

# PELATIHAN PENULISAN ILMIAH

PRODI BAHASA DAN SASTRA ARAB

Bersama:

Cucuk Radosha, S.S.

Nurul Ulmi Manshur, S.Hum.

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“Mengenal Jurnal Ilmiah, Edit  
Naskah dan Submit Jurnal”

NOVEMBER 7 2021

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Prodi Bahasa dan Sastra Arab  
Fak. Adab dan Ilmu Budaya  
UIN Sunan Kalijaga Yogyakarta






Program Studi Bahasa dan Sastra Arab  
Fakultas Adab dan Ilmu Budaya  
UIN Sunan Kalijaga Yogyakarta

# PELATIHAN PENULISAN: MENGENAL JURNAL, EDIT NASKAH, DAN SUBMIT JURNAL

 **Ahad, 7 November 2021**

 **bit.ly/PelPenulisanBSA2**  
Meeting ID: **952 8351 9909**  
Passcode: **239389**

 **07.45 – 12.00 WIB**

## SESI #1

*"Mengenal Jurnal & Edit Naskah"*

Narasumber :



**Cucuk Radosha, S.S.**

## SESI #2

*"Submit Jurnal"*

Narasumber :



**Nurul Ulmi Manshur, S.S.**

 **@bsa\_uinsuka**

 **bsa.uin-suka.ac.id**

# Pelatihan Penulisan Jurnal Ilmiah: Edit Naskah dan Submit Naskah

Oleh:

Nurul Ulmi Mansur



# APA ITU JURNAL?

**Kumpulan Artikel Ilmiah**



**Publikasi Periodik**



**Laporan Penelitian atau Review Literatur**

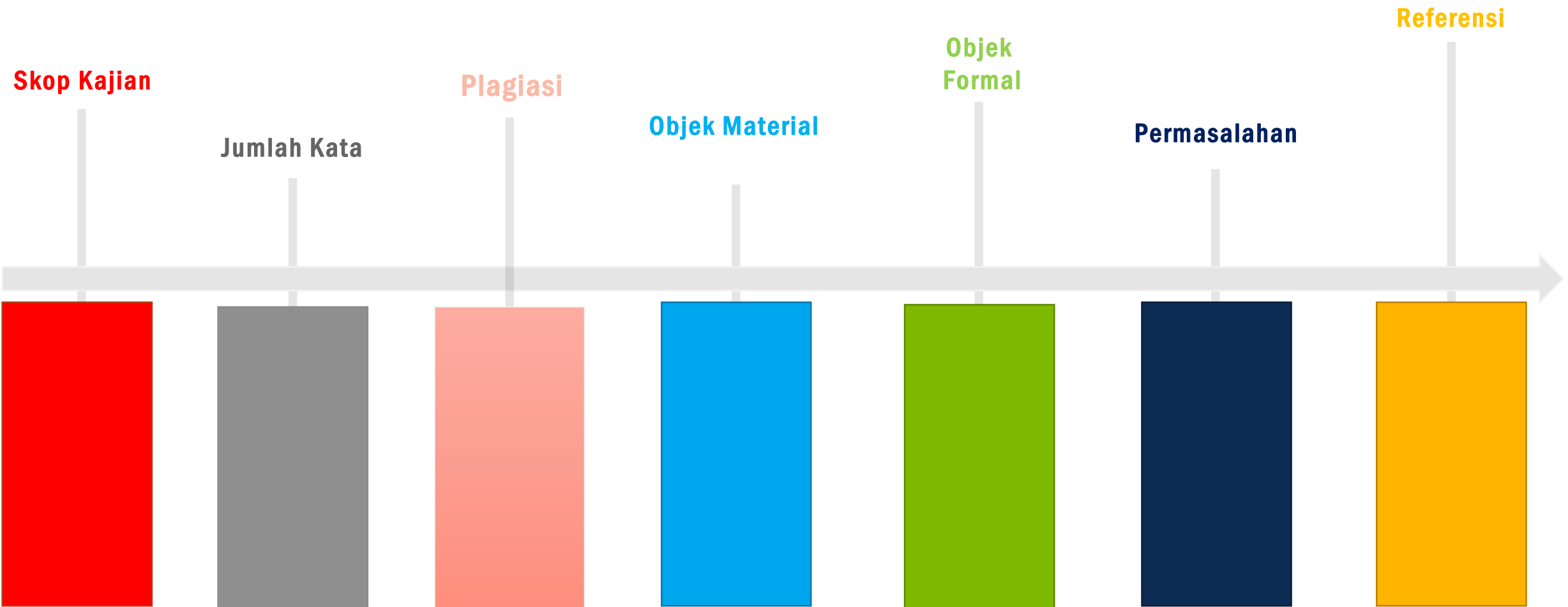


# Susunan Artikel Jurnal

1. Judul
2. Nama Penulis, Afiliasi dan Surel
3. Abstrak
4. Pendahuluan
5. Hasil Penelitian dan Pembahasan
6. Kesimpulan
7. Daftar Pustaka



# Mengapa Artikel Jurnal Ditolak?



# Cara Mencari Referensi

Google Scholar

Researchgate

Jstor

Library genesis

Noor-book.com

Waqfeya.net

Sci-hub



# Jurnal Bahasa dan Sastra di Indonesia



**Seluruh  
Kampus**



**Balai  
Bahasa**



S1S2S3S4S5S6

# SINTA ARJUNA

## Sinta (Indeks Sains dan Teknologi),

Sistem informasi penelitian berbasis web yang menawarkan akses cepat, mudah dan komprehensif untuk mengukur kinerja peneliti, lembaga dan jurnal di Indonesia. Sinta memberikan benchmark dan analisis, identifikasi kekuatan penelitian masing-masing institusi untuk mengembangkan kemitraan kolaboratif, hingga menganalisis tren penelitian dan direktori pakar.



# شكرا جزيلًا



Prodi Bahasa dan Sastra Arab  
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UIN Sunan Kalijaga Yogyakarta

# Menulis & Submit Naskah ke Jurnal

Yogyakarta, 07 November 2021

Cucuk Radosha, S.Hum

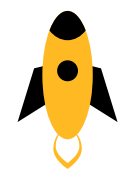


# Introduction

07 November 2021

Cucuk Radosha, S.Hum

*Mentor Editor Naskah*



## Curriculum Vitae

### Karier Penulisan

- 2021 Konsultan Bahasa -- Sealed Network Singapore
- 2019-2021 Proofreader -- Jurnal Polgov UGM
- 2017-2021 Journal Manager (Admin Web) -- Jurnal Adabiyat UIN Sunan Kalijaga
- 2016 Editor Islami -- Diva Press
- 2015 Tutor Bahasa Indonesia
- 2015 Pendiri -- Radosha Studies
- 2011-2015 Freelancer Editor

### Organisasi Penulisan

- 2019-2022 Pengurus Paguyuban Peduli Retina-Div. Pendidikan
- 2014-2018 Pengurus YPPIM -- Div. Wakaf Buku
- 2014-2017 Pengurus Gerakan Pemasyarakatan Minat Baca (GPMB) Pengda DIY -- Bendahara

### Study

- 2011-2015 S1 UIN Sunan Kalijaga Yogyakarta -- BSA
- 2019 Siswa Rumah Penulis Jogja



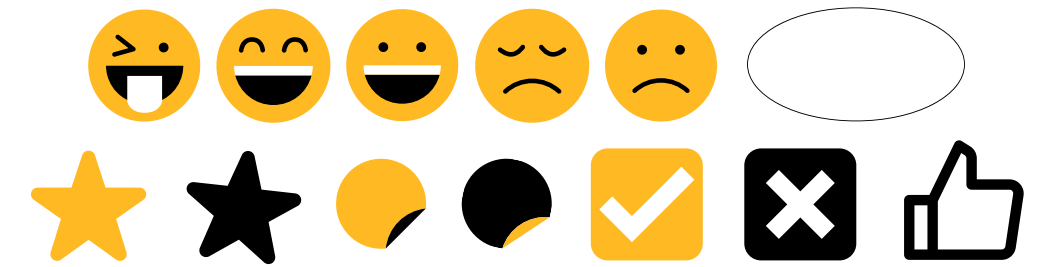
Cucuk

# Apa itu Jurnal Ilmiah?

Jurnal ilmiah adalah publikasi berkala dalam penerbitan akademik yang umumnya berupa laporan penelitian terbaru dengan tujuan untuk memajukan ilmu pengetahuan. Jurnal ilmiah merupakan salah satu bentuk media publikasi karya tulis ilmiah. (Wikipedia)



# Bagaimana Menulis Artikel ke Jurnal Ilmiah?



## Ragam Jurnal

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Tulis nama jurnal dan bidang di sini!

Tulis nama jurnal dan bidang di sini!

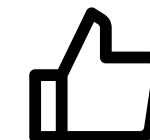
## Tentukan jurnal yang dilamar

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# Artikel Jurnal

Setelah menentukan jurnal yang dilamar, perhatikan semua aturan main (gaya selingkung) jurnal terkait.

- 1 Lihat Author Guidelines
- 2 Download Template Jurnal
- 3 Ikuti Aturan Penulisan Jurnal Terkait
- 4 Koreksi Tulisan secara Mandiri-Editing Naskah
- 5 Submit Naskah ke Jurnal





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07 November 2021

# Siap Melakukan Submit Naskah!

Mari Kita Mulai





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# Terima Kasih

# Masih ada pertanyaan?

081392650058/Kontak WA

## OJS Tutorial for Author (Tutorial OJS untuk Penulis)

### How to Register and How to Submit Manuscript in OJS Adabiyyat: Jurnal Bahasa dan Sastra


Note: Guidance in writing your manuscript, please follow the rule on “Author Guidelines”.

#### A. How to Register

1. On the main page, click “Register” on the top of the page.

The screenshot shows the homepage of the Adabiyyat journal. At the top, there is a navigation bar with links: HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. The 'REGISTER' link is circled in red. A red box highlights the 'REGISTER' link with the text "Click 'Register' on the top of the page". Below the navigation bar, the main content area displays the journal title "Adabiyyat: Jurnal Bahasa dan Sastra" and provides information about the journal, including its focus on Indonesian and philology, its accreditation, and its indexing. A sidebar on the right contains sections for "ADABIYYAT NEWS" (Author Guidelines, Online Submissions, Article Template Adabiyyat, Publication Ethics, Copyright Transfer Form), "REFERENCE MANAGEMENT TOOLS" (grammarly, zotero, turnitin), "USER" login fields (Username, Password, Remember me, Login), and "LANGUAGE" selection (English, Submit).

2. You will be directed to page as shown below. Fill all the fields, especially with sign “\*”. At the bottom of the page, you can check list menu “Confirmation”, “Working Languages”, and “Register as”. Then click “Register” to proceed.



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Jurnal Bahasa dan Sastra  
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Universitas Islam Negeri Sunan Kalijaga Yogyakarta

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HOME
ABOUT
LOGIN
REGISTER
SEARCH
CURRENT
ARCHIVES
ANNOUNCEMENTS

Home > User > Register

### Register

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

**PROFILE**

Form Language: English

To enter the information below in additional languages, first select the language.

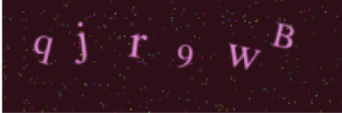
Username \*

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password \*

The password must be at least 6 characters.

Repeat password \*

Validation \* 

Please enter the letters as they appear in the image above.

Salutation

First Name \*

Middle Name

Last Name \*

Initials  Joan Alice Smith = JAS

Gender

Affiliation

(Your institution, e.g. "Simon Fraser University")

Signature

Email \*  [PRIVACY STATEMENT](#)

Confirm Email \*

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

Phone

Fax

Mailing Address

Country

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

Confirmation  Send me a confirmation email including my username and password

Working Languages  Bahasa Indonesia  
 English  
 العربية

Register as  Reader: Notified by email on publication of an issue of the journal.  
 Author: Able to submit items to the journal.

Fill all the fields, especially with sign “\*”

**SERTIPIKAT**

ADABIYYAT NEWS

Author Guidelines



Online Submissions


Article Template Adabiyyat

Publication Ethics

Copyright Transfer Form

**REFERENCE MANAGEMENT TOOLS**



**USER**

Username

Password

Remember me

**LANGUAGE**

Select Language

English

**JOURNAL CONTENT**

Search

Search Scope

All

Browse











- By Issue
- By Author
- By Title
- Other Journals



OPEN JOURNAL SYSTEMS

**INFORMATION**

- For Readers
- For Authors
- For Librarians

Visitor Statistics

 ID	71417	 US	9317
 MY	1791	 RU	337
 SG	288	 IN	287
 CN	184	 EU	124
 AU	84	 IE	72

Newest:  SY You:  ID

Today: 67

Month: 541

Total: 91220

Supercounters.com

09334162

View My Statistics

## B. How to Submit Manuscript

1. On the main page, click “Login” on the top of the page.

The screenshot shows the homepage of the journal 'Adabiyyat: Jurnal Bahasa dan Sastra'. The navigation menu at the top includes 'HOME', 'ABOUT', 'LOGIN', 'REGISTER', 'SEARCH', 'CURRENT', 'ARCHIVES', and 'ANNOUNCEMENTS'. The 'LOGIN' button is circled in red. A red arrow points from this button to a red-bordered text box containing the instruction: 'Click “Login” on the top of the page'. Below the navigation menu, the page title is 'Adabiyyat: Jurnal Bahasa dan Sastra' and the issue information is 'Home - Vol 4, No 1 (2020)'. The main content area contains introductory text about the journal's history and accreditation. On the right side, there is a sidebar with a 'SERTIFIKAT' (Certificate) image, 'ADABIYYAT NEWS' section with links like 'Author Guidelines' and 'Online Submissions', and 'REFERENCE MANAGEMENT TOOLS' section with logos for 'grammarly', 'zotero', and 'turnitin'.

2. You will be directed to page as shown below. Fill all the fields “Username” and “Password”. Then click “Login” button.

The screenshot shows the login page of the journal 'Adabiyyat: Jurnal Bahasa dan Sastra'. The navigation menu at the top includes 'HOME', 'ABOUT', 'LOGIN', 'REGISTER', 'SEARCH', 'CURRENT', 'ARCHIVES', and 'ANNOUNCEMENTS'. The 'LOGIN' button is highlighted in a red box. A red-bordered text box contains the instruction: 'Fill “Username” and “Password”. Then click “Login” button to proceed.' Below the navigation menu, the page title is 'Adabiyyat: Jurnal Bahasa dan Sastra' and the issue information is 'Home - Login'. The main content area contains a login form with fields for 'Username' and 'Password', a 'Remember my username and password' checkbox, and a 'Login' button. Below the login form, there are links for 'Not a user? Register with this site' and 'Forgot your password?'. At the bottom, there are two barcode images, ISSN information (ISSN: 2549-1482 (p); 2549-2047 (e)), accreditation information, and a list of indexing services including Dimensions, Crossref, Google, Sinta, MORALE, GARUDA, ISJDNeo, and OneSearch.

3. Click on “New Submission”.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS PUBLISHING SYSTEM

Home - User Home

User Home

ADABIYYĀT: JURNAL BAHASA DAN SASTRA

Author 0 Active 0 Archive [New Submission]

MY ACCOUNT

- Show My Journals
- Edit My Profile
- Change My Password
- Logout

ISSN: 2549-1482 (p); 2549-2047 (e)

Adabiyyāt: Jurnal Bahasa dan Sastra, Accreditation Number (Ministry of RTHE/DIKTI): 10/E/KPT/2019

Indexed by:

Dimensions Crossref Google SINTA GARUDA ISJDNeo

oneSearch

Adabiyyāt Office:

Faculty of Adab and Cultural Sciences Building, 3<sup>rd</sup> Floor  
Sunan Kalijaga State Islamic University Yogyakarta  
Jl. Marsda Adisucipto Yogyakarta 55281 Indonesia

SERTIFIKAT

ADABIYYAT NEWS

- Author Guidelines
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- Article Template Adabiyyat
- Publication Ethics
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REFERENCE MANAGEMENT TOOLS

grammarly zotero

turnitin

USER

You are logged in as...

- author
- My Journals
- My Profile
- Log Out

4. Step 1. Starting the Submission

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS PUBLISHING SYSTEM

Home - User - Author - Submissions - New Submission

Step 1. Starting the Submission

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

Encountering difficulties? Contact Umi Nurun Ni'mah, M.Hum for assistance.

SUBMISSION LANGUAGE

This journal accepts submissions in several Language \* English

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 Microsoft Word file format.
- Where available, URLs for the references have been provided.
- The text uses a Times New Roman 11-point font; employs italics, rather than underlining; 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.

COPYRIGHT NOTICE

- Adabiyyāt: Jurnal Bahasa dan Sastra publishes all articles entirely in full text.
- It is permissible for readers to download and to use it for scientific purposes and scientific dissemination.

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USER

You are logged in as...

5. Scroll down and read copyright notice. You can also give comments for editor. Then, click “Save and Continue” button at the bottom of the page.

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2. It is permissible for readers to download and to use it for scientific purposes and scientific dissemination.
3. The author can re-publish the article that has been published by the *Adabiyat: Jurnal Bahasa dan Sastra* after obtaining written permission from the editor. This letter can be obtained by submitting a request letter for permission to republish the article to *Adabiyat: Jurnal Bahasa dan Sastra* via email [adabiyat@uin-suka.ac.id](mailto:adabiyat@uin-suka.ac.id). In the second publication, the author is required to include information that the article was firstly published by the *Adabiyat: Jurnal Bahasa dan Sastra*.

**JOURNAL'S PRIVACY STATEMENT**

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

**COMMENTS FOR THE EDITOR**

Enter text (optional)

Fill here to give comments for editor.

**Save and continue** **Cancel**

\* Denotes required field

**USER**

You are logged in as...  
author

- My Journals
- My Profile
- Log Out

**LANGUAGE**

Select Language

English ▼ Submit

**JOURNAL CONTENT**

Search

Search Scope All ▼


Search

Browse

- By Issue
- By Author
- By Title
- Other Journals

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## 6. Step 2. Uploading the Submission



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HOME
ABOUT
USER HOME
SEARCH
CURRENT
ARCHIVES
ANNOUNCEMENTS
PUBLISHING SYSTEM

Home > User > Author > Submissions > New Submission

**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.

Encountering difficulties? Contact Umi Nurun Ni'mah, M.A.

**SUBMISSION FILE**

File Name	2021-4471-1-SM.docx
Original file name	Aspek seleksi.docx
File Size	11KB
Date uploaded	2021-11-07 12:44 AM

Replace submission file Pilih File Tidak ada file yang dipilih Upload ENSURING A BLIND REVIEW

**Save and continue** **Cancel**



Click “Browse” to choose your submission file and then click “Upload”


Click “Save and Continue” to proceed.

**ADABIYYAT NEWS**

- Author Guidelines
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- Article Template Adabiyat
- Publication Ethics
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**REFERENCE MANAGEMENT TOOLS**


 



**USER**

You are logged in as...  
author

- My Journals
- My Profile
- Log Out



ISSN: 2549-1482 (p); 2549-2047 (e)  
Adabiyat: Jurnal Bahasa dan Sastra, Accreditation Number (Ministry of RTHE/DIKTI): 10/E/KPT/2019

## 7. Step 3. Enter Metadata

HOME ABOUT USER HOME SEARCH

Home > User > Author > Submissions > New Submission

### Step 3. Entering the Submission's Metadata

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

Form Language: English  To enter the information below in additional languages, click on the language dropdown menu.

#### AUTHORS

First Name \*

Middle Name

Last Name \*

Email \*

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

(Your institution, e.g. "Simon Fraser University")

Country

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

ADABIYYAT NEWS

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REFERENCE MANAGEMENT TOOLS

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USER

You are logged in as... author

- My Journals
- My Profile
- Log Out

## 8. Step 4. Uploading Supplementary File (If any)

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS PUBLISHING SYSTEM

Home > User > Author > Submissions > New Submission

### Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary File uploads. This step includes the following materials that add to the contribution of the work:

- (a) research instruments,
- (b) data sets, which otherwise would be unavailable to readers,
- (c) other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file  Tidak ada file yang dipilih  ENSURING A BLIND REVIEW

Click "Save and Continue" to proceed.

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turnitin

## 9. Step 5. Confirming the Submission

Home > User > Author > Submissions > **New Submission**

### Step 5. Confirming the Submission

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

To submit your manuscript to Adabiyat: Jurnal Bahasa dan Sastra 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 Adabiyat: Jurnal Bahasa dan Sastra.

**FILE SUMMARY**

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
4471	ASPEK SELEKSI.DOCX	Submission File	11KB	11-07

Confirming the Submission, click finish submission

**ADABIYYAT NEWS**

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- Copyright Transfer Form

### Notes:

- You can check the reviewing and editing process any time by logging in to the website.
- Your submission will be reviewed by editors. If editors decide that your submission meets the Adabiyat: Jurnal Bahasa dan Sastra, your submission will be forwarded to 2 (two) reviewers to be further reviewed. Otherwise, it will be rejected.
- Editors will notify you soon after they come to a decision, accept or reject your submission (by considering the suggestions from reviewers).

Thank You for reading

If you have any further inquiry, please do not hesitate to contact us at [adabiyat@uin-suka.ac.id](mailto:adabiyat@uin-suka.ac.id).