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Description

JPH RECODE is a journal published by Public Health Program Study PSDKU Universitas Airlangga Banyuwangi. Our journal is published every twice a years are on October and March. JPH RECODE is on public health as discipline and practices related to preventive and promotive measures to enhance health of the public through scientific approach applying variety of technique. This focus includes area and scope such as biostatistics and health population, epidemiology, health education and promotion, health policy and administration, environmental health, public health nutrition, sexual and reproductive health, and occupational health and safety.

JPH RECODE was first published since October 2017 (Volume 1 Issue 1) with 6 manuscripts in 60 pages, then from March 2018 until now our journal has been publishing 8 manuscripts in every edition. Every edition now consists of 65-75 pages. Manuscripts are written in full Indonesian (Bahasa Indonesia) or full English except on abstracts used both languages are Indonesian and English.

The journal employs peer-review mechanism where each submitted article should be anonymously reviewed by expert peers appointed by the editor. Articles published in this journal could be in form of original article.

Focus and Scope

JPH RECODE is a scientific journal which published original articles of public health. The editors welcome scientific articles relevant to national and international public health issues. The journal welcomes submissions from around the world as well as from Indonesia. This journal is published twice a year. Focus and Scope of JPH RECODE:

1. Epidemiology
2. Health Education and Promotion
3. Environmental Health
4. Occupational Health and Safety
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6. Biostatistics
7. Sexual and Reproductive Health
8. Hospital Management
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AUTHOR GUIDELINES FOR ONLINE SUBMISSION

HOW TO REGISTER AS AUTHOR?

- Visit the website <https://e-journal.unair.ac.id/JPHRECODE>
- Select “Online Submission”
- Click on the ‘Register’ link.
- Fill in the required information in the registration form.
- All fields marked with an asterisk are mandatory fields like Last name, username, password, validation text and email id.
- User can register as a Reader &/or Author. Under the field "Register as", please select "Author" also. Only those users who have registered their user ids as "Author" will be able to submit the manuscripts online. In case you forgot to register as author, you can still change your role from reader to author. For this, after login click on link "edit my profile". Now under the heading "role", also select role as author.
- Letters (alphabets) displayed for the "validation" field are case sensitive. Please enter the text as shown in the validation image.
- After filling the required details, click on the "Register" button.
- If registration is successful, you will be logged into the system. The page displayed is called "User Home page". You will also receive an email giving login details about your registration.

How to login and what is Author's user home page?

- For login to the system, click on the "Login" link at the top or enter the username & password given in the right navigation bar.
- After login, the first screen displayed is "User home page" which will have link for "Author", "Active article" & "New submission".
- Clicking on "Author" link will take you to the page which will show link for "Active" & "Archived" article.
- To check the status or details of article, click on the "Active" link. For submitting new article, click on "New submission".
- To change your profile, click on the link "Edit My Profile" under the section "My Account". You can also modify your password here.

HOW TO SUBMIT MANUSCRIPT ONLINE?

Online submission is a five-step submission process as given below:

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

Click on "New submission" (if you are on User home page after login) as shown in Fig.1 below.

[Home](#) > [User Home](#)

USER HOME

RECORD AND LIBRARY JOURNAL

Author

0 Active

0 Archive

[\[New Submission\]](#)

MY ACCOUNT

- [Show My Journals](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

Figure 1. Starting a new submission

Five-step submission process is described below:

STEP 1: STARTING THE SUBMISSION

JOURNAL SECTION: Select the journal section from the list of sections like Articles (if your article is in english), or Artikel (if your article is in bahasa)".

COPYRIGHT NOTICE: Authors must agree to the provisions of the Copyright Registration.

JOURNAL'S PRIVACY STATEMENT: Authors must agree to the journal's privacy statement.

COMMENTS FOR THE EDITOR: You may add any comments here if you wish to send to the editor.

[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 [Maisyatus suadaa irfana](#) for assistance (081231867545).

JOURNAL SECTION

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section *

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COMMENTS FOR THE EDITOR

Enter text (optional)



Figure 2. First step of submission

STEP 2: UPLOADING THE SUBMISSION

SUBMISSION FILE: Submission file is your manuscript document file. Submission file should be a wordprocessing document as it may require editing at later stage. Try to keep the size of this main manuscript file minimum. In case the file size is more, remove the figures, images, tables, etc from the main document to reduce the file size. These figures, images, tables can be uploaded in step 4 i.e. "Uploading Supplementary Files".

CHOOSE FILE: Click on "Browse" or "Choose file" button to open a Choose File window for locating the file on the hard drive of your computer. Locate the file you wish to submit and select it. Click "Open" on the Choose File window, which places the name of the file on this page.

UPLOAD FILE: Don't forget to click on Upload, which uploads the file from your computer to the journal's web site and renames it following the journal's conventions. In case you upload wrong file, you can replace it by uploading new file.

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 at the bottom of this page.

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SUBMISSION FILE

File Name	18174-67391-1-SM.docx
Original file name	RLJ Article.docx
File Size	77KB
Date uploaded	2020-03-09 04:50 AM

Replace submission file

Choose File No file chosen

Upload

Save and contin

Cancel

Figure 3. Uploading submission file

Once the submission file is successfully uploaded, click on "Save and continue" button to go to next step i.e. Step 3.

STEP 3: ENTERING THE SUBMISSION'S METADATA

AUTHOR DETAILS: The first section of metadata covers the author details. The submitting author's details like name, email, Organization, Country, etc will automatically appear in the Authors metadata as shown in the Fig. 5 below. Click on the button "Add Author" to enter details of additional authors. In case of multiple authors, you can reorder authors to appear in the order they will be listed on publication. You can also select author as Principal contact for editorial correspondence.

TITLE AND ABSTRACT: Enter title & abstract of the article. Don't apply any formatting to the title like bold, italics, etc.

STEP 3. ENTERING THE SUBMISSION'S METADATA

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

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)

TITLE AND ABSTRACT

Title *

Abstract *

Figure 4. Author details, title & abstract metadata

INDEXING: Add the keywords under indexing section which helps in searching the article. Separate the multiple keywords by semicolon (;).

CONTRIBUTORS AND SUPPORTING AGENCIES: Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

REFERENCES: Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

INDEXING

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines

Subject classification

Keywords

Geo-spatial coverage

Chronological or historical coverage

Research sample characteristics

Type, method or approach

Language
English=en; French=fr; Spanish=es. Additional codes.

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Agencies

REFERENCES

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

Figure 5. Indexing, Contributors, Reference Metadata

STEP 4: UPLOADING SUPPLEMENTARY FILES

This step is optional. Supplementary Files (see Fig. 6) can be uploaded in any file format like TIF, JPG, GIF, Word, etc. Locate the file you want to submit and select it. Click "Open" on the Choose File window, which places the name of the file on this page. Click on the button "Upload" which will open a page for entering supplementary file metadata as shown in Fig. 7 below. Click on "Save and continue" to upload the file from your computer to the journal's web site and renames it following the journal's conventions.

STEP 4. UPLOADING SUPPLEMENTARY FILES

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				
Upload supplementary file		<input type="button" value="Choose File"/> <input type="text" value="Submission details.png"/>	<input type="button" value="Upload"/>	
<input type="button" value="Save and continue"/>		<input type="button" value="Cancel"/>		

Figure 6. Uploading supplementary files

STEP 4A: ADD A SUPPLEMENTARY FILE

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

STEP 4A. ADD A SUPPLEMENTARY FILE

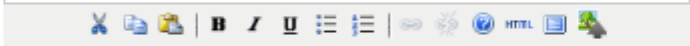
1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

[<< Back to Supplementary Files](#)

SUPPLEMENTARY FILE METADATA

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title *	<input type="text" value="Untitled"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	<input type="text" value="Research Instrument"/> ▼ Specify other <input type="text"/>
Brief description	<input type="text"/>



Publisher	<input type="text"/>
	<small>Use only with formally published materials.</small>
Contributor or sponsoring agency	<input type="text"/>
Date	<input type="text" value="2020-03-09"/> <small>YYYY-MM-DD</small> <small>Date when data was collected or instrument created.</small>
Source	<input type="text"/>
	<small>Name of study or other point of origin.</small>
Language	<input type="text"/>
	<small>English=en; French=fr; Spanish=es. Additional codes.</small>

SUPPLEMENTARY FILE

File Name	18174-67393-1-SP.png
Original file name	Submission details.png
File Size	12KB
Date uploaded	2020-03-09 05:06 AM
	<input type="checkbox"/> Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file

* Denotes required field

Figure 7. Supplementary file metadata

Click on “Save and continue” button to go to next step i.e. Step 5.

STEP 5: CONFIRMING THE SUBMISSION

You will see the file summary as shown in Fig. 8 below which will have list of main manuscript file & supplementary file (if submitted). Click on "Finish Submission" to complete the submission. Click on "Active submissions" to check the status of your article. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal website <https://e-journal.unair.ac.id/RLJ/index>.

STEP 5. CONFIRMING THE SUBMISSION

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

To submit your manuscript to Record and Library Journal 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 Record and Library Journal.

FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
67391	RLJ ARTICLE.DOCX	Submission File	77KB	03-09
67393	SUBMISSION DETAILS.PNG	Supplementary File	12KB	03-09

Finish Submissi

Cancel

Figure 8. Completing submission

HOW TO SEE THE PROGRESS OF THE SUBMISSION?

Authors are informed about the progress of the submission by generated email. Online publishing system informs about every important step of the review and editing process. Author should login to the system to see the progress of the submission and to take the required action.

ACTIVE SUBMISSIONS: After login, click on the link "Author". This page will show two tabs (links)- one for "Active" & other for "Archive". "Active" will show list of articles with its details like article id, date of submission, authors, title & its status. "Archive" will show list of articles which are either rejected or published.

ARTICLE STATUS: After successful submission of article, the system will show its status as "Awaiting Assignment". When Editor will send the article for peer review, its status will change to "In review". When the article is accepted for publishing, its status will be shown as "In editing".

List of various statuses given for each article is described in Table 1 below:

Table 1. List of article status



Status	Description
Awaiting Assignment	The submission has been completed by you. You cannot now delete the submission from the system yourself. The Editor can now see the submission, and must assign an Editor or Section Editor to it. Author still have chance to update the metadata details like authors, title, abstract and keywords until article is assigned by the editor.
Incomplete	The submission is not complete. You had left the submission in between without completing the submission. You can return and finish the submission at any time. You can continue submission from the step where you had left it last time. Author can also delete the incomplete article.
In Review	The submission is now in the review process. You should receive notification on the review decision.
In Editing	The submission has completed the review process and has been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes.
Archived	The submission has been rejected. Article is no longer in active process. All such articles are listed under the tab "Archived".

ARTICLE DETAILS: After login, click on the ARTILCE TITLE link to view the details of the article. This page will show three tabs (links)- SUMMARY, REVIEW & EDITING. SUMMARY page displays the short summary of the submission and the metadata as shown in Fig. 9 below.

#10587 SUMMARY

SUMMARY
REVIEW
EDITING

SUBMISSION

Authors	Muhammad Rifky Nurpratama
Title	MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL
Original file	10587-36505-1-SM.DOC 2018-11-29
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Muhammad Rifky Nurpratama 
Date submitted	November 29, 2018 - 01:50 PM
Section	Articles
Editor	Esti Putri 


STATUS

Status	In Review
Initiated	2018-11-29
Last modified	2019-03-25

SUBMISSION METADATA

[EDIT METADATA](#)

AUTHORS

Name	Muhammad Rifky Nurpratama 
Affiliation	Mahasiswa S2 Manajemen Informasi Perpustakaan UGM
Country	Indonesia
Bio Statement	—

Principal contact for editorial correspondence.

TITLE AND ABSTRACT

Title	MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL
Abstract	—

Figure 9. Article details - Summary

Second tab "REVIEW" displays the status of the review process as shown in Fig. 10 below.

#10587 REVIEW

SUMMARY
REVIEW
EDITING

SUBMISSION

Authors	Muhammad Rifky Nurpratama 
Title	MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL
Section	Articles
Editor	Esti Putri 

PEER REVIEW

ROUND 1

Review Version	10587-36507-2-RV.DOC 2019-03-25
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Uploaded file	Reviewer A 10587-43820-1-RV.DOC 2019-03-27 Reviewer B 10587-44871-1-RV.DOC 2019-04-15

EDITOR DECISION

Decision	—
Notify Editor	 Editor/Author Email Record  No Comments
Editor Version	10587-43638-1-ED.DOC 2019-03-25
Author Version	None
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Figure 10. Article details - Review

Author can view the editor version of the manuscript and can also upload the author version of manuscript if he had been asked for revision by the editor. An overview of the editing status after the paper's acceptance is displayed in 3rd tab.

#10587 EDITING

SUMMARY
REVIEW
EDITING

SUBMISSION

Authors: Muhammad Rifky Nurpratama

Title: MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL

Section: Articles

Editor: Esti Putri

COPYEDITING

COPYEDIT INSTRUCTIONS

Copyeditor: None

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit File: None	-	-	-
2. Author Copyedit File: None <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	-	-	
3. Final Copyedit File: None	-	-	-

Copyedit Comments No Comments

LAYOUT

Layout Editor: None

Layout Version	REQUEST	UNDERWAY	COMPLETE	VIEWS
None	-	-	-	

Galley Format: FILE
None

Supplementary Files: FILE
None

Layout Comments No Comments

PROOFREADING

Proofreader: None

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Author	-	-	
2. Proofreader	-	-	-
3. Layout Editor	-	-	-

Proofreading Corrections No Comments [PROOFING INSTRUCTIONS](#)

Figure 11. Article details – Editing

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