

# PANDUAN EDITOR

## 1. STATUS ARTIKEL EDITOR

User Home

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Jurnal Dinamika Manajemen (Journal of Management Dynamics)

Journal Manager [Setup]

Editor	1 Unassigned	84 In Review	20 In Editing	[Create Issue] [Notify Users]
Section Editor		6 In Review	0 In Editing	

**Unassigned** = Artikel belum diproses

**In Review** = Artikel dalam proses review

**In Editing** = Artikel dalam proses editing

## 2. MENGECEK ARTIKEL YANG BELUM DIPROSES

### Unassigned

UNASSIGNED IN REVIEW IN EDITING ARCHIVES

Assigned To:  In Section:

between    and

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE
4084	10-17	ART	farida	PENGETAHUAN LOKAL MENGENAI HEWAN MITOS PADA MASYARAKAT...
4086	10-17	ART	Lianah	UTILIZATION OF MEDICAL PLANTS TETRASTIGMA GLABRATUM (...)

### 3. EDITOR MENGECEK ARTIKEL & MEMBAGI TUGAS

#### #4084 Summary

SUMMARY REVIEW EDITING HISTORY REFERENCES

#### Submission

Authors	mutia yuli farida
Title	PENGETAHUAN LOKAL MENGENAI HEWAN MITOS PADA MASYARAKAT SUKU ANAK DALAM (SAD) DESA LAMTAK SERIBU KEC. RENAH PAMENANG KAB. MERANGIN, JAMB
Original file	4084-8862-1-SM.DOCX
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	mutia yuli farida
Date submitted	2015-10-17
Section	Articles <span>Change to</span> <span>Articles</span> <span>Record</span>

KLIK UNTUK DOWNLOAD ARTIKEL

#### Editors

REVIEW EDITING REQUEST ACTION

None assigned

Record

ADD SECTION EDITOR

KLIK

ADD SELF

# Section Editors

## Select Section Editor

First Name ▼ contains ▼  Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All


NAME	JOURNAL SECTIONS	COMPLETED	ACTIVE	ACTION
BASHIR MABROK ABDORAHMAN LAKHAL	—	0	0	ASSIGN
DR. MEHRAJ AHMAD	—	0	0	ASSIGN
DR. AMIR HAMIDY	—	0	0	ASSIGN
PROF. HENDRA HERMAWAN	—	0	0	ASSIGN
DR. IR. DYAH RINI INDRIYANTI	—	15	6	ASSIGN
DR. TANUJI KUDRE	—	0	0	ASSIGN
DR. IIN KURNIA	—	0	0	ASSIGN
MOHAMMAD IRHAM M.SC	—	0	0	ASSIGN
ASSOC. PROF. DR. KOK BOON NEOH	—	0	0	ASSIGN
DR. MULYOTO PANGESTU	—	0	0	ASSIGN
DR. ENNI SUWARSANI RAHAYU	—	0	0	ASSIGN
DR. MARGARETA RAHAYUNINGSIH	—	0	0	ASSIGN
PROF. DR. IR. AMIN RETNONINGSIH	—	0	0	ASSIGN
DR. ROSARIN RUJANANON	—	0	0	ASSIGN

### 4. EDITOR SUDAH MEMBAGI TUGAS KEPADA SECTION EDITOR

## #4084 Summary

SUMMARY REVIEW EDITING HISTORY REFERENCES

### Submission

Authors mutia yuli farida 

Title PENGETAHUAN LOKAL MENGENAI HEWAN MITOS PADA MASYARAKAT SUKU ANAK DALAM (SAD) DESA LANTAK SERIBU KEC. RENAH PAMENANG KAB. MERANGIN, JAMB

Original file 4084-8882-1-SM.DOCX 2015-10-17


Supp. files None ADD A SUPPLEMENTARY FILE

Submitter mutia yuli farida 

Date submitted 2015-10-17

Section Articles Change to Articles ▼ Record

### Editors

		REVIEW	EDITING	REQUEST	ACTION
Section Editor	Bashir Abdorahman Lakhal 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2015-11-15	DELETE

Record ADD SECTION EDITOR | ADD EDITOR | ADD SELF

### Status

Status In Review REJECT AND ARCHIVE SUBMISSION

Initiated 2015-10-17

Last modified 2015-11-05

## 5. EDITOR DAPAT MENOLAK ARTIKEL ARTIKEL

### Status

Status In Review REJECT AND ARCHIVE SUBMISSION

Initiated 2015-10-17

Last modified 2015-11-05

**TUGAS EDITOR MENDISTRIBUSIKAN ARTIKEL SUDAH SELASAI, DILANJUTKAN MEMBUAT ISSUE (VOLUME, NOMOR, TAHUN)**

# 6. EDITOR MEMBUAT ISSUE (VOLUME, NOMOR, TAHUN)

## User Home

### Jurnal Dinamika Manajemen (Journal of Management Dynamics)

Journal Manager

[Setup]

Editor 1 Unassigned 84 In Review 20 In Editing  
Section Editor 6 In Review 0 In Editing

[Create Issue] [Notify Users]

## Create Issue

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)

Issue: ----- Future Issues -----

## Identification

Volume

8

Number

1

Year

2016

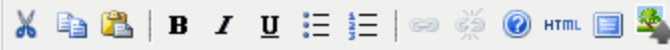
Issue identification

- Volume
- Number
- Year
- Title

Title

March 2016

Description



## 7. EDITOR MENGUPLOAD COVER (OPTIONAL)

**Cover**

**KLIK** for this issue with the following elements.

Cover image  **KLIK** Use Save to upload file.  
(Allowed formats: .gif, .jpg, or .png)

Stylesheet  No file chosen Use Save to upload file.

Uploaded: —

Cover caption

Display  Do not display cover image thumbnail in issue listing.  
 **KLIK** display cover image prior to table of contents.

## 8. EDITOR MEMPUBLISH ISSUE TERBARU

**Future Issues**

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)

ISSUE	ITEMS	ACTION
<b>VOL 8, NO 1 (2016): MARCH 2016</b>	0	DELETE

**Vol 8, No 1 (2016): March 2016**

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)

Issue:

[TABLE OF CONTENTS](#) [ISSUE DATA](#) [ISSUE GALLERY](#) [PREVIEW ISSUE](#)

**Table of Contents** **KLIK**

*No items are currently scheduled for this issue.*

## 9. ISSUE TERBARU AKAN MUNCUL DI [ARCHIVES](#)

# 10. EDITOR DAPAT MENGHAPUS ISSUE

## Back Issues

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)



This journal uses custom issue ordering. [RESET TO DEFAULTS](#)

ISSUE	PUBLISHED	ITEMS	ORDER	ACTION
VOL 8, NO 1 (2016): MARCH 2016	2015-11-15	0	↑ ↓	DELETE
VOL 7, NO 2 (2015): SEPTEMBER 2015	2015-09-20	11	↑ ↓	DELETE
VOL 7, NO 1 (2015): MARCH 2015	2015-04-22	10	↑ ↓	DELETE
VOL 6, NO 2 (2014): SEPTEMBER 2014	2014-11-01	10	↑ ↓	DELETE
VOL 6, NO 1 (2014): MARCH 2014	2014-06-06	10	↑ ↓	DELETE
VOL 5, NO 2 (2013): SEPTEMBER 2013	2014-02-18	10	↑ ↓	DELETE
VOL 5, NO 1 (2013): MARCH 2013	2013-06-14	10	↑ ↓	DELETE
VOL 4, NO 2 (2012): SEPTEMBER 2012	2013-03-06	10	↑ ↓	DELETE
VOL 4, NO 1 (2012): MARCH 2012	2013-03-05	7	↑ ↓	DELETE
VOL 2, NO 1 (2010): MARCH 2010	2011-11-11	6	↑ ↓	DELETE
VOL 2, NO 2 (2010): SEPTEMBER 2010	2011-11-14	8	↑ ↓	DELETE
VOL 1, NO 1 (2009): MARCH 2009	2011-04-08	12	↑ ↓	DELETE

# PANDUAN SECTION EDITOR

## 1. SECTION EDITOR MENGECEK STATUS ARTIKEL

Jurnal Pendidikan Fisika Indonesia (Indonesian Journal of Physics Education)

Section Editor **4 In Review** 0 In Editing

### Submissions in Review

IN REVIEW IN EDITING ARCHIVES

In Section:

between   and

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING
4084	10-17	ART	farida	<b>PENGETAHUAN LOKAL MENGENAI HEWAN...</b>	—	—	—	—

## 2. SECTION EDITOR MENDOWNLOAD ARTIKEL DARI AUTHOR

### #4084 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

#### Submission

Authors: mutia yuli farida

Title: PENGETAHUAN LOKAL MENGENAI HEWAN MITOS PADA MASYARAKAT SUKU ANAK DALAM (SAD) DESA LANTAK SERIBU KEC. RENAH PAMENANG KAB. MERANGIN, JAMB

Section: Articles

Editor: **Bashir Abdorrahman Lakhali**

Review Version: **4084-8884-1-RV.DOCX** 20

Upload a revised Review Version  No file chosen

Supp. files: None

#### Peer Review Round 1



### 3. JIKA BLIND REVIEW, SILAHKAN UPLOAD ARTIKELNYA

#### #4084 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

##### Submission

Authors mutia yuli farida

Title PENGETAHUAN LOKAL MENGENAI HEWAN MITOS PADA MASYARAKAT SUKU ANAK DALAM (SAD) DESA LANTAK SERIBU KEC. RENAH PAMENANG KAB. MERANGIN, JAMB

Section Articles

Editor Bashir Abdorahman Lakhali

Review Version 4084-8884-1-RV.DOCX 2015-10-17 ENSURING A BLIND REVIEW

Upload a revised Review Version

Supp. files None



### 4. SECTION EDITOR MEMILIH REVIEWER SESUAI BIDANG

#### #4084 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

##### Submission

Authors mutia yuli farida

Title PENGETAHUAN LOKAL MENGENAI HEWAN MITOS PADA MASYARAKAT SUKU ANAK DALAM (SAD) DESA LANTAK SERIBU KEC. RENAH PAMENANG KAB. MERANGIN, JAMB

Section Articles

Editor Bashir Abdorahman Lakhali

Review Version 4084-8884-1-RV.DOCX 2015-10-17 ENSURING A BLIND REVIEW

Upload a revised Review Version  No file chosen

Supp. files None

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Peer Review Round 1  VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

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##### Reviewers

###### Select Reviewer

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ENROLL AN EXISTING USER AS REVIEWER | CREATE NEW REVIEWER

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
MAHANANI - -		0	—	—	0	<input type="button" value="ASSIGN"/>
HARYUNI -		1	0	2015-11-06	0	ASSIGN



## 5. KLIK PERMOHONAN REVIEW

Reviewer A	Amir Hamidy	CLEAR REVIEWER		
Review Form	None / Free Form Review	SELECT REVIEW FORM		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
	—	2015-12-13		



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Reviewer B	Yu-Cheng Hsu	CLEAR REVIEWER		
Review Form	None / Free Form Review	SELECT REVIEW FORM		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
	—	2015-12-13		



## 6. STATUS BERHASIL MENGIKIR PERMOHONAN REVIEW

Reviewer A	Amir Hamidy	CANCEL REQUEST		
Review Form	None / Free Form Review	SELECT REVIEW FORM		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
2015-11-15 	—	2015-12-13		
Editor To Enter	WILL DO THE REVIEW UNABLE TO DO THE REVIEW			
Upload review	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>		

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Reviewer B	Yu-Cheng Hsu	CANCEL REQUEST		
Review Form	None / Free Form Review	SELECT REVIEW FORM		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
2015-11-15 	—	2015-12-13		
Editor To Enter	WILL DO THE REVIEW UNABLE TO DO THE REVIEW			
Upload review	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>		

## 7. REVIEWER SUDAH MEREVIEW & MEMBERI REKOMENDASI

Reviewer A	Amir Hamidy			
Review Form	None / Free Form Review			
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE	
2015-11-15	2015-11-15	2015-12-13		
Recommendation	Revisions Required	2015-11-15		
Review	 No Comments			
Uploaded files	4084-9293-1-RV.DOCX	2015-11-15	Let author view file <input type="checkbox"/> <input type="button" value="Record"/>	

## 8. SECTION EDITOR MEMBERI TAHU AUTHOR

Reviewer A	Amir Hamidy			
Review Form	None / Free Form Review			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2015-11-15	2015-11-15	2015-12-13	
Recommendation	Revisions Required 2015-11-15			
Review	No Comments			
Uploaded files	4084-9293-1-RV.DOCX	2015-11-15	<input type="checkbox"/> Let author view file <input type="button" value="Record"/>	

## 9. SECTION EDITOR MEMBERI KEPUTUSAN

### Editor Decision

Select decision	<input type="button" value="Choose One"/>	<input type="button" value="Record Decision"/>
Decision	None	
Notify Author	Editor/Author Email Record	No Comments
Review Version	4084-9292-1-ED.DOCX	2015-11-15
Author Version	None	
Editor Version	4084-9292-1-ED.DOCX	2015-11-15
	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

### Editor Decision

Select decision	<input type="button" value="Revisions Required"/>	<input type="button" value="Record Decision"/>
Decision	None	
Notify Author	Editor/Author Email Record	No Comments

## 10. AUTHOR SUDAH SELESAI REVISI

### Editor Decision

Select decision	<input type="button" value="Revisions Required"/>	<input type="button" value="Record Decision"/>
Decision	Revisions Required	2015-11-15
Notify Author	Editor/Author Email Record	No Comments
Review Version	4084-9294-2-RV.DOCX	2015-11-15
Author Version	4084-9295-1-ED.DOCX	2015-11-15
Editor Version	None	
	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

## 11. JIKA MASIH ADA REVISI, SECTION EDITOR DAPAT UPLOAD

### Editor Decision

Select decision

Decision Revisions Required 2015-11-15

Notify Author

Review Version 4084-8864-2-REV.DOCX 2015-11-15

Author Version 4084-9295-1-ED.DOCX 2015-11-15

Editor Version None

No file chosen

## 12. JIKA SUDAH SELESAI, SECTION EDITOR MEMBERI KEPUTUSAN FINAL

### Editor Decision

Select decision

## 13. SECTION EDITOR MEMBERITAHU AUTHOR & EDITOR

Notify Author  2015-11-15

Review Version  4084-8864-2-RV.DOCX 2015-11-15

Author Version  4084-9295-1-ED.DOCX 2015-11-15

Editor Version None

No file chosen

## 14. SECTION EDITOR MEMILIH ARTIKEL UNTUK DISERAHKAN BAGIAN EDITING

Review Version  4084-8864-2-RV.DOCX 2015-11-15

Author Version  4084-9295-1-ED.DOCX 2015-11-15


**PROSES REVIEW SUDAH SELESAI, DILANJUTKAN EDITING (TATA BAHASA & LAYOUT)**

## 15. COPYEDITING PENYUNTINGAN BAHASA (OPTIONAL)

### #4084 Editing


SUMMARY REVIEW EDITING HISTORY REFERENCES

#### Submission

Authors mutia yuli farida 



Title PENGETAHUAN LOKAL MENGENAI HEWAN MITOS PADA MASYARAKAT SUKU ANAK DALAM (SAD) DESA LANTAK SERIBU KEC. RENAH PAMENANG KAB. MERANGIN, JAMB

Section Articles


Editor Bashir Abdorahman Lakhai 

#### Copyediting

COPYEDIT INSTRUCTIONS

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: 4084-9298-1-CE.DOCX 2015-11-15	INITIATE	N/A	COMPLETE	N/A
2. Author Copyedit File:		—	—	
3. Final Copyedit File:		N/A	COMPLETE	N/A

Upload file to  Step 1,  Step 2, or  Step 3  No file chosen

Copyedit Comments  No Comments

## 16. PENJADWALAN ARTIKEL



### Scheduling

Schedule for publication in

To Be Assigned 

## 17. PROOFREADING PEMERIKSAAN AKHIR (OPTIONAL)

### Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author		—	—	
2. Proofreader	INITIATE	N/A	—	N/A
3. Layout Editor	INITIATE	N/A	—	N/A

Proofreading Corrections  No Comments [PROOFING INSTRUCTIONS](#)

# 18. LAYOUT (UPLOAD HASIL LAYOUT)

### Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A

File: None (Upload final copyedit version as Layout Version prior to sending request)

Galley Format	FILE	ORDER	ACTION	VIEWS
	None			

Supplementary Files

	FILE	ORDER	ACTION
	None		

Upload to  Layout Version  Galley,  Supp. files  No file chosen

Create remote  Galley,  Supp. files

Layout Comments No Comments

## Galley

### Edit a Layout Galley

#### Galley File Information

Label \*

The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).

Language \*

File Name 4084-9297-1-PB.PDF

Original file name 2753-6043-1-PB.pdf

File Type application/pdf

File Size 467KB

Date uploaded 2015-11-15

Replace File  No file chosen

## Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A

File: None (Upload final copyedit version as Layout Version prior to sending request)

Galley Format	FILE		ORDER	ACTION	VIEWS
1. PDF <a href="#">VIEW PROOF</a>	4084-0297-1-PB.PDF	2015-11-15	↑ ↓	EDIT   DELETE	0

Supplementary Files	FILE		ORDER	ACTION
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None

Upload file to  Layout Version,  Galley,  Supp. files  No file chosen

Create remote  Galley,  Supp. files

Layout Comments  No Comments