

**LAPORAN KEGIATAN PELATIHAN PENGELOLAAN JURNAL ILMIAH ELEKTRONIK
DAN UJI KOMPETENSI PENGELOLAAN JURNAL ILMIAH**

**PUSTAKA ILMIAH ELEKTRONIK
RELAWAN JURNAL INDONESIA, YOGYAKARTA**



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**LEMBAGA PENERBITAN
UNIVERSITAS ESA UNGGUL**

2025

Latar Belakang

Akreditasi jurnal ilmiah merupakan kegiatan penilaian untuk penjaminan mutu jurnal ilmiah melalui beberapa komponen penilaian seperti etika penulisan, kewajaran, seleksi naskah, proses bisnis pengelolaan jurnal, dan ketepatan waktu penerbitan, sehingga jurnal ilmiah tersebut mendapatkan pengakuan atas penjaminan mutunya.

Pengelolaan jurnal ilmiah menjadi sangat penting, dikarenakan adanya standar baku yang telah ditetapkan oleh ARJUNA (Akreditasi Jurnal Nasional) untuk menjamin jurnal yang diajukan akreditasinya memiliki kredibilitas baik mutu artikel yang diterbitkan maupun mutu pengelolaannya.

Atas dasar inilah diperlukan sebuah proses bisnis pengelolaan jurnal ilmiah yang baik sehingga dapat membantu meningkatkan standar jurnal ilmiah di universitas Esa Unggul, salah satunya dengan cara mengikuti kegiatan pelatihan pengelolaan jurnal ilmiah, dengan tujuan agar jurnal yang dikelola oleh universitas esa unggul dapat mengikuti standar baku yang telah ditetapkan.

Jurnal ilmiah di universitas esa unggul yang telah terakreditasi sebanyak 15 jurnal, dan untuk dapat terus meningkatkan proses manajemen didalamnya diperlukan sumber daya manusia yang memiliki kompetensi dalam pengelolaan jurnal tersebut, maka dari itu diperlukan sebuah assesment berbasis kompetensi dengan standar BNSP.

Tujuan Kegiatan

Tujuan dari kegiatan ini diharapkan para peserta dapat mengetahui dan memahami standar pengelolaan jurnal elektronik yang berdasarkan kebijakan peraturan akreditasi jurnal nasional (ARJUNA) dan memiliki kompetensi dalam pengelolaan jurnal ilmiah elektronik

Waktu dan Pelaksanaan

Kegiatan ini dilaksanakan pada tanggal 19-21 Februari 2025 pukul 07:30 s/d 18:00 bertempat di Kantor Sekretariat Pusat Relawan Jurnal Indonesia, Jalan Bibis, Ngentak, Bangunjiwo, Kasihan, Bantul Daerah Istimewa Yogyakarta

Peserta

Peserta yang hadir dalam kegiatan ini terdiri dari 45 peserta yang mewakili dari pengelola jurnal Perguruan Tinggi Negeri maupun Swasta.

Materi kegiatan

1. Penyampaian Kebijakan Kemenristekdikti mengenai pengelolaan jurnal ilmiah bereputasi nasional dan internasional.
2. Bimbingan teknis mengelola manajemen jurnal agar dapat terindeks nasional maupun internasional.
3. Ujian tertulis dan ujian praktek pengelolaan jurnal
4. Assesment pengelola jurnal oleh asesor BNSP

Kesimpulan

Permasalahan pengelolaan jurnal yang paling mendasar adalah kurangnya sdm yang terlibat dan memiliki kompetensi dalam proses penerbitan jurnal. Pengelolaan jurnal untuk dapat memenuhi standard dan kualitas publikasi dalam menggunakan OJS ini memerlukan keterampilan (kompetensi). Pengelolaan OJS yang baik minimal mempunyai SDM yang berperan dengan baik dalam proses penerbitan jurnal. Banyak jurnal yang gagal dalam pengajuan akreditasi karena satu orang berperan banyak terhadap proses penerbitan tersebut, sehingga hal tersebut mengurangi poin penting dalam penilaian akreditasi SINTA (Science and Technology Index) merupakan portal yang berisi tentang pengukuran kinerja Ilmu Pengetahuan dan Teknologi yang meliputi antara lain kinerja peneliti, penulis, kinerja jurnal dan kinerja institusi.

Lampiran Materi Kegiatan dan Dokumentasi

UNIVERSITAS MUHAMMADIYAH SIDOARJO | UMSIDA
DARI DA PAJONGKARAN BERSAMA

Pelatihan Teknis Pengelolaan Jurnal Ilmiah dengan OJS 3

Oleh:
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<https://orcid.org/0000-0002-6373-1199>
Universitas Muhammadiyah Sidoarjo

www.umsida.ac.id | @umsida1912 | umsida1912 | umsida1912 | umsida1912

Activate Windows
Go to Settings to activate Windows.

Penggunaan OJS Berbasis Tujuan Pengelolaan Jurnal Ilmiah

1. Registrasi

- Metadada Informasi Jurnal Ilmiah
- Metadada user (author, editor, reviewer)
- Metadada Terbitan
- Metadada artikel ilmiah
- Setup terkait metadada
- Plugin funding dan reference linking
- Konfigurasi License dan Copyright

2. Verifikasi

- Alur Bisnis Artikel Ilmiah
- Pemanfaatan fitur review form
- Pemanfaatan fitur diskusi
- Pemanfaatan section dan category, serta penugasan otomatis section editor
- Pemanfaatan Review Guidelines dan Deadlines Review

3. Repository

- Pemanfaatan Plugin PKP PLN
- Pemanfaatan Plugin DOI
- Pemanfaatan Fitur Import/Export Native dan User XML

4. Diseminasi

- Pemanfaatan XML Indexer (DOAJ, PubMed)
- Pengecekan OAI journal
- Pengecekan DOI Web Jurnal Ilmiah
- Konfigurasi google analytic dan sitemap
- Visualisasi Policy

Activate Windows
Go to Settings to activate Windows.

Checklist author metadata

- Cek Kelengkapan Jumlah Penulis di artikel metadata, pastikan sama dengan yang di fulltext
- Nama Penulis di metadata pastikan ditulis dengan benar sesuai ejaan.
- Setiap kata pada nama penulis diawali huruf kapital (title case).
- Hindari menulis di kolom Middle Name. Jika nama terdiri dari 3 kata. Maka pastikan last name hanya terdiri dari 1 kata.
- Cek Afiliasi masing-masing penulis di metadata, pastikan tertulis konsisten sesuai petunjuk penulisan. (Ada subdepartement, Institusi, kota)
- Cek negara asal penulis di metadata, pastikan sudah dipilih.
- Cek afiliasi penulis di fulltext, pastikan ada institusi, dan negara.
- Cek email penulis, apakah sudah menggunakan email institusi atau belum.
- Cek ORCID ID penulis, pastikan untuk dimasukkan jika ada (sangat dianjurkan)
- Isi about author sesuai dengan kontribusi penulis.

The screenshot displays a journal management interface. On the left, there is a 'Metadata terbitan' section with a 'Create Issue' form. The form includes fields for 'Volume' (set to 2), 'Number', and 'Year' (set to 2022). Below this is a 'Description' field with a rich text editor containing the text: 'All articles in this issue (11 articles, and 2 essays) were authored/co-authored by 11 authors (Subekti, and Indonesia)'. A 'Cover Image' section is also visible with a placeholder for uploading an image. On the right, there is an 'Issues' section with a 'Back Issues' tab and a 'Create Issue' button. Below this, a list of issues is shown, including '2022 — Volumes 68-70', 'Volume 70 In progress (September 2022)', 'Volume 69 June 2022', and 'Volume 68 March 2022'. The 'Current Issue' section highlights 'Vol 3 No 1 (2022)' with a description: 'This issue has been available online since 30th June 2022 for the regular issue of June 2022. All articles in this issue (6 original research articles) were authored/co-authored by 17 authors from 6 countries (China, Ecuador, India, Indonesia, Netherlands, Nigeria, and United States)'. Below the description are icons for the countries: China, Ecuador, India, Indonesia, Netherlands, Nigeria, and United States.

Laporan Kegiatan Pelatihan Pengelolaan Jurnal Ilmiah Elektronik dan Uji Kompetensi Pengelolaan Jurnal Ilmiah

Issue Management: Vol. 1 No. 1 (2022): WJAU

Table of Contents Issue Data Issue Galleys Identifiers

Create Issue Galley

Date Published: 2022-01-03

Identification: Volume: 1, Number: 1, Year: 2022

Title: WJAU

Description: World Journal of Agriculture and Urbanization is established to reach academic excellence in developing countries. It aims to publish comparative as well as collaborative interdisciplinary scholarship that will illuminate the global urban condition beginning with a firm footprint in the Global, i.e. the countries of Asia, Africa and South America. A platform that brings together interdisciplinary scholarship on the urban, it is equally interested in critical and reflexive discussions on diverse forms and sectors of urban practice. It seeks to do so not only to inform urban theory, policy and practice but also to enable the construction of diverse forms of knowledge and knowledge production needed to enable us to...

Poin Penting Metadata terbitan:

1. Tanggal terbit
2. Ada Volume dan Tahun (Minimal)
3. Deskripsi menginformasikan sebaran author, tema terbitan, atau pengelola khusus terbitan itu.
4. Daftarkan DOI khusus untuk terbitan. (Ex. <https://doi.org/10.21070/wjau.v1n1.2022>)

Submission preparation checklist

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 Microsoft Word (.docx) document file format.
- This paper is entirely the work of the authors and all content drawn from the work of other authors has been fully and appropriately referenced.
- Anyone who has made a contribution to this paper is either listed as an author or their contribution is properly acknowledged elsewhere in the paper.
- All necessary permissions for any text, pictures, diagrams, tables and figures in the paper which have been reproduced from other works have been obtained from the relevant copyright holders and the authors indemnify the publishers if any action arising from this not being the case.
- Artwork source files have been provided at the appropriate size and resolution.
- Article title and abstract should be in English
- The manuscript title is short and informative.
- Author names and their affiliations have been provided.
- One author has been designated as corresponding author.
- The abstract can be read as stand-alone text and does not exceed 300 words.
- Where available, URLs for the references have been provided.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- All the data has been acquired in keeping with recognized ethical research practices.
- All references mentioned in the References list are cited in the text, and vice versa.
- I/we the author/s understand that I/we retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution 4.0 International License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
- I/we The author declare that the research was conducted in the absence of any commercial or financial relationships that could be construed as a potential conflict of interest.
- I/We hereby warrant that this work is not an infringement of any existing copyright and indemnify the publisher against any breach of such warranty.
- I/We are aware of the UMSIDA plagiarism policy.

Authors Warrant
On 12/01/2022 10:10:00 AM

Alur Proses Bisnis (Publication setup)

Urutan:

1. List of accepted papers
2. Volume in progress
3. Fixed volume

Cek:

1. Tahun terbit
2. Copyright holder
3. License
4. Aktivasi DOI

The screenshot shows a 'Publication' setup form. It includes fields for 'Schedule for publication in' (Vol 4 (2021): June), 'Pages' (10.21070/acopen.4.2021.3149), and 'Published' (2021-10-22). There is a 'Permissions' section with a checked box for 'Attach the following permissions to the submission:' and a license URL 'https://creativecommons.org/licenses/by/4.0'. The 'Copyright Holder' is 'Eva Yohana, Nur Magfirah Aesthetika' and the 'Copyright Year' is '2021'. At the bottom, there are 'Save' and 'Cancel' buttons.

Alur proses bisnis (Publication-Article in press or List of accepted articles)

Article in Press: Corrected Proof/Uncorrected Proof/Pre-Proof
Article in Press: No volume yet.

<https://www.sciencedirect.com/journal/research-policy/articles-in-press>

<https://www.sciencedirect.com/journal/cortex/article-in-press>



Pemanfaatan XML Indexer (DOAJ, PubMed)

The screenshot displays two web interfaces for XML export. The top interface is the 'DOAJ Export Plugin' with 'Articles' selected. It shows a table with columns 'Select', 'ID', and 'Author Title'. Two articles are listed: ID 4061 by Sumbogo and ID 2553 by Alfariza et al. The bottom interface is the 'PubMed XML Export Plugin' with 'Export Issues' selected. It features a search bar and a list of articles, including one by Prido Dwi Purboyo and Aasyah Fahrudin.

Pengecekan OAI journal

Registrasi dan Validasi:
<https://www.openarchives.org/Requester/ValidateSite>

<https://acopen.umsida.ac.id/index.php/acopen/oai>

OAI 2.0 Request Results

The screenshot shows the 'OAI 2.0 Request Results' page. It includes a header with navigation links, a status message, and a 'Request URL' of <https://acopen.umsida.ac.id/index.php/acopen/oai>. The main content is an 'OAI Record' for 'oai:press.umsida.ac.id:article1'. It displays the 'OAI Identifier', 'Datstamp', and 'setSpec'. Below this is the 'Dublin Core Metadata (oai_dc)' section, which lists various fields such as Title, Author or Creator, Subject and Keywords, Description, Publisher, Date, Resource Type, and Format.

Konfigurasi google analytic dan sitemap

HTML tag Add a meta tag to your site's homepage

1. Copy the meta tag below, and paste it into your site's homepage. It should go in the <head> section, before the first <body> section.

```
<meta name="google-site-verification" content="XX6BKqJC331QD">
```

2. Click Verify below.

To stay verified, don't remove the meta tag, even after verification succeeds.

[Full details](#)

Distribution Settings

Tracking **Access** Payment Permissions

Search Engine Disking

Provide a brief description of the journal which search engines can display when listing the journal's search results.

Description

Custom tags

Custom HTML header tags to be inserted in the header of every page (e.g., meta tags)

```
<meta name="google-site-verification" content="XX6BKqJC331QD"><script async src="https://www.googletagmanager.com/gtag/js?id=UA-12345678-1"></script><script>(function(w,d,s,l,i){w[l]=w[l]||[];w[l].push({'gtm.js':true});})(window,document,script,page_loader);</script></pre>
```

Select property type

Domain new

- All URLs across all subdomains (e.g., www...)
- All URLs across https or http
- Requires DNS verification

example.com
Enter domain or subdomain

CONTINUE

URL prefix

- Only URLs under entered address
- Only URLs under specified protocol
- Allows multiple verification methods

https://www.example.com
Enter URL

CONTINUE

[LEARN MORE](#) [CANCEL](#)

<https://search.google.com/search-console>

Sitemap

Overview Performance URL Inspection Index Coverage Sitemaps Removals Experience Page experience

Add a new sitemap

<https://ijs.umsida.ac.id/index.php/ijs/> Enter sitemap URL [SUBMIT](#)

Submitted sitemaps

Sitemap	Type	Submitted	Last read	Status	Discovered URLs
/sitemap	Sitemap	4 Mar 2022	4 Mar 2022	Success	113

Rows per page: 10 1 of 1

Sitemap

A XML sitemap is available for submitting to search engines at <https://acopen.umsida.ac.id/index.php/acopen/sitemap>

Activate Windows
Go to Settings to activate Windows.

Pengecekan DOI Web Jurnal Ilmiah

<https://apps.crossref.org/web/Deposit/>

Step 1: Select Data Type

Data Type Selection

Select Data Type: Journal Book Conference Proceedings Report Dissertation Coauthors Policy page
 ALN File **BETA** Supplemental Metadata Upload **BETA**

Step 2: Identify the Journal

Journal information:

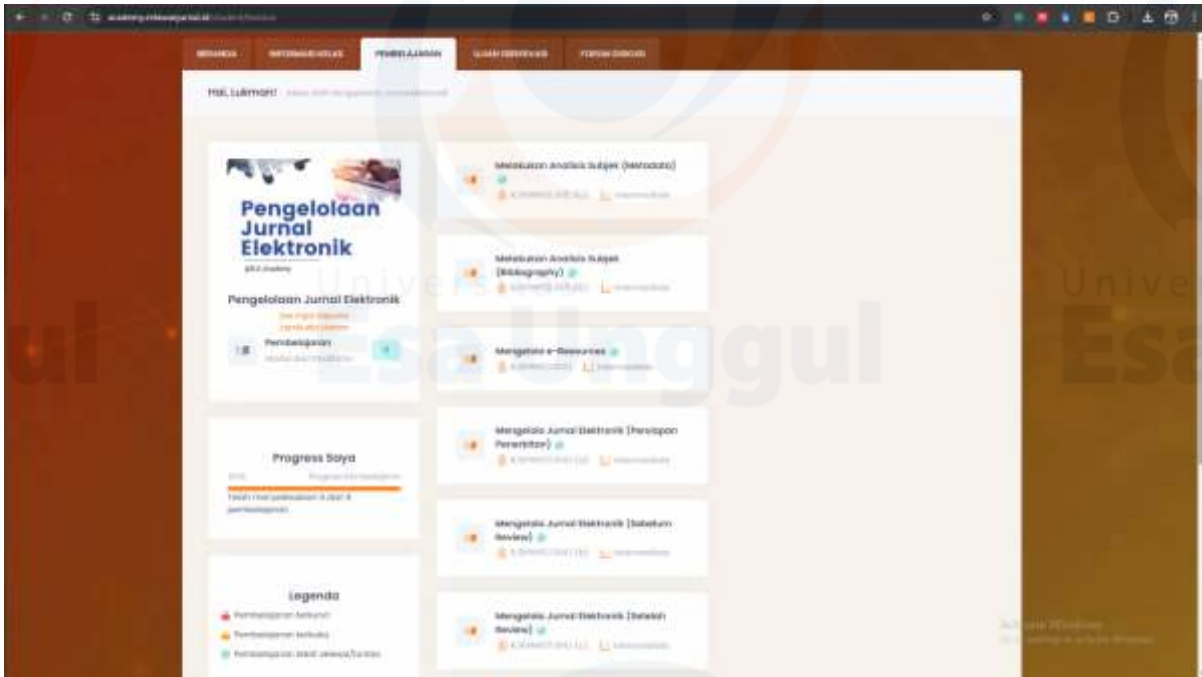
Title+ _____
Abb+ _____
Journal DOI+ _____
Journal URL _____
Print ISSN+ _____ Elect ISSN+ _____ Journal DOI and/or ISSN required
Volume _____ Issue _____

Contoh:
<https://doi.org/10.21070/acopen>



sesi tanya jawab mengenai permasalahan pengelolaan jurnal ilmiah (hari pertama)

Laporan Kegiatan Pelatihan Pengelolaan Jurnal Ilmiah Elektronik dan Uji Kompetensi Pengelolaan Jurnal Ilmiah



Proses ujian tertulis



Proses ujian praktek dan wawancara dengan asesor BNSP



KOMPETENSI (WORKPLACE)			
No.	Kode Unit/Referensi (Unit of Competency/Reference)	Judul Unit/Materi (Unit of Competency Title/Training Material)	Waktu (JP) Duration
1	R.91PRP02.005.01	Melakukan Analisis Subjek Conduct Subject Analysis	10 JP
2	R.91PRP07.013.1	Mengelola e-Resources Managing e-Resources	10 JP
3	R.91PRP07.014.1	Mengelola Jurnal Elektronik Managing Electronic Journals	10 JP
4	R.91PRP07.010.1	Mengoperasikan Perangkat Lunak Anti Plagiarisme Operate Anti-Plagiarism Software	10 JP
Jumlah			40 JP

Jamiludin Usman, M.Pd.I.
Koordinator
RJI Academy

Sertifikat pelatihan





Sesi sharing knowledge bersama tim pengelola jurnal ilmiah fakultas/prodi