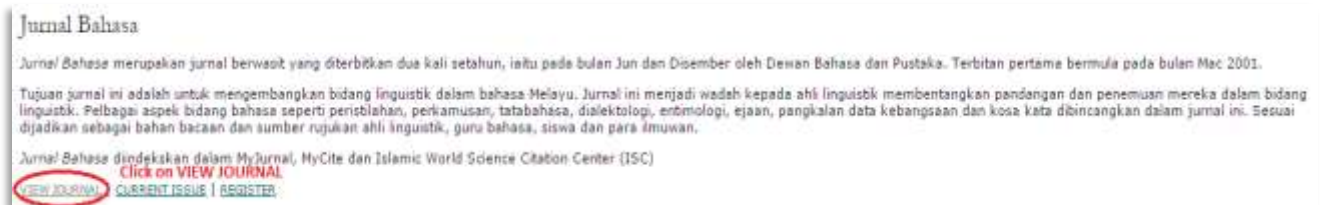


Editor: Handle New Manuscript in MyJMS

Step 1:

1. Go to www.myjurnal.my/ojs
2. Click on 'VIEW JOURNAL'



Jurnal Bahasa

Jurnal Bahasa merupakan jurnal berwujud yang diterbitkan dua kali setahun, iaitu pada bulan Jun dan Disember oleh Dewan Bahasa dan Pustaka. Terbitan pertama bermula pada bulan Mac 2001.

Tujuan jurnal ini adalah untuk mengembangkan bidang linguistik dalam bahasa Melayu. Jurnal ini menjadi wadah kepada ahli linguistik membentangkan pandangan dan penemuan mereka dalam bidang linguistik. Pelbagai aspek bidang bahasa seperti periblahan, perkamusan, tatabahasa, dialektologi, etimologi, ejaan, pangkalan data kebangsaan dan kosak kata dibincangkan dalam jurnal ini. Sesuai dijadikan sebagai bahan bacaan dan sumber rujukan ahli linguistik, guru bahasa, siswa dan para ilmuwan.

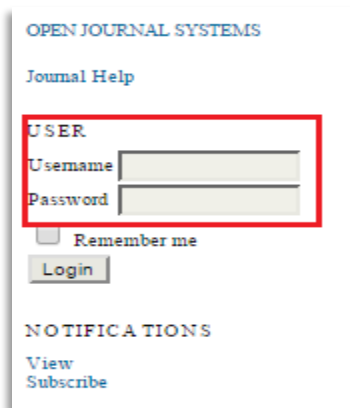
Jurnal Bahasa diindekskan dalam MyJurnal, MyCite dan Islamic World Science Citation Center (ISC)

[Click on VIEW JOURNAL](#)

[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)

Step 2:

1. Login using username and password



OPEN JOURNAL SYSTEMS

Journal Help

USER

Username

Password

Remember me

Login

NOTIFICATIONS

[View](#)

[Subscribe](#)

Step 3:

1. Click on Editor / directly click on article status
2. Click on Unassigned to view new article submitted



Journal of Malaysian Publications and Citations

Journal Manager [Setup]

[Editor](#) Click on Editor to view article status

[Section Editor](#)

| | | |
|------------------------------|-----------------------------|------------------------------|
| 1 Unassigned | 5 In Review | 5 In Editing |
| | 0 In Review | 2 In Editing |

Or directly click on the status

[\[Create Issue\]](#) [\[Notify Users\]](#)

Step 4:

1. Click on article title to view details.

UNASSIGNED

UNASSIGNED | IN REVIEW | IN EDITING | ARCHIVES

Assigned To: **All Editors** | In Section: **All Sections**

Title **contains** Submitted **between** and **Search**

| ID | MM-DD SUBMIT | SEC | AUTHORS | TITLE |
|----|-----------------|-----|--------------|-----------------|
| 85 | 03-16 | ART | Dharmalingam | THE TEST |

1 - 1 of 1 Items

Step 5:

1. Submission article can be rejected by click on 'REJECT AND ARCHIVE SUBMISSION'
2. If Editor want to proceed, click on;
 - a. ADD SECTION EDITOR – Pass task to choose and assign reviewer to 'SECTION EDITOR'
 - b. ADD EDITOR – Add another editor for this journal.
 - c. ADD SELF – Editor itself will choose and assign reviewer.

#85 SUMMARY

SUMMARY | REVIEW | EDITING | HISTORY | REFERENCES

SUBMISSION

Authors: Thanaletchumi Dharmalingam

Title: The test

Original file: 85-368-1-SMIDOCX 2015-03-16

Supp. files: 85-367-1-SPPDF 2015-03-16 **EDIT** | **DELETE** | **ADD A SUPPLEMENTARY FILE**

Submitter: Thanaletchumi Dharmalingam

Date submitted: 2015-03-16

Section: Articles **Change to** **Articles** | **Record**

Author comments: This article unique because it take 10 year to complete it.

EDITORS

REVIEW | EDITING | REQUEST | ACTION

None assigned

Record | **ADD SECTION EDITOR** | **ADD EDITOR** | **ADD SELF**

STATUS

Status: Awaiting assignment **REJECT AND ARCHIVE SUBMISSION** **To reject the submission**

Initiated: 2015-03-16

Last modified: 2015-03-16

Reader Comments: Default **Change to** **Default** | **Record**


Step 6:

1. If Editor 'ADD SELF', click on 'REVIEW'

#85 REVIEW


SUMMARY **REVIEW** EDITING HISTORY REFERENCES

SUBMISSION

Authors: Thanaletchumi Dharmalingam 

Title: The test

Section: Articles

Editor: zulfadhli zaiki 

Review Version: 85-368-1-RV.DOCX 2015-03-16 ENSURING A BLIND REVIEW

Upload a revised Review Version: No file chosen

Supp. files: 85-367-1-SP.PDF 2015-03-16 Present file to reviewers

PEER REVIEW ROUND 1

EDITOR DECISION

Select decision:

Decision: None

Notify Author: Editor/Author Email Record No Comments

Review Version: 85-368-1-RV.DOCX 2015-03-16

Author Version: None

Editor Version: None

No file chosen

2. If assign to 'SECTION EDITOR';
 - a. section editor need to login and click on 'IN REVIEW'

JOURNAL OF MALAYSIAN PUBLICATIONS AND CITATIONS

» Journal Manager

| | | | |
|------------------|--------------|--------------------|--------------|
| » Editor | 0 Unassigned | 6 In Review | 5 In Editing |
| » Section Editor | | 1 In Review | 2 In Editing |

- b. Then click on submission article title.

UNASSIGNED **IN REVIEW** IN EDITING ARCHIVES

Assigned To: In Section:

Title

Submitted and

| ID | MM-DD SUBMITTED | SEC | AUTHORS | TITLE |
|----|--------------------|-----|--------------|--|
| 54 | 01-20 | ART | Salih, Yahia | CHEMICAL CHARACTERIZATION AND... |
| 56 | 01-21 | ART | Dharmalingam | CONTOH TAJUK MANUSKRIP DEMO KEPADA DBP |
| 57 | 01-21 | ART | yahaya | CONTOH MANUSKRIP LATIHAN OJS |
| 60 | 01-21 | ART | muzri | CONTOH MAUSKRIP MUZRI |
| 69 | 01-21 | ART | muzri | PERCUBAAN 2.3 |
| 85 | 03-16 | ART | Dharmalingam | THE TEST |

1 - 6 of 6 Items

Step 7:

1. Click on 'SELECT REVIEWEE'

SUMMARY REVIEW EDITING HISTORY REFERENCES

SUBMISSION

Authors: Thanaletchumi Dharmalingam 

Title: The test

Section: Articles

Editor: zulfadhli zaiki 

Review Version: 85-368-1-RV.DOCX 2015-03-16 ENSURING A BLIND REVIEW

Upload a revised Review Version: No file chosen

Supp. files: 85-367-1-SPPDF 2015-03-16 Present file to reviewers 

PEER REVIEW ROUND 1 VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

2. Click on
 - a. ASSIGN – Select reviewer from reviewer pool.
 - b. ENROLL AN EXISTING USER AS REVIEWER – select existing user to insert in reviewer pool.
 - c. CREATE NEW REVIEWER – Create new user as reviewer.

SELECT REVIEWER

Reviewing interests:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

| NAME | REVIEWING INTERESTS | RATING | DONE | WEEKS | LATEST | ACTIVE | ACTION |
|--------|---|--------|------|-------|------------|--------|---------------------------------------|
| THANAD | psychology, law of attraction, self-help, thinking positive | N/A | 0 | — | 2015-01-30 | 1 | <input type="button" value="ASSIGN"/> |

3. Click on
 - a. 'DUE' to change the due date and
 - b. 'SELECT REVIEW FORM' to assign reviewer review form.
 - c. Then click on mail icon to confirm invitation.

PEER REVIEW ROUND 1 VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

REVIEWER A ZUL ZAIKI

Review Form: Evaluation sheet

REQUEST  2015-04-08

- d. Editor/ Section Editor can send extra document to reviewer by choose file and upload
- e. Click Send to confirm invitation.



Step 8:

1. After reviewer done reviewing, editor will see submission status as below;
2. Click on submission article to view details.

| ID | MMDD SUBMITTED | SEC | AUTHORS | TITLE | PEER REVIEW ASK | DUE | DONE |
|----|----------------|-----|--------------|--|-------------------------|--------------|---------------------|
| 54 | 01-20 | ART | Salih, Yahya | CHEMICAL CHARACTERIZATION AND... | 01-20 01-20 01-30 | — — -4 | 01-20 01-20 — |
| 56 | 01-21 | ART | Dharmalingam | CONTOH TAJUK MANUSKRIP DEMO KEPADA DEP | | | |
| 57 | 01-21 | ART | yahaya | CONTOH MANUSKRIP LATHAN OIS | 01-21 | -4 | — |
| 60 | 01-21 | ART | muzri | CONTOH MAUSKRIP MUZRI | 01-21 | — | 01-21 |
| 69 | 01-21 | ART | muzri | PERCUBAAN 13 | — | — | — |
| 85 | 03-16 | ART | Dharmalingam | THE TEST | 03-16 | — | 03-16 |

1 - 6 of 6 Items

NOTES

1. Highlighted items indicate action is required by an editor, labelled as follows:
 - A Reviewer has been assigned but not notified by email
 - All Reviewers have returned with their comments, but no decision is recorded
 - Author has uploaded a revised manuscript
 - Reviewer is overdue to confirm peer review invitation
 - Reviewer is overdue to complete review
2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to reviewer's due date or (-) weeks that it is overdue.

3. Editor will see reviewer recommendation and can see reviewer form by clicking on message icon.
4. Reviewer can be rate for future decision.
5. Editor need to click on mail icon to acknowledge the reviewer.

| PEER REVIEW | | ROUND 1 | | SELECT REVIEWER VIEW FEEDBACK CANCEL PREVIOUS ROUNDS | |
|----------------------|--|---|---------------------------------|--|--------------------------|
| REVIEWER A | ZUL ZAIKI | | | | |
| Review Form | Review Form: Jurnal IJME | | | | |
| Recommendation | REQUEST | UNDERWAY | DATE | | ACKNOWLEDGE |
| Review Form Response | 2015-03-16 | 2015-03-18 | 2015-04-08 | | <input type="checkbox"/> |
| Uploaded files | Revisions Received: 2015-03-18 | | | | |
| Reviewer rating | 11-369-1-RV-DOCX: 2015-03-18 | Let author view file <input type="checkbox"/> | Record <input type="checkbox"/> | | |
| | 5 High <input type="button" value="Record"/> | | | | |

Step 9:

1. Editor need to record decision

| EDITOR DECISION | |
|-----------------|---|
| Select decision | Choose One <input type="button" value="Record Decision"/> |
| Decision | Choose One |
| Notify Author | Accept Submission <input type="checkbox"/> Record <input type="checkbox"/> No Comments |
| Review Version | Revisions Required |
| Author Version | Resubmit for Review |
| Editor Version | Decline Submission |
| | None |
| | <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> |

- a. Accept Submission – Submission article accepted can will process for next step
- b. Revisions Required - Submission article will sent back to author for revision, add Import 'Peer Reviews' to show comment from Reviewer.
- c. Resubmit for Review – Article will resubmit for review when the submission article have been revise. Editor will assign the submission back to the reviewer.
- d. Decline Submission – Reject the article

Step 10:

1. After submission article have done revision, resubmit for review or no revision required. Editor will 'Accept Submission' and 'Record Decision'
2. Editor / Section Editor need to add comment by click on message icon.
3. Notify Editor to acknowledge Author and Other Editor.
4. Upload and select final version of submission article for 'Copyediting' and then click on Send to Copyediting button.

EDITOR DECISION

Select decision Accept Submission Record Decision

Decision Accept Submission 2015-03-16

Notify Author ✉ Editor/Author Email Record 💬 2015-03-16

Send to Copyediting

Review Version 85-368-1-RV.DOCX 2015-03-16

Author Version None

Editor Version None

Choose File No file chosen Upload

Step 11:

1. On COPYEDITING page, Click on initiate to start copyediting task.
2. Upload file for each step as highlighted below.
3. Click finish after complete first step.

COPYEDITING

[COPYEDITINSTRUCTIONS](#)

| REVIEW/METADATA | REQUEST | UNDERWAY | COMPLETE | ACKNOWLEDGE |
|---|---|----------|-----------------------|-------------|
| 1. Initial Copyedit File: 74-925-1-CE.PDF 2015-01-28 | INITIATE | NA | COMPLETE | NA |
| 2. Author Copyedit File: | <div style="border: 1px solid red; padding: 5px; color: red; text-align: center;">Editor can upload file in step 1, 2 & 3</div> | | — | ✉ |
| 3. Final Copyedit File: | | | COMPLETE | NA |

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

Copyedit Comments 🗨️ No Comments

4. Click on mail icon to request and acknowledge author.

COPYEDITING

[COPYEDIT INSTRUCTIONS](#)

| REVIEW/METADATA | REQUEST | UNDERWAY | COMPLETE | ACKNOWLEDGE |
|---|--|----------|------------|---|
| 1. Initial Copyedit File: 14-025-1-CE.PDF 2015-01-28 | 2015-03-16 | NA | 2015-03-16 | NA |
| 2. Author Copyedit File: |  2015-03-16 | — | — |  |
| 3. Final Copyedit File: | | NA | COMPLETE | NA |

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

Copyedit Comments:

5. Editor/ Section Editor can skip email author by click on 'Skip Email'

SEND EMAIL

To:

CC:

BCC:

Send a copy of this message to my address (zulfadhli.zaiki@moe.gov.my)

Attachments: No file chosen |

From: "zulfadhli zaiki" <zulfadhli.zaiki@moe.gov.my>

Subject: [JMPC] Copyediting Review Request

Body:

En Zul Zaiki:

Your submission "Test article UM" for Journal of Malaysian Publications and Citations has been through the first step of copyediting, and is available for you to review by following these steps.

1. Click on the Submission URL below.
2. Log into the journal and click on the File that appears in Step 1.
3. Open the downloaded submission.
4. Review the text, including copyediting proposals and Author Queries.
5. Make any copyediting changes that would further improve the text.
6. When completed, upload the file in Step 2.
7. Click on METADATA to check indexing information for completeness and accuracy.
8. Send the COMPLETE email to the editor and copyeditor.

- Click on COMPLETE after done copy editing.

COPYEDITING

COPYEDIT INSTRUCTIONS

| REVIEW/METADATA | REQUEST | UNDERWAY | COMPLETE | ACKNOWLEDGE |
|---|------------|----------|-----------------|-------------|
| 1. Initial Copyedit File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page. | | N/A | 2015-03-16 | N/A |
| 2. Author Copyedit File: | 2015-03-16 | — | — | 2015-03-16 |
| 3. Final Copyedit File: | | N/A | COMPLETE | N/A |

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

Copyedit Comments

Step 12:

- Upload 'Layout Version', 'Galley Format', and Supplementary Files for LAYOUT.

LAYOUT

| | REQUEST | UNDERWAY | COMPLETE | ACKNOWLEDGE |
|--|----------------------------|----------|----------|---------------|
| Layout Version File: 85-373-1-LAYOUT 2015-03-16 | N/A | N/A | N/A | N/A |
| Galley Format | FILE | | ORDER | ACTION |
| 1. Untitled VIEW PROOF | 85-373-1-HBRNG 2015-03-16 | | 7 ↓ | EDIT DELETE |
| Supplementary Files | FILE | | ORDER | ACTION |
| 1. Untitled | 85-367-1-SUPPDF 2015-03-16 | | 7 ↓ | EDIT DELETE |

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

Create remote Galley, Supp. files

Layout Comments [REFERENCE LINKING](#)

Step 13:

- Invite Author as proof reader if required.
- INITIATE Proofreader and Layout Editor.
- And Click Complete after done proof reading.

PROOFREADING

| | REQUEST | UNDERWAY | COMPLETE | ACKNOWLEDGE |
|------------------|---|----------|----------|---|
| 1. Author | <input type="button" value="INITIATE"/> | — | — | <input type="button" value="COMPLETE"/> |
| 2. Proofreader | <input type="button" value="INITIATE"/> | N/A | — | N/A |
| 3. Layout Editor | <input type="button" value="INITIATE"/> | N/A | — | N/A |

Proofreading Corrections [PROOFING INSTRUCTIONS](#)

Step 14:

1. Record scheduling for publication by select Vol and Click on 'Record' button.

SCHEDULING

Schedule for publication in

Vol 2, No 1 (2015) **Record**

To Be Assigned
----- Future Issues -----
----- Current Issue -----
Vol 2, No 1 (2015)

2. Published article can be seen in achieve.

EDITOR HOME

SUBMISSIONS

- » Unassigned (0)
- » In Review (5)
- » In Editing (3)
- » Archives**

Title contains

Submitted between and

ISSUES

- » Create Issue
- » Notify Users
- » Future Issues
- » Back Issues