

## **Panduan Pengiriman Naskah Jurnal Ilmiah Pesantren (JIP)**

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### **Pendahuluan**

Jurnal Ilmiah adalah kumpulan ide dan tulisan tentang disiplin ilmu tertentu yang dituangkan dalam bentuk dokumen baik yang ditulis secara cetak maupun elektronik. Jurnal Ilmiah bagi seorang penulis memiliki bobot keilmuan yang dipertanggung jawabkan secara akademik dengan objek penelitian dari berbagai disiplin ilmu.

Seperti yang kita ketahui Jurnal Ilmiah bisa dimuat dalam bentuk baik cetak maupun elektronik (online). Jurnal Ilmiah Pesantren (JIP) adalah media keilmuan yang diterbitkan oleh Yayasan MPI saat ini sudah tersedia versi cetak. Seiring dengan perkembangan Teknologi dan Informasi yang demikian pesat, Jurnal Ilmiah Pesantren turut merespon dan mengantisipasinya dengan menghadirkan jurnal berbasis online. Dengan kehadiran JIP secara online diharapkan dokumen atau naskah ilmiah dari penulis (author) dapat diakses di dunia maya dimana dan kapanpun berada.

Sehubungan dengan hal tersebut keberadaan jurnal online yang di kelola oleh tim redaksi, diharapkan para penulis (author) dapat memaksimalkan penggunaan, pengiriman naskah ilmiahnya melalui mekasnime yang ada di jurnal online tersebut, diharapkan kedepanya pola pengiriman naskah jurnal tidak dilakukan secara manual via email dan lain sebagainya.

Untuk memudahkan penulis (author) dalam mengirimkan naskah jurnal secara online, kami memberikan panduan dalam pengiriman dokumen ke JIP online.

Berikut ini langkah-langkah pengiriman jurnal secara online :

## PENDAFTARAN USER

### 1. Klik Register di halaman Website



Home / Register

 Create or Connect your ORCID ID

#### Profile

First Name \*

Middle Name

Last Name \*

Affiliation \*

Country \*



### 2. Isilah data berikut ini dengan benar



Home / Register

 Create or Connect your ORCID ID

#### Profile

First Name \*

Middle Name

Last Name \*

Affiliation \*

Country \*



3. Pastikan Centang --- > Yes, request the Reviewer role. Dan isikan Minat Bidang Penelitian

Username \*


Password \*

Repeat password \*

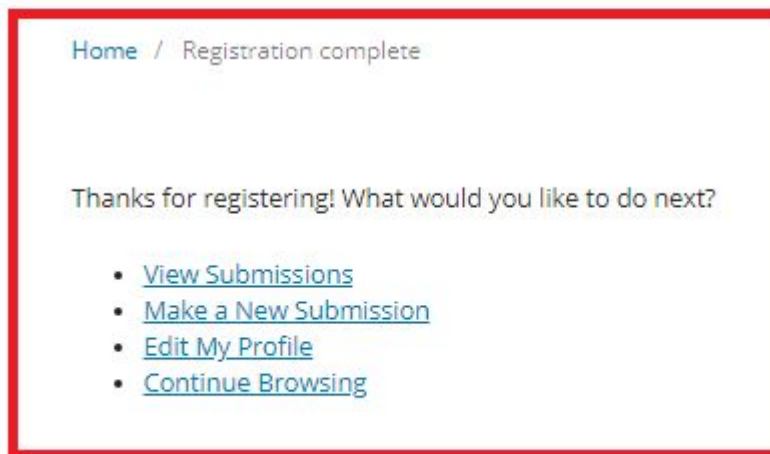
Would you be willing to review submissions to this journal?

Yes, request the Reviewer role.

[Register](#) [Login](#)



4. Selanjutnya Klik **REGISTER**
5. Setelah selai Register muncul halaman SUKSES seperti berikut ini



## MULAI PENGIRIMAN NASKAH

6. Klik **MAKE NEW SUBMISSION** untuk mulai pengiriman dokumen



[Home](#) / [Registration complete](#)

Thanks for registering! What would you like to do next?

- [View Submissions](#)
- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)



7. Klik **Artikel** untuk memilih Section

The image shows a screenshot of the 'Submit an Article' form on the Jurnal Ilmiah Pesantren website. The form is titled 'Submit an Article' and has a progress bar with five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The 'Section' field is highlighted with a red box and a red arrow pointing to it. The dropdown menu for 'Section' is open, showing 'Articles' as the selected option. Below the 'Section' field, there is a section titled 'Submission Requirements' with a list of requirements, each preceded by a radio button.

Jurnal Ilmiah Pesantren

**JURNAL ILMIAH PESANTREN**

Tasks 0

Submissions

Submit an Article

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

Section \*

Articles

**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).
- 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 are placed at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.



## 8. Centang seluruh ketentuan yang ada

Jurnal Ilmiah Pesantren

Submit an Article

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

Section \*

Articles

Articles must be submitted to one of the journal's sections \*

**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.

## 8. Selanjutnya isilah komentar untuk Editor dan terakhir klik SAVE

Comments for the Editor

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Code, Image Upload, and other icons.

Red arrow pointing to the text area.

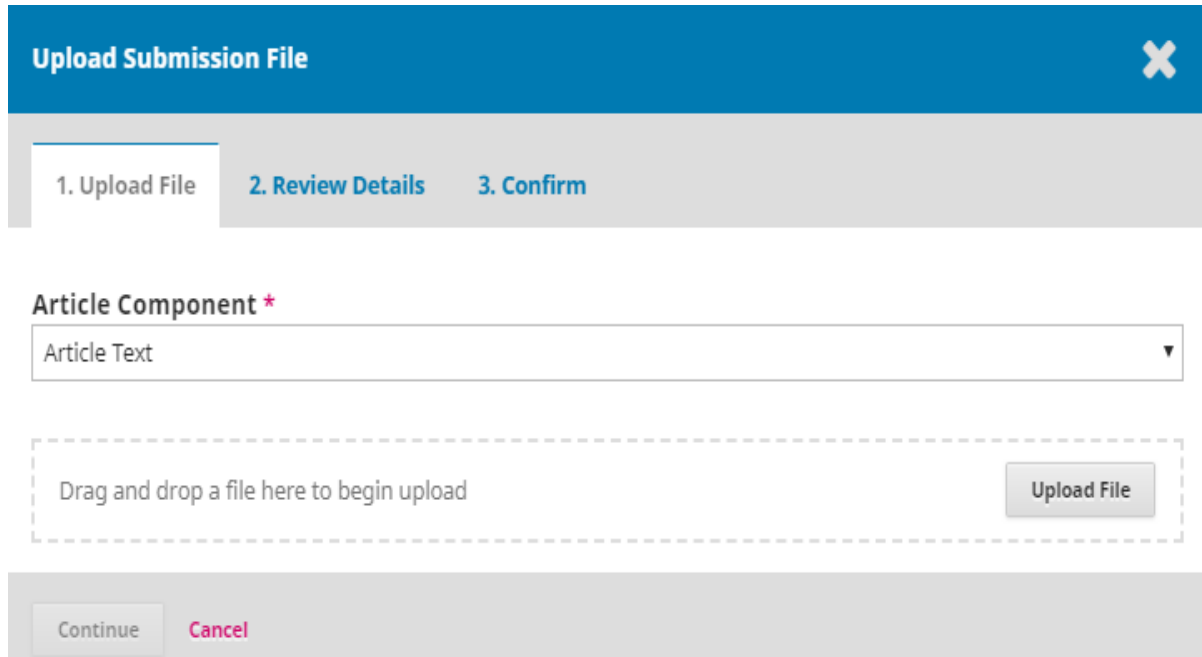
### Privacy Statement

The names and email addresses entered in this journal site will be used ex other party.

Save and continue

Cancel

9. Setelah **SAVE and Continue** akan muncul halaman Upload dokumen. Klik Pilih Artikel Text dan Upload (cari dokumen dari Pc anda)



**Upload Submission File** [Close]

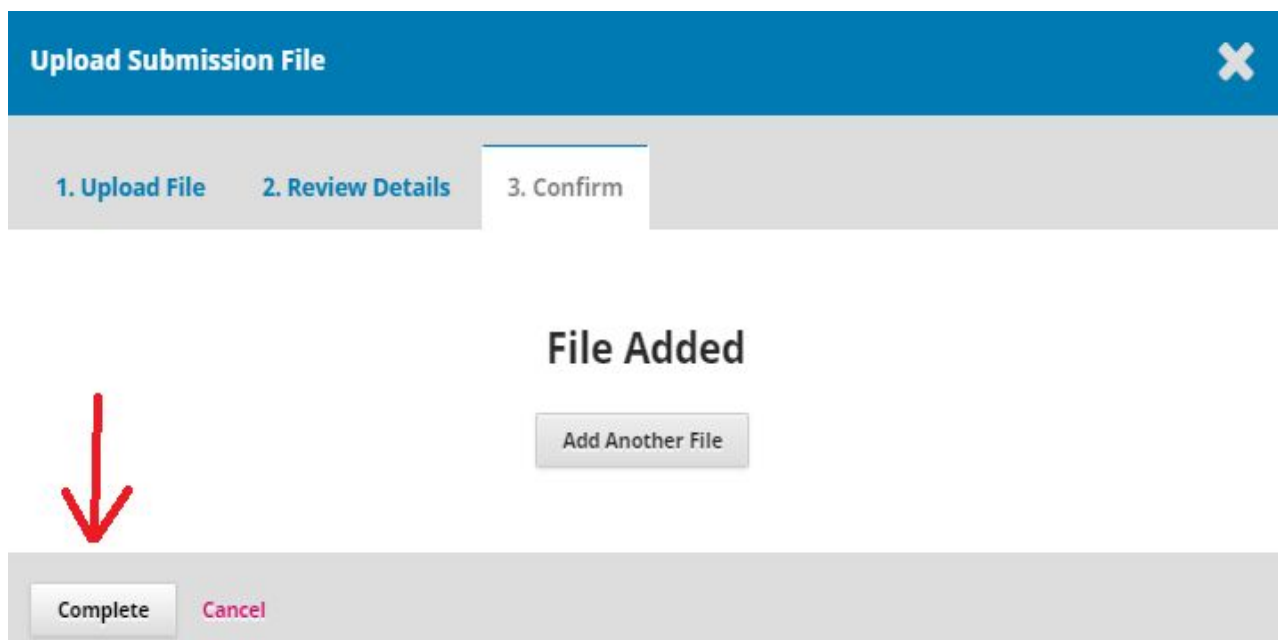
1. Upload File    2. Review Details    3. Confirm

**Article Component \***  
Article Text

Drag and drop a file here to begin upload    Upload File

Continue    Cancel

10. Dokumen terpilih akan tampil selanjutnya Klik **CONTINUE** sampai selesai dan klik **COMPLETE**



**Upload Submission File** [Close]

1. Upload File    2. Review Details    3. Confirm

**File Added**  
Add Another File

Complete    Cancel

11.Selanjutnya klik **SAVE AND CONTINUE** dan isilah data jurnal (judul, Abstrak, Keyword)

**Submit an Article**

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

**Prefix**


**Title \***

*Examples: A, The*

**Subtitle**

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

**Abstract \***



12.Selanjutnya klik **SAVE AND CONTINUE** dan Klik **FINISH SUBMISSON**

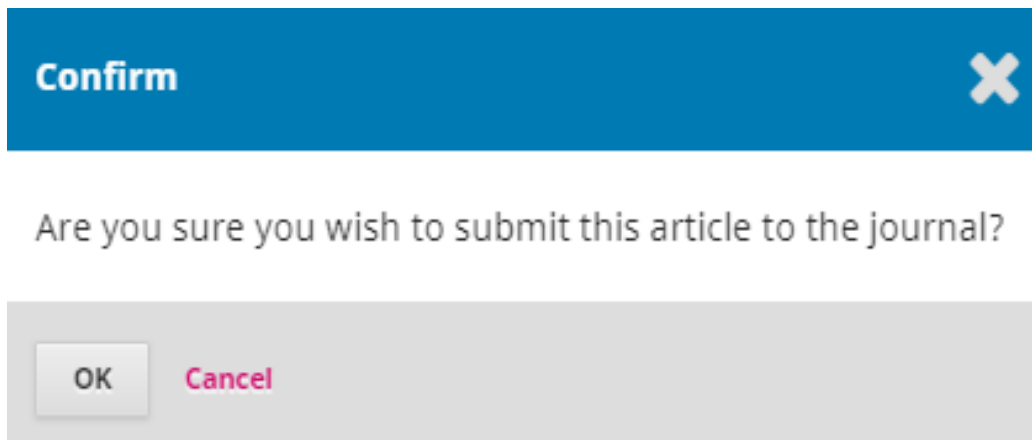
**Submit an Article**

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of Submission".

  [Cancel](#)

13. Terakhir Klik **OK** untuk konfirmasi Pengiriman Jurnal



14. **SELESAI** dan dokumen sudah masuk ke Redaksi

