

PHARMACEUTICAL JOURNAL OF INDONESIA

AUTHOR GUIDE

OPEN JOURNAL SYSTEMS (OJS)

Address:

Department of pharmacy

Faculty of Medicine, Brawijaya University

Jl. Veteran Malang 65145

Phone (0341) 569117 ext 156, 173; Fax (0641)564755

Website: <http://www.pji.ub.ac.id>, Email: pji@ub.ac.id

2018

DEPARTMENT OF PHARMACY

BRAWIJAYA UNIVERSITY

ATTESTATION SHEET

Title : Author Guide of Open Journal System (OJS) of the Pharmaceutical
Journal of Indonesia

Drafting Team : 1. Rudy Salam, M.Biomed., Apt
2. Ratna Kurnia Illahi, M.Pharm, Apt
3. Uswatun Khasanah, M.Farm., Apt
4. Atmari, ST
5. Ramdhani Luqman Nugroho, S.AB
6. Kiki Mega Kristanti., A.Md

Malang, January 15, 2018

Chairperson of PJI

Drafting Chairperson

Alvan Febrian Shalas, M.Farm., Apt
NIK. 2011068502181001

Rudy Salam, M.Biomed, Apt
NIK. 2009128506121001

Knowing,
Head of Pharmaceutical Department
Faculty of Medicine Brawijaya University

Dra. Diana Lyrawati, MS., Ph.D., Apt
NIP 196811011993032004

GUIDE FOR AUTHORS

- To access online journals developed using OJS (Open Journal System) then the user must first be registered with the appropriate e-journal system with their respective roles.
- The role for article writer in e-journals is called AUTHOR.
- The following guide is an e-journal guide for AUTHOR.
- Before the article is uploaded, it's good if AUTHOR pays attention to the preparation of the article as follows:
 - a) Ensure the document layout is in accordance with the author guide predetermined by the journal manager
 - b) Uploaded documents should be in Ms Word format in the form of 1 column to facilitate the journal editorial team to carry out the editorial process (review, proof reading, editing, etc.)
 - c) Ensure the "property" of Ms. Word documents has been filled in correctly
 - d) For reference, add the URL or website address of the reference if any for the citation process
 - e) Uploaded file size does not exceed specified limits (2MB)
 - f) To keep the uploaded file size does not exceed the specified limit (2MB), there are several things you can do:
 - Resizing images using the image editor (e.g. Adobe Photoshop, Ms. Paint, etc.)
 - If resizing is done on Ms. Word then just the appearance changed but the file size is fixed.
 - If you want to copy from another document or website, use Notepad to ensure the style of the original document not copied

NB: If the article has been uploaded, please send the notification email to the Editor to email address: pji@ub.ac.id

A. REGISTRATION

Steps to register in the Pharmaceutical Journal of Indonesia (PJI) is:

1. Open the e-journal url address (pji.uib.ac.id)
2. On the main menu select "register"

The screenshot displays the homepage of the Pharmaceutical Journal of Indonesia. At the top, there is a navigation menu with the following items: Home, About, Login, Register, Search, Current, Archives, and Announcements. The 'Register' link is highlighted with a red box and a red arrow pointing to it. Below the navigation menu, the page features a header with the journal's name and logo, followed by a main content area. On the right side, there is a sidebar with several sections: 'Open Journal Systems', 'Journal Help', 'User' (containing fields for Username, Password, and a Remember me checkbox, along with a Login button), 'Notifications' (with View and Subscribe links), 'Journal Content' (with a search box, Search Scope dropdown, and Search button), and 'Information' (with links for Readers, Authors, and Librarians). The main content area includes a large green graphic with a white caduceus symbol and the text 'PHARMACEUTICAL JOURNAL OF INDONESIA'. Below this graphic, the address and contact information for the Department of Pharmacy at Brawijaya University are provided.

- On the "register" menu, fill in the form with the appropriate data

The screenshot shows the registration page for the Pharmaceutical Journal of Indonesia. The page has a blue header with the journal's logo and name. Below the header is a navigation menu with links for Home, About, Login, Register, Search, Contact, Archives, and Announcements. The main content area is titled "Register" and contains a form with the following fields and sections:

- Profile:** Username, Password, Repeat password, Institution (with a CAPTCHA image), Country, First Name, Middle Name, Last Name, Initials, Gender, Affiliation, Institution, Email, Confirm Email, ORCID iD, URL, Title, Fax, Working Address, Country, Department, and Confirmation checkboxes.
- Open Journal Systems:** Journal Help, User (Username, Password, Remember Me, Login), Notifications (View, Subscribe), Journal Content (Search, Search Scope, Search), and Information (First Username, First Author, First Username).

At the bottom of the form, there are "Register" and "Cancel" buttons, and a small note: "(*checkboxes required field)".

- For "username" and "password" it is recommended to fill in the username and the same password as the UB email for author from UB. Whereas for writers from outside UB can use other emails.

B. UPLOAD JOURNAL

1. Log in to the e-journal system, according to the user's role as AUTHOR



USER

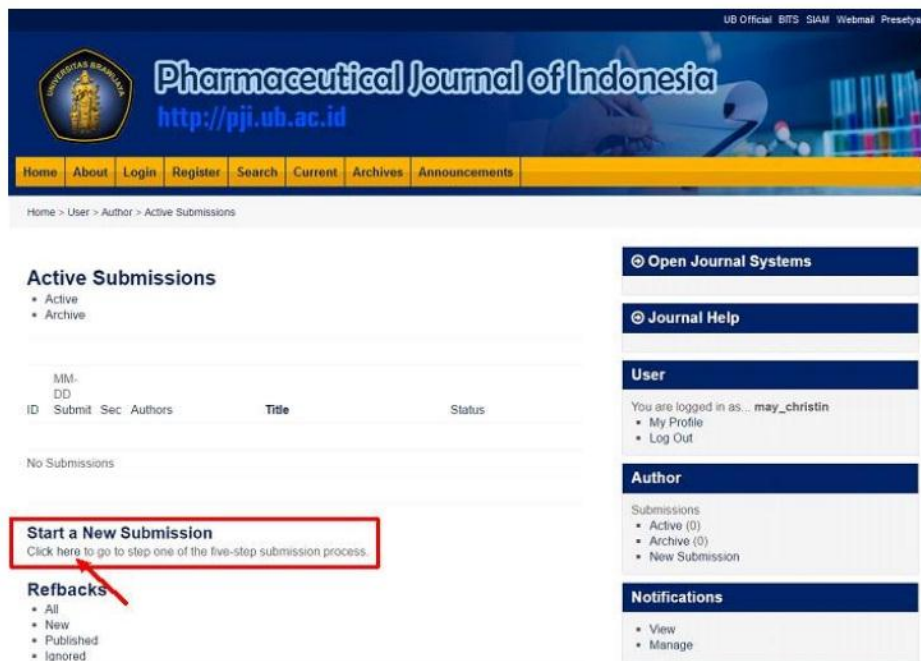
Username

Password

Remember me

Log In

2. If the log in process is successful, then the "ACTIVE SUBMISSIONS" page will appear
3. To enter a new article then in the section "START A NEW SUBMISSION" click on the "CLICK HERE" menu
4. Then follow the steps in submitting the article (there are 5 steps)



UB Official BITS SIAM Webmail Presetya

Pharmaceutical Journal of Indonesia
<http://pji.ub.ac.id>

Home About Login Register Search Current Archives Announcements

Home > User > Author > Active Submissions

Active Submissions

- Active
- Archive

ID	Submit	Sec	Authors	Title	Status
No Submissions					

Start a New Submission
Click here to go to step one of the five-step submission process.

Refbacs

- All
- New
- Published
- Ignored

Open Journal Systems

Journal Help

User

You are logged in as... may_christin

- My Profile
- Log Out

Author

Submissions

- Active (0)
- Archive (0)
- New Submission

Notifications

- View
- Manage

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

ARTICLE SUBMISSION - STEP 1

1. Put a check ✓ on all submission checklist options.
2. Save and continue

Pharmaceutical Journal of Indonesia
<http://pji.ub.ac.id>

Home About Login Register Search Current Archives Announcements

Home » Main » Author » Submissions » New Submission

Step 1. Starting the Submission

- 1. Start
- 2. Upload Submission
- 3. Enter Metadata
- 4. Upload Supplementary Files
- 5. Confirmation

Encountering difficulties? Contact Christin Remayanti N., ST, MT for assistance (0812350002).

Submission Checklist

Indicate that the submission is ready to be considered by this journal by checking off the following items to the editor can be added below.

- 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, RTF, or WordPerfect 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 of the appropriate points, rather than at the end.
- 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.

1

Copyright Notice

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post to an institutional repository or publish in a book), with an acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

* Demands required field

2

Open Journal Systems

Journal Help

User

You are logged in as... may_ohrtatn

- My Profile
- Log Out

Notifications

- View
- Manage

Journal Content

Search

Search Scope

Browse

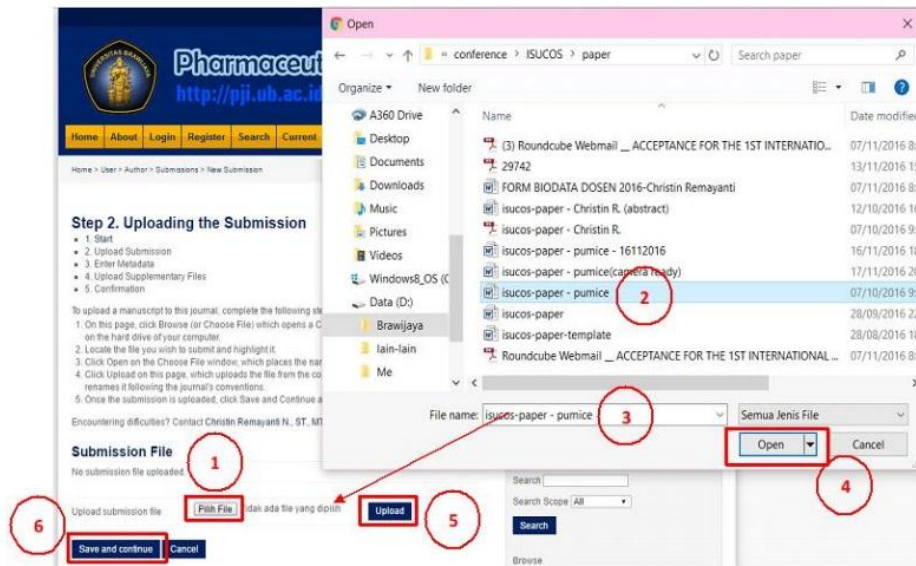
- By Issue
- By Author
- By Title

Information

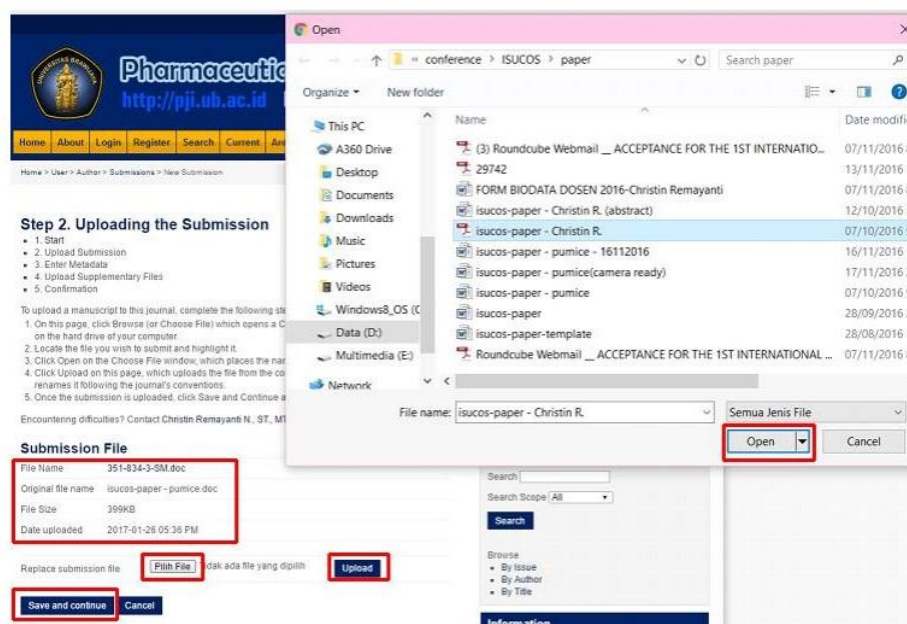
- For Readers
- For Authors
- For Librarians

ARTICLE SUBMISSION - STEP 2

1. Select the article file in folder
2. Upload the article that will be submitted
3. After uploading successfully, click save and continue



4. If the file is successfully uploaded and saved, the file name will appear in the **original filename**.
5. If the article file does not want to be replaced then click save and continue .
6. If the article file want to be replaced then in **replace submission file**, click **select file** and select new article file to upload.



ARTICLE SUBMISSION - STEP 3

1. Fill in the author metadata, if you want to enter the data of the second author and so on click add author
2. If you don't add the author, continue to fill in the article data

The screenshot shows the submission interface for the Pharmaceutical Journal of Indonesia. The page title is "Step 3: Entering the Submission's Metadata". The form is divided into several sections:

- Authors:** Fields for First Name, Middle Name, Last Name, Email, and ORCID iD. A note states: "ORCID iD can only be assigned by the ORCID registry. You must contact to their website for registering ORCID iD, and include the full URL (eg. http://orcid.org/0000-0001-0000-0000)". There is an "Add Author" button at the bottom.
- Title and Abstract:** Fields for Title and Abstract.
- Indexing:** A field for the Indexing code.
- Contributors and Supporting Agencies:** A field for Agencies.
- References:** A field for References.

Navigation buttons at the bottom include "Save and continue" and "Cancel".

3. If you want to add the second author data and then click add author
4. If you want to delete the second author data and then click delete author

Home > User > Author > Submissions > New Submission

Step 3. Entering the Submission's Metadata

- 1. Start
- 2. Upload Submission
- 3. Enter Metadata
- 4. Upload Supplementary Files
- 5. Confirmation

Authors

First Name *

Middle Name

Last Name *

Email *

ORCID ID

ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0007>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

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

Remember authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence

First Name *

Middle Name

Last Name *

Email *

ORCID ID

ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0007>).

URL

Affiliation

(Your institution, e.g. "Simon Fraser University")

Country

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

Remember authors to appear in the order they will be listed on publication.

Principal contact for editorial correspondence

Open Journal Systems

Journal Help

User

You are logged in as... may_christin

- My Profile
- Log Out

Notifications

- View
- Manage

Journal Content

Search

Search Scope

Browse

- By Issue
- By Author
- By Title

Information

- For Readers
- For Authors
- For Librarians

5. After completing the author data filling, then fill in the article data
6. After completing the data entry, click save and continue

The screenshot displays the submission interface for the Pharmaceutical Journal of Indonesia. The page is titled 'Step 3. Entering the Submission's Metadata' and includes a navigation menu at the top with links for Home, About, Login, Register, Search, Contact, Archives, and Announcements. The main content area is divided into several sections:

- Authors:** Fields for First Name, Middle Name, Last Name, Email, and a checkbox for 'Check for plagiarism'. A note indicates that the journal uses CrossRef for plagiarism checking.
- URL:** A field for the article's URL.
- Abstract:** A text area for the abstract, with a note that the maximum length is 2000 characters.
- Category:** A dropdown menu for selecting the submission category.
- File Upload:** A section for uploading files, with a note that the maximum file size is 10 MB.
- Journal Content:** A search bar and a dropdown menu for selecting the journal content.
- Submission:** A section for selecting the submission type, with options for 'Full Text', 'Full Text + Abstract', and 'Full Abstract'.
- Title and Abstract:** A section highlighted with a red box, containing a 'Title' field and a 'Abstract' text area with a rich text editor.
- Indexing:** A section for selecting the indexing service, with a dropdown menu and a note that the maximum number of indexing services is 10.
- Contributors and Supporting Agencies:** A section for identifying agencies, organizations, or individuals that made contributions to the content of the journal, with a note that the maximum number of agencies is 10.
- References:** A section for providing a list of references for the work cited in the submission, with a note that the maximum number of references is 10.

At the bottom of the form, there are two buttons: 'Save and continue' and 'Cancel'.

ARTICLE SUBMISSION - STEP 4

1. In this step, the author can upload supporting files from the article previously uploaded
2. The steps to upload the supporting file are the same as the steps to upload articles
3. Supporting files can be:
 - a. Research instrument
 - b. Data Set
 - c. Tables and figures that cannot be integrated with writing
4. Click "Save and Continue" to save the entry and continue to next step
5. The entry in this step is "Non Mandatory" so it is not required to be filled out

The screenshot shows the submission interface for the Pharmaceutical Journal of Indonesia. The header includes the journal logo, name, and URL (http://pji.ub.ac.id). A navigation menu contains links for Home, About, Login, Register, Search, Current, Archives, and Announcements. The breadcrumb trail is 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 Tidak ada file yang dipilih

Open Journal Systems

Journal Help

User

You are logged in as... may_christin

- My Profile
- Log Out

Notifications

- View
- Manage

Journal Content

Search

Search Scope: All

ARTICLE SUBMISSION - STEP 5

1. This section is used for the final confirmation of the entry in the previous steps
2. If the author has checked the entry in the previous steps then click "Finish Submission" to end the article submission step
3. Articles will automatically be saved in the e-journal application and ready for further processing in the editorial process

The screenshot shows the submission interface for the Pharmaceutical Journal of Indonesia. The header includes the journal logo, name, and URL (http://pji.uh.ac.id). A navigation menu contains links for Home, About, Login, Register, Search, Current, Archives, and Announcements. The breadcrumb trail is 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 Rekeyasa Sipit 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 in to the journal web site. Thank you for your interest in publishing with Rekeyasa Sipit.

ID	Original file name	Type	File Size	Date uploaded
835	isucos-paper - pumice.doc	Submission File	399KB	01-27

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

Open Journal Systems

Journal Help

User

You are logged in as: [_may_christin](#)

- [My Profile](#)
- [Log Out](#)

Notifications

- [View](#)
- [Manage](#)

Journal Content

Search

Search Scope | [All](#) ▼

[Search](#)

C. SUBMISSION STATUS

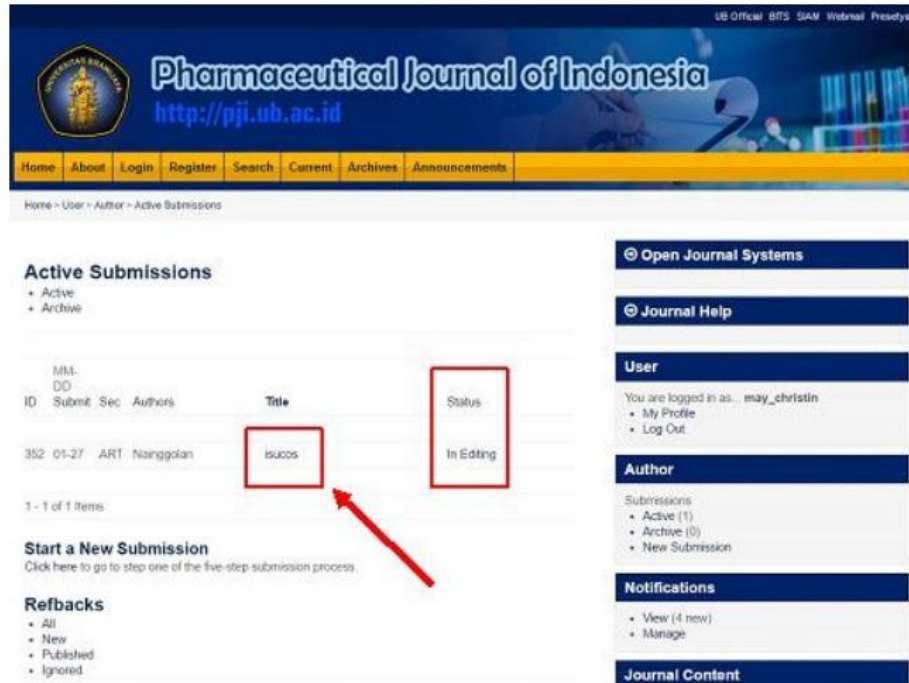
1. To find out the status of articles that have been submitted through the e-journal application, the author can log in to the e-journal application
2. Appear display "ACTIVE SUBMISSION" in the table there are 2 sub menus:
 - ✓ "ACTIVE" to find out the list of articles that have been uploaded and their status
 - ✓ "ARCHIVE" to know the list of articles that have been processed and the final status

The screenshot displays the 'Active Submissions' page of the Pharmaceutical Journal of Indonesia. The page includes a navigation menu at the top with links for Home, About, Login, Register, Search, Current, Archives, and Announcements. The main content area is divided into several sections:

- Active Submissions:** A table with columns for ID, Submit, Sec, Authors, Title, and Status. One submission is listed with ID 352, submitted on 01-27, by ART Nainggolan, titled 'isuco', and with a status of 'Awaiting assignment'.
- Start a New Submission:** A link to begin the submission process.
- Rebacks:** A section with a table for tracking rebacks, currently showing no entries.
- Author Actions:** Buttons for Publish, Ignore, Delete, and Select All.
- Right Sidebar:** Contains links for Open Journal Systems, Journal Help, User (logged in as may_christin), Author (Submissions: Active (1), Archive (0), New Submission), Notifications (View (1 new), Manage), and Journal Content (Search, Search Scope, Browse by Issue, Author, Title).

D. Submitting Revised Articles

1. If the reviewer has finished a review, the article status will change into editing



The screenshot shows the 'Active Submissions' page of the Pharmaceutical Journal of Indonesia. The page header includes the journal logo and name, along with the URL <http://pji.ub.ac.id>. The navigation menu includes Home, About, Login, Register, Search, Current, Archives, and Announcements. The breadcrumb trail is Home > User > Author > Active Submissions.

The 'Active Submissions' section shows a table with the following data:

ID	Submit	Sec	Authors	Title	Status
352	01-27	ART	Nanggolan	Isucos	In Editing

A red box highlights the 'Isucos' title, and another red box highlights the 'In Editing' status. A red arrow points to the 'Isucos' title. Below the table, there is a 'Start a New Submission' section and a 'Refbacks' section.

The right sidebar contains several sections: 'Open Journal Systems', 'Journal Help', 'User' (logged in as may_christin), 'Author' (Active (1), Archive (0), New Submission), 'Notifications' (View (4 new), Manage), and 'Journal Content'.

2. Click the article title, then 3 choices will appear: summary, review, editing



The screenshot shows the article summary page for the article 'Isucos'. The page header is the same as the previous screenshot. The breadcrumb trail is Home > User > Author > Submissions > #352 > Summary.

The 'Summary' section shows the following information:

#352 Summary

- Summary
- Reviews
- Editing

Submission

Authors: Christa Remyanti Nanggolan
Title: Isucos
Original file: 352-835-1-5M.doc: 2017-01-27
Supp. files: None [Add a Supplementary File](#)
Submitter: Christa Remyanti Nanggolan [ID](#)
Date submitted: January 27, 2017 - 11:38 AM
Section: Articles
Editor: Christa Nanggolan [ID](#)

Status

Status: In Editing
Initiated: 2017-01-30
Last modified: 2017-01-30

Submission Metadata

[Edit Metadata](#)

The right sidebar is the same as the previous screenshot.

- To see the review result, click "REVIEW"
- Click the conversation balloon icon in Notify editor, then will appear the editor / author correspondence

Editor/Author Correspondence

Editor Subject: [RS] Editor Decision DELETE

2017-01-30 04:53 PM

Christin Remayanti Nainggolan:
 We have reached a decision regarding your submission to Pharmaceutical Journal of Indonesia, "isucos"
 Our decision is tp :
 Christin Remayanti Nainggolan
 Universitas Brawijaya
 may_christin@ub.ac.id

Reviewer A:
 Tes
 aaaabbbbbbcccc

Editor in Chief
 Pharmaceutical Journal of Indonesia
 Jurusan Farmasi, Universitas Brawijaya
 Jl. Veteran
 Malang, Jawa Timur
 Indonesia 65145

Close

- Articles that have been revised can be uploaded again. The uploaded article will appear in the editor. Then provide information to the editor that the article revision has been sent by email (notify editor).

Submission

Authors: Christin Remayanti Nainggolan

Title: isucos

Section: Articles

Editor: Christin Nainggolan

Peer Review

Round 1

Review Version: 352-836-3-RV.doc 2017-01-30

Initiated: 2017-01-27

Last modified: 2017-01-30

Uploaded file: None

Editor Decision

Decision: Accept Submission 2017-01-30

Notify Editor: [icon] Editor/Autor Email Record [icon] 2017-01-30

Editor Version: 352-840-1-ED.doc 2017-01-30
 352-840-2-ED.doc 2017-01-30
 352-840-3-ED.doc 2017-01-30

Author Version: 352-842-1-ED.doc 2017-01-30 Delete

Upload Author Version: Pilih File Tidak ada file yang dipilih Upload

User

You are logged in as... may_christin

- My Profile
- Log Out

Author

Submissions

- Active (1)
- Archive (0)
- New Submission

Notifications

- View (4 new)
- Manage

Journal Content

Search

Search Scope: All

Search

Browse

- By Issue
- By Author
- By Title