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How to Publish Manuscript Using Quick Submit in Open Journal System (OJS) 2.0 For Editor

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A B S T R A C T S

The purpose of this study is to show a step-by-step process for publishing journal articles using the Quick Submit Plugin in the Open Journal System (OJS) 2.0. The method used in this study is to practice directly step by step publishing articles using the Quick Submit Plugin and conducting a literature review of existing works. An example of a journal used in the quick submit practice process is the Journal of Assessment and Intervention of Children with Special Needs (JASSI Anakku). We found that publishing journal articles can use one of the plugins in OJS 2.0 namely Quick Submit Plugin. With the completion of this research, it is hoped that it can help journal managers in submitting articles through the Quick Submit Plugin in OJS 2.0.

A R T I C L E   I N F O

1. INTRODUCTION

The Open Journal System (OJS) is a journal management and web-based publication system that was developed by the Public Knowledge Project (PKP) in 2002 at the University of British Columbia which aims to expand and improve access to research (Chandra, 2020). OJS is an open-source software that is available worldwide. OJS is designed to reduce the time and energy of journal managers devoted to administrative and managerial tasks related to editing journals while increasing the record-keeping and efficiency of the editorial process. This aims to improve the quality of scientific and public journal publications through various innovations, from making journal policies more transparent to increase the indexing of articles. Articles are essays that are still written by hand, someone's writings that have not been published, and news materials that are ready to be set (Bahar & Mathar, 2015).

Handayani and Febriyanto (2018) in their research on the development of OJS version 2.0 to version 3.1 stated that the PKP continues to improve the OJS journal management system to make it easier for users, especially for journal managers and writers to publish their articles online. thus, encouraging journal publishing institutions to follow and develop OJS to the next version to increase efficiency in managing journals. Retnoningsih and Alfian (2020) in their research stated that OJS version 2.0 (OJS 2.0) has a fairly long setup display when compared to OJS version 3. According to Hasanudin et al. (2021) in their research stated that publishing articles in journals based on OJS 2.0 and 3 can be done by final year students.

There have been many studies on the OJS 2.0, including those conducted by Handayani and Febriyanto (2018), Retnoningsi and Alfian (2020), and Hasanudin et al. (2021). However, no research examines how to publish articles using quick submit in the open journal system (OJS) 2.0 accompanied by detailed and systematic steps and documentation pictures.

In this study, each example and the steps taken refers to one of the journals at the University of Indonesia Education, namely the Journal of Assessment and Intervention of Children with Special Needs (JASSI Anakku). JASSI Anakku is a journal in the field of special education. However, every discussion and step presented in this study is intended in general for all journal web managers who use the OJS 2.0 system.

The purpose of this study is to show the steps in publishing articles using quick submit in the OJS 2.0. This research is expected to be an easy reference for users who are publishing articles for the first time using quick submit in the OJS 2.0 because in this study we provide step-by-step accompanied by pictures for the process of publishing articles using quick submit in OJS 2.0.

2. METHODS

The method used in this research is to practice directly step by step how to publish articles using the quick submit plugin and by conducting a literature review of existing works. The equipment needed in this research such as:

2.1. Web Browser

In this study, we use the chrome web browser. However, the type of web browser that can be used in this study is not only chrome, user can use other types of web browsers, such as Mozilla Firefox, Safari, Opera, Internet Explorer, and other web browsers.

2.2. Google Scholar

Google scholar is used to build reference styles and search for keywords to find articles in journals. In conducting a reference search, we use a search based on keywords, year, and author's name. There are several reference styles presented, namely APA, MLA, Harvard, Vancouver, Chicago, and IEEE styles.

2.3. Jurnal OJS

In this study, we use the journal JASSI Anakku as an example of implementing Quick Submit steps in OJS 2.0. The implementation of Quick Submit in any journal that uses OJS 2.0 applies the same steps.

3. RESULTS AND DISCUSSION

In this study, we used the journal JASSI Anakku as an example of implementing Quick Submit steps in OJS 2.0. The implementation of Quick Submit on any journal that uses OJS 2.0 applies the same steps. Here are the Quick Submit steps in OJS 2.0.

3.1. The first step

The first step that must be done when going to do a Quick Submit is to go to the related journal page. In this example, we go to the JASSI Anakku journal page. Here are the steps to enter the JASSI Anakku journal page.

(i) Log in to the web browser, in our example using the "Chrome" web browser (**Figure 1**). User can use other web browser options, such as Mozilla Firefox, Safari, Opera, Internet Explorer, and so on.
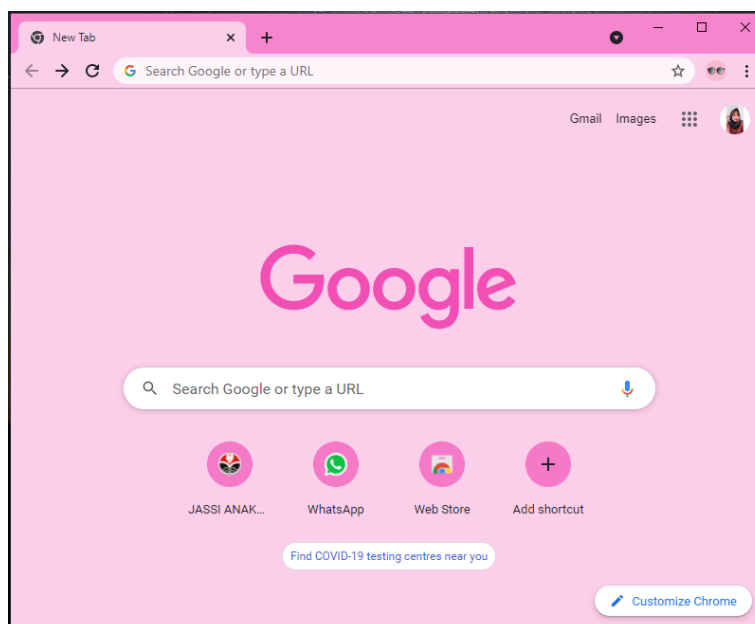
Figure 1 Chrome browser front-page display.

(ii) In the search menu, enter the name of the journal for the Quick Submit process (**Figure 2**).
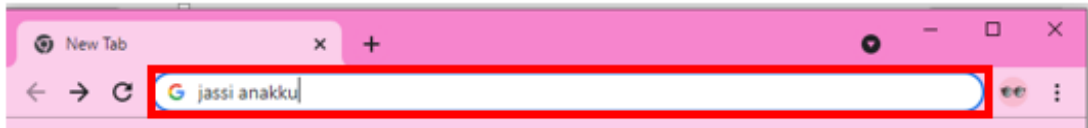
Figure 2 Display the search menu on chrome.

(iii) After the user writes the sentence " JASSI Anakku" in the search menu of the Chrome web browser, a display appears as shown in **Figure 3**.
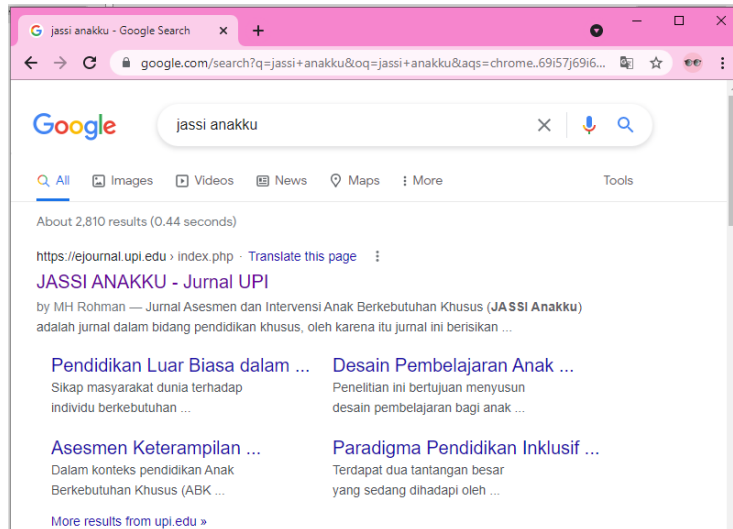
Figure 3 Display of the search results for the sentence " JASSI Anakku" on the Chrome web browser.

(iv) Select the website page with the title "JASSI Anakku – UPI journal" (**Figure 4**). If the user uses another journal, then select the website page of the journal the user wants.
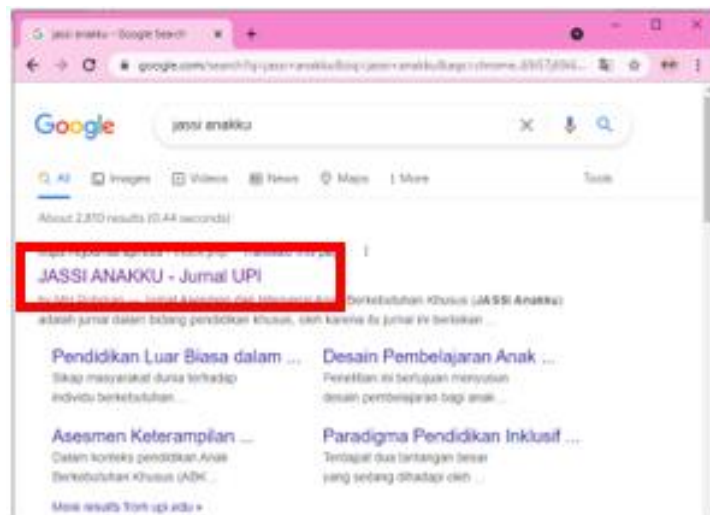
Figure 4 Choose Jassi Anakku's journal website page.

(v) After the user selects the website page of the journal, the initial page display of the journal user chooses appears. **Figure 5** shows the start page of the journal JASSI Anakku.

Figure 5 JASSI Anakku journal system web page display.

3.2. Second Step

After the user has completed the first step, the next step is to enter the user's home page by logging in first. The following are the steps for logging in to the journal Jassi Anakku.

(i) Select the "Login" menu in the Top Navigation Bar (**Figure 6**).
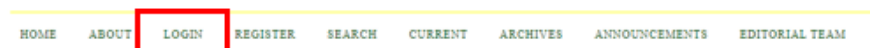
Figure 6 Display Top Navigation Bar user is not logged in.

(ii) After the user enters the Login page, the display appears as shown in **Figure 7**.
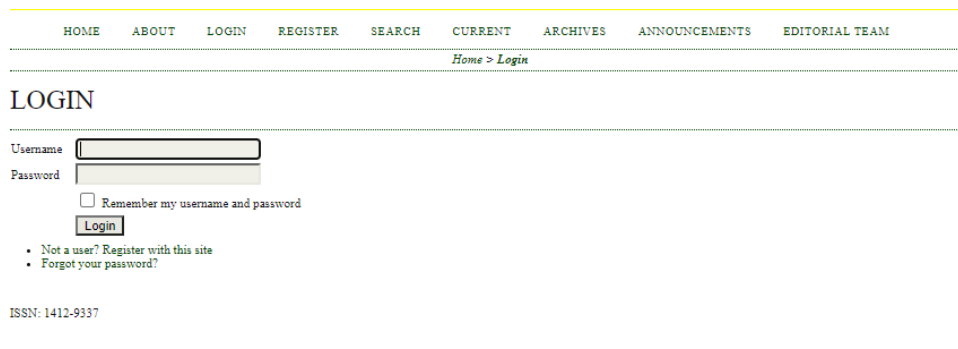
Figure 7 Login page view.

(iii) Then write the username and password in the provided fields (**Figure 8**).

Figure 8 Example of entering username and password.

(iv) After the user has entered the username and password, the user clicks the "Login" button (**Figure 9**).

Figure 9 Click the login button.

(v) After the user presses the "login" button, the user enters the user's home page as shown in **Figure 10**.

Figure 10 User home page display.

3.3. Third Step

The next step is after successfully entering the user's home page. The user is required to go to the import/export data page. Here are the steps to enter the import/export data page.

(i) Select "Journal Manager" (**Figure 11**).

JASSI ANAKKU

Journal Manager

Editor

Author

Figure 11 Selecting Journal Manager.

(ii) After user select/click on the words "Journal Manager", user enter the Journal Management page as shown in **Figure 12**.

Home > User > Journal Management

JOURNAL MANAGEMENT

MANAGEMENT PAGES

- Announcements
- Files Browser
- Journal Sections
- Review Forms
- Languages
- Masthead
- Prepared Emails
- Reading Tools
- Setup
- Stats & Reports
- Payments
- System Plugins
- Import/Export Data

USERS

- Users Enrolled in this Journal
- Enroll a User from this Site in this Journal
- Show users with no role
- Create New User
- Merge Users

ROLES

- Journal Managers
- Editors
- Section Editors
- Reviewers
- Authors
- Readers
- Subscription Managers

ISSN: 1412-9337

Figure 12 Journal Management page view.

(iii) After user enter the Journal Management page, select the words "Import/Export Data" in the "Management Pages" section (**Figure 13**).

JOURNAL MANAGEMENT

MANAGEMENT PAGES

- Announcements
- Files Browser
- Journal Sections
- Review Forms
- Languages
- Masthead
- Prepared Emails
- Reading Tools
- Setup
- Stats & Reports
- Payments
- System Plugins
- Import/Export Data
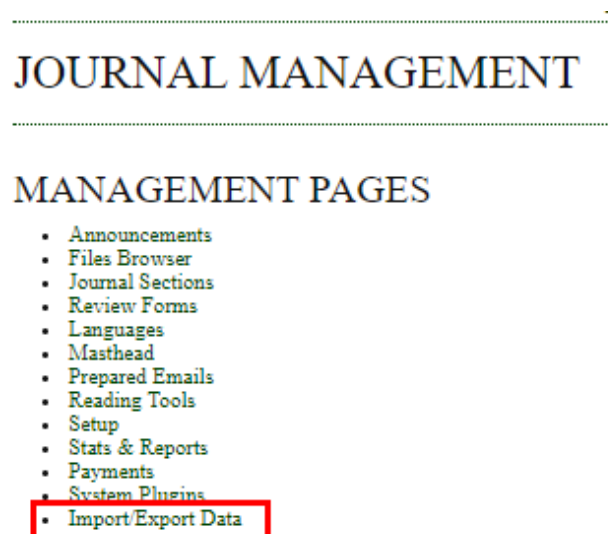
Figure 13 Display management pages to select import/export data.

(iv) After user click on the words "Import/Export Data", user enter the data import/export page as shown in **Figure 14**.

Figure 14 Display the import/export data page.

3.4. Fourth Step

The fourth step is to do the Quick Submit Plugin. Here are the steps in doing the Quick Submit Plugin.

(i) Select "QuickSubmit Plugin: One-step submission plugin" on the "Import/Export Data" page (**Figure 15**).
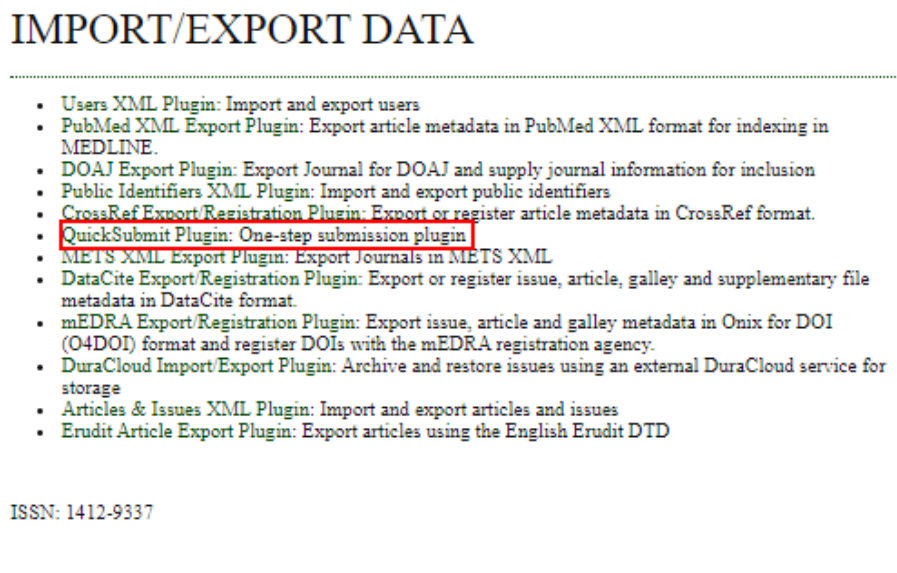
Figure 15 Display selects Quick Submit Plugin.

(ii) After user select/click on "QuickSubmit Plugin: One-step submission plugin", user enter the QuickSubmit Plugin page as shown in **Figure 16**.

Figure 16 Quick Submit Plugin page view.

(iii) After the user enters the Quick Submit Plugin page, then the next step is to fill in all the requested data according to the article user is going to publish. The steps for filling data in the Quick Submit Plugin are as follows.

(i) In the submission destination menu, fill in "add to an existing issue:" and "pages" according to the issue and journal page that the user wants to publish (**Figure 17**.)

Figure 17 Example of filling out issues and pages.

(ii) In the data submission menu, the user fills in the Submission file, Authors, Title and Abstract, Indexing, and Reference (**Figures 18-22 22**).

SUBMISSION FILE

Original file name	v-rev v-a-v-Al-Quran Memorizing Training using 2T+1M Method for Student with Visual Disability Through the Zoom Application.pdf
File Size	457KB
Date uploaded	2021-09-30 10:24 AM
Replace submission file	Choose File No file chosen Upload

Figure 18 Example of filling out the Submission File.

AUTHORS

First Name *   Nur

Middle Name

Last Name *   Azizah

Email *   nurazizahbks@student.upi.edu

ORCID iD

ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. *http://orcid.org/0000-0002-1825-0097*).

URL

Affiliation   Indonesia University of Education

Country   Indonesia

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

Add Author

Figure 19 Example of filling Authors.

TITLE AND ABSTRACT

Title *   Al-Quran Memorizing Training Using 2T+1M Method for Student with Visual D

Abstract *   Allah has guaranteed convenience for anyone who wants to memorize the Qur'an, including students with visual disabilities. However, it is necessary to have the right method and make it easier for the student with visual disabilities to memorize the Quran. This study aims to provide an overview of the training to memorize the Quran for the student with a visual disability using the 2T+1M method. This research uses the descriptive qualitative method. Data collection techniques using observation and interview with mother of a student with visual disability. The data analysis technique uses the Miles and Huberman model analysis which has 3 stages, namely data reduction, data presentation, and conclusion. Al-Quran memorization training is carried out by volunteers from the SIEP (Social Inclusive Education Project) community through the Zoom Meeting application. The chapter name is An-Naziaat verses 1 to 46. The training was carried out for 9 meetings by applying the 2T+1M method, namely Talqin or Tasmi, Tikrar, and Murajaah. During the Quran memorizing training using the

Figure 20 Example of filling in Title and Abstract.

Figure 21 Example of filling in Indexing**.**

Figure 22 Example of filling References.

(iii) After user have filled in all the data, the next step is to click the "Save and continue" button (**Figure 23**).

Figure 23 Save and continue button.

In addition to the "Save and Continue" button, user can also select the "Save and Create Another" button to save the article data that has been filled in and enter new Quick Submit data. In addition, user can select the "Cancel" button to cancel saving the article data.

3.5. Fifth Step

After the Quick Submit Plugin process is complete, user can view the articles that user have published by going to the archives page. The steps to enter the archives page are as follows.
(i) Select the "Archives" menu on the Top Navigation Bar, then select the volume and issue number of the article's user publish (**Figure 24**).
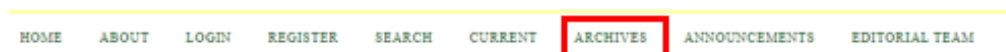
Figure 24 Display Top Navigation Bar, to select menu Archives.

(ii) After that, user enter the archives page like **Figure 25**.

Figure 25 Archives page view.

(iii) Once user have entered the Archives page, look at the bottom row. if the title of the article user publish is already on the archives page, then the Quick Submit Plugin process has been successful. However, if it's not there then user should do the Quick Submit process again from the beginning or check it again after a few minutes.

3.6. Add Authors

When the user publishes an article using Quick Submit, the user is asked to enter author data. However, what is if the author of the article to be published more than one? The following are the steps to add the author's column if the authors of the article user are going to publish are more than one.

(i) On the Authors menu on the Quick Submit Plugin page, there is a button "add author" (**Figure 26**).

Figure 26 Authors page view.

(ii) To add the Authors column, user can click the "add author" button (**Figure 27**).

Figure 27 Add Authors button display.

(iii) After user click the "add authors" button, a new authors column appears as shown in **Figure 28**.

Figure 28 New authors page view.

4. CONCLUSION

Based on the results and discussion, Quick Submit is one of the features in the Open Journal System (OJS) 2.0 which is used to publish articles easily and quickly. The step of publishing articles using Quick Submit is carried out starting from the first stage, which is entering the journal page through a web browser, until the last stage, which is filling in data according to the article created. From this research, we can see that publishing an article using Quick Submit can save us time. It is hoped that this article can help novice editors when they publish an article using Quick Submit in OJS 2.0.

5. ACKNOWLEDGMENTS

6. AUTHORS' NOTE

The authors declare that there is no conflict of interest regarding the publication of this article. Authors confirmed that the paper was free of plagiarism.

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