

# GUIDELINE FOR EDITORS

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**JISDeP**  
The Journal of Indonesian  
Sustainable Development  
Planning

2020

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PUSBINDIKLATREN BAPPENAS



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# Information Email

## Invitation Email for Editor

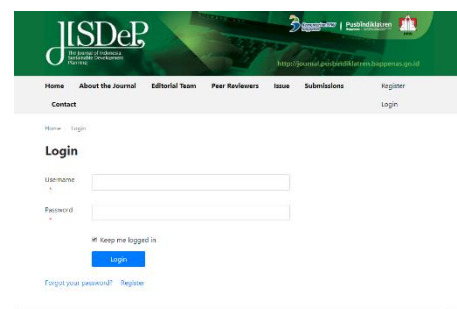
1. The CHIEF EDITOR gets an information email from JISDeP Journal by email subject “JISDeP (Journal Registration)”



## Login

### Login to JISDeP

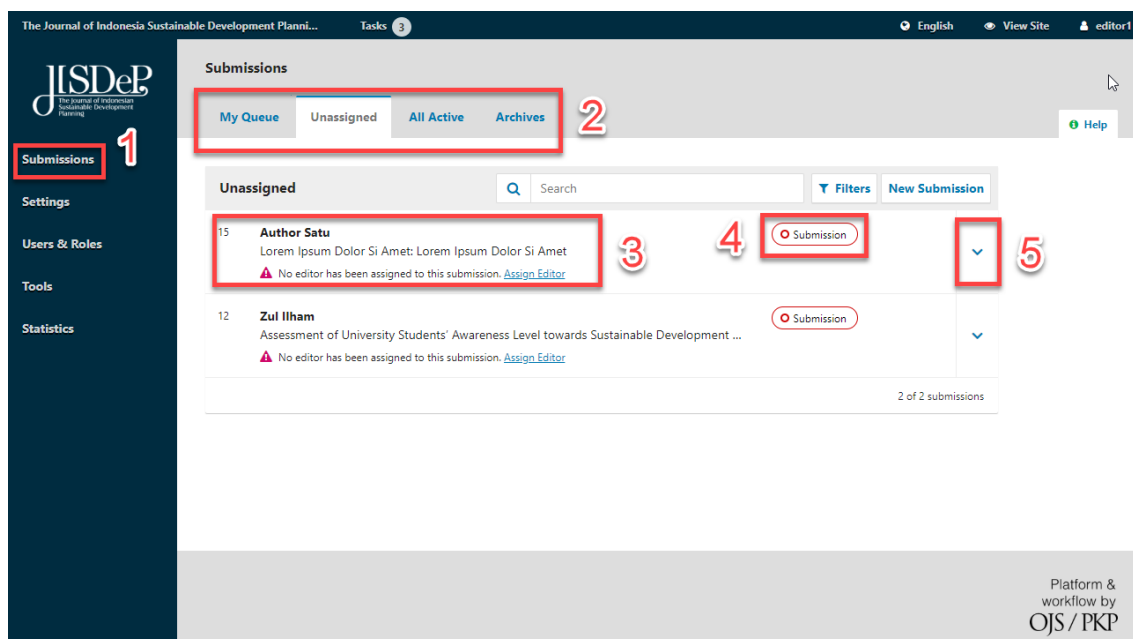
1. Before conducting an editing on JISDeP journal, make sure that you already have a username and password as an Editor. You will receive your credentials for accessing the system sent by JISDeP Editorial team
2. Once you received your username and password, you can immediately open the JISDeP website (<http://journal.pusbindiklatren.bappenas.go.id>) and click on the “Login” menu, or you can open via the link: (<http://journal.pusbindiklatren.bappenas.go.id/lib/jisdep/login>)



# Submissions

## Submission Dashboard for Editor

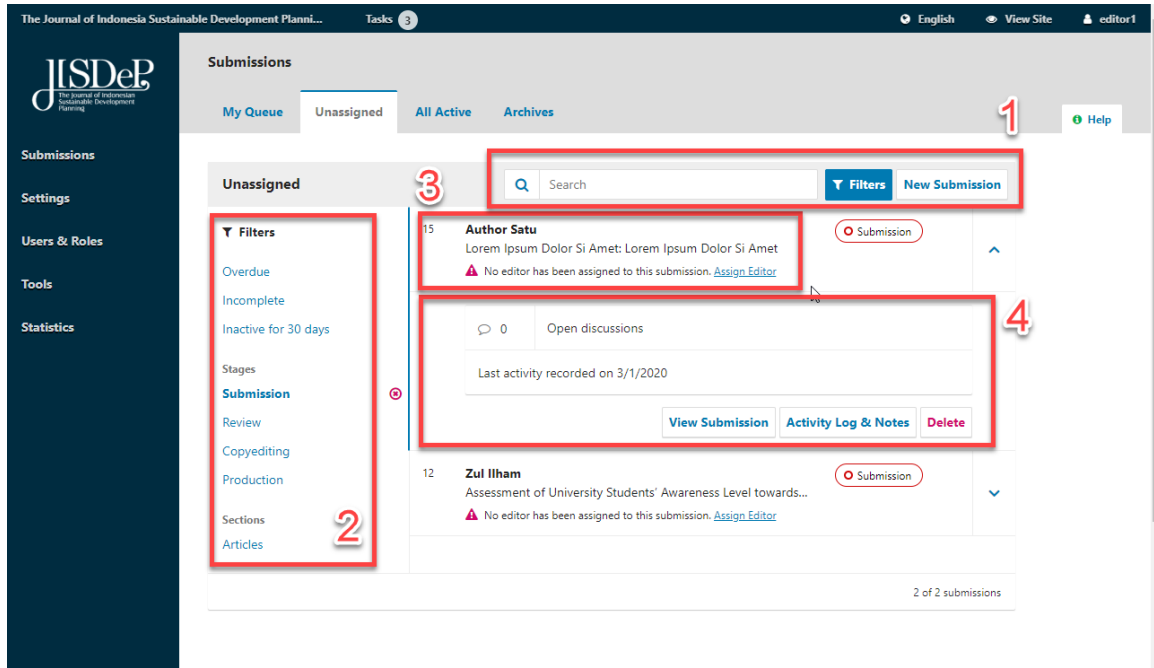
1. After Login, click “Submissions” (1)
2. In this Dashboard, you can find active submissions either from your Tasks, or from one of the queues (**My Queue**, **Unassigned**, **All Active**, and **Archives**) (2)
3. **My Queue**: This panel includes submissions added to sections where you are a section editor or to your own submissions if you are also an author with this journal
4. **Unassigned**: This panel includes submissions added to sections without section editors
5. **All Active**: This section includes a list of all submissions, without being organized into queues
6. **Archives**: This section includes a list of all submissions either rejected or already published by the journal
7. Click one record of the Submissions that need to be proceed (3,4,5)



## Search and Filter

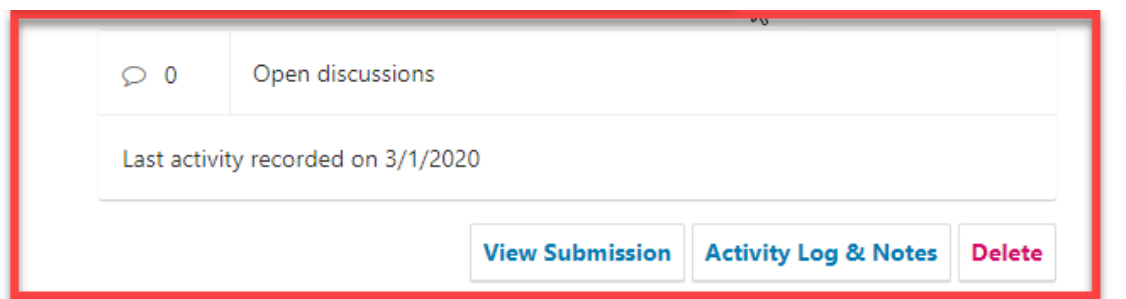
1. These are the features for searching and filtering the list of the submissions:
  - a. The **Search** tool for each queue can sometimes be helpful in tracking down submissions (1)

- b. The **Filter** tool allows you to limit your browsing to specific status (e.g., incomplete, overdue) stages (**submission**, **review**, **copyediting**, **production**), or sections (e.g., articles, reviews) for faster searching (2)
- c. Action link for a submission record (3,4)



## Action to Submission List

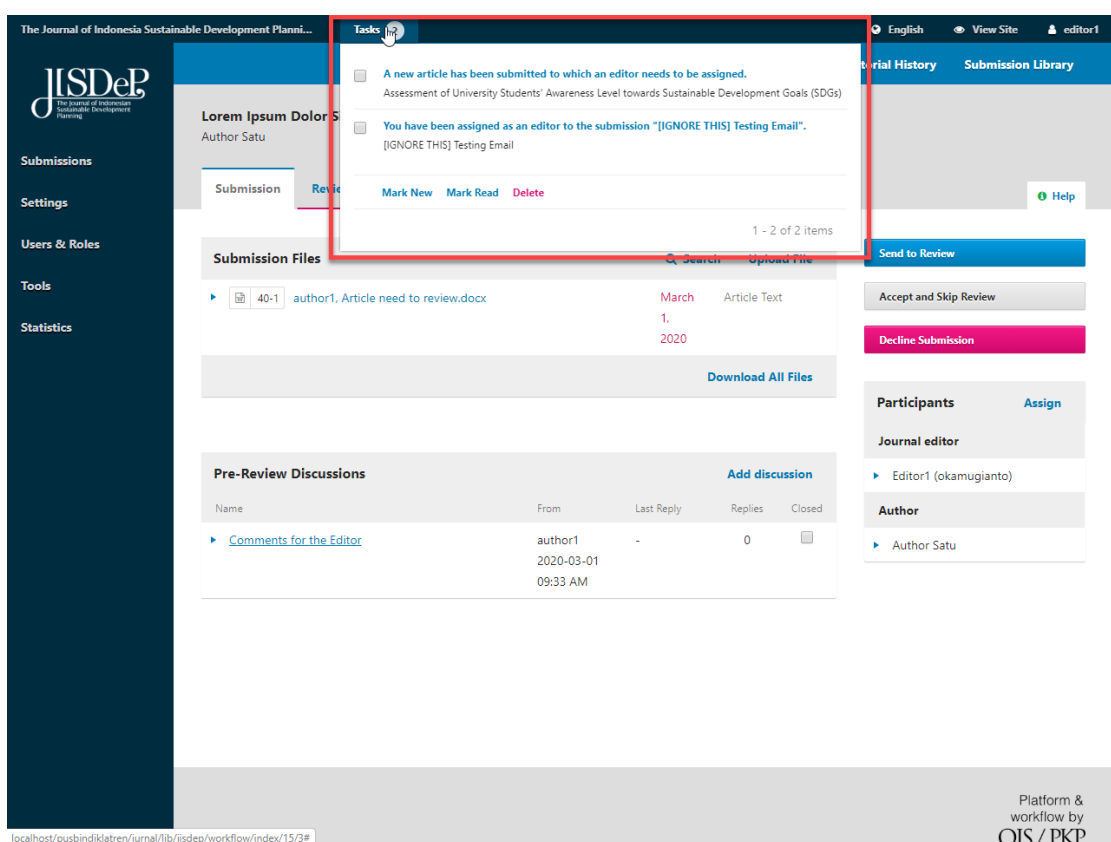
1. **Delete** will completely remove the submission and all submission files from your journal. If you want to keep a record of the submission, it is better to **Decline** it, which will move the submission to the Archive
2. **Activity Log & Notes** will bring up the submission's history
3. To view the submission in more detail, select **View Submission** button. This will take you to the submission record.



# Manage a Submission

## Submission Task List

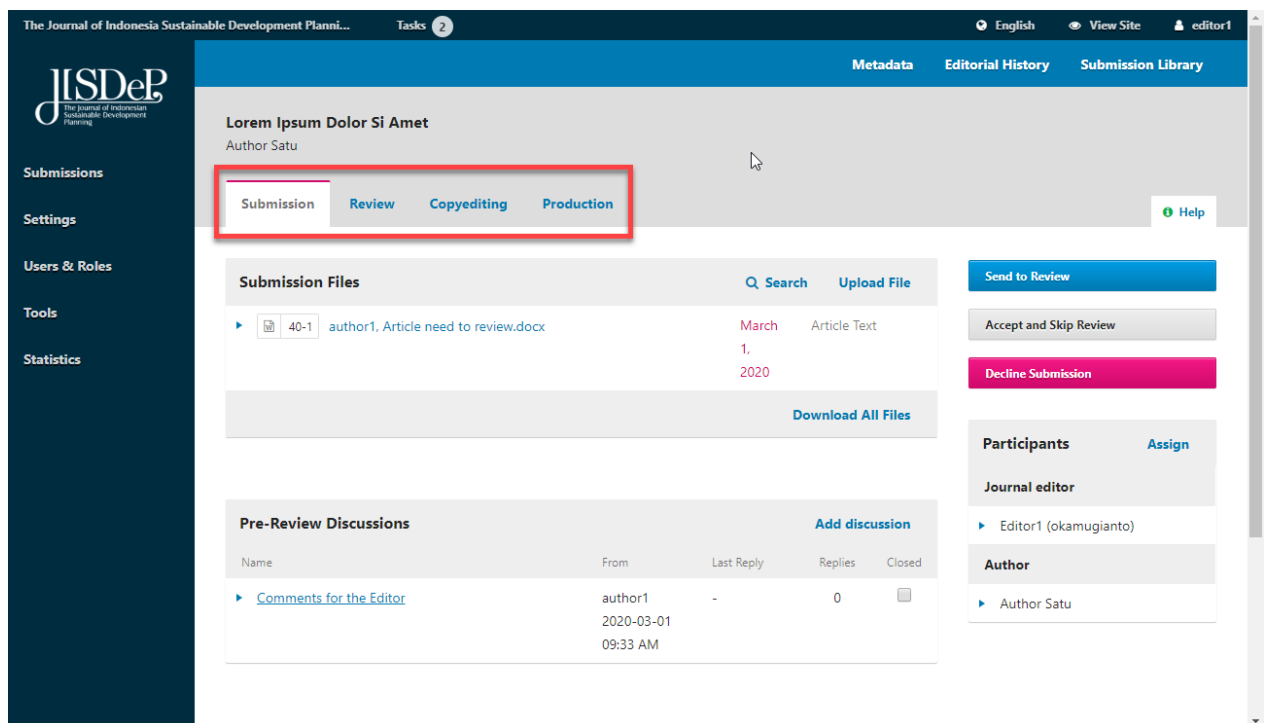
1. Your **Tasks** are available from the top left menu of your Dashboard. Note the number “2” in the image behind. This indicates that there is currently ‘2 tasks’ in your list.
2. Tasks provide a quick look at items that need your attention. Bold entries are unread, and unbold entries have been read.
3. Use the checkbox to mark tasks for deletion (the link is available at the bottom of the list)



## Proceeding a Submission

1. These are 4 available steps on proceeding the submission:
  - a. **Submission:** This is where new submissions land while being assigned to Section Editors and considered for moving into the Review stage. Some submissions are clearly inappropriate and never make it beyond this stage.

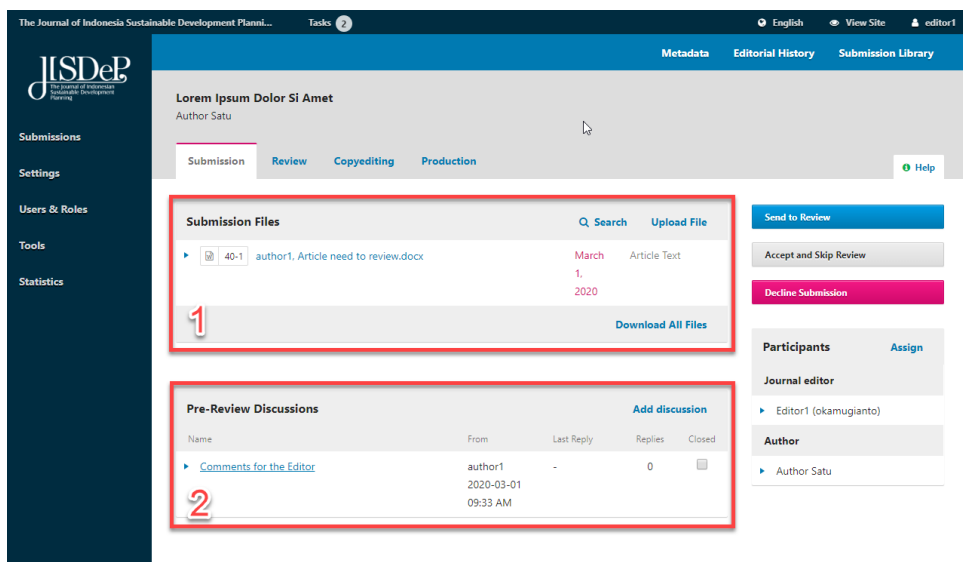
- b. **Review:** This is where the peer review happens, as well as any revisions required by the author. Some submission will not pass review and end here. Those that are accepted move to the next stage.
- c. **Copyediting:** Accepted articles move to this stage, where they are improved by the work of a copyeditor. Authors can be given the opportunity to review the copyedits.
- d. **Production:** Once the copyedits are completed and approved, the submission moves to this stage. In Production, the copyedited files are converted to galley – HTML, XML, PDF, etc. Again, the author has the opportunity to proofread the galley. Once everyone is satisfied, the submission is scheduled for publication in a future issue.



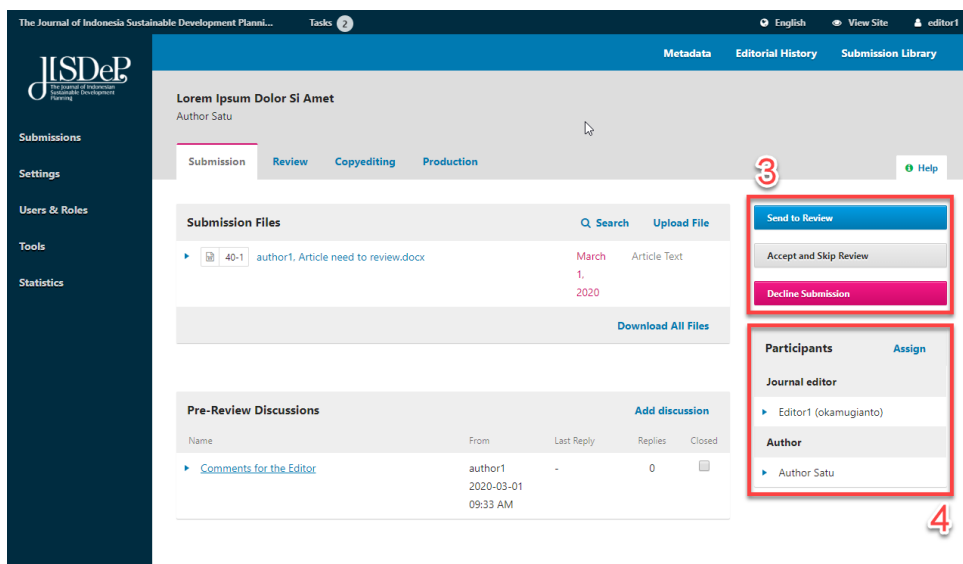
## Submission Tab

1. The current step (**Submission** tab) will be for preparing an article to be reviewed (**Review** tab)
2. Available materials of a submission are: Submission Files (**1**), Pre-Review Discussions (**2**)
3. **Submission Files:** This panel lists the files that have been submitted. In this view, there is just one file, but multiple files could have been submitted (**1**)
4. The Editor need to **download** (**1**) the document, edit the content of the document to see the format and to check for plagiarism and remove sensitive information, and the **upload** (**1**) the edited document back to the system

5. **Pre-Review Discussions:** This panel allows the editor to communicate with the author, or with others on the editorial team. For example, to ask the author for some additional information, or to ask a section editor to take responsibility for this submission (2)



6. **Participants:** This panel is where you will see the list of participants involved in the submission, including the editor, section editors, and author. Other names (copyeditors, layout editors, etc.) will appear here as they are added in subsequent steps (4)
7. **Action Buttons:** These include **Send to Review**, **Accept and Skip Review**, and **Decline Submission** (3)
8. Once the document has been checked, edited, and uploaded, the editor has to make action, whether the submission is accepted (**Send to Review** button or **Accept and Skip Review** button) or declined (**Declined Submission** button) (3).













9. Once the document has been checked, edited, and uploaded, the editor can make action to decline a submission by clicking the **Decline Submission** button

**Decline Submission**

10. A pop up will appear showing the email will be sent to author informing that the submission is declined. Click **Record Editorial Decision** button to record action.

**Decline Submission** ✕

**Send Email**  
☒ Send an email notification to the author(s): Author Satu  
☐ Do not send an email notification

**B***I*U Upload 

Author Satu:  
  
We have reached a decision regarding your submission to The Journal of Indonesia Sustainable Development Planning, "Lorem Ipsum Dolor Si Amet: Lorem Ipsum Dolor Si Amet".  
  
Our decision is to: Decline Submission  
  
Editor1 (okamuqianto)

**Record Editorial Decision** **Cancel**

11. **Decline Submission** rejects the submission before going through the review process. The submission would then be archived
12. **Decline Submission** action is needed for a submission is out of topic and/or irrelevant with journal vision and mission
13. Once the document has been checked, edited, and uploaded, the editor can make action to accept a submission by clicking the **Accept and Skip Review** button

**Accept and Skip Review**

14. A pop up will appear showing the email will be sent to author informing that the submission is accepted

15. **Accept and Skip Review** skips the Review Stage and moves the submission directly into **Copyediting**
16. **Accept and Skip Review** action will only be chosen for a submission that are well-formatted, no indication for plagiarism, and no further faults and errors are found, and relevant with the journal vision and mission
17. Once the document has been checked, edited, and uploaded, the editor can make action to accept a submission by clicking the **Send to Review** button

**18.** A pop up will appear showing the email will be sent to author informing that the submission is accepted

10

**19. Send to Review** moves the submission on to the next stage

**20. Send to Review** action will only be chosen for a submission that are well-formatted, no indication for plagiarism, and need to be reviewed for further possibility being accepted

## Submission Metadata Information

1. In addition, in the blue bar along the top, you can see



2. **Metadata:** Where you can view and revise the submission metadata

3. Use the **Identifiers** tab to also view or add a unique identifier

The screenshot shows the 'Submission and Publication Metadata' form with the 'Identifiers' tab selected. The form includes fields for 'Section' (a dropdown menu), 'Prefix' (with examples like 'The'), 'Title' (with the example 'Official Knowledge and Adult Education Agents'), 'Subtitle' (with an example), and 'Abstract' (with a rich text editor). The abstract text reads: 'Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with'.

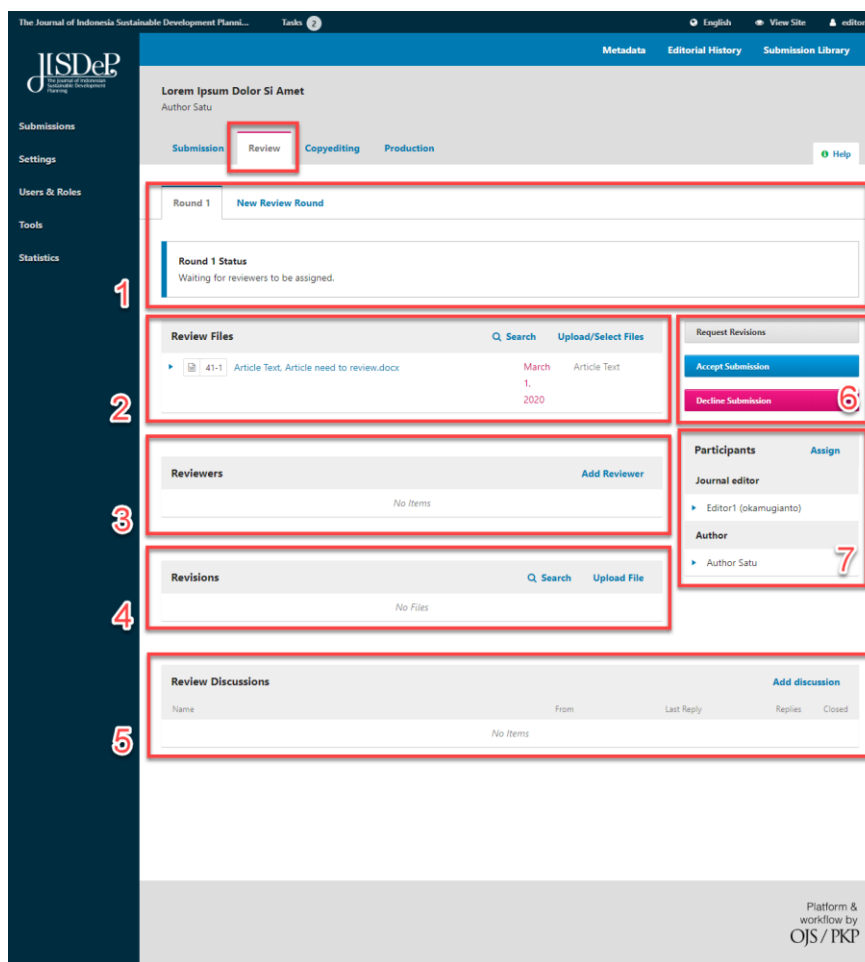
4. **Editorial History:** Where you can view the history and any notes about the submission

Date	User	Event
2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
2017-10-26	Daniel Barnes	Initial submission completed.
2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
2017-10-26	Daniel Barnes	A file "submission.docx" was uploaded for submission 26 by jwilliamson.

5. **Submission Library:** The Submission Library is a general storage area for documents that may include conflict-of-interest forms, galley approval forms, etc. A user can upload the completed form for their manuscript in their Submission Library. The uploaded forms will also be available to other participants (with the exception of Reviewers) assigned throughout the editorial or production workflow to edit or re-upload new versions.
6. **Document Library:** Users throughout the editorial workflow will be able to access all the files in the Publisher Library (see Workflow Settings chapter) made available by the Journal Manager or Editor through opening the Submission Library and clicking “View Document Library.”

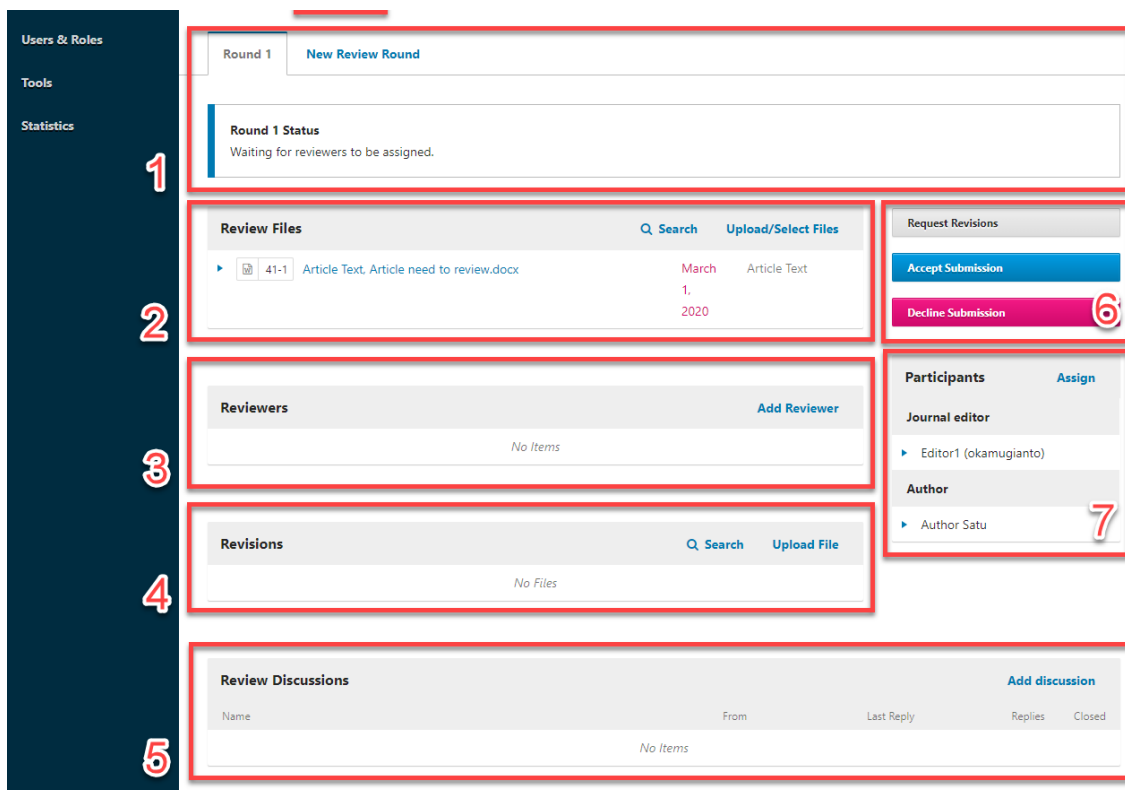
## Review Tab

1. When the submission enters the Review Stage, a notification indicates that Reviewers need to be assigned
2. The **Review** tab will show information regarding review activities:
  - a. Review Round (1)
  - b. Review Files (2)
  - c. Reviewers (3)
  - d. Revisions (4)
  - e. Review Discussions (5)
  - f. Action options for review (6)
  - g. Add/remove participants for review (7)



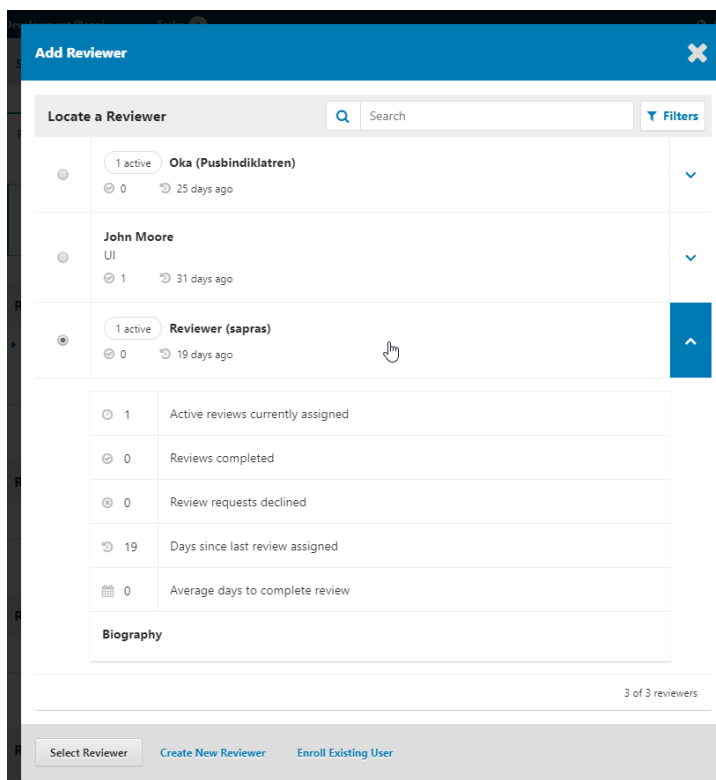
## Add a Reviewer

1. From the Reviewers tab, you can select **Add Reviewer** to assign a new Reviewer (3)



The screenshot shows the 'New Review Round' interface. On the left is a dark sidebar with 'Users & Roles' selected. The main content area has several sections: 'Round 1 Status' (waiting for reviewers), 'Review Files' (listing a document), 'Reviewers' (empty list with an 'Add Reviewer' button), 'Revisions' (empty list), 'Review Discussions' (empty list), and a 'Participants' sidebar on the right with 'Assign' and 'Journal editor' sections. Red boxes and numbers highlight specific elements: 1 points to the sidebar, 2 to the 'Review Files' section, 3 to the 'Add Reviewer' button, 4 to the 'Revisions' section, 5 to the 'Review Discussions' section, 6 to the 'Decline Submission' button, and 7 to the 'Author' section in the participants sidebar.

2. This opens a new window, where Reviewers are listed and can be selected one at a time. Once one is selected, click **Select Reviewer** button
3. **Select Reviewer:** Use this to confirm your selection once you have picked a Reviewer from the list
4. **Create New Reviewer:** If none of the Reviewers are suitable, you can use this button to create a new Reviewer. This is a new account in the system
5. **Enroll Existing User:** If none of the Reviewers are suitable, you can enroll an existing user as a Reviewer



The 'Add Reviewer' window displays a list of reviewers under the heading 'Locate a Reviewer'. The list includes:
 

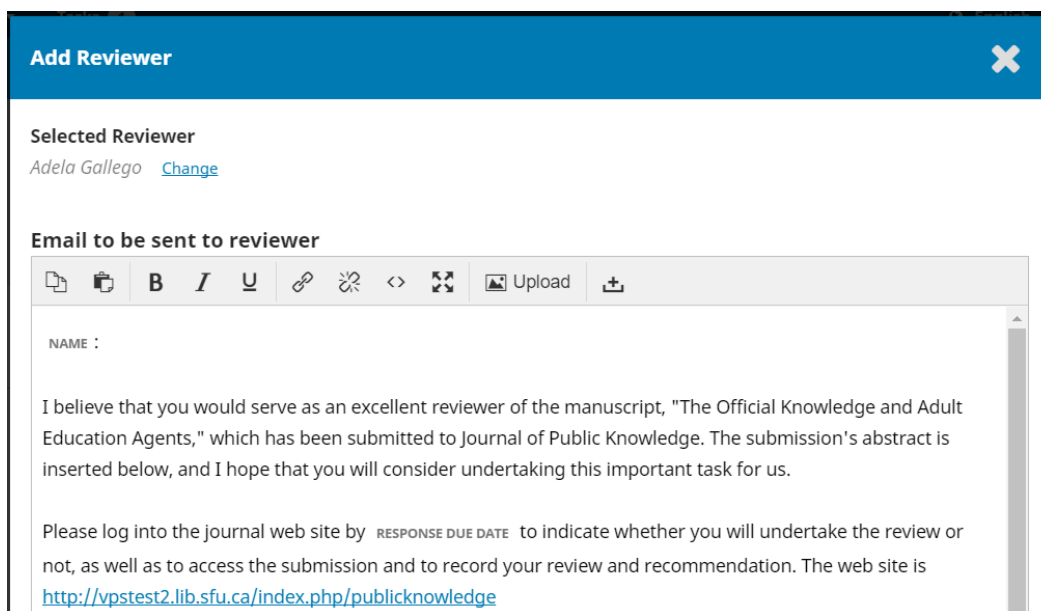
- Oka (Pusbindiklatren)**: 1 active, 0 reviews, 25 days ago.
- John Moore**: UI, 1 review, 31 days ago.
- Reviewer (sabras)**: 1 active, 0 reviews, 19 days ago.

 Below the list is a statistics table:
 

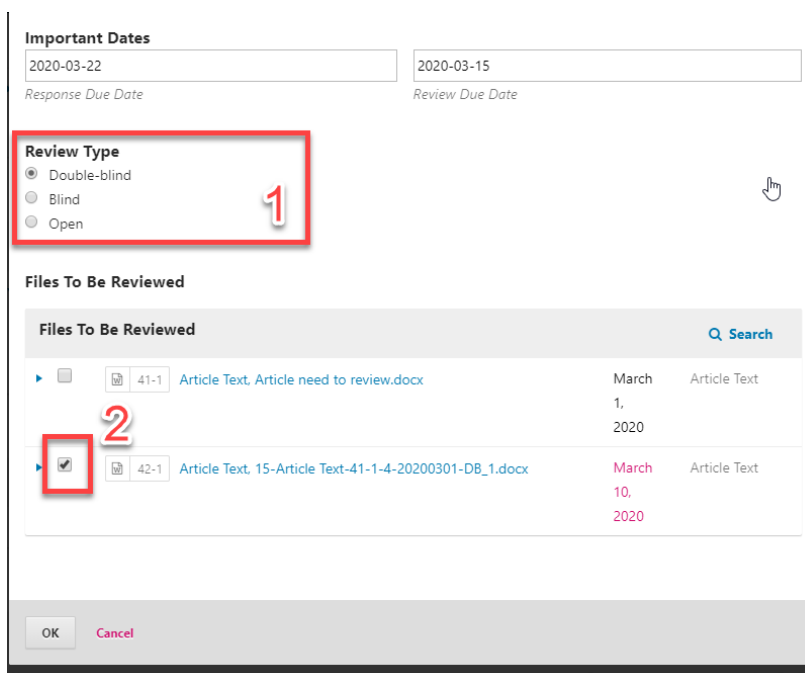
1	Active reviews currently assigned
0	Reviews completed
0	Review requests declined
19	Days since last review assigned
0	Average days to complete review

 At the bottom, there is a 'Biography' section and a pagination indicator '3 of 3 reviewers'. At the very bottom are three buttons: 'Select Reviewer', 'Create New Reviewer', and 'Enroll Existing User'.

6. Once a Reviewer is selected, this initiates a new window with a message for the Reviewer
7. You can revise any of the prepared text of the email
8. Further down the form, you will see the additional details that are sent to the Reviewer including **title**, **abstract**, **important dates**, and **a link to the files** to be reviewed
9. At this point, we could add additional Reviewers, and then wait for their recommendations to come in



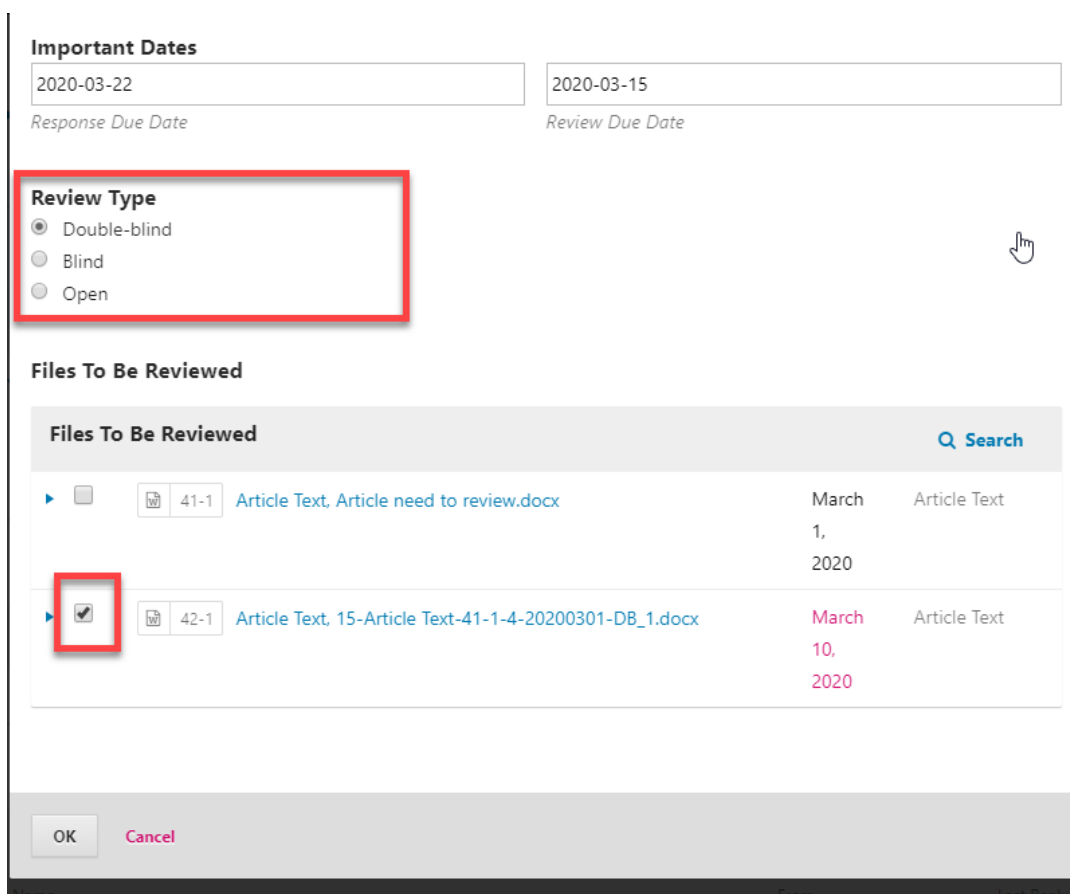
10. On **Review Type**, choose **Double-blind**: The identity of both the author and the reviewer is kept hidden (1)
11. Select one of the existing files that is need to be reviewed. The file chosen must already been edited manually, by removing any information regarding both the author and the reviewer (2)
12. Click OK to save the selected user as a Reviewer, and the user will be added in **Reviewers List**



Files To Be Reviewed			
<input type="checkbox"/>	41-1	Article Text, Article need to review.docx	March 1, 2020
<input checked="" type="checkbox"/>	42-1	Article Text, 15-Article Text-41-1-4-20200301-DB_1.docx	March 10, 2020

## Understanding Double-Blind Review

1. **Reviewer:** The reviewer will not be able to see the author(s) in their reviewer's queue if the editor has selected a double-blind review. All identifying information in the metadata of the submission details is automatically removed by the system
2. **Author:** No identifying information regarding the reviewer will be visible to the author within their manuscript view
3. The author or editor must ensure that metadata from the manuscript file is removed in a Double-Blind review.
4. You need to **do Removing Identifying Information** for a double-blind review



**Important Dates**



2020-03-22 Response Due Date 2020-03-15 Review Due Date

**Review Type**

☒ Double-blind  
☐ Blind  
☐ Open

**Files To Be Reviewed**

**Files To Be Reviewed** [Search](#)

<input type="checkbox"/>	 41-1	Article Text, Article need to review.docx	March 1, 2020	Article Text
<input checked="" type="checkbox"/>	 42-1	Article Text, 15-Article Text-41-1-4-20200301-DB_1.docx	March 10, 2020	Article Text

OK Cancel