

# Journal of Public Health Research and Community Health DevelopmentJPH RECODEP-ISSN 2580-0140E-ISSN 2597-7571Sekretariat: Program Studi Kesehatan Masyarakat FIKKIA UNAIR di BanyuwangiJl. Ikan Wijinongko No. 18A Sobo, Banyuwangi, 68418. Telp: 0333-3381214

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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 of Tropical Diseases
- 2. Health Promotion and Behavior Science
- 3. Environmental Health
- 4. Occupational Health and Safety
- 5. Health Administration and Policy
- 6. Biostatistics and Health Population
- 7. Sexual and Reproductive Health
- 8. Hospital Management
- 9. Public Health Nutrition
- 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.

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🗥 Home	┛ Current	Archives	🗘 Announcements	O About 🗸	On	line ISSN : 2597-7571	Print ISSN : 2580-0140
			Create or Connect  Profile  First Name *  Middle Name  Last Name *  Affiliation *  Country *	: your ORCID ID			
			Login Email * Username * Password * Repeat password *				

## 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	sten	of	suk	mis	sic	n
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Submissions					
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1. Start	2. Upload Submission	3. Enter Metadata	4. Confirmation	5. Next Steps	
Acknowled	lge the copyright state	ment			
Authors who	publish with this journal age	ree to the following term	S:		
1. Author	rs retain copyright and grant	the journal right of first	publication with the v	vork simultaneous	sly licensed u
work's	authorship and initial public	cation in this journal.			
2. Author	rs are able to enter into sepa	rate, additional contract	ual arrangements for	the non-exclusive	distribution
acknov	wledgement of its initial publ	lication in this journal.			
3. Author	rs are permitted and encoura	aged to post their work o	nline (e.g., in instituti	onal repositories (	or on their we
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🗌 I agree to	o abide by the terms of the c	opyright statement.			
Section *					
Articles					~
Articles must	be submitted to one of the jou	rnal's sections. *			
Submissio	n Requirements				
You must rea	ad and acknowledge that you	u've completed the requi	rements below before	e proceeding.	
The subn	nission has not been previou	sly published, nor is it be	fore another journal	for consideration	(or an explan
The subn	nission file is in OpenOffice, I	Microsoft Word, or RTF d	ocument file format.		
Where av	vailable, URLs for the referen	ces have been provided.			
The text i	is single-spaced; uses a 10-p	oint font; employs italics,	rather than underlini	ing (except with U	RL addresses
The text i	adheres to the stylistic and b	ibliographic requiremen	ts outlined in the Auth	nor 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".

1. Upload File	2. Review Details	3. Confirm	
rticle Compon	ent *		
Vrticle Text			
Drag and drop a	file here to begin uploa	d	Upload File
pload Review F	ile		
1. Upload File	2. Review Details	3. Confirm	
		File Added	
		Add Another File	
Complete Can	cel		

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.

1. Start 2. Upload Submission	3. Enter Metadata 4. Confirmation 5. Ne	ext Steps			
Prefix Exomples: A, The	Title *				
Subtitle The optional subtitle will appear after a colon Abstract * (1) Pr P C U T T T T T	(c), following the main title.				
	, vi Ω, ατς τ, stati per choran μΩτ				
List of Contributors					Add Contributor
Name • admin		e-mail hasibnur@yahoo.com	Journal manager	Primary Contact	In Browse Lists

#### Figure 4. Entering The Submission's Metadata



Journal of Public Health Research and Community Health Development JPH RECODE P-ISSN 2580-0140 E-ISSN 2597-7571 Sekretariat: Program Studi Kesehatan Masyarakat FIKKIA UNAIR di Banyuwangi Jl. Ikan Wijinongko No. 18A Sobo, Banyuwangi, 68418. Telp: 0333-3381214

# **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 <u>https://e-journal.unair.ac.id/RLJ/index</u>.

39691 / Putri Prar Workflow Pu	nudiyanti et al. / Analisis Cluster K-means terkait Unmet Ne	ed KB di Kabu	ipaten Banyuwangi (Stu	di Ka
Submission	Review Copyediting Production			
Submissio	n Files	Q	Search Upload File	
17375	4 Artikel JPH RECODE Analisis Cluster K-Means.docx	October 10, 2022	Article Text	
17376.	2 copyright transfer agreement jph recode.pdf	October 10, 2022	Other	
17376	5 Lembar Orisinil.pdf	October 10, 2022	Other	
17376	6 Lembar Pernyataan Penulis.pdf	October 10, 2022	Other	
17376	Tittle Page JPHRECODE 2020 Analisis Cluster K-Means.docx	October 10, 2022	Other	

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:

Status	Description
Awaiting	The submission has been completed by you. You cannot now
Assignment	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".

# Table 1. List of article status



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* 

orkflow Pu	blication	
Submission	Review Copyediting Production	
Submissio	n Files	Q Search Upload File
17375	4 Artikel JPH RECODE Analisis Cluster K-Means.docx	October Article Text 10, 2022
17376	2 copyright transfer agreement jph recode.pdf	October Other 10, 2022
17376	5 Lembar Orisinil.pdf	October Other 10, 2022
17376	5 Lembar Pernyataan Penulis.pdf	October Other 10, 2022
17376	7 Tittle Page JPHRECODE 2020 Analisis Cluster K-Means.	.docx October Other 10, 2022



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

# Figure 7. Article details - Review

ubmission	Review	Copyediting	Production			
ound 1	New Review I	Round				
Round 1 St Revisions h	<b>atus</b> ave been requ	ested.				
Review File	es			Q	Search U	pload/Select Files
17571	4 Artikel++JP	H+RECODE+Analisis	s+Cluster+K-Means (3).docx	Oct. 21, 3	ober An 2022	ticle Text
Reviewers						Add Reviewer
Rizanna Ro	osemary, MHC	., P.HD	Review Submitted Recommendation: Revisions Required	Anonymous Reviewer/Ar Author	nonymous	Read Review
Nurhasma	idiar Nandini, S	5.KM., M.Kes	Review Submitted Recommendation: Revisions Required	Anonymous Reviewer/Ar Author	nonymous	Read Review
Revisions					Q Sea	rch 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 acceptation is displayed in 3rd tab.

		actualis copycalling	
Norkflow Publication			
Submission Review Copyediting	Production		0 Help
Draft Files		Q Search Upload/Select Files	Send To Production
	No Files		Participants Assign
Copyediting Discussions		Add discussion	Section editor
Name	From	Last Reply Replies Closed	<ul> <li>Dr. dr. Daru Lestantyo, MSi</li> </ul>
	No Items		Author
			<ul> <li>Agustin Putri Pramudiyanti</li> </ul>
Copyedited		Q Search Upload/Select Files	
	No Filos		

## *Figure 8. Article details – Copyediting*



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

rkflow Publication					
Submission Review Copyediting	Production				0 Help
Production Ready Files		Q Sear	ch Upload File	Schedule For Pub	lication
	No Files			Participants	Assign
Production Discussions			Add discussion	Section editor	
Name	From	Last Reply	Replies Closed	<ul> <li>Dr. dr. Daru Lestanty</li> </ul>	ro, MSi
	No Items			Author Agustin Putri Pramue	diyanti

# Figure 9. Article details – Production