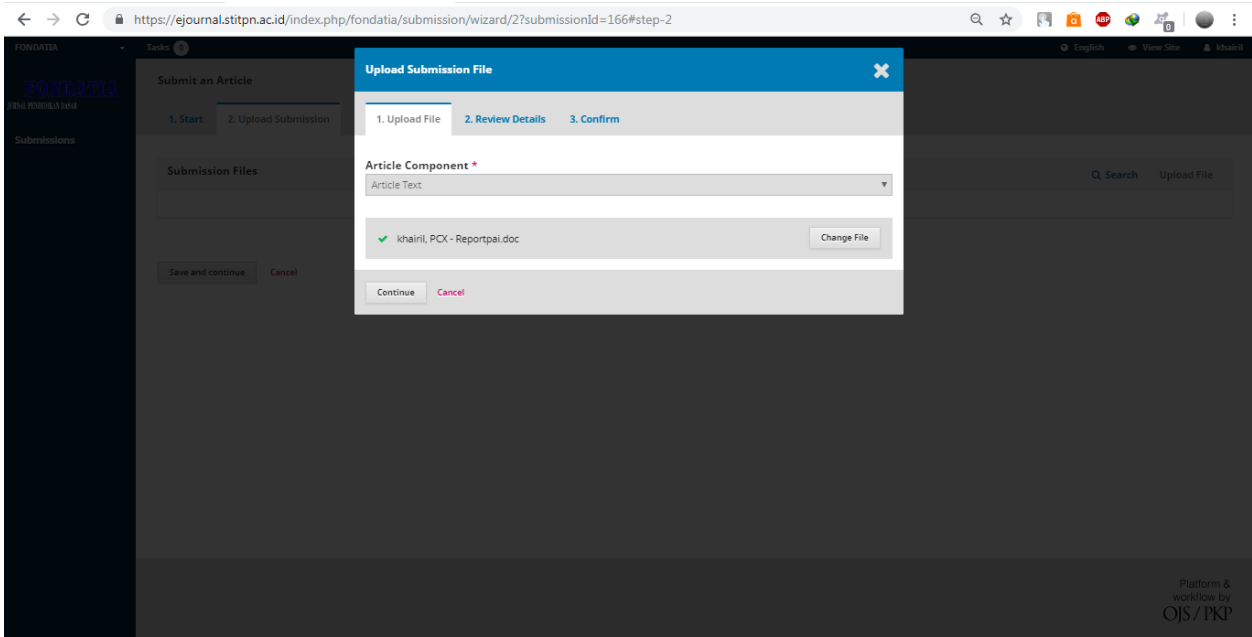
Powered by TRYGATE

#### Corresponding Contact

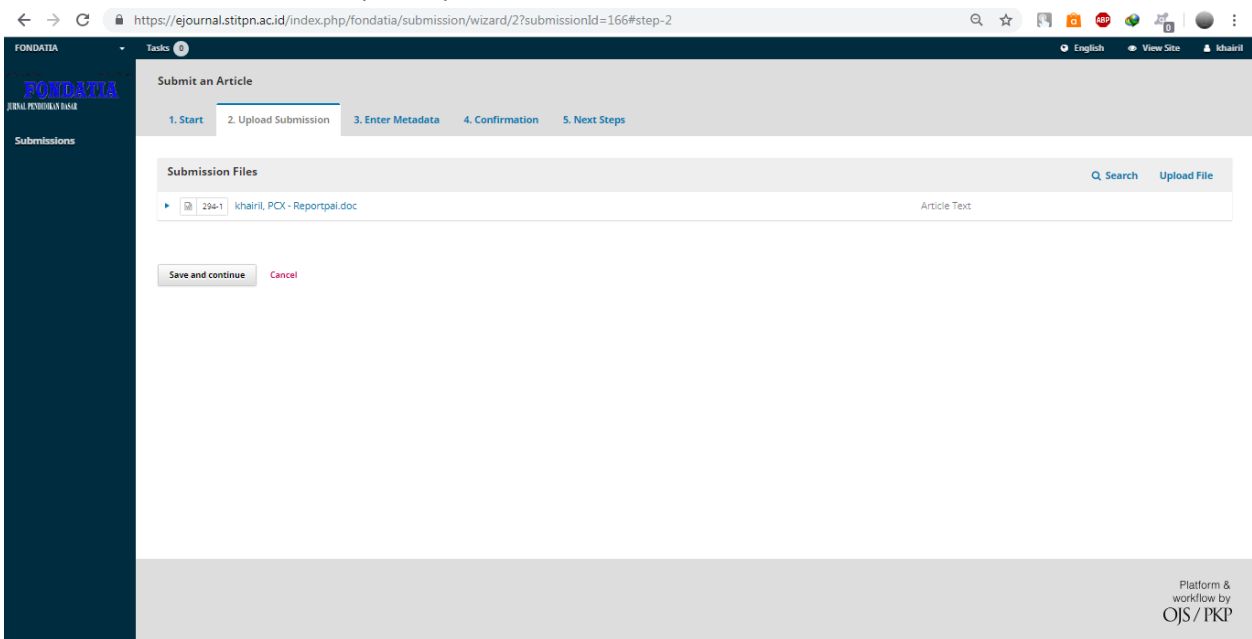
- Yes, I would like to be contacted about this submission.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

**Save and continue** **Cancel**

5. Silahkan **upload file** artikel. Kemudian klik **Continue**, **Continue** lagi dan pilih **Complete**



6. Setelah file sukses diupload, pilih **save and continue**



## 7. Isikan **Metadata** artikel seperti judul, abstrak, keyword dan referensi

The screenshot shows the 'Enter Metadata' step of a submission wizard. The browser address bar displays the URL: <https://ejournal.stitpn.ac.id/index.php/fondatia/submission/wizard/2?submissionId=166#step-2>. The page has a dark blue sidebar on the left with the 'FONDATIA' logo and 'Submissions' text. The main content area is titled 'Tasks' and shows a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (active), 4. Confirmation, and 5. Next Steps. Below the progress bar, there are several form sections: 'Prefix' and 'Title \*' (with 'Judul' entered), 'Subtitle' (with a note: 'The optional subtitle will appear after a colon (:), following the main title.'), 'Abstract \*' (with a rich text editor containing 'isi abstrak'), 'List of Contributors' (a table with one entry: 'khaari khaari', 'khaari@stipn.ac.id', 'Author'), 'Submission Metadata' (with a note: 'These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.'), 'Additional Refinements' (with a 'Keywords' field containing 'keyword'), and 'References' (with a 'putra' field). At the bottom, there are 'Save and continue' and 'Cancel' buttons.

Name	E-mail	Role	Primary Contact	By Browser Links
khaari khaari	khaari@stipn.ac.id	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 8. Selanjutnya pilih **Finish Submission**, kemudian klik **OK**

The screenshot shows the 'Confirmation' step of the submission wizard. The browser address bar displays the URL: <https://ejournal.stitpn.ac.id/index.php/fondatia/submission/wizard/2?submissionId=166#step-2>. The page has a dark blue sidebar on the left with the 'FONDATIA' logo and 'Submissions' text. The main content area is titled 'Tasks' and shows a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (active), and 5. Next Steps. Below the progress bar, there is a message: '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"'. At the bottom, there are 'Finish Submission' and 'Cancel' buttons. In the bottom right corner, there is a logo for 'Platform & workflow by OJS / PKP'.

## 9. Selesai, tinggal tunggu balasan editor atau reviewer mengenai status artikel anda

The screenshot shows a web browser window with the URL <https://ejournal.stitpn.ac.id/index.php/fondatia/submission/wizard/2?submissionId=166#>. The page is titled "Submit an Article" and features a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The current step is "5. Next Steps".

**Submission complete**

Thank you for your interest in publishing with FONDATIA.

**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:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Platform & workflow by OJS / PKP