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## Subject Index

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## **Description**

JPH RECODE is a journal published by Public Health Study Program Sekolah Ilmu Kesehatan Dan Ilmu Alam (SIKIA) Universitas Airlangga. Our journal is published biannually in 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 10 manuscripts in every edition. Every edition now consists of 65-100 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
5. Health Administration and Policy
6. Biostatistics
7. Sexual and Reproductive Health
8. Hospital Management
9. Nutrition Science
10. Health Information System

## **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.

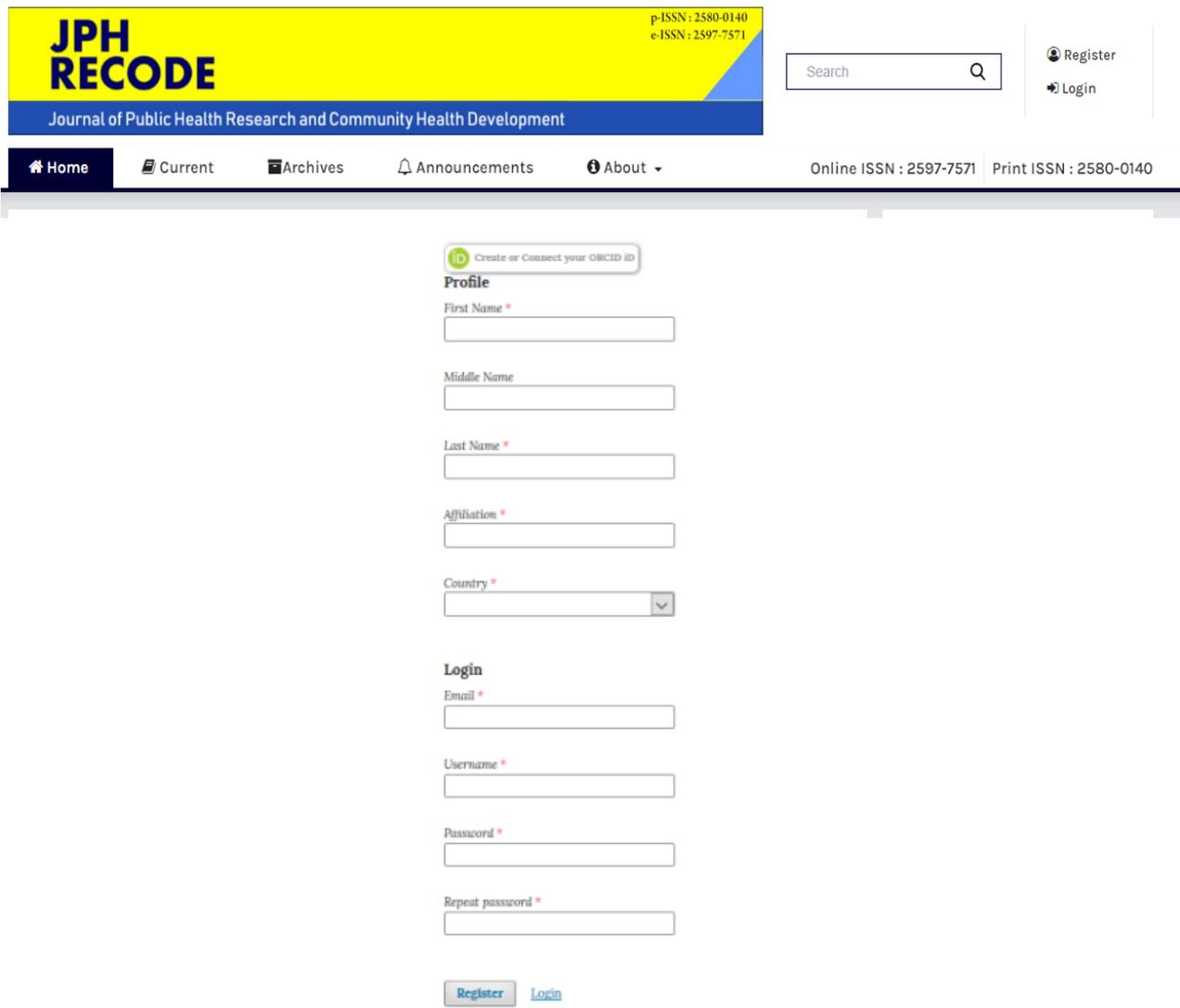
## HOW TO SUBMIT MANUSCRIPT ONLINE?

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

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

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

*Figure 1. Starting a new submission*



The screenshot shows the JPH RECODE website interface. At the top, there is a yellow header with the logo and ISSN information. Below the header is a navigation bar with links for Home, Current, Archives, Announcements, and About. A search bar and Register/Login buttons are also visible. The main content area displays a registration form with the following fields:

- Profile**
  - Create or Connect your ORCID ID
  - First Name \*
  - Middle Name
  - Last Name \*
  - Affiliation \*
  - Country \*
- Login**
  - Email \*
  - Username \*
  - Password \*
  - Repeat password \*

At the bottom of the form, there are buttons for Register and Login.

Four-step submission process is described below:

### STEP 1: STARTING THE SUBMISSION

1. Read and put a check mark on each available point as a form of agreement to the terms of submission of the manuscript, then click “Save and Continue”

Figure 2. First step of submission

The screenshot shows the 'Submissions' dashboard. At the top right, there is a 'New Submission' button, which is highlighted by an orange arrow. Below this, there is a 'My Assigned' section with a table containing one submission entry. The entry has ID 145, author HASRIYANTI, and title 'The Desain Visual Ruang Linier Berkelanjutan di Koridor Jalan Trans Kalimantan'. A 'Review' link is visible next to the entry. Below the table, there is a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The '2. Upload Submission' step is currently active. Below the progress bar, there is a section titled 'Acknowledge the copyright statement' with a list of terms and a checkbox for agreement. Below this, there is a 'Section' dropdown menu set to 'Articles'. At the bottom, there is a 'Submission Requirements' section with a list of checkboxes for various requirements.

**Submissions**

My Queue Archives

**My Assigned** [Q Search](#) [New Submission](#)

| ID  | Author; Title  | Stage                  |
|-----|--|------------------------|
| 145 | HASRIYANTI; The Desain Visual Ruang Linier Berkelanjutan di Koridor Jalan Trans Kalimantan | <a href="#">Review</a> |

1 of 1 items

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Acknowledge the copyright statement**

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under the journal's authorship and initial publication in this journal.
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the work and acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) to facilitate greater citation of published work.

I agree to abide by the terms of the copyright statement.

**Section \***

Articles

Articles must be submitted to one of the journal's sections. \*

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation if it has been previously published).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 10-point font; employs italics, rather than underlining (except with URL addresses).
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

## STEP 2: UPLOADING THE SUBMISSION AND SUPPLEMENTARY FILES

Upload the script file with clicking "Upload Files". After it finishes click "continue" until the "3. confirm" tab, click "complete".

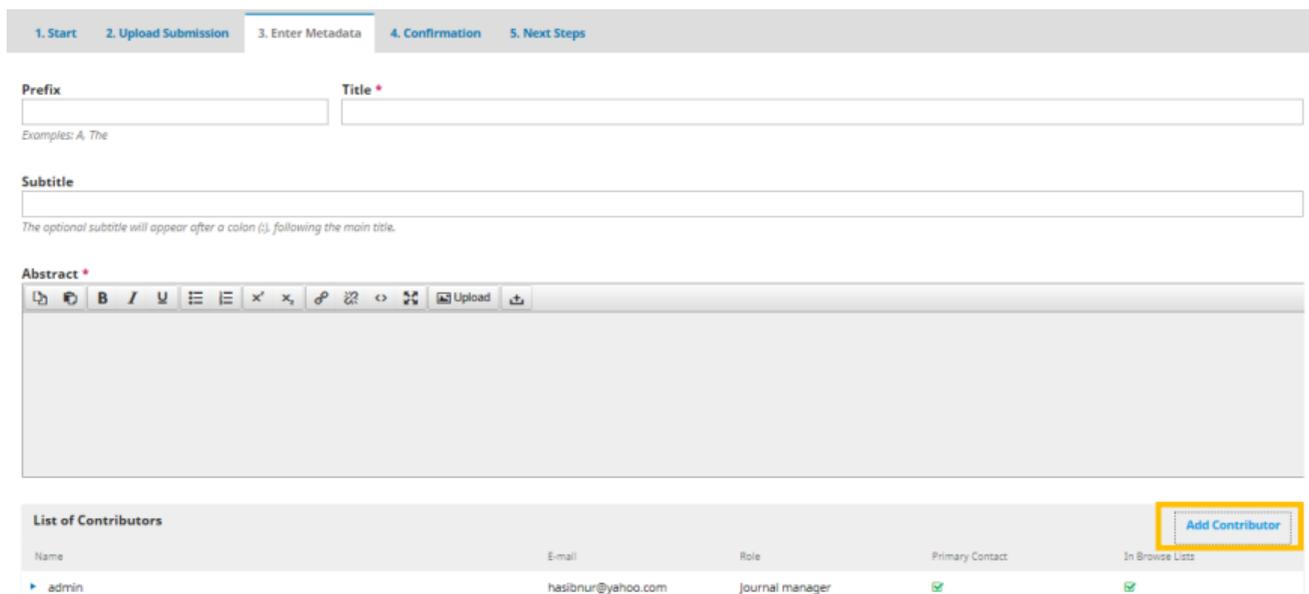
*Figure 3. Uploading submission file*

The screenshot displays a web interface for uploading a submission file. At the top, a progress bar shows three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". Below this, there is a dropdown menu labeled "Article Component" with "Article Text" selected. A dashed box contains the text "Drag and drop a file here to begin upload" and an "Upload File" button. A blue bar indicates the upload is in progress. Below the progress bar, a dialog box titled "Upload Review File" is shown with a close button (x). The dialog has a progress bar with "1. Upload File" (active), "2. Review Details", and "3. Confirm". In the center of the dialog, it says "File Added" and has an "Add Another File" button. At the bottom of the dialog, there are "Complete" and "Cancel" buttons.

### STEP 3: ENTERING THE SUBMISSION'S METADATA

Metadata Input Articles, in the form of titles, abstracts, keywords, references, etc. If there is more than one author, click button "add contributor" and fill in according to author data Click "Save and Continue" to continue.

*Figure 4. Entering The Submission's Metadata*



The screenshot shows a web interface for entering submission metadata. At the top, there is a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (current step), 4. Confirmation, and 5. Next Steps. Below the progress bar, there are several input fields: 'Prefix' and 'Title \*' (required), 'Subtitle' (with a note: 'The optional subtitle will appear after a colon (:), following the main title.'), and 'Abstract \*' (with a rich text editor toolbar). At the bottom, there is a 'List of Contributors' table with columns for Name, E-mail, Role, Primary Contact, and In Browse Lists. A table with one row is visible, showing an 'admin' user with email 'hesibnur@yahoo.com' and role 'Journal manager'. A blue 'Add Contributor' button is highlighted with a yellow box in the top right corner of the contributors section.

| Name  | E-mail             | Role            | Primary Contact                     | In Browse Lists                     |
|-------|--------------------|-----------------|-------------------------------------|-------------------------------------|
| admin | hesibnur@yahoo.com | Journal manager | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

## STEP 5: CONFIRMING THE SUBMISSION

You will see the file summary as shown in Fig. 5 below. 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>.

*Figure 5. Confirming The Submission*

39691 / Putri Pramudiyanti et al. / Analisis Cluster K-means terkait Unmet Need KB di Kabupaten Banyuwangi (Studi K

Workflow **Publication**

Submission **Review** Copyediting Production

**Submission Files** Q Search Upload File

|   |        |  |                  |              |
|---|--------|--|------------------|--------------|
| ▶ | 173754 | Artikel JPH RECODE Analisis Cluster K-Means.docx         | October 10, 2022 | Article Text |
| ▶ | 173762 | copyright transfer agreement jph recode.pdf              | October 10, 2022 | Other        |
| ▶ | 173765 | Lembar Orisinil.pdf                                      | October 10, 2022 | Other        |
| ▶ | 173766 | Lembar Pernyataan Penulis.pdf                            | October 10, 2022 | Other        |
| ▶ | 173767 | Tittle Page JPHRECODE 2020 Analisis Cluster K-Means.docx | October 10, 2022 | Other        |

## 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".

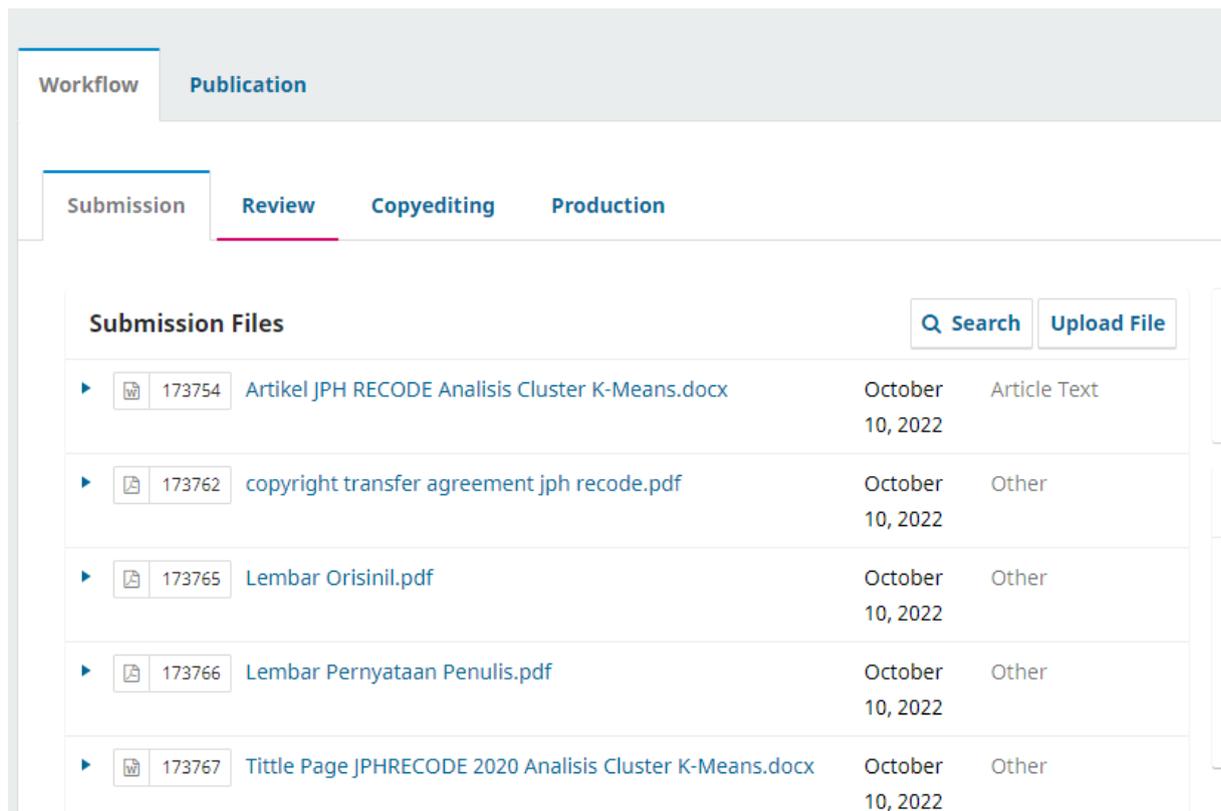
List of various statuses given for each article is described in Table 1 below:

*Table 1. List of article status*

| <b>Status</b>              | <b>Description</b>   |
|----------------------------|--|
| <b>Awaiting Assignment</b> | 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. |
| <b>Incomplete</b>          | 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.  |
| <b>In Review</b>           | The submission is now in the review process. You should receive notification on the review decision.   |
| <b>In Editing</b>          | 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.   |
| <b>Archived</b>            | 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 four tabs (links)- SUBMISSION, REVIEW; COPYEDITING, & PRODUCTION page displays the short summary of the submission and the metadata as shown in Fig. 6 below.

*Figure 6. Article details - Summary*

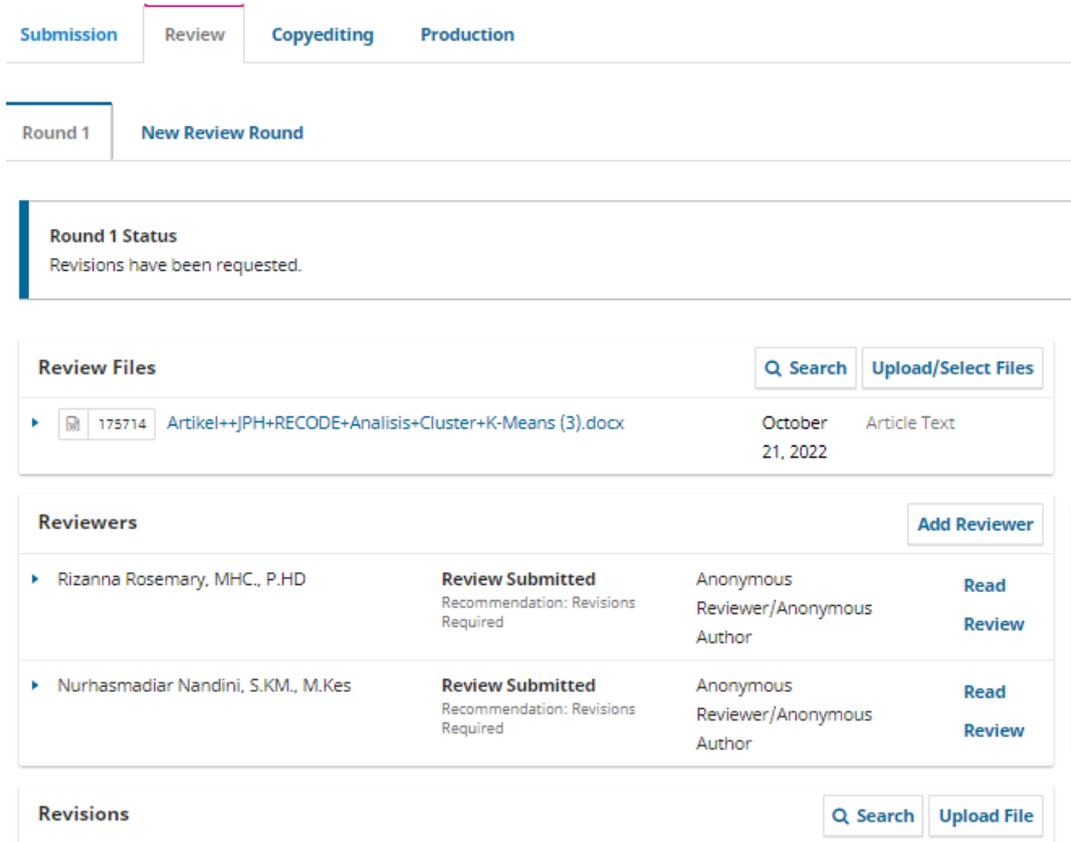


The screenshot shows a web interface for article details. At the top, there are two main tabs: 'Workflow' and 'Publication'. Under 'Publication', there are four sub-tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Submission' tab is currently selected. Below the tabs, there is a section titled 'Submission Files' with a search bar and an 'Upload File' button. A table lists five submission files with their IDs, titles, dates, and types.

| Submission Files |   | Q Search         | Upload File  |
|------------------|---|------------------|--------------|
| ▶                | 173754 Artikel JPH RECODE Analisis Cluster K-Means.docx         | October 10, 2022 | Article Text |
| ▶                | 173762 copyright transfer agreement jph recode.pdf              | October 10, 2022 | Other        |
| ▶                | 173765 Lembar Orisinil.pdf                                      | October 10, 2022 | Other        |
| ▶                | 173766 Lembar Pernyataan Penulis.pdf                            | October 10, 2022 | Other        |
| ▶                | 173767 Tittle Page JPHRECODE 2020 Analisis Cluster K-Means.docx | October 10, 2022 | Other        |

Second tab "REVIEW" displays the status of the review process as shown in Fig. 7 below.

*Figure 7. Article details - Review*



**Submission** **Review** Copyediting Production

Round 1 **New Review Round**

**Round 1 Status**  
Revisions have been requested.

**Review Files** [Q Search](#) [Upload/Select Files](#)

|  |                  |              |
|--|------------------|--------------|
| ▶  175714 Artikel++JPH+RECODE+Analisis+Cluster+K-Means (3).docx | October 21, 2022 | Article Text |
|--|------------------|--------------|

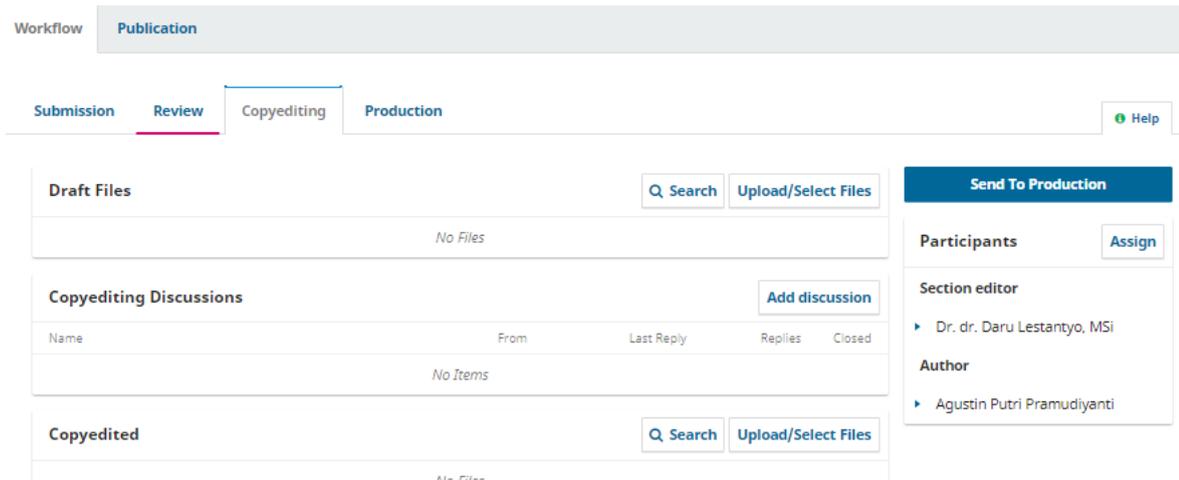
**Reviewers** [Add Reviewer](#)

|                                      |   |   |  |
|--------------------------------------|---|---|--|
| ▶ Rizanna Rosemary, MHC., P.HD       | <b>Review Submitted</b><br>Recommendation: Revisions Required | Anonymous<br>Reviewer/Anonymous<br>Author | <a href="#">Read</a><br><a href="#">Review</a> |
| ▶ Nurhasmadiar Nandini, S.KM., M.Kes | <b>Review Submitted</b><br>Recommendation: Revisions Required | Anonymous<br>Reviewer/Anonymous<br>Author | <a href="#">Read</a><br><a href="#">Review</a> |

**Revisions** [Q Search](#) [Upload File](#)

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.

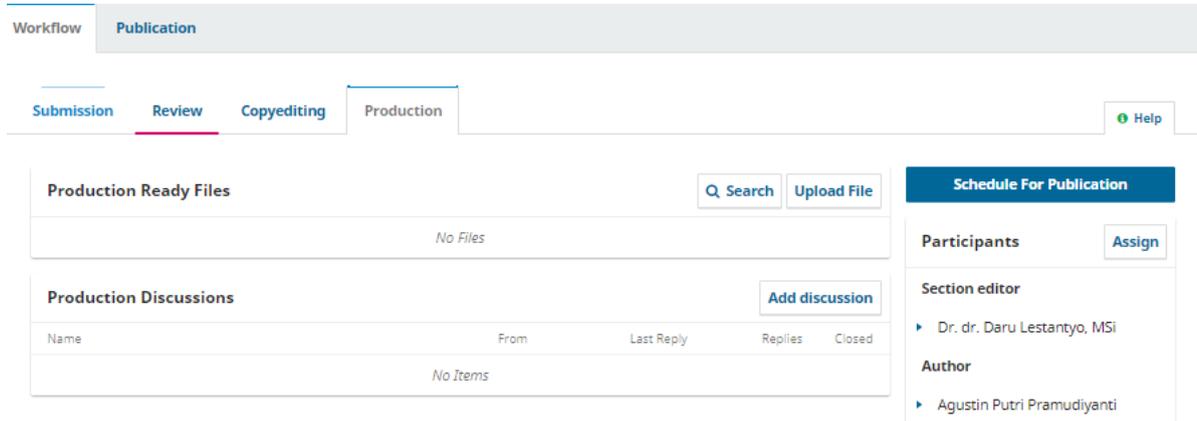
*Figure 8. Article details – Copyediting*



The screenshot shows the 'Copyediting' tab selected in the workflow. The main content area is divided into three sections: 'Draft Files', 'Copyediting Discussions', and 'Copyedited'. Each section has a search and upload/select files button. The 'Draft Files' section shows 'No Files'. The 'Copyediting Discussions' section has an 'Add discussion' button and a table with columns for Name, From, Last Reply, Replies, and Closed, currently showing 'No Items'. The 'Copyedited' section also shows 'No Files'. On the right side, there is a 'Send To Production' button and a 'Participants' section with an 'Assign' button. Below that, the 'Section editor' is listed as 'Dr. dr. Daru Lestantyo, MSI' and the 'Author' is listed as 'Agustin Putri Pramudiyanti'.

Last tab "PRODUCTION" displays the status of the review process as shown in Fig. 9 below.

*Figure 9. Article details – Production*



The screenshot displays the 'Production' tab of an article management system. At the top, a 'Workflow' bar shows 'Publication' as the active stage. Below this, a navigation menu includes 'Submission', 'Review', 'Copyediting', and 'Production', with 'Production' being the selected tab. A 'Help' icon is visible in the top right corner.

The main content area is divided into several sections:

- Production Ready Files:** A section with a search bar and an 'Upload File' button. It currently shows 'No Files'.
- Production Discussions:** A section with an 'Add discussion' button. It contains a table with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed', and currently shows 'No Items'.
- Schedule For Publication:** A blue header section.
- Participants:** A section with an 'Assign' button.
- Section editor:** Lists 'Dr. dr. Daru Lestantyo, MSi'.
- Author:** Lists 'Agustin Putri Pramudiyanti'.