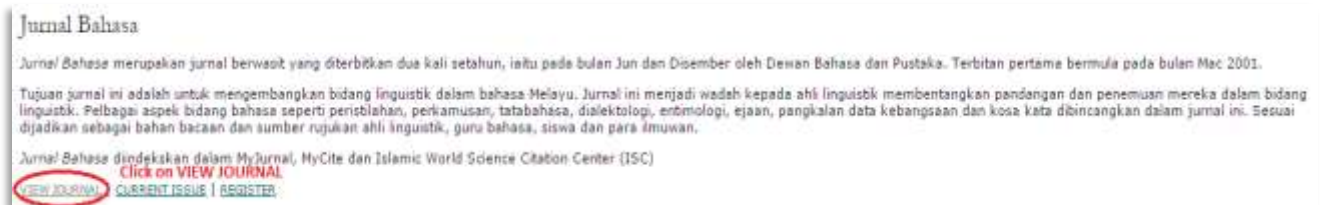


Editor: Handle New Manuscript in MyJMS

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.

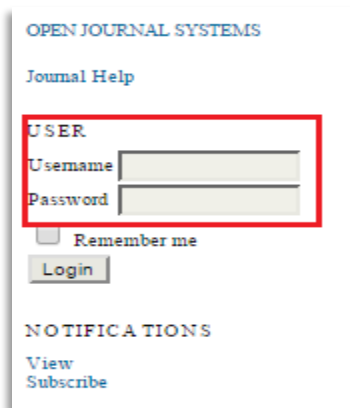
Jurnal Bahasa diindekskan dalam MyJurnal, MyCite dan Islamic World Science Citation Center (ISC)

[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: 85-888-1-SUMDOCX 2015-03-16
 Supp. files: 85-867-1-SPPDF 2015-03-16 EDIT DELETE ADD A SUPPLEMENTARY FILE
 Submitted: 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 REVIEWEER'

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-SB.PDF 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

Request Form: Evaluation sheet

REQUEST

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

SEND EMAIL

To: En Zul Zaki <applemart287@gmail.com>

CC:

BCC:

Attachments: Choose File No file chosen Upload

From: "En Zul Zaki" <applemart287@gmail.com>

Subject: [MPC] Article Review Request

Body:

En Zul Zaki:

I believe that you would serve as an excellent reviewer of the manuscript, "The test," which has been submitted to Journal of Malaysian Publications and Citations. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2015-03-23 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due 2015-04-06.

Submission URL:
<http://www.mjurnal.my/jsp/index.php/jmpc/reviewer/submission/1577>

Send Cancel Skip Email

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, Yahia	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: Internal LMS				
Recommendation	REQUEST: 2015-03-16	UNDERWAY: 2015-03-18	DEC: 2015-04-08		ACKNOWLEDGE <input type="checkbox"/>
Review Form Response	Revisions Required: 2015-03-18				
Uploaded files	E1-369-1-RV.DOCX: 2015-03-18	Let author view file <input type="checkbox"/>	Record <input type="checkbox"/>		
Reviewer rating	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	Record <input type="checkbox"/> No Comments
Review Version	Accept Submission
Author Version	Revisions Required
Editor Version	Resubmit for Review
	Decline Submission
	None
	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;">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: 14-325-1-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 1. Untitled VIEW PROOF	FILE 85-373-1-HBRNG 2015-03-16		ORDER 7 ↓	ACTION EDIT DELETE 0
Supplementary Files 1. Untitled	FILE 85-367-1-SUPPDF 2015-03-16		ORDER 7 ↓	ACTION 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) ▼
 To Be Assigned
 ----- Future Issues -----
 ----- Current Issue -----
 Vol 2, No 1 (2015)

Record

2. Published article can be seen in achieve.

EDITOR HOME

SUBMISSIONS

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

Title

▼

contains

▼

and

▼

▼

▼

Submitted

▼

between

▼

▼

Search

ISSUES

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