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Workshop Peningkatan Publikasi Ilmiah Bagi Dosen Fakultas Ilmu Tarbiyah & Keguruan (FITK)

by:

Aan Jaelani

Scopus ID: 57195963463

**“Penyiapan & Penelusuran Naskah, Menulis & Review Naskah
pada Artikel Jurnal Internasional Bereputasi Terindeks Scopus”**

**Lt. 3 Rektorat IAIN Syekh Nurjati Cirebon
Jum'at, 27 Oktober 2017**

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How to get published

What distinguishes a good manuscript from a bad one?

Source: Elsevier Publisher

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The Connected FSEI Researchers 2017



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My Research (Books, International Journals, National Journals, Proceedings)

All my papers can be downloaded from portal (free):

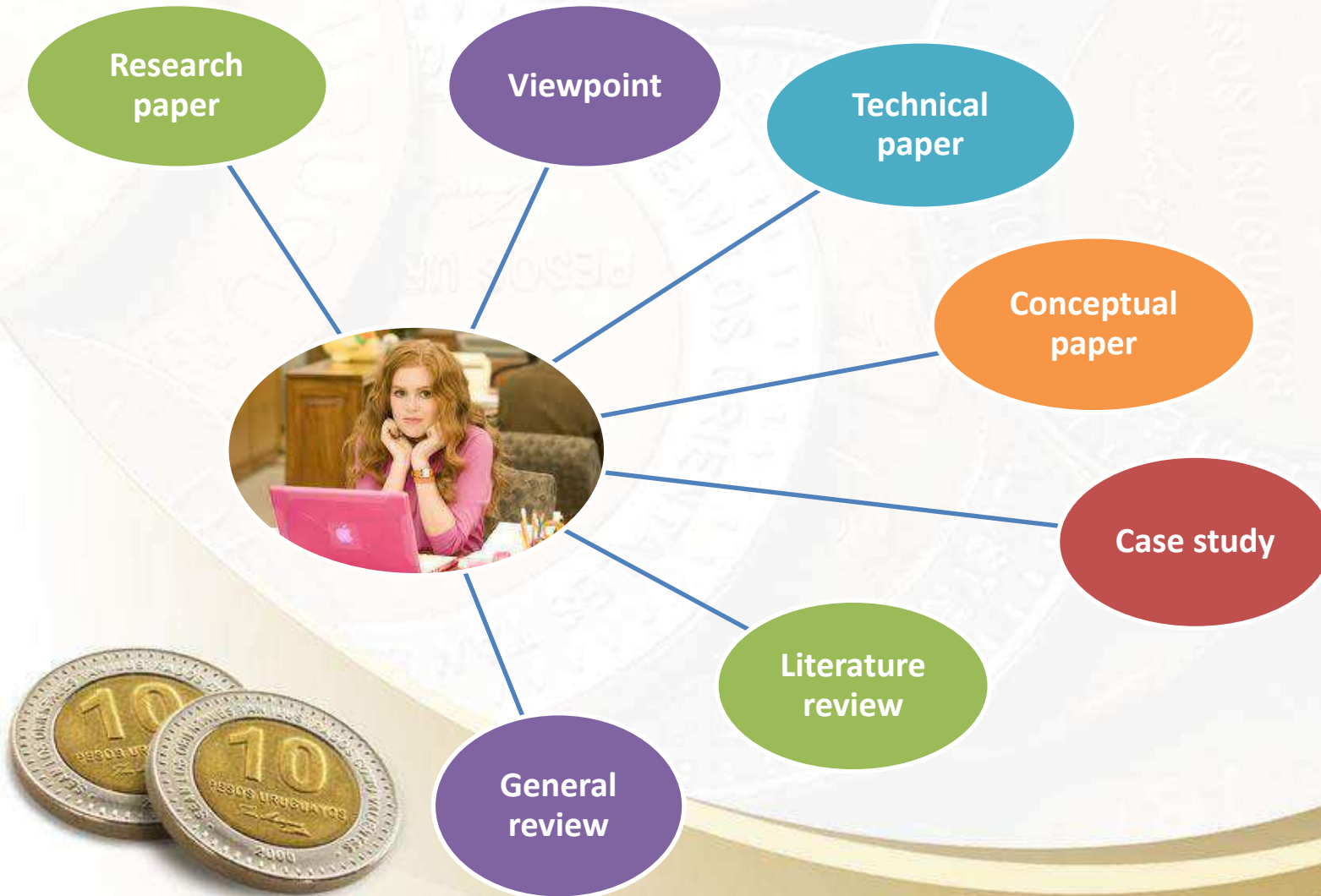
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ResearchGate : https://www.researchgate.net/profile/Aan_Jaelani

Editorial Board/Reviewer:

1. International Journal of Marketing Studies (IJMS), Canadian Center of Science and Education;
<http://www.ccsenet.org/journal/index.php/ijms/about/editorialTeam>; 2017-2018.
2. Hospitality & Tourism Management Journal, Science Publishing Group (SciencePG);
<http://www.sciencepublishinggroup.com/journal/peerreviewers?journalid=213>; 2017-2018

Paper Type

<http://www.emeraldgrouppublishing.com/services/publishing/jtf/authors.htm>



Paper Type

Research paper:

This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.

Viewpoint:

Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.

Technical paper:

Describes and evaluates technical products, processes or services.

Conceptual paper:

These papers will not be based on research but will develop and test hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking.

Case study:

Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.

Literature review:

It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.

General review:

This category covers those papers which provide an overview or historical examination of some concept, technique or phenomena. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.

Artikel penelitian:

Kategori ini mencakup artikel tentang laporan semua jenis penelitian yang dilakukan oleh penulis. Penelitian ini mungkin melibatkan konstruk atau pengujian model atau kerangka kerja, penelitian tindakan, pengujian data, riset pasar atau survei, penelitian empiris, ilmiah atau klinis.

Sudut pandang:

Setiap artikel, di mana konten bergantung pada pendapat dan interpretasi penulis, artikel tersebut harus disertakan dalam kategori ini; Ini juga termasuk potongan jurnalistik.

Artikel teknis:

Menjelaskan dan mengevaluasi produk, proses atau layanan teknis.

Artikel konseptual:

Artikel jenis ini tidak didasarkan pada penelitian namun akan mengembangkan dan menguji hipotesis. Artikelya cenderung bersifat diskursif dan akan membahas diskusi filosofis dan studi perbandingan tentang karya dan pemikiran orang lain.

Studi kasus:

Studi kasus menggambarkan intervensi atau pengalaman aktual dalam organisasi. Mereka mungkin subjektif dan biasanya tidak melaporkan penelitian. Deskripsi kasus hukum atau studi kasus hipotetis yang digunakan sebagai latihan mengajar juga sesuai dengan kategori ini.

Tinjauan literatur

Diharapkan semua jenis artikel mengutip literatur yang relevan sehingga kategori ini hanya boleh digunakan jika tujuan utamanya untuk memberi keterangan dan / atau mengkritik literatur di bidang subjek tertentu. Tinjauan literatur ini mungkin berupa daftar pustaka selektif yang memberikan kritik mengenai sumber informasi atau mungkin komprehensif, karena tujuan TL ini adalah untuk meliputi kontributor utama pengembangan topik dan mengeksplorasi pandangan mereka yang berbeda.

Tinjauan umum:

Kategori ini mencakup artikel yang memberikan gambaran umum atau tinjauan historis tentang beberapa konsep, teknik atau fenomena. Artikelnya cenderung lebih deskriptif atau instruksional ("bagaimana cara") daripada diskursif.

A good manuscript...

...is in scope

Investigate all candidate journals on *elsevier.com* to find out:

- Aims and scope
- Accepted types of articles
- Readership
- Current hot topics by going through the abstracts of recent publications

Investigasi semua jurnal , misalnya pada penerbit elsevier untuk mengetahui:

- Tujuan dan ruang lingkup
- Jenis artikel yang diterima
- “Calon” pembaca
- Topik “hangat” saat ini dengan membaca abstrak publikasi terbaru

SCOPUS

About Scopus

- **Scopus** is the largest *abstract* and *citation database* of peer-reviewed literature: scientific journals, books and conference proceedings. Delivering a comprehensive overview of the world's research output in the fields of science, technology, medicine, social sciences, and arts and humanities, Scopus features smart tools to track, analyze and visualize research.
- As research becomes increasingly global, interdisciplinary and collaborative, you can make sure that critical research from around the world is not missed when you choose Scopus.

“Scopus adalah database abstrak dan kutipan terbesar dari literatur peer-review: jurnal ilmiah, buku, dan prosiding konferensi. Penyampaian gambaran menyeluruh tentang out-put penelitian dunia di bidang sains, teknologi, kedokteran, ilmu sosial, dan seni dan humaniora, Scopus memiliki alat cerdas untuk melacak, menganalisis dan memvisualisasikan penelitian.

Seiring penelitian menjadi semakin global, interdisipliner dan kolaboratif, Anda dapat memastikan bahwa penelitian kritis dari seluruh dunia tidak terlewatkan saat Anda memilih Scopus.”

Link to SCOPUS:

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- <https://www.scopus.com/home.url>
- <http://www.scimagojr.com/journalrank.php> (SJR-impact factor, Ranking)
- <https://journalmetrics.scopus.com/> (Cite Scores, Journal Metrics)

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...adheres to publication ethics

.. mematuhi etika publikasi

1. *Avoid plagiarism of others' work*
2. *Avoid multiple publication of the same work, never submit your manuscript to more than one journal at a time*
3. *Cite and acknowledge others' work appropriately*
4. *Only list co-authors who made major contributions*

1. Hindari plagiarisme karya orang lain
2. Hindari banyak publikasi dari karya yang sama, jangan pernah *mengirimkan* manuskrip Anda ke lebih dari *satu* jurnal sekaligus
3. Mengutip dan mengakui karya orang lain secara *tepat*
4. Hanya daftar co-author yang memberikan kontribusi besar

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...follows the Guide for Authors

...ikuti Panduan untuk Penulis

- *Stick to the Guide for Authors in your manuscript, editors do not like wasting time on poorly prepared manuscripts.*

(You can find the Guide for Authors on the journal's homepage on <http://elsevier.com>).

- Ikuti “Panduan untuk Penulis” dalam manuskrip Anda, editor tidak suka membuang-buang waktu pada manuskrip yang tidak dipersiapkan dengan baik.

(Anda bisa menemukan “Panduan untuk Penulis” pada *homepage* jurnal di <http://elsevier.com>).

Article structure

(Make your article as concise as possible)

Title

Abstract

Keywords

(IMRAD)

- Introduction
- Methods
- Results
- And
- Discussions

Conclusions

Acknowledgements

References

Supplementary data

Judul

Abstrak

Kata kunci

(IMRAD)

- Pengantar
- Metode
- Hasil
- Dan
- Pembahasan

Kesimpulan

Ucapan Terima Kasih

Referensi/Daftar Pustaka

Data Pelengkap

Illustrations

Illustrations are critical, because.....

- *Figures and tables are the most efficient way to present results*
- *Results are the driving force of the publication*
- *Captions and legends must be detailed enough to make figures and tables self explanatory*
- *No duplication of results described in text or other illustrations*

"One picture is worth a thousand words". (Sue Hanauer, 1968)

Ilustrasi sangat penting, karena

- Angka dan tabel adalah cara yang paling efisien untuk mempresentasikan hasil
- Hasil adalah kekuatan pendorong publikasi
- Keterangan dan legenda harus cukup rinci untuk membuat angka dan tabel cukup jelas
- Tidak ada duplikasi hasil yang dijelaskan dalam teks atau ilustrasi lainnya
- *"Satu gambar bernilai seribu kata". (Sue Hanauer, 1968).*

Use proper manuscript language

(Publishers do not correct language, this is the author's responsibility)

- Ask a native speaker or use a language editing service to improve your paper before you submit it.
 - Poor English makes it difficult for the editor and reviewers to understand your work and might lead to rejection of your paper.
 - Be alert to common errors:
 - ✗ Sentence construction
 - ✗ Incorrect tenses
 - ✗ Inaccurate grammar
 - ✗ Mixing languages
 - English language should be used throughout the manuscript, including figures, charts, graphs and photos.
- Minta penutur asli atau gunakan layanan pengeditan bahasa untuk memperbaiki paper Anda sebelum mengirimkannya.
 - Bahasa Inggris yang buruk menyulitkan editor dan pengulas untuk memahami artikel Anda dan dapat menyebabkan penolakan terhadap artikel Anda.
 - Waspadalah terhadap kesalahan umum:
 - ✗ Konstruksi kalimat ?
 - ✗ Tenses salah ?
 - ✗ Tata bahasa yang tidak akurat ?
 - ✗ Mencampur bahasa
 - Bahasa Inggris harus digunakan pada seluruh manuskrip, termasuk figur, chart, grafik dan foto.

Are you ready to submit?

*(Roughly 35% of all submitted manuscripts are rejected before peer review.
Make sure you revise before you submit)*

- Do your findings **advance understanding** in a specific research field?
- Is your work **of interest** to the journal's audience?
- Is your manuscript **structured** properly?
- Are your conclusions **justified** by your results?
- Are your **references** international /accessible enough?
- Did you format your **figures and tables** properly?
- Did you **correct** all grammatical and spelling mistakes?

- Apakah temuan Anda memajukan pengetahuan di bidang riset tertentu?
- Apakah karya Anda menarik bagi para pembaca jurnal?
- Apakah manuskrip Anda terstruktur dengan benar?
- Apakah kesimpulan Anda dibenarkan oleh hasil “temuan” Anda?
- Apakah referensi Anda bersifat internasional / mudah diakses?
- Apakah Anda memformat angka dan tabel dengan benar?
- Apakah Anda mengoreksi semua kesalahan tata bahasa dan ejaan?



Research and publishing ethics

Authorship, plagiarism and responsibilities

What does it mean to be an author?

Apa artinya menjadi penulis?

“An “author” is generally considered to be someone who has made substantive intellectual contributions to a published study.”

Remember:

- Being an author comes with credit but also responsibility
- Decisions about who will be an author and the order of authors should be made before starting to write up the project.

“Seorang "penulis" umumnya dianggap sebagai seseorang yang telah memberikan *kontribusi intelektual substantif* untuk suatu studi yang diterbitkan.”

Ingat !!:

- Menjadi penulis akan memperoleh “kredit” tapi juga tanggung jawab
- Keputusan tentang siapa yang akan menjadi penulis dan urutannya harus dibuat sebelum mulai menulis “proyek” (draft, proposal)

Types of authorship

- **First author:** the person who conducts or supervises the data collection, analysis, presentation and interpretation of the results, and also puts together the paper for submission.
- **Co-author:** makes intellectual contributions to the data analysis and contributes to data interpretation, reviews each paper draft, must be able to present the results, defend the implications and discuss study limitations.

Others:

- **Avoid ghost authorship:** excluding authors who participated in the work
- **Avoid scientific writers and gift authors:** including authors who did not contribute to the work

- **Penulis pertama:** orang yang melakukan/mengawasi pengumpulan data, analisis, penyajian dan interpretasi hasilnya, dan juga mengumpulkan kertas kerja/artikel untuk disubmit.
- **Penulis Kedua, dst.:** membuat kontribusi intelektual terhadap analisis data dan interpretasi data, meninjau setiap draf kertas kerja, harus dapat mempresentasikan hasilnya, menguatkan implikasi dan mendiskusikan keterbatasan studi.

Lainnya:

- Hindari penulis “hantu”: tidak termasuk penulis yang berpartisipasi dalam pekerjaan
- Hindari penulis ilmiah dan penulis hadiah: termasuk penulis yang tidak berkontribusi dalam pekerjaan (penulis karya populer)

What happens when there is a dispute?

Apa yang terjadi bila ada perselisihan?

- It must be resolved by authors
- Editors cannot adjudicate or act as judge
- It delays publication as the editor has to get agreement from all authors about any changes
- After publication it can be published as a correction but needs agreement from all authors with justification

- Harus diselesaikan oleh penulis
- Editor tidak bisa mengadili atau bertindak sebagai hakim
- Ini menunda publikasi karena editor harus mendapatkan persetujuan dari semua penulis tentang perubahan apapun
- Setelah dipublikasikan, bisa dipublikasikan sebagai koreksi namun membutuhkan kesepakatan dari semua penulis dengan justifikasi

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Key author responsibilities

Tanggung jawab penulis kunci

Authorship:

- Report only real, unfabricated data
- Originality
- Declare any conflicts of interest
- Submit to one journal at a time

Avoid:

- Fabrication: making up research data
- Falsification: manipulation of existing research data
- Plagiarism: previous work taken and passed off as one's own

Kepengarangan:

- Laporkan hanya data nyata dan tidak terfabrikasi
- Keaslian
- Menyatakan konflik kepentingan
- Kirim ke satu jurnal sekaligus

Hindari:

- Fabrikasi: “mengada-ada” data penelitian
- Pemalsuan: manipulasi data penelitian yang ada
- Plagiarisme: karya sebelumnya diambil dan diakui sebagai miliknya sendiri

What is plagiarism and how is it detected ?

Apa plagiarisme dan bagaimana cara mendeteksinya?

"Plagiarism is the appropriation of another person's ideas, processes, or words without giving appropriate credit, including those obtained through confidential review of others' research proposals and manuscripts." (Federal Office of Science and Technology Policy, 1999).

- CrossCheck is a huge database of 30+ million articles, from 50,000 +journals, from 400+ publishers.
- The software alerts editors to any similarities between your article and the huge database of published articles.
- Many Elsevier journals now check every submitted article using CrossCheck.

"Plagiarisme adalah "perampasan" gagasan, proses, atau kata-kata orang lain tanpa memberikan rujukan yang benari, termasuk yang diperoleh melalui tinjauan tersembunyi atas proposal penelitian dan manuskrip orang lain." (Federal Office of Science and Technology Policy, 1999).

- **CrossCheck** adalah database terlengkap dari 30+ juta artikel, dari 50.000 + jurnal, dari 400+ penerbit.
- Perangkat lunak ini mengingatkan editor tentang kesamaan antara artikel "Anda" dan database artikel terbitan yang besar.
- Banyak jurnal Elsevier sekarang memeriksa setiap artikel yang dikirimkan menggunakan CrossCheck.
- Software lain: *i-Thenticate*, *Turnitin*

The Plagiarism Spectrum

10 Types of Plagiarism

<http://go.turnitin.com/posters/plagiarism-spectrum>

CLONE

CTRL-C

HYBRID

MASHUP

**FIND-
REPLACE**

REMIX

404 ERROR

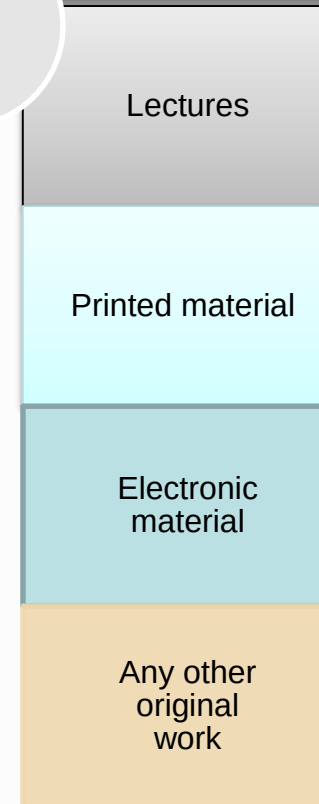
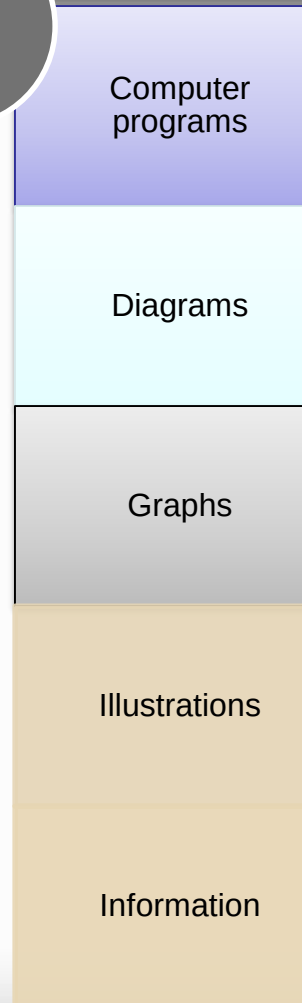
AGGREGATOR

RECYCLE

RE-TWEET

Work that can be plagiarised includes...

Jenis karya yang bisa diplagiat meliputi ...



Declare conflicts of interest

Menyatakan konflik kepentingan

Conflicts of interest can take many forms:

- **Direct financial:** employment, stock ownership, grants, patents
- **Indirect financial:** honoraria, consultancies, mutual fund ownership, expert testimony
- **Career and intellectual:** promotion, direct rival institutional
- **Personal belief**

Konflik kepentingan dapat mengambil banyak bentuk:

- **Keuangan langsung:** pekerjaan, kepemilikan saham, hibah, Paten
- **Keuangan tidak langsung:** kehormatan, konsultasi, kepemilikan reksadana, kesaksian ahli
- **Karir dan intelektual:** promosi, institusi pesaing langsung
- **Kepercayaan pribadi**

The consequences

Consequences vary depending on the misconduct and the journal, institutions, and funding bodies involved.

Authors could:

- Have articles retracted (carrying a note why they were retracted, e.g. for plagiarism)
- Have letters of concern or reprimand written to them
- Institutes and funding bodies could carry out disciplinary action

Konsekuensi bervariasi tergantung pada kesalahan dan keterlibatan jurnal, institusi, dan funding (donatur):

Penulis bisa:

- Minta artikel ditarik kembali (membawa catatan mengapa ditarik kembali, misalnya untuk plagiarisme)
- Memiliki surat khusus atau teguran tertulis kepada mereka
- Lembaga dan badan pendanaan bisa melakukan tindakan disipliner



Submit to Journals

*ScholarOne Manuscripts, OJS
Elsevier, SAGE, Emerald & Springer Publisher*

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Preparasi Naskah

- *Cover Letter* (Surat “Cinta” untuk Editor)
- Naskah terdiri dari: 1) cover naskah berisi judul, author list (afiliation, alamat, email), abstrak, kata kunci, dan JEL code); dan 2) naskah lengkap tanpa author list untuk reviewer; 3) jika ada *supplementary file* yang terpisah dari naskah (table, gambar, dll.). Artikel yang baik biasanya memasukkan table, gambar, grafik dalam satu naskah.
- Siapkan email (1 & 2), ORCID ID, homepage author.
- Perhatikan *aim & scope* jurnal sebelum submit.
- Perhatikan *author guidelines* pada jurnal:
 - a. Font, margin, spasi, ukuran kertas, jenis teks (*pdf, word, LaTeX*).
 - b. References style: *APA, Chicago, Harvard, Mendeley*, dll.
 - c. Cara submit: *OJS, ScholarOne Manuscript*, atau jenis lain.
 - d. Jenis artikel yang diterima & sistematika/struktur naskahnya.
 - e. Jenis penulisan & ukuran tabel, figure, grafik, gambar, dll.
- Sebelum dikirim ke reviewer, naskah dicek terlebih dulu oleh Editor Team dengan software **GRAMMARLY**, **i-thenticate**, dan **Turnitin** untuk “pelacakan bahasa” & indikasi “plagiat”.
- Bersabar menanti hasil review dari 2-3 reviewer & menjawab catatan revisi dari reviewer secara *on-time*. Jawaban author WAJIB sopan-akademik, logis & sistemik.
- Selalu “cek” email atau “login” pada “tempat” submit artikel (cek hasil review)
- Naskah dikirim HANYA pada 1 jurnal & segera “hijrah” untuk submit ke jurnal lain jika “di-rejected” atau ditolak.

Cover Letter

Cover Letter

Dr. Aan Jaelani

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(IAIN Syekh Nurjati Cirebon), Indonesia

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Website: <https://ideas.repec.org/f/pja475.html>

June 30, 2017

Dear Editor,

I wish to submit an original article entitled *“Public Expenditure Management in Indonesia: Islamic Economic Review on State Budget 2017”* for consideration by SAGE OPEN Journal, SAGE Publishers.

I confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere.

In this paper, I report on / show that *“management of public expenditure can be assessed in Law of Republic of Indonesia Number 38 Year 2017 on State Budget 2017. The application of Indonesian based distribution system that includes central government expenditure by function, organizations and programs, transfers to the regions, and the village fund. In management, the government will also continue to sharpen the efficiency and effectiveness of central government expenditure in order to improve the quality of public expenditure”*.

This is significant because *“the public expenditure related to the government's role in carrying out its functions, such as setting harmonious religious life, law enforcement, society protection, fulfillment of basic needs, financial administration, and development. This function is focused on people's lives embodiment prosperous for economic development.”*

I believe that this manuscript is appropriate for publication by **“SAGE OPEN Journal”**.

I have no conflicts of interest to disclose.

Thank you for your consideration of this manuscript.

Sincerely,

Dr. Aan Jaelani

Article structure

(Make your article as concise as possible)

Title

Abstract

Keywords

(IMRAD)

- Introduction
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- Results
- And
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- Metode
- Hasil
- dan
- Pembahasan

Kesimpulan

Ucapan Terima Kasih

Referensi/Daftar Pustaka

Data Pelengkap

Preparation of a Manuscript

FRONT MATTERS

Title

- Tidak lebih dari 8 kata
- Original, novelty & important in the field
- Concise, specific and relevant
- Hindari: The study of; The research of....., the investigate of ..

Author

- Author list
- Affiliation
- Email (correspondence)

Abstract

- 150 – 250 word & a single paragraph
- Background, Methods, Results, Conclusion
- Abstract: Purpose (mandatory), Design/methodology/approach (mandatory), Findings (mandatory), Research limitations/implications (if applicable), Practical implications (if applicable), Social implications (if applicable), Originality/value (mandatory) **EMERALD JOURNALS**

Keywords

- 3 – 5 word
- specific to the article, yet reasonably common within the subject discipline
- Topik Penelitian

JEL Classification

- 3 – 5 JEL code
- see JEL t at SSRN, MPRA, JEL

Research Manuscript Sections

- **Introduction:**

The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance, including specific hypotheses being tested. The current state of the research field should be reviewed carefully and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the main aim of the work and highlight the main conclusions. As far as possible, please keep the introduction comprehensible to scientists working outside the topic of the paper.

- **Materials and Methods:**

They should be described with sufficient detail to allow others to replicate and build on published results. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. Give the name and version of any software used and make clear whether computer code used is available. Include any pre-registration codes.

- **Results:**

Provide a concise and precise description of the experimental results, their interpretation as well as the experimental conclusions that can be drawn.

- **Discussion:**

Authors should discuss the results and how they can be interpreted in perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible and limitations of the work highlighted. Future research directions may also be mentioned. This section may be combined with Results.

- **Conclusions:**

This section is not mandatory, but can be added to the manuscript if the discussion is unusually long or complex.

- **Pendahuluan**

Pendahuluan harus secara singkat menempatkan studi ini dalam konteks yang luas dan menyoroti mengapa hal itu penting. Ini harus menentukan tujuan artikel dan artinya, termasuk hipotesis spesifik yang diuji. Kondisi saat ini dari bidang penelitian harus ditinjau dengan cermat dan publikasi penting dari orang lain dikutip. Cermati hipotesis kontroversial dan divergen bila diperlukan. Akhirnya, secara singkat sebutkan tujuan utama dari artikel dan sorot kesimpulan utamanya. Sedapat mungkin, pemaparan pendahuluan dapat dipahami juga oleh para ilmuwan (peneliti, penulis) lain di luar topik artikel ini.

- **Bahan dan metode**

Bahan dan metode harus dijelaskan dengan detail yang cukup untuk memungkinkan orang lain meniru dan membangun hasil yang dipublikasikan. Metode dan teknik baru harus dijelaskan secara rinci, sementara metode yang mapan dapat dijelaskan secara singkat dan dikutip dengan tepat. *Berilah nama dan versi perangkat lunak yang digunakan dan jelaskan apakah kode komputer yang digunakan tersedia. Sertakan kode pra-registrasi (bidang sains).*

- **Hasil**

Berikan deskripsi ringkas dan tepat tentang hasil eksperimen, interpretasi serta kesimpulan eksperimental yang bisa dibuat.

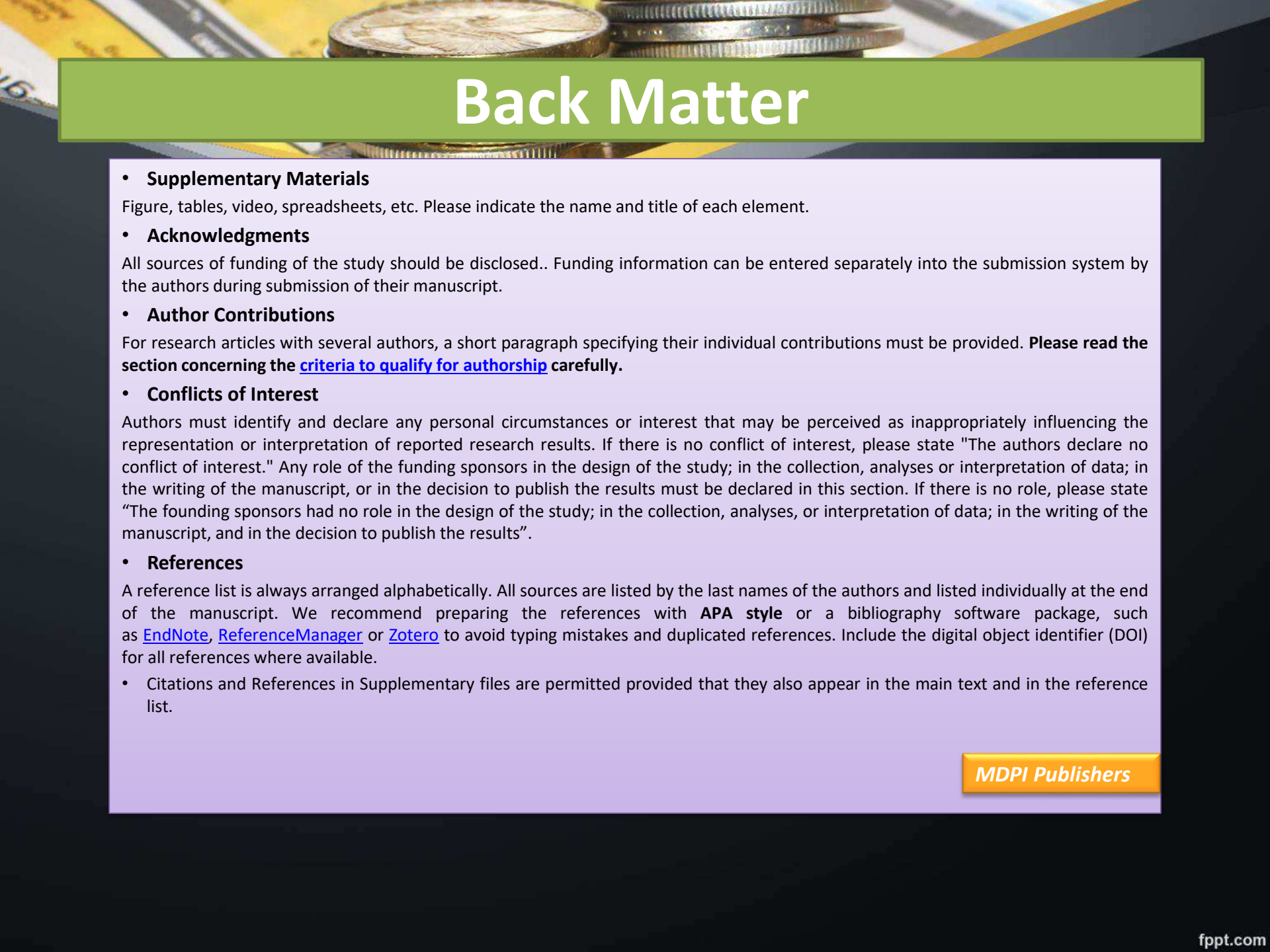
- **Diskusi**

Penulis harus mendiskusikan hasilnya dan bagaimana hasil ini dapat ditafsirkan dalam perspektif penelitian sebelumnya dan hipotesis kerja. Temuan dan implikasinya harus didiskusikan dalam konteks seluas mungkin dan keterbatasan pekerjaan yang disorot. Arah penelitian masa depan mungkin juga disebutkan. *Bagian ini bisa digabungkan dengan Hasil.*

- **Kesimpulan**

Bagian ini tidak wajib, tapi bisa ditambahkan ke manuskrip jika pembahasannya tidak biasa panjang atau rumit.

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Back Matter

- **Supplementary Materials**

Figure, tables, video, spreadsheets, etc. Please indicate the name and title of each element.

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All sources of funding of the study should be disclosed.. Funding information can be entered separately into the submission system by the authors during submission of their manuscript.

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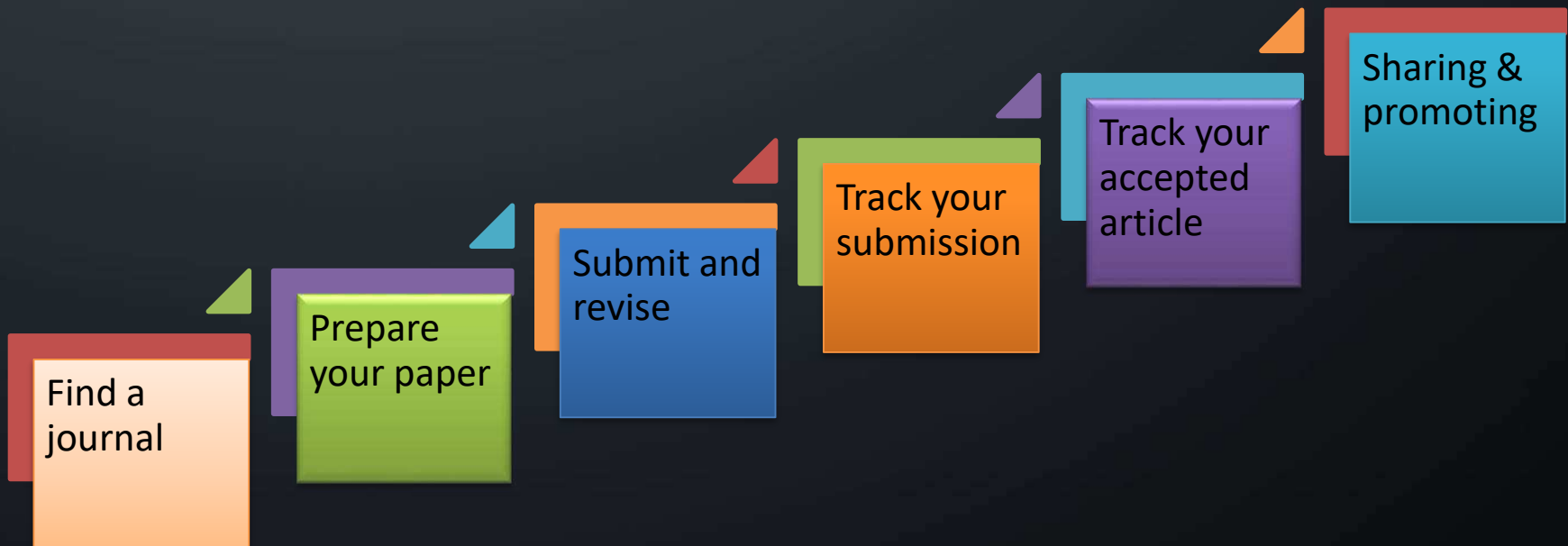
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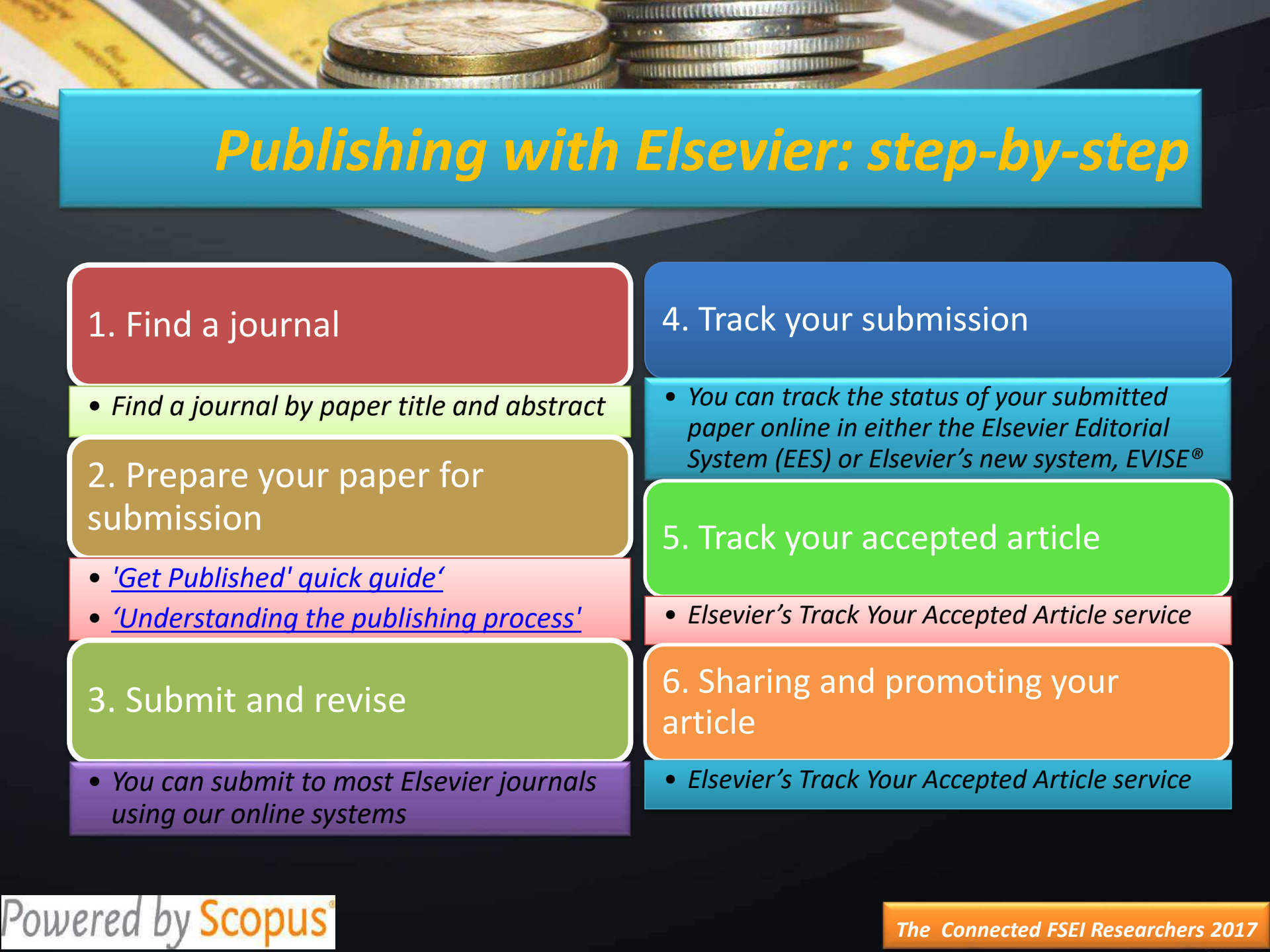


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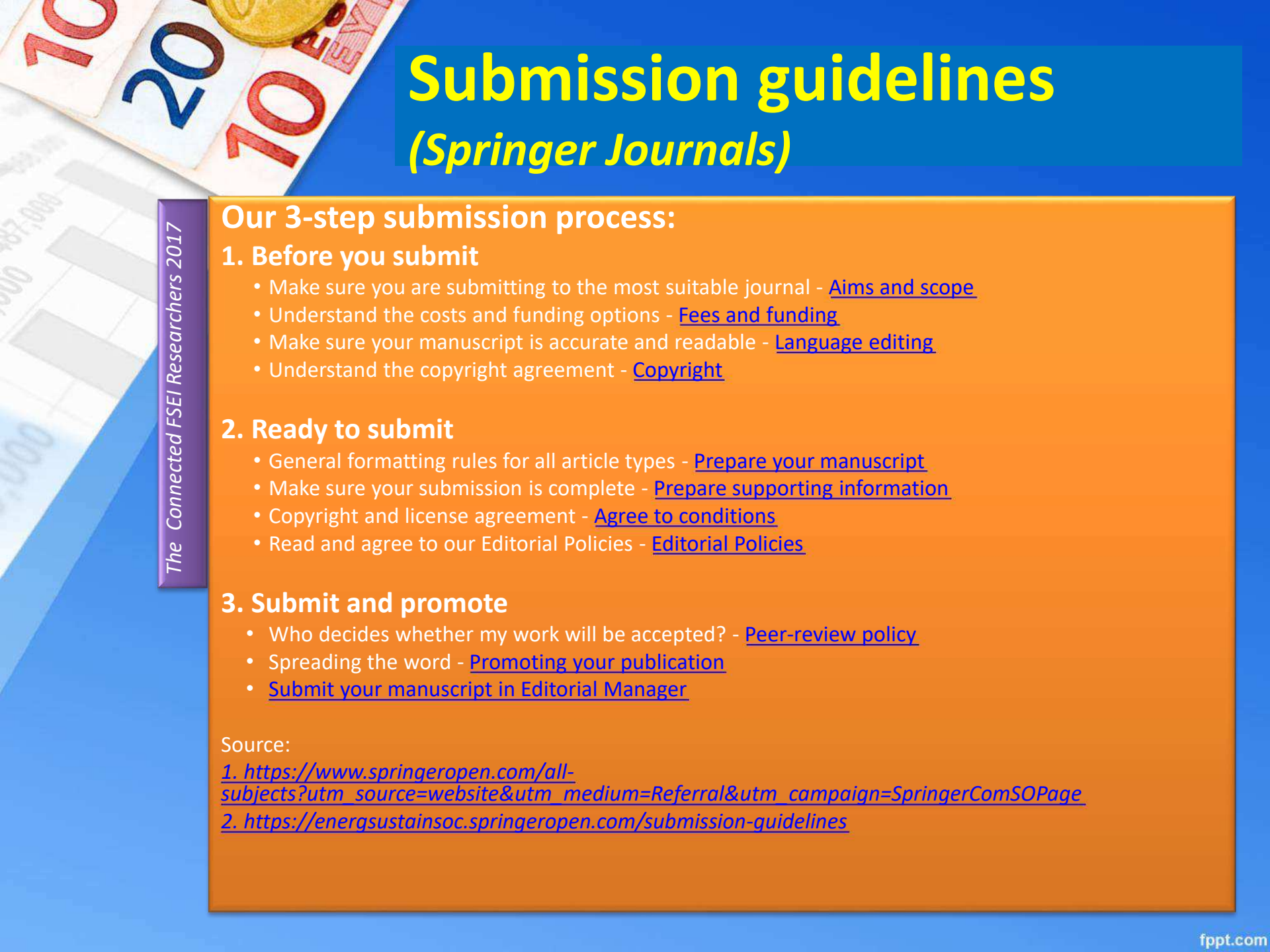
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Please keep in mind that all manuscripts should:

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- Be blinded and relegate all author-identifying information to the title page
- Contain no more than 10,000 words (excluding references)
- Follow APA style guidelines
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Submission Guidelines

OJS (Open Journal Systems)

Step 1: Starting the Submission

- Journal Section
- Submission Language
- Submission Checklist
- Journal's Privacy Statement
- Comments for the Editor

2. UPLOAD SUBMISSION

- File cover letter
- File naskah
- References

3. ENTER METADATA

- Author
- Title
- Abstract
- Subject
- Type
- Sponsor/Funding

4. UPLOAD SUPPLEMENTARY FILE

- Table
- Figure
- Graph

5. CONFIRMATION

- [Unassigned](#)
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Editorial Process

- [Editor's Role](#)
- [Section Editor's Role](#)
- [Reviewer's Role](#)
 - [Submissions](#)
 - [Review](#)
- [Author's Role](#)
- [Copyeditor's Role](#)
- [Layout Editor's Role](#)
- [Proofreader's Role](#)

Editor's Role

- [Submissions](#)
- [Submission Summary](#)
 - [Submission Management](#)
 - [Submission Metadata](#)
- [Ensuring a Blind Peer Review](#)

[Reviewer's Role](#)

- [Submissions](#)
- [Review](#)

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- [Submissions](#)
- [Review](#)
- [Editing](#)



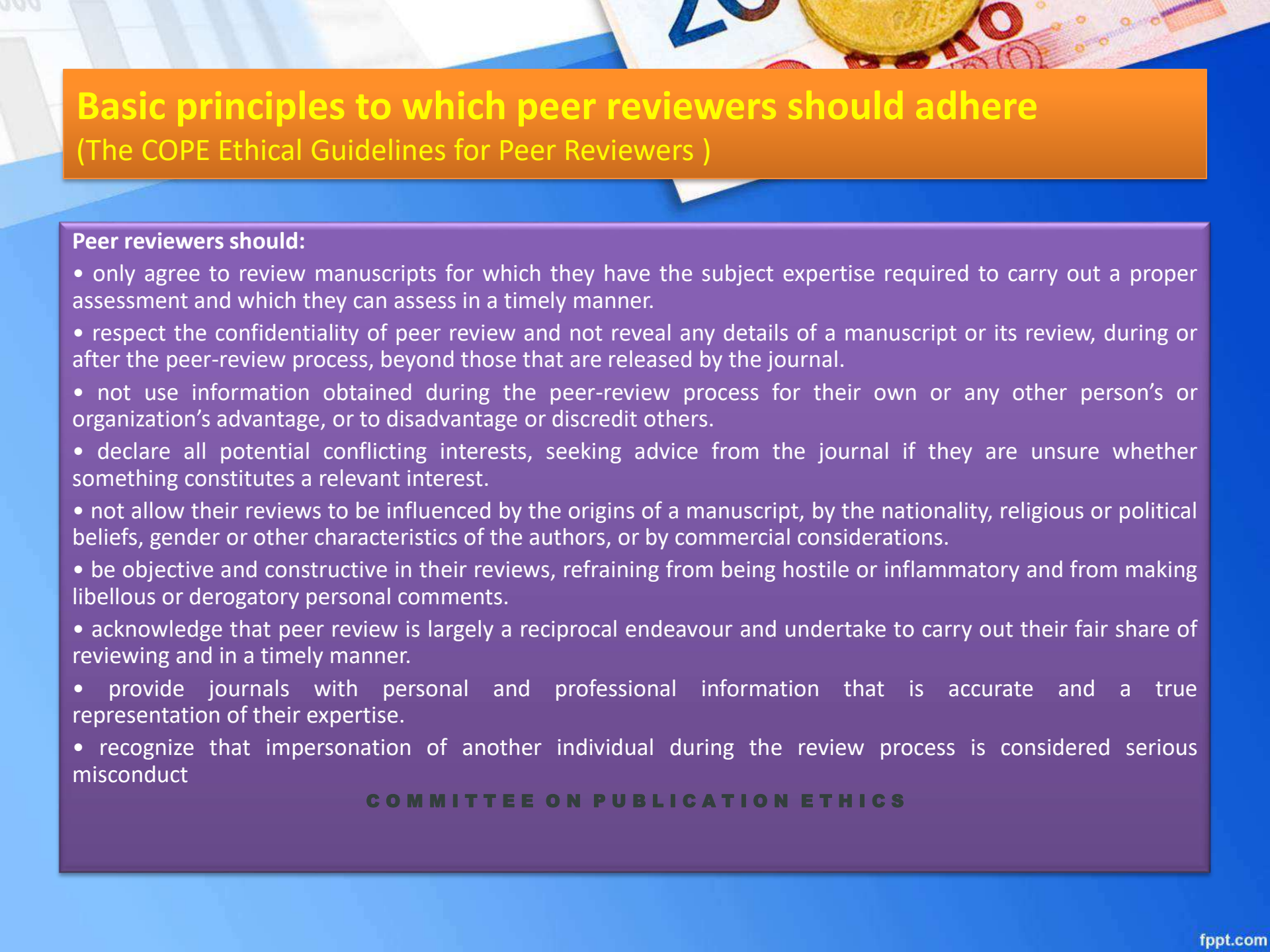
Slide Title

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Praktik Peer Review (Guidelines For Reviewer)

Etika, Form Review, Standar Proses Review, Contoh



Basic principles to which peer reviewers should adhere

(The COPE Ethical Guidelines for Peer Reviewers)

Peer reviewers should:

- only agree to review manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner.
- respect the confidentiality of peer review and not reveal any details of a manuscript or its review, during or after the peer-review process, beyond those that are released by the journal.
- not use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others.
- declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest.
- not allow their reviews to be influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations.
- be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making libellous or derogatory personal comments.
- acknowledge that peer review is largely a reciprocal endeavour and undertake to carry out their fair share of reviewing and in a timely manner.
- provide journals with personal and professional information that is accurate and a true representation of their expertise.
- recognize that impersonation of another individual during the review process is considered serious misconduct

COMMITTEE ON PUBLICATION ETHICS



Peer review process

The Connected FSEI Researcher 2017

Pengantar peer review

- Peer review untuk memastikan bahwa jurnal mempublikasikan ilmu pengetahuan dengan baik dan menguntungkan komunitas ilmiah.
- Terkadang ilmuwan menemukan bahwa proses peer review mengintimidasi karena menyebabkan penolakan terhadap naskah mereka. Ingatlah revisi dan perbaikan merupakan bagian dari proses publikasi dan membantu meningkatkan kualitas manuskrip Anda.

Peer review adalah proses yang positif

- Peer review merupakan bagian integral dari penerbitan ilmiah yang menegaskan keabsahan sains yang dilaporkan.
- Peer reviewer adalah pakar yang secara sukarela menyediakan waktu untuk membantu memperbaiki manuskrip jurnal yang ditinjau - mereka menawarkan nasihat gratis kepada penulis.

Melalui proses peer review, manuskrip harus menjadi:

- Lebih kuat: Reviewer menunjukkan “celah” paper yang memerlukan penjelasan lebih lanjut atau eksperimen tambahan.
- Lebih mudah untuk membaca: Jika bagian dari makalah sulit dimengerti, reviewer dapat memberi tahu Anda untuk memperbaikinya.
- Lebih bermanfaat: Reviewer mempertimbangkan pentingnya makalah Anda kepada orang lain di bidang ilmunya.
- Tentu saja, selain menawarkan saran dari penulis, tujuan penting lain dari peer review adalah untuk memastikan bahwa manuskrip yang diterbitkan jurnal tersebut berkualitas tinggi.
- Jika sebuah jurnal menerbitkan terlalu banyak manuskrip berkualitas rendah, reputasinya dan jumlah pembaca akan menurun.

Penolakan editorial

Peer review

Naskah jurnal anda bisa ditolak jika:

- Kurang memiliki struktur yang tepat
- Tidak memiliki detail yang diperlukan bagi pembaca untuk memahami analisis para penulis
- Tidak memiliki pengetahuan baru
- Tidak menguraikan dengan jelas bagian mana dari temuan tersebut adalah sains baru, versus apa yang sudah diketahui
- Tidak memiliki referensi yang *up-to-date*
- Berisi teori, konsep, atau kesimpulan yang tidak didukung sepenuhnya oleh data, argumen, dan informasinya
- Tidak memberikan rincian yang cukup tentang bahan dan metode untuk memungkinkan ilmuwan lain mengulangi percobaan
- Tidak memiliki deskripsi atau penjelasan yang jelas tentang:
 - a. Hipotesis yang diuji
 - b. Desain eksperimental
 - c. Karakteristik sampel dan statistik deskriptif
 - d. Menjelaskan desain eksperimen yang buruk, atau analisis statistik yang salah atau tidak memadai
 - e. Memiliki kualitas bahasa yang buruk
 - f. Publikasi adalah proses yang sulit, dan Anda harus siap untuk mempertahankan pengajuan Anda terhadap penolakan dari editor dan peer reviewer. Namun, jangan terlalu gigih. Umumnya, hanya satu tahap yang mempertahankan kiriman Anda akan diterima untuk setiap tahap peninjauan (review editorial dan peer review). Jika Anda tidak berhasil setelah mengirim surat tanggapan, Anda harus mempertimbangkan untuk memilih jurnal lain.

Merevisi Naskah

Saat merevisi manuskrip dan menanggapi komentar reviewer:

- Tandai semua poin yang direview oleh editor dan reviewer
- Jelaskan revisi manuskrip di surat tanggapan Anda
- Lakukan eksperimen tambahan atau analisis yang direkomendasikan oleh reviewer (kecuali jika Anda merasa tidak membuat paper lebih baik; jika demikian, jelaskan mengapa dalam surat tanggapan Anda)
- Berikan sanggahan sopan dan ilmiah untuk setiap poin atau komentar yang tidak Anda setujui
- Bedakan antara komentar reviewer dan tanggapan Anda dalam surat Anda
- Jelas menunjukkan revisi utama dalam teks, baik dengan teks warna yang berbeda, dengan menyoroti perubahan, atau dengan fitur pada Microsoft Word.
- Kembalikan manuskrip dan surat tanggapan yang telah direvisi dalam jangka waktu yang diputuskan oleh editor

Contoh

- **Komentar reviewer:** "Dalam analisis Anda tentang data yang telah dipilih untuk menggunakan teori marketing mix agak kabur. Menurut pendapat saya, teori marketing mix dari Kottler yang dipaparkan secara sederhana sudah cukup, apalagi hasilnya akan lebih bermanfaat dan lebih mudah dibandingkan dengan hasil sebelumnya."
- **Tanggapan sesuai kesepakatan dengan reviewer:** "Kami setuju dengan penilaian reviewer terhadap analisis dengan teori marketing mix. Ulasan kami yang disesuaikan tidak memungkinkan untuk sepenuhnya menafsirkan data dari segi teori yang berlaku. Selain itu, dalam bentuknya saat ini, kami setuju bahwa ini akan terjadi. Sulit untuk mengatakan bahwa pengukuran ini merupakan peningkatan yang signifikan dari nilai yang dilaporkan sebelumnya. Oleh karena itu, kami menganalisis kembali data yang ada dengan menggunakan atau melengkapi teori marketing mix Kottler dan Amstrong."
- **Tanggapan tidak setuju dengan reviewer:** "Kami setuju dengan resensi bahwa teori marketing mix Kottler akan memudahkan dalam membandingkan dengan hasil penelitian lainnya. Namun, penerapan teori yang disesuaikan sangat memungkinkan analisis data dengan teori lain seperti gagasan Amstrong tentang lokasi bisnis [Amstrong et al, 1998]. Kami telah menambahkan dua kalimat pada naskah (halaman 3, paragraf 2) untuk menjelaskan penggunaan gagasan Amstrong ini. "
- **Perhatikan bahwa kedua komentar (setuju dan tidak setuju)** menunjukkan bahwa penulis bersikap sopan dan menunjukkan rasa hormat terhadap pendapat reviewer. Juga, dalam kedua situasi tersebut penulis membuat perubahan pada manuskrip yang membahas pertanyaan reviewer.
- **Ingat**, resensi reviewer sebagai orang yang ahli di bidangnya. Jika saran mereka salah, kemungkinan besar karena mereka salah memahami manuskrip Anda, juga menunjukkan bahwa Anda harus membuat teks Anda lebih jelas.
- Respons penulis terhadap resensi atau catatan reviewer dibuat dalam catatan sendiri atau langsung pada naskah sesuai dengan guiden pada jurnalnya serta dapat dipahami dengan mudah.

Peer review model

Double-blind

Single-blind

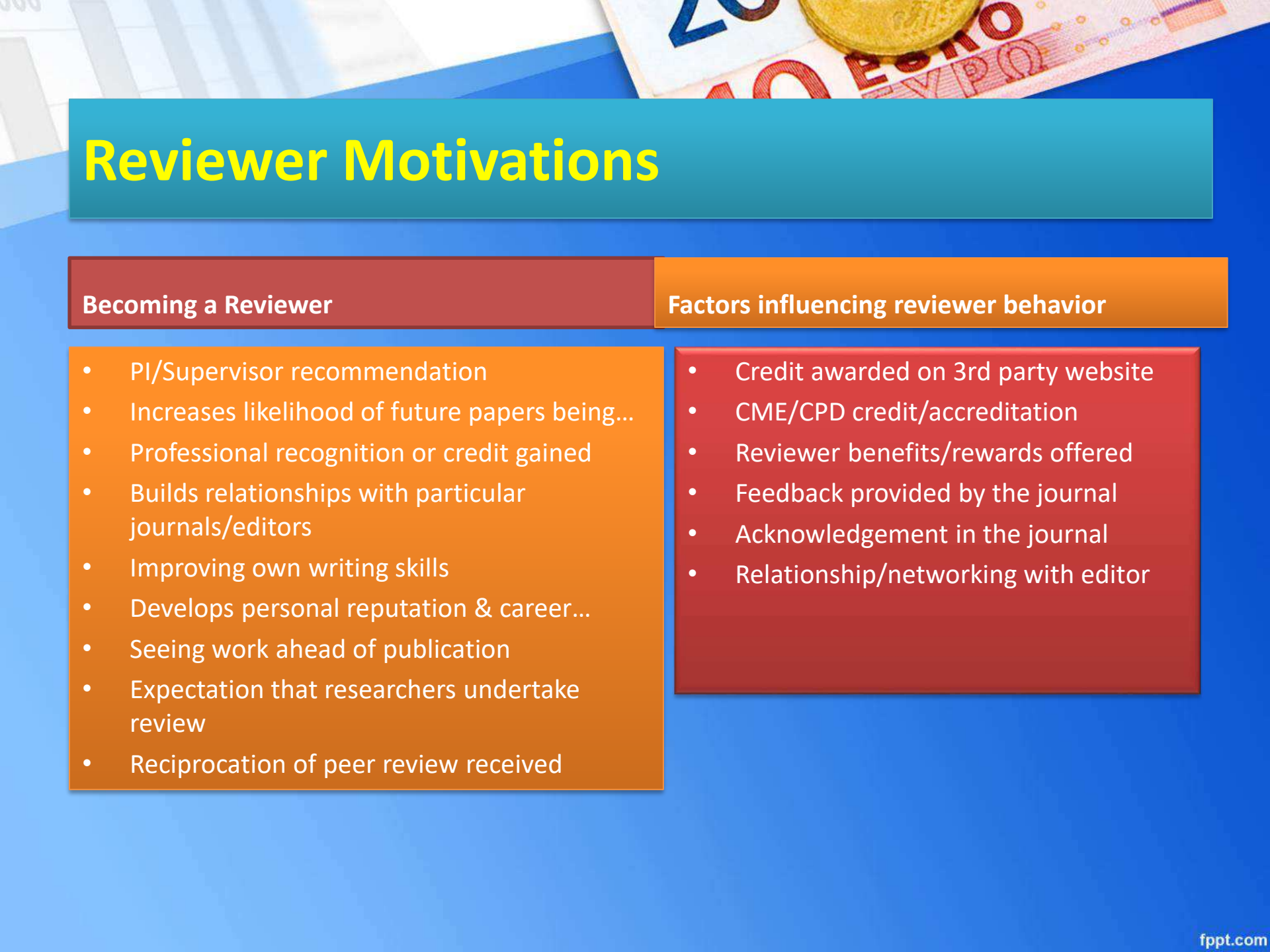
Transferable

Collaborative

Post-
publication

Open

Open &
Published



Reviewer Motivations

Becoming a Reviewer

- PI/Supervisor recommendation
- Increases likelihood of future papers being...
- Professional recognition or credit gained
- Builds relationships with particular journals/editors
- Improving own writing skills
- Develops personal reputation & career...
- Seeing work ahead of publication
- Expectation that researchers undertake review
- Reciprocation of peer review received

Factors influencing reviewer behavior

- Credit awarded on 3rd party website
- CME/CPD credit/accreditation
- Reviewer benefits/rewards offered
- Feedback provided by the journal
- Acknowledgement in the journal
- Relationship/networking with editor

Peer review process



WILEY

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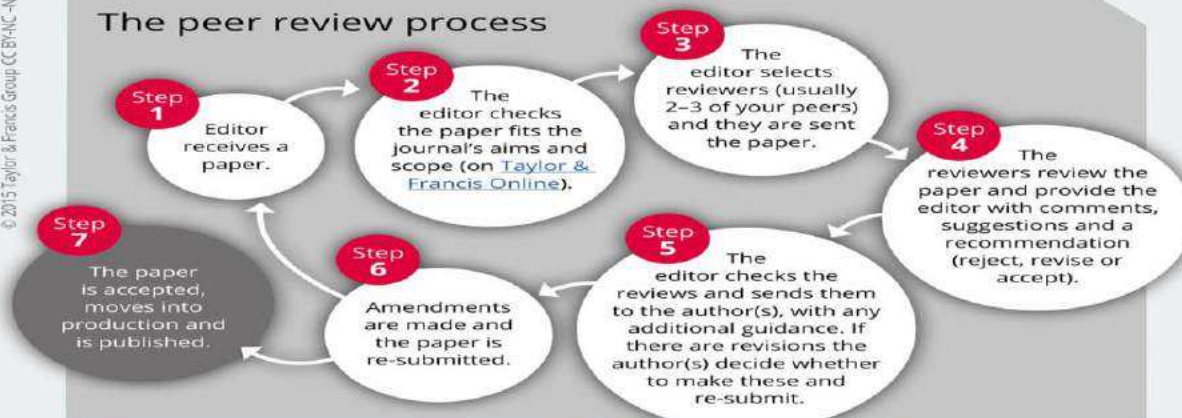


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The peer review process

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More resources

 **Peer Review: the Nuts and Bolts** (a guide for early career researchers) from Sense about Science

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Ethical Guidelines for Reviewers



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Form Review1

- **Article Title:** *Impact of Service Quality on Customer Referrals; The Mediating Role of Customer Gratitude*
- **Reviewer's Name:** Dr. Aan Jaelani
(The reviewers' identities remain anonymous to author/s)
- **Recommendation to Editor** (Please mark "x" for appropriate option)
 - () Excellent, accept the submission (5)
 - () Good, accept the submission with minor revisions required (4)
 - (x) *Acceptable, revisions required* (3)
 - () Resubmit for review, major revisions required (2)
 - () Decline the submission (1)

The editor will forward the below part to author/s

- **Evaluation** (Please evaluate the manuscript by grade 1-5)
5=Excellent 4=Good 3=Average 2=Below Average 1=Poor

Items :	Grade:
• Contribution to existing knowledge	3
• Organization and Readability	2
• Soundness of methodology	3
• Evidence supports conclusion	2
• Adequacy of literature review	3

Form Review2

- **Strengths**

1. **Introduction:** The question has authenticity, but it has not been defined clearly and well. This article will contribute positively to the development of *service quality on customer referrals*.
2. **Literature Review:** The writing of articles has been properly prepared and the review literature provided is sufficiently authoritative and comprehensive to support the data and arguments presented in the research results.
3. **Methods:** The design of the study has been prepared precisely and the method used in the form of exploratory studies. The completeness of the methods, tools, and instruments is important so that other researchers can reproduce for the development of this study.
4. **Result & Discussion:** The results in this article are described argumentatively supported by data and literature in response to research questions.
5. **Conclusion:** **The conclusion of the article can invite the reader further to read the entire article.**

- **Weaknesses**

1. This article is still in the form of a summary thesis. The description of this article is too long so it can obscure the essence of the problem to be answered in this paper.
2. **Literature Review:** The authors present only the results of the study and do not present a contributory discussion for the development of service quality on customer referrals.
3. **Methods:** The methodology needs much improvement. There is no description of where/when/how the surveys were conducted. Survey questions need to be outlined or a sample survey attached as an appendix. The accidental sampling method needs more explanation along with the quantitative analysis process and model formulation. The study could have benefited from some qualitative components to reinforce the numbers and statistics provided by the survey data.
4. **Result & Discussion:** The result of the study are interpreted long enough, but the main conclusions are supported by the results.
5. **Conclusion:** **The conclusion is largely descriptive and lacks any theory and should have contained several of the key references from the literature review**

Form Review3

- **Suggestions to Author/s**

Reconsider after major revision:

1. Abstract
2. Introduction
3. Literature review
4. Methods
5. Result & Discussion
6. Conclusion
7. References

See:

1. The result of review (pdf);
2. Paper Submission Guide
(<http://web.ccsenet.org/submissionguide.html>)

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