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Subject Index

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Description

JPH RECODE is a journal published by the Public Health Study Program, School of Health and Life Sciences, 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 languanges are Indonesian and English.

The journal employs peer-review mechanism where each submited article should be anonimously 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 scientifict articles relevant to national and international public health issues. The journall 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
11. Health Care Science And Services

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.
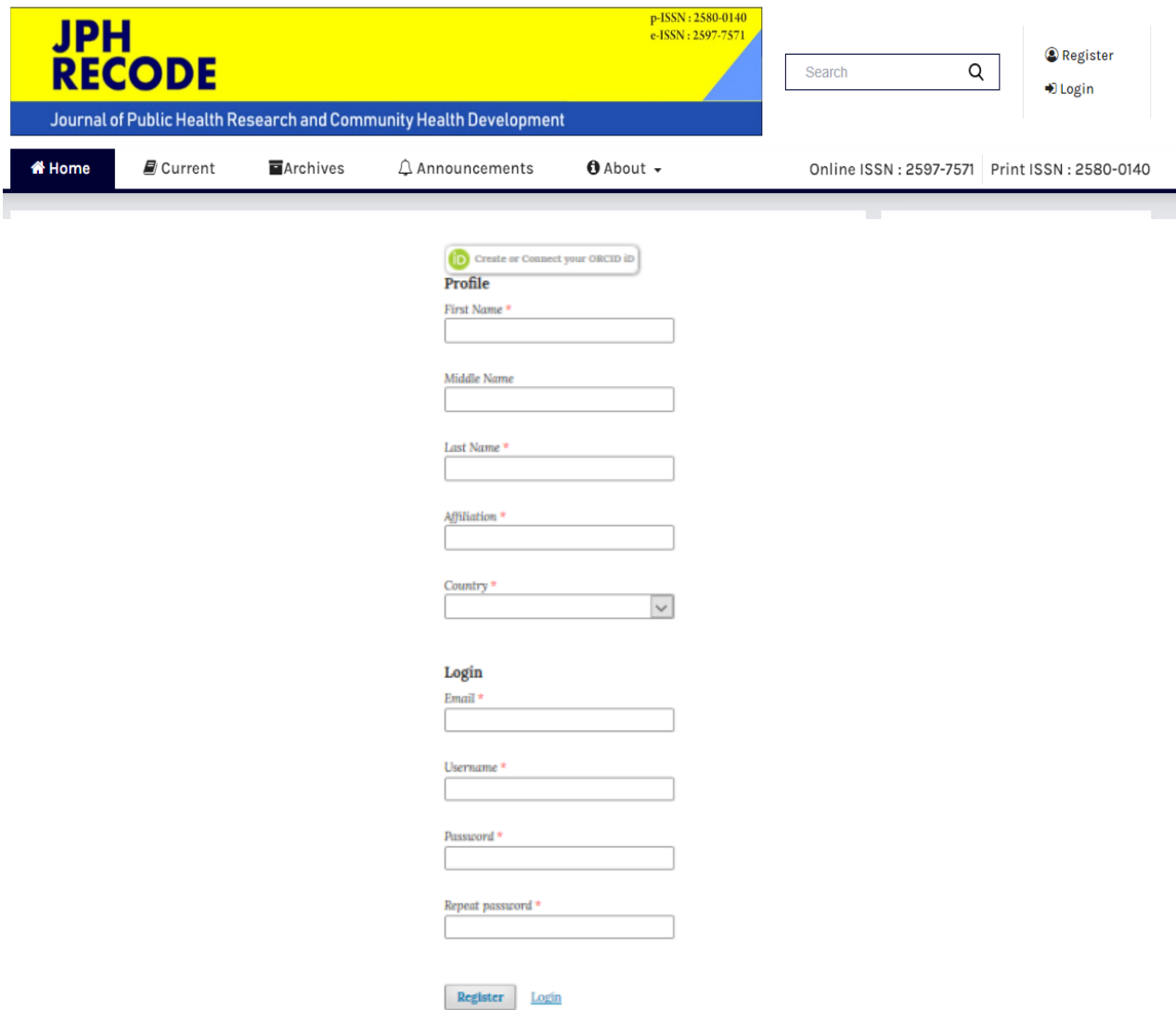
HOW TO SUBMIT MANUSCRIPT ONLINE?

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

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. Fist step of submission

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

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

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

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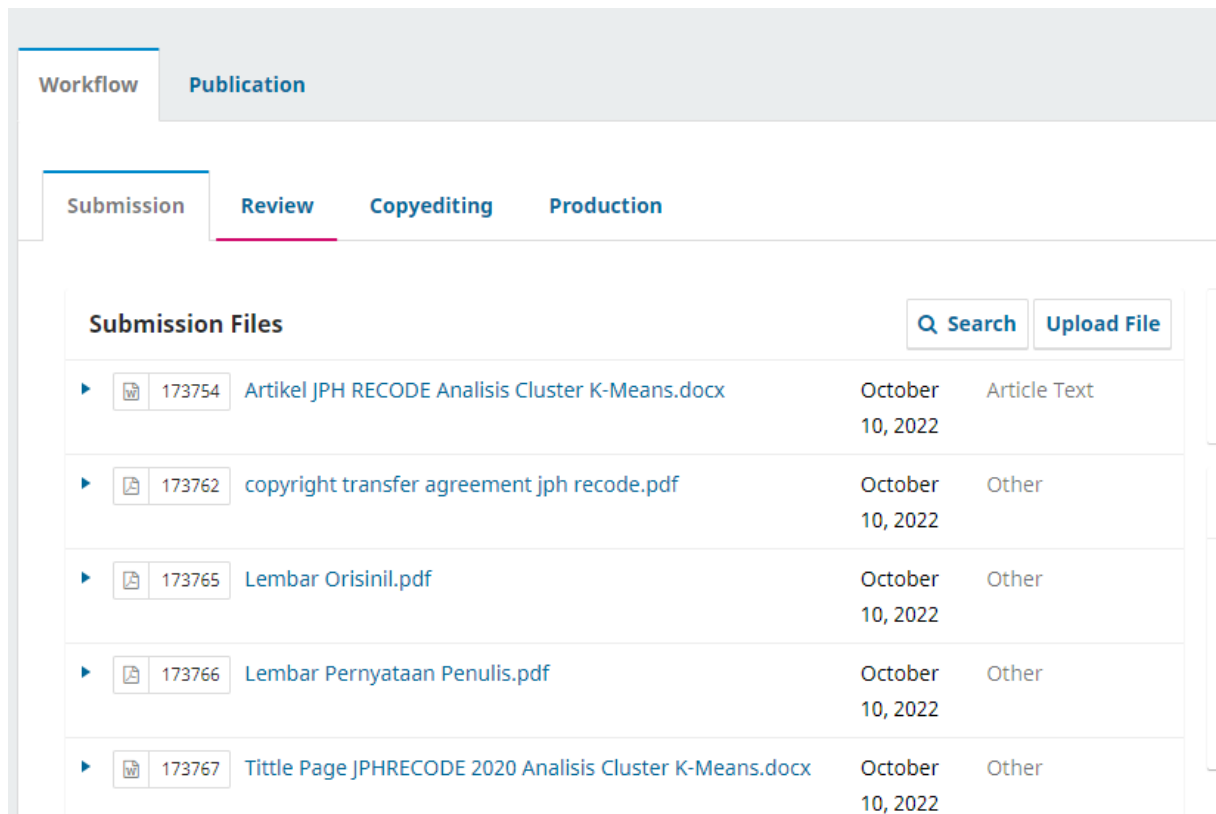
List of various statuses given for each article is described in Table 1 below:

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 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

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

Figure 7. Article details - Review
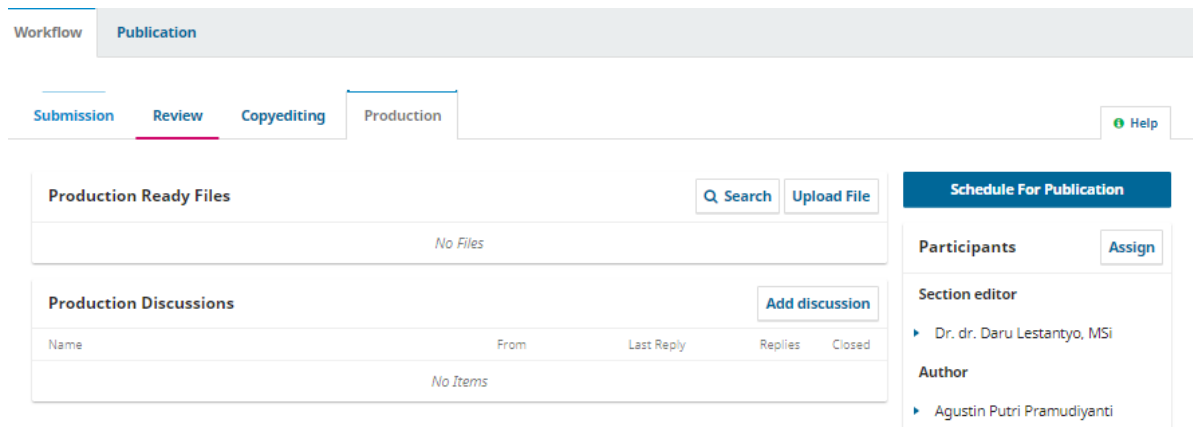
Author can view the editor version of the manuscript and can also upload the author version of manuscript if he had been asked for revision by the editor. An overview of the editing status after the paper's acceptation is displayed in 3rd tab.

Figure 8. Article details – Copyediting

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

Figure 9. Article details – Production