

PANDUAN UPLOAD ARTIKEL ONLINE

Kunjungi halaman web <http://portal.widyamandala.ac.id/jurnal/index.php/jiem> dan melakukan registrasi dengan langkah-langkah sebagai berikut:



Klik REGISTER pada bagian yang bertanda, kemudian akan muncul tampilan sebagai berikut:

Register

Fill in this form to register with this journal.

[Click here](#) if you are already registered with this or another journal on this site.

Profile

Username*	<input type="text" value="Vigih"/>	The username must contain only lowercase letters, numbers, and hyphens/underscores.
Password*	<input type="password" value="....."/>	The password must be at least 6 characters.
Repeat password*	<input type="password" value="....."/>	
Salutation	<input type="text"/>	
First name*	<input type="text" value="Vigih"/>	
Middle name	<input type="text" value="Hery"/>	
Last name*	<input type="text" value="Kristanto"/>	
Initials	<input type="text" value="VHK"/> Joan Alice Smith = JAS	
Gender	<input type="text" value="M"/>	
Affiliation	<input type="text" value="Universitas Katolik Widya Mandala Madiun"/>	

Bio statement
(E.g.,
department and
rank)

Confirmation Send me a confirmation email including my username and password

Register as Reader: Notified by email on publication of an issue of the journal.
 Author: Able to submit items to the journal.
 Reviewer: Willing to conduct peer review of submissions to the press.
 Identify reviewing interests (substantive areas and research methods):

(Separate interests by pressing the enter or comma key)

Register Cancel

* Denotes required field

Country Indonesia

Isi formulir di atas dengan data diri masing-masing sesuai contoh di atas, kemudian klik **“Register”**, jangan lupa untuk membubuhkan tanda check (√) pada **“Author”**

Setelah memilih **“Register”** akan muncul tampilan sebagai berikut:

User Home

JIEM

» [Author](#) 0 Active [\[New Submission\]](#)

My Account

- » [Show My Journals](#)
- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Log Out](#)

Pilih “New Submission” sehingga muncul tampilan sebagai berikut:

Step 1. Starting the Submission

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

Encountering difficulties? Contact [Hari Mintangtono](#) for assistance.

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 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](#), 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.

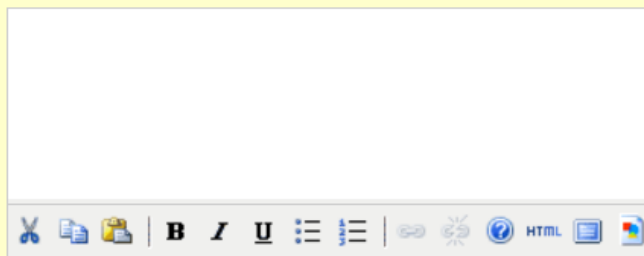
Bubuhkan tanda check (✓) pada semua checklist yang tersedia, kemudian pilih “Save and Continue”

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)



The image shows a large, empty rectangular text area for entering comments. Below the text area is a rich text editor toolbar with various icons for text formatting, including bold, italic, underline, bulleted list, numbered list, link, unlink, help, HTML, and print.

Save and continue

Cancel

Sehingga muncul tampilan sebagai berikut:

Step 2. Uploading the Submission

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

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Hari Mintangtono](#) for assistance.

Submission File

No submission file uploaded.

Upload submission file

Pilih File Tidak ada file yang dipilih

Upload

Save and continue

Cancel

Pilih file artikel (file artikel harus dibuat dengan directory .doc atau .docx) yang akan diupload, kemudian pilih "Upload", setelah muncul nama file yang diupload, pilih "Save dan Continue", sampai muncul tampilan sebagai berikut:

Step 3. Entering the Submission's Metadata

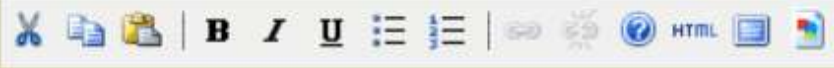
1. START 2. UPLOAD SUBMISSION 3. **ENTER METADATA** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors

First name*	<input type="text" value="Vigih"/>
Middle name	<input type="text" value="Hery"/>
Last name*	<input type="text" value="Kristanto"/>
Email*	<input type="text" value="matematika@widyamandala.ac.id"/>
URL	<input type="text"/>
Affiliation	<input type="text" value="Program Studi Pendidikan Matematika
Fakultas Keguruan dan Ilmu Pendidikan
Universitas Katolik Widya Mandala Madiun"/>
	<small>(Your institution, e.g. "Simon Fraser University")</small>
Country	<input type="text" value="Indonesia"/>

Country


Bio statement
(E.g., department
and rank)



Title and Abstract

Title*

Abstract*



Indexing

Language
English=en; French=fr; Spanish=es. [Additional codes.](#)

Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

Isi formulir di atas, sesuai dengan data diri masing-masing, kemudian pilih “Add Author” jika penulis artikel lebih dari satu. Selanjutnya isi formulir “Title and Abstract”. Kemudian, isikan Language dengan “id” (Indonesia), selanjutnya pilih “Save and Continue”, sampai muncul tampilan sebagai berikut:

Step 4. Uploading Supplementary Files

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

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
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No supplementary files have been added to this submission.

Upload supplementary file

Pilih File

Tidak ada file yang dipilih

Upload

Save and continue

Cancel

Pilih file pendukung, jika ada file pendukung artikel, kemudian pilih “Upload”, jika nama file sudah tampil, pilih “Save and Continue”. Selanjutnya akan muncul tampilan sebagai berikut:

Step 5. Confirming the Submission

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

To submit your manuscript to JIEM 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 JIEM.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
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No files have been attached to this submission.

Finish Submission

Cancel

Jika nama file artikel sudah muncul pada tabel File Summary, silakan pilih “Finish Submission”.

Setelah memilih “Finish Submission” maka proses upload artikel selesai.

Pilih “Log Out” untuk keluar, kemudian Log In kembali jika ingin melihat perkembangan terhadap artikel yang telah di Upload, apakah sudah masuk tahap editing oleh editor atau artikel tersebut ditolak.

Jika masih kesulitan untuk melakukan proses di atas, penulis artikel dapat mengirimkan softcopy artikel ke alamat redaksi dan kami dewan redaksi akan melakukan proses tersebut dan menginformasikan username dan password serta perkembangan artikel yang telah diupload kepada penulis.