Makara Journal of Technology (MJT)

http://journal.ui.ac.id/technology/

Guidance to Authors

1 Authors

In their MJT web-account, Authors can monitor active submissions through the <u>Active Submission(s)</u> link, view archived submissions through the <u>View Archived Submission(s)</u> link, or start a new submission through the <u>Start New Submission</u> link. Active submissions refer to submissions that are still being processed and have not received a status, including those that are not submitted / incomplete. Archived submissions refer to submissions that have received a status of either rejected or published. Archived submissions can only be viewed by the corresponding author and Editor/Secretariat.

1.1 Starting New Submission

Authors are advised to first study the detailed instructions in <u>About</u> > <u>Author Guidelines</u> page. After clicking <u>Start New Submission</u> in the **Author** section after logging in, Authors should:

- Select a Section
- Write a title
- Write an abstract
- Write a list of references, 1 item per line (separated by pressing Enter)
- Upload a manuscript file in DOC/DOCX format without author information
- Upload a preview image. The image will be presented to enhance online publication, not in the PDF proceeding.
- Upload supplementary files if necessary
- Input 4 names of suggested reviewers. Each name should include an email address, field of expertise, and affiliation.
- Input the name of the author(s). Each author should at least include the first name, last name, and email address.
- Check the checklist agreement

- Click **<u>Next Step</u>** at the bottom to proceed to the next step

In the next step, Authors should check the uploaded file. If there are no problems, Authors should click **<u>Submit</u>** to complete the submission process. Once this is done, the article can be viewed in the <u>Active Submission(s)</u> section under the **Author** section of the <u>My Account</u> page.

1.2 Monitoring Submission Until Receiving Status

Authors will receive a notification email if there are necessary steps to be taken regarding their submission in the website. Any necessary steps regarding their submission can be viewed by clicking the title of the submitted article in the Active Submission page, which can be accessed through the <u>Active Submission(s)</u> link in the **Author** section of the <u>My Account</u> page. The necessary steps to be taken by Authors during the process before publication include:

- Uploading a revised version if requested by reviewers

- Uploading a version that includes author information after the blind peer-review process is completed

- Uploading a revised version to fix typos, readability, flow, and formatting in preparation for publication, if necessary