TUTORIAL for AUTHORS

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1. Submit Manuscript

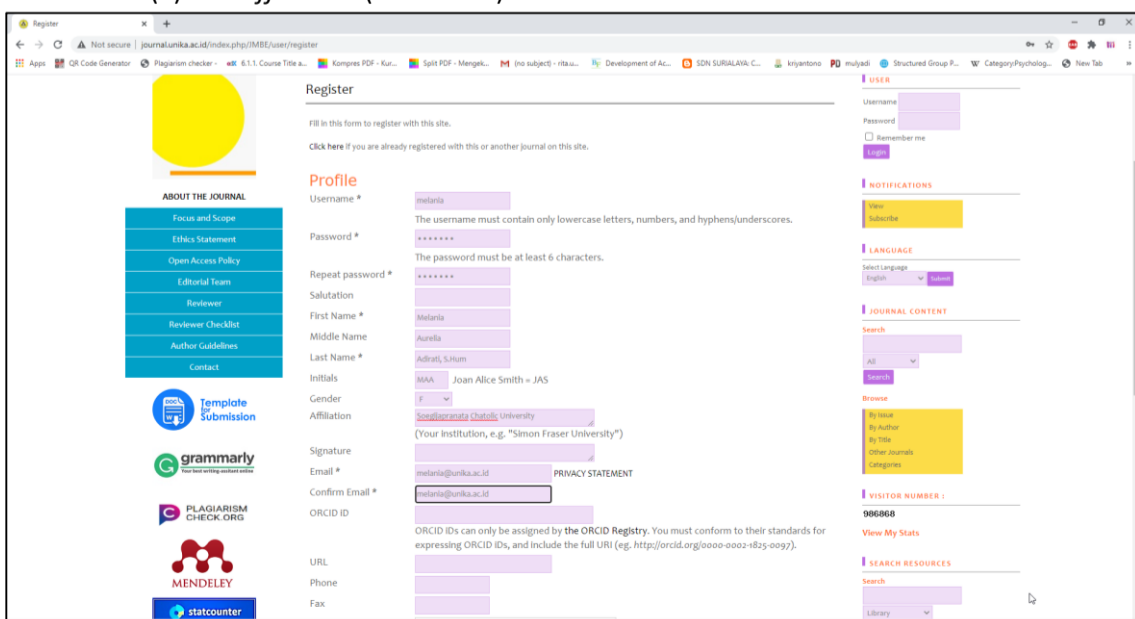   a.   Go to *journal.unika.ac.id* .
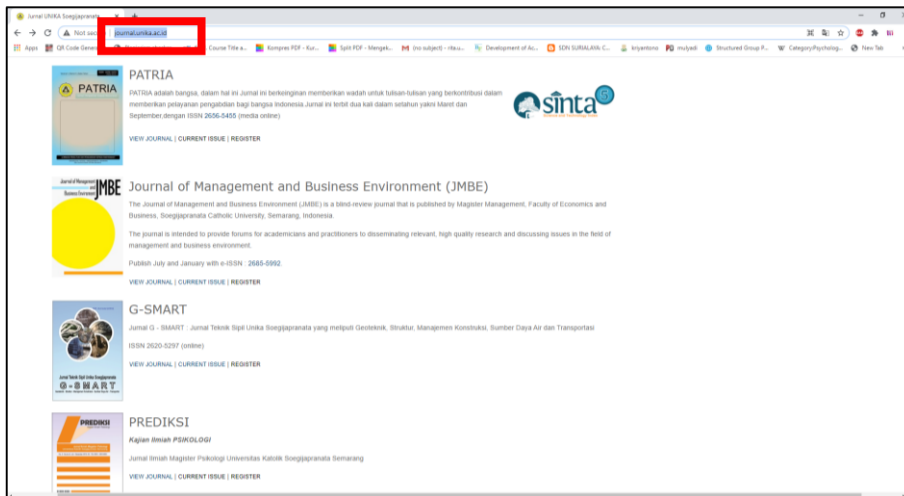
    b.   If you're a New User
- Click **Register**
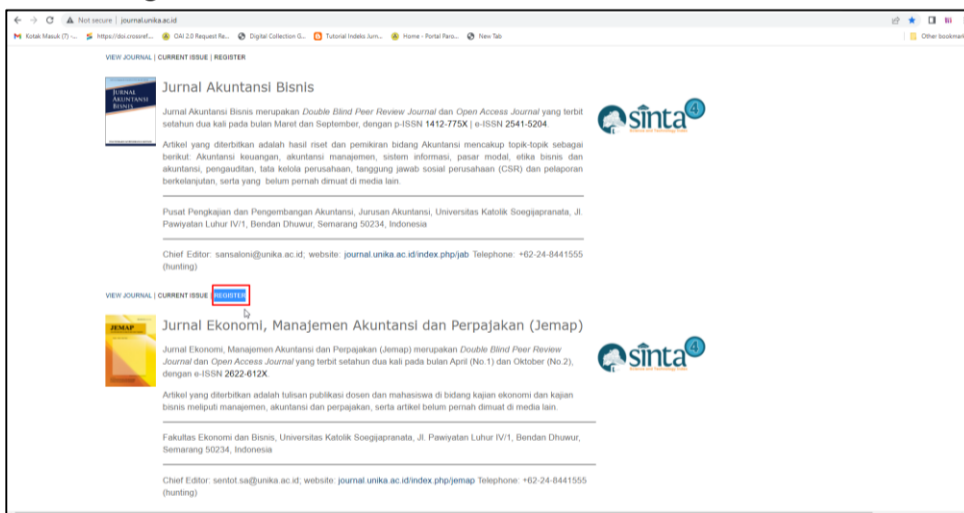
- Complete your account profile, making sure to fill in all required fields, as marked with an asterisk (*) and *Affiliation* (institution).

- Fill in the **Bio Statement** with URL from *Scopus Profile, Sinta Profile, Google Scholar Profile, and etc.*

- Make sure you click the necessary details at the bottom according to your proficiency before clicking **Register**.
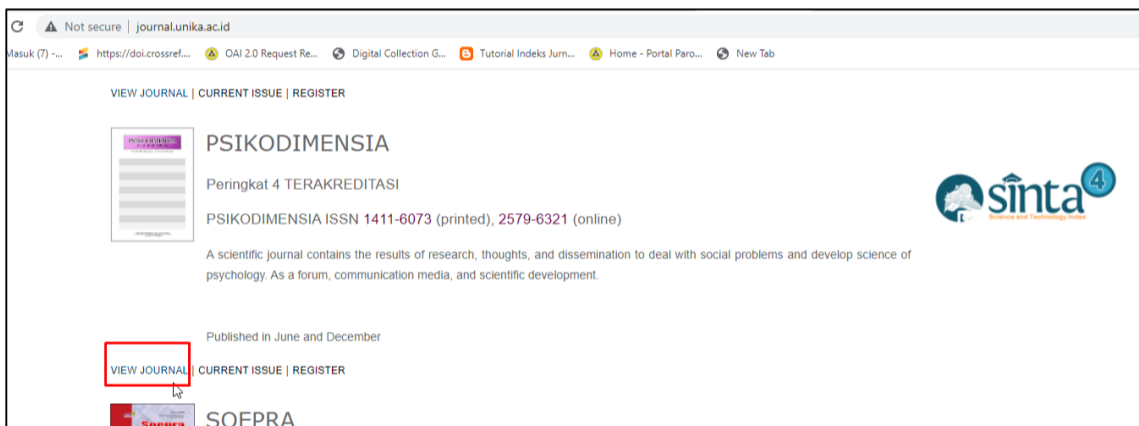

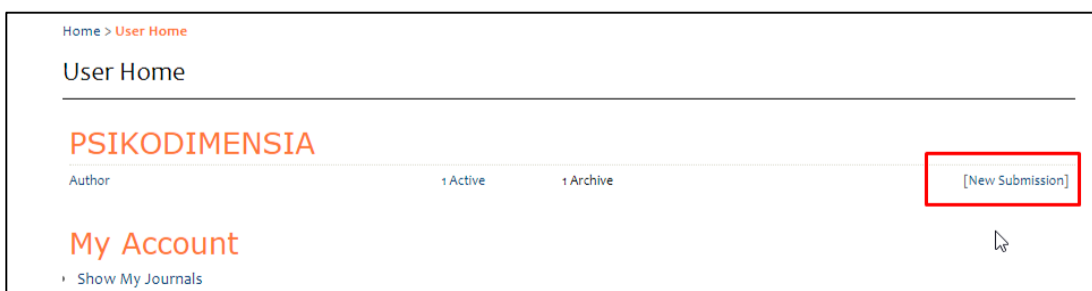c. If you already have a *User Account*.
   - Click **View Journal**.

   - And then Login with *Username* and *Password.*

- Click **New Submission** to start your manuscript submission.

- There will be 5 steps that the author must complete to submit manuscript.
  - ✓ **Step 1.** Starting the submission
    - − **Journal Section** : Select the appropriate section for this submission (type of manuscript)

    ## Journal Section

    Select the appropriate section for this submission (see Sections and Policies in About the Journal).

    Section *   Research ⌄
    　　　　　　　Please select a section...
    　　　　　　　Research
    　　　　　　　Articles

    - − **Submission Checklist** : Check the column which indicate that the submission is ready to be considered by this journal.

    ## 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).

    ☑ 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 1.5 lines; 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, 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** : (Optional) Fill in if you want comments to the editor.

    ## Comments for the Editor
    Enter text (optional)   Optional

    [editor toolbar: ✂ 🗐 🗎 | B I U �: 🗏 | ∞ ⊘ ❓ HTML ☐ 🖼]

    [Save and continue] [Cancel]

    * Denotes required field

    - − And then click **Save and continue**.
  - ✓ **Step 2.** Uploading the Submission
    - − **Submission File** : Upload the manuscript in *.doc* or *.docx* format by click *Choose File*, then choose the manuscipt file to be sent and click *Upload*. Make sure the manuscript is successfully uploaded (There will be a description of *File Name, Original file name, File Size, and Date uploaded*). Maximum *File Size* manuscript is 2MB.

    ## Submission File

File Name	3155-9406-3-SM.docx
Original file name	Artikel bandeng presto siap kirim.docx
File Size	156KB
Date uploaded	2021-02-19 10:08 AM
Replace submission file	[Choose File] No file chosen [Upload] ENSURING A BLIND REVIEW

    [Save and continue] [Cancel]

    - − And then click **Save and continue**.

✓ **Step 3.** Entering the Submission's Metadata

Fill in the completeness of the manuscript metadata for identification of indexation.

- **Authors** : Click *Add Author* if the author is more than 1 person, All contributing authors must be listed, without title.

Step 3. Entering the Submission's Metadata

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

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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/0000-0002-1825-0097*).

URL	
Affiliation	Soegijapranata Catholic University

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

Country	
Competing interests CI POLICY	
Bio Statement (E.g., department and rank)	

Add Author

- **Title and Abstract** : Fill in according to the manuscript.

Title and Abstract

Title *	Application of POAC on Community-Based Urban Groundwater Manage
Abstract *	The research is about social problems in Mecaki Katresnan ing Satengahe Perang Politik (*Living the Love during the Poltical War*), a novel in Javanese by Tulus Setiyadi. The purpose of this research is to describe social problems in the novel. The research was conducted using the qualitative method with holistic-descriptive analysis and the theory used was the sociological theory of literature. This theory does not focus on the literariness quality of this novel as a literary work but on its content in relation to problems that exist in Javanese contemporary society. The results

- **Indexing** : Fill in according to the manuscript.

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords	Javanese literature, social problems, politics, pov
Language	en

English=en; French=fr; Spanish=es. **Additional codes.**

- **References** : Fill in according to the manuscript (reference)

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

Ratna, N. K. (2008). Teori, Metode, dan Teknik Penelitian Sastra (Dari Strukturalisme Hingga Postrukturalisme, Perspektif Wacana Naratif). Yogyakarta: Pustaka Pelajar.
Ratna, N. K. (2011). Estetika Sastra dan Budaya. Yogyakarta: Pustaka Pelajar.
Setiyadi, T. (2019). Mecaki Katresnan ing Satengahe Perang Politik. Lamongan: CV. Pustaka Ilalang Group.
Sudadi. (2003a). Tangise Si Jabang Bayi. Panjebar Semangat No. 23, 7 Juni.
Sudadi. (2003b). IMF (International Mortgage Fund). Panjebar Semangat No.

Save and continue Cancel

* Denotes required field

4

- And then click **Save and continue**.
✓ **Step 4.** Uploading Supplementary Files
  Upload the suplementary files with .pdf format.
  - **Supplementary File Metadata** : Just fill in the title.

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *	Masalah Sosial Dalam Mecaki Katresnan Ing Satengahe Perang Politik K.
Creator (or owner) of file	
Keywords	
Type	Research Instrument ✔
	Specify other
Brief description	
Publisher	
	Use only with formally published materials.
Contributor or sponsoring agency	
Date	2021-02-19 YYYY-MM-DD
	Date when data was collected or instrument created.
Source	
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Language	en
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- **Suplementary File :** upload the manuscript files with .pdf format. And then click **Save and continue**.

Supplementary File
No file uploaded.

Upload	Choose File 13057_Prosi...Arsitektur.pdf Use Save to upload file.

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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
428	Masalah Sosial Dalam Mecaki Katresnan Ing Satengahe Perang Politik Karya Tulus Setiyadi		02-19	EDIT | DELETE

Upload supplementary file   Choose File No file chosen   Upload ENSURING A BLIND REVIEW

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✓ **Step 5.** Confirming the Submission
  To submit your manuscript to the Journal of Management and Business Environment (JMBE), click **Finish Submission**.

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**Step 5.** Confirming the Submission

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To submit your manuscript to Journal of Management and Business Environment (JMBE) 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 Journal of Management and Business Environment (JMBE).

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
9406	844-4017-1-PB.pdf	Submission File	1MB	02-19

Finish Submission   Cancel

✓ If a notification appears as below, then the manuscript has been sent to the editor.
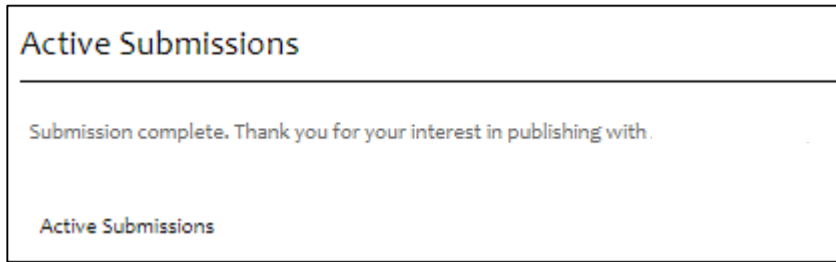
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a. Click **User Home**

b. Click **x Active** (x= the amount according to the manuscript sent)

c. Manuscript Status

- **Before published**
  - **Incomplete** : Submission of the manuscript is not finished because there are steps that you have not completed. The manuscript is not sent to the editor by the system. You can cancel the submission.

  - **Awaiting Assignment** : Submission of the manuscript is finished. You can not cancel the submission by the system. Please wait for the editor's decision of the manuscript.

- **In Review** : The submission has been accepted, and then the next process is the manuscript reviewed by the reviewer. You will receive notification from the editor as soon as there is a decision from reviewer.

- **In Editing** : The review process has completed and the manuscript has been accepted for published. The next process are *copyediting, layout editing* dan *proofreading*.

- After Published
  a. Click **User Home**

  b. Click **x Archive** (x= the amount according to the published manuscript)

  c. Published status by Volume and Number.

3. Upload Revisions
   a. Click **User Home**
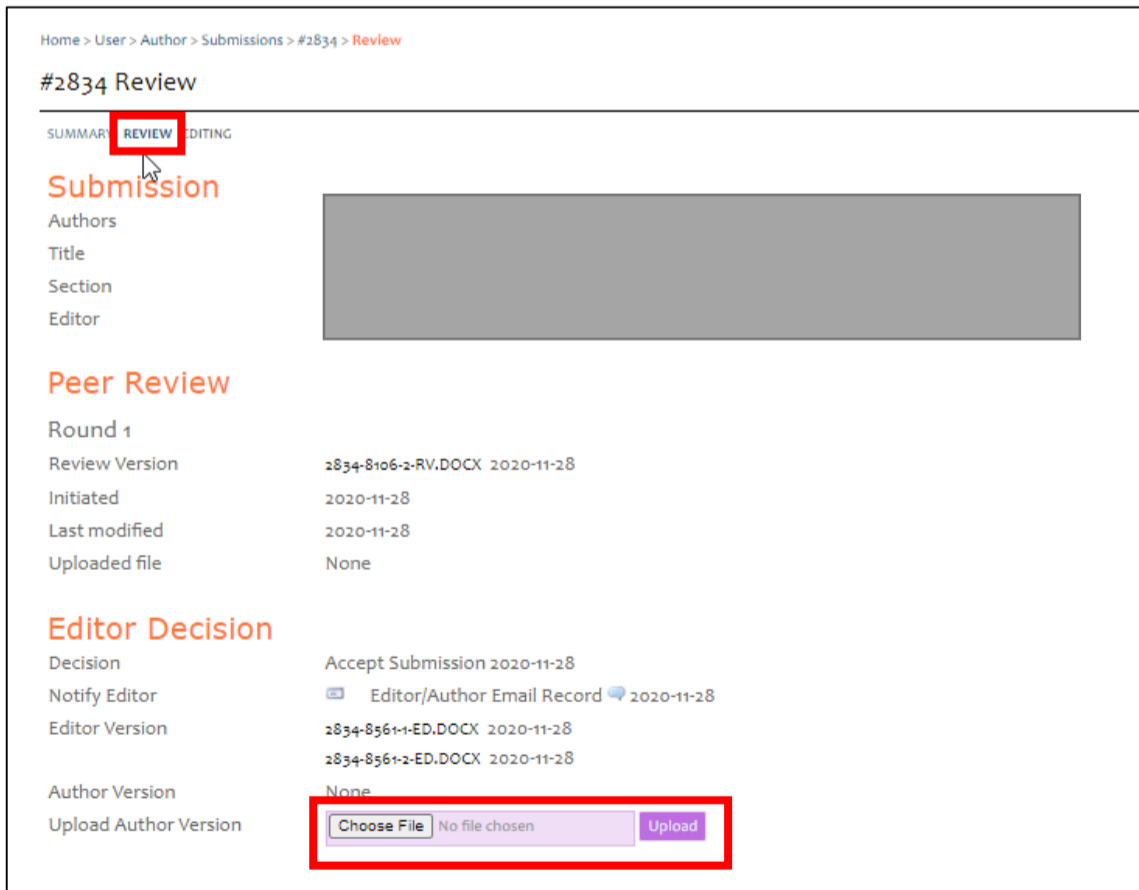

   b. Click **x Active** (x= the amount according to the manuscript sent)

   c. Click on the title

   d. Click submenu **Review**. For upload file (*Upload Author Version)*, you can click *choose file*, select files to send, and then click *Upload*.

e. Don't forget to send an email to the editors that you have sent the revised results by clicking **the letter icon**.

Editor Decision

Decision	Accept Submission 2020-11-28
Notify Editor	▭ Editor/Author Email Record 💬 2020-11-28
Editor Version	2834-8561-1-ED.DOCX 2020-11-28

Type a message for the editor, and then click **Send.**

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Body	Yth Editor
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