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Description

JPH RECODE is a journal published by the Public Health Study Program of the Faculty of Health, Medicine, and Life Science 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 techniques. 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 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 the form of original articles.

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

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.

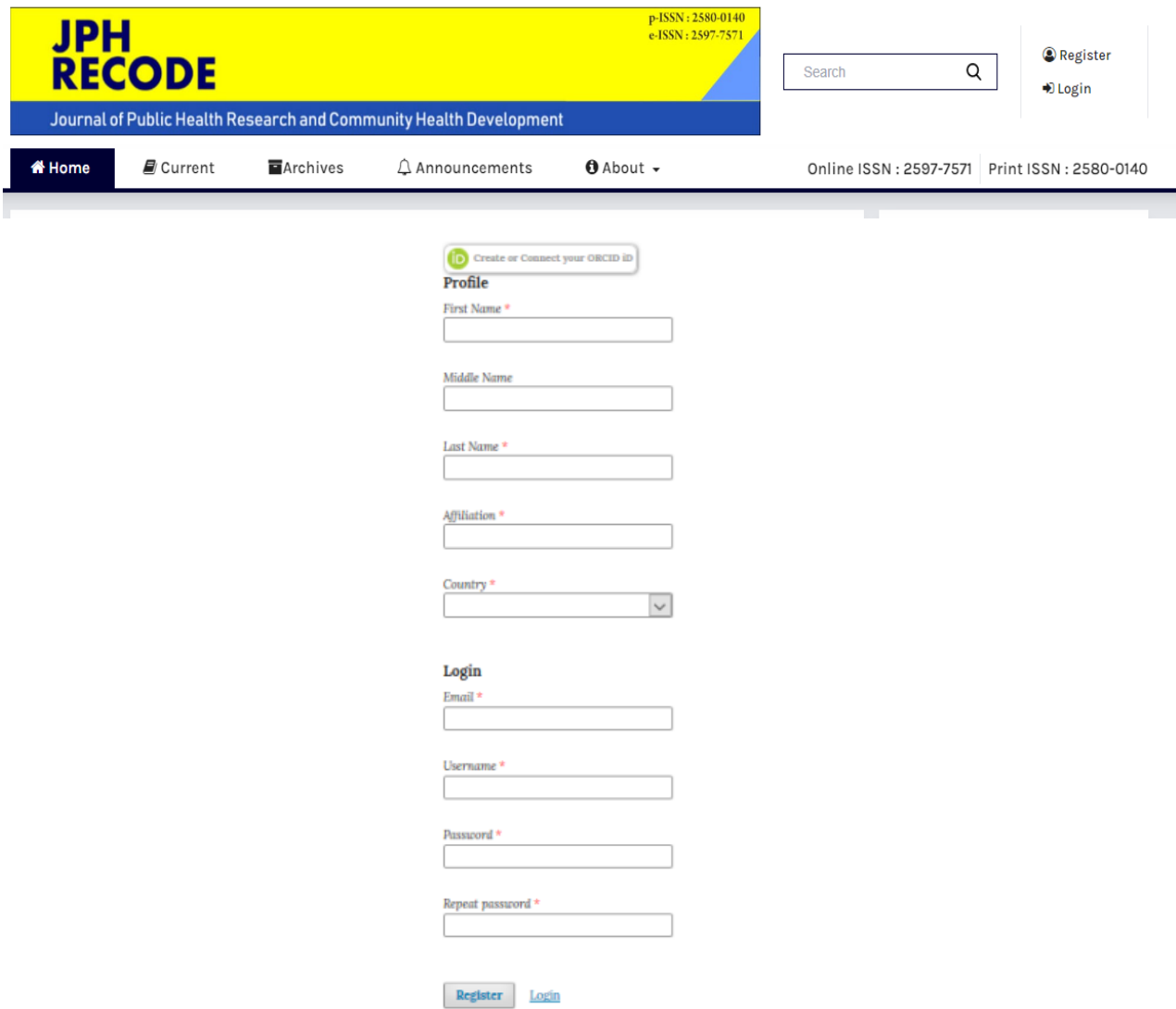
HOW TO SUBMIT MANUSCRIPT ONLINE?

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**
 - 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' page of the journal's submission system. At the top, there are tabs for 'My Queue' (1) and 'Archives' (1). A 'Help' icon is visible in the top right. Below these is a search bar and a 'New Submission' button, which is highlighted by a red arrow. The main content area shows 'No submissions found.' Below this is a progress bar with five steps: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation', and '5. Next Steps'. The 'Acknowledge the copyright statement' section follows, with a list of terms and a checkbox for agreement. Below that is a 'Section' dropdown menu set to 'Articles' and a 'Submission Requirements' section with several checkboxes.

STEP 2: UPLOADING THE SUBMISSION AND SUPPLEMENTARY FILES

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

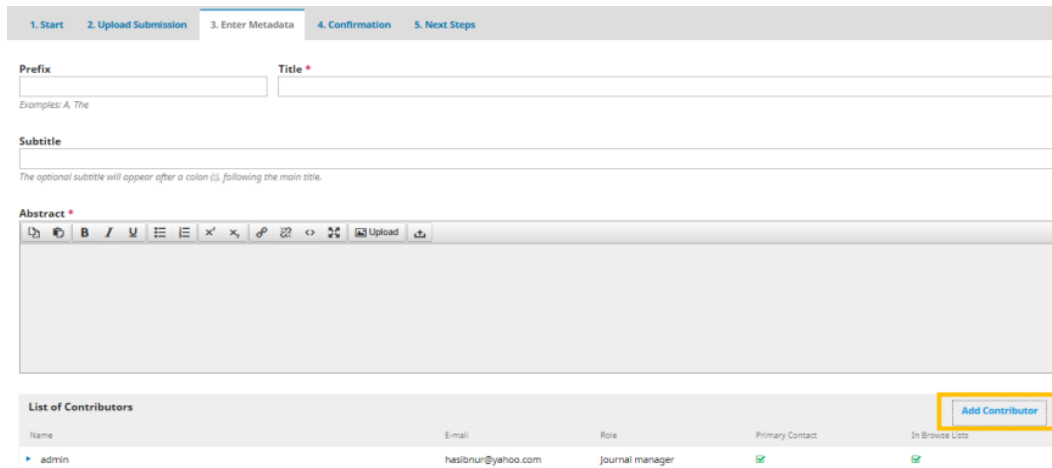
Figure 3. Uploading submission file

The screenshot shows the 'Submit an Article' page, specifically the 'Upload Submission' step. The progress bar at the top indicates the current step is '2. Upload Submission'. Below the progress bar is a 'Files' section with an 'Add File' button. The main content area contains a text prompt: 'Upload any files the editorial team will need to evaluate your submission. Upload File'. At the bottom, there are 'Save and continue' 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



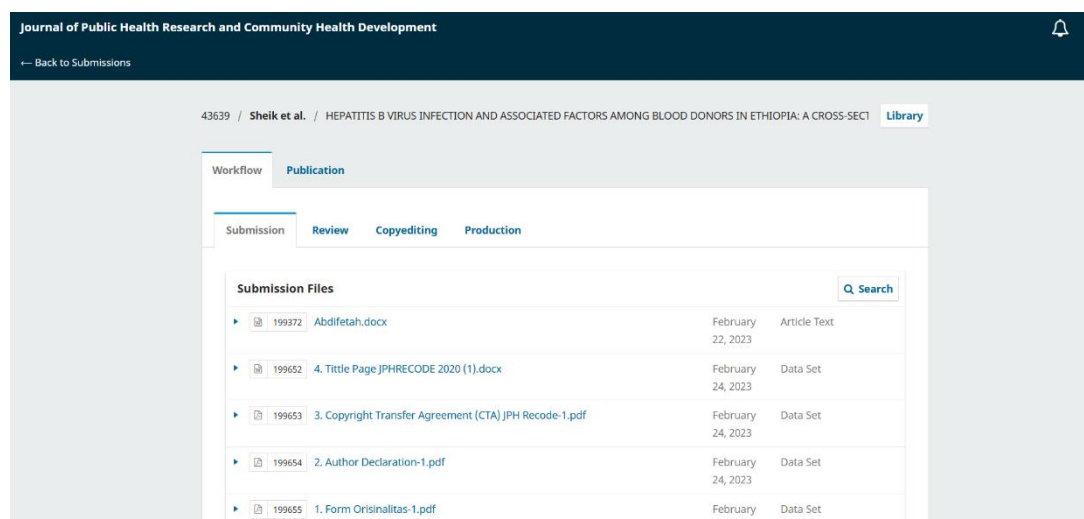
The screenshot shows a web form for entering submission metadata. At the top, there are five tabs: 1. Start, 2. Upload Submission, 3. Enter Metadata (active), 4. Confirmation, and 5. Next Steps. The form includes fields for 'Prefix' (with examples 'A, The'), 'Title *', and 'Subtitle' (with a note: 'The optional subtitle will appear after a colon (:), following the main title.'). Below these is a rich text editor for the 'Abstract *'. At the bottom, there is a 'List of Contributors' table with columns for Name, E-mail, Role, Primary Contact, and In Browse Lists. An 'Add Contributor' button is highlighted with a yellow box.

Name	E-mail	Role	Primary Contact	In Browse Lists
admin	hasibnuar@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/JPHRECODE>.

Figure 5. Confirming The Submission



The screenshot shows the 'Publication' workflow page for a submission. The page title is 'Journal of Public Health Research and Community Health Development'. The breadcrumb trail is 'Back to Submissions'. The submission ID is 43639, and the author is Sheik et al. The article title is 'HEPATITIS B VIRUS INFECTION AND ASSOCIATED FACTORS AMONG BLOOD DONORS IN ETHIOPIA: A CROSS-SECTIONAL STUDY'. The page is in the 'Publication' stage, with sub-steps for Submission, Review, Copyediting, and Production. The 'Submission Files' section lists five files:

File ID	File Name	Upload Date	File Type
199372	Abdifetah.docx	February 22, 2023	Article Text
199652	4. Tittle Page JPHRECODE 2020 (1).docx	February 24, 2023	Data Set
199653	3. Copyright Transfer Agreement (CTA) JPH Recode-1.pdf	February 24, 2023	Data Set
199654	2. Author Declaration-1.pdf	February 24, 2023	Data Set
199655	1. Form Orisinalitas-1.pdf	February 24, 2023	Data Set

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".

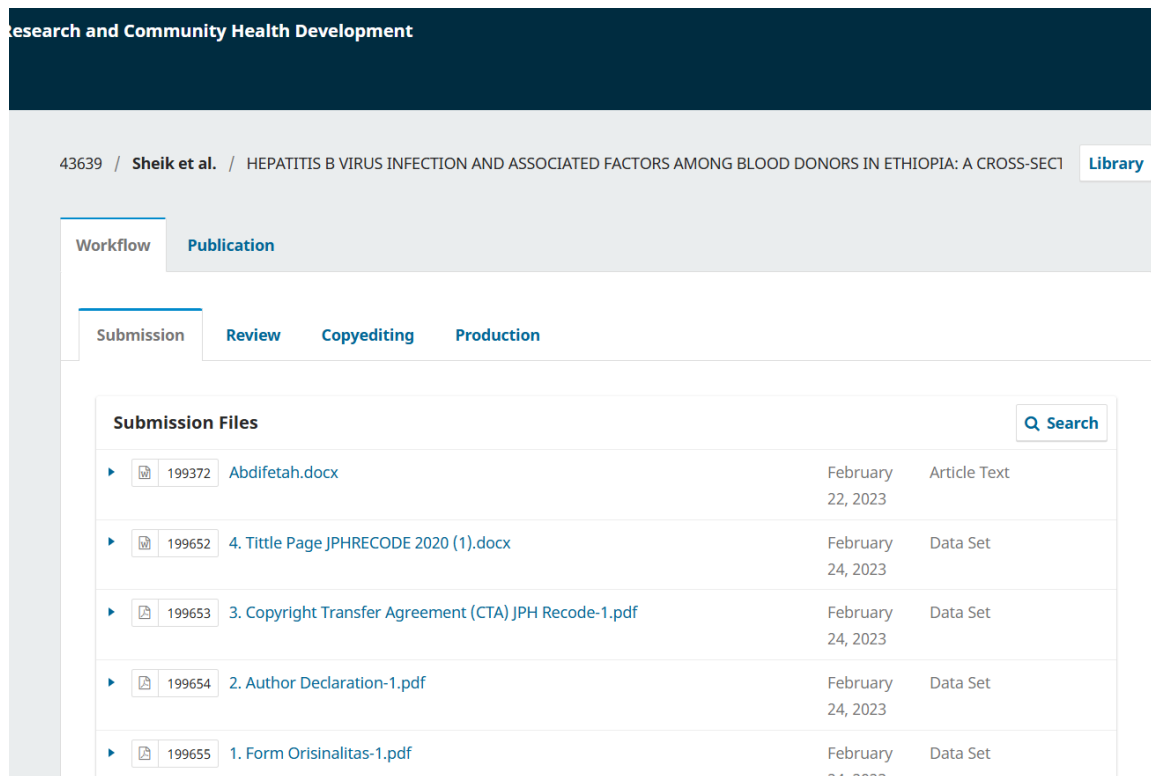
List of various statuses given for each article is described in Table 1 below:

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

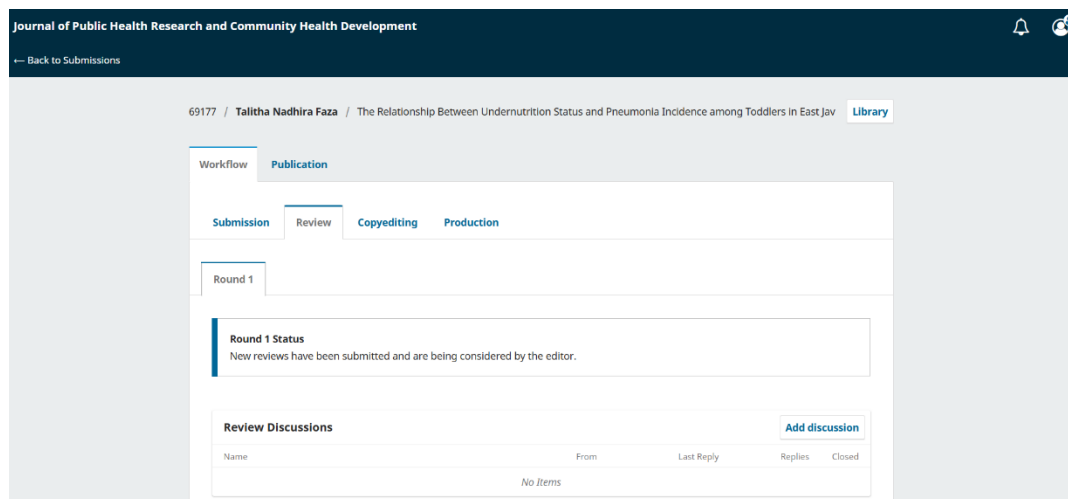


The screenshot shows the article details page for "HEPATITIS B VIRUS INFECTION AND ASSOCIATED FACTORS AMONG BLOOD DONORS IN ETHIOPIA: A CROSS-SECT". The page is divided into two main sections: "Workflow" and "Publication". Under "Publication", there are four tabs: "Submission", "Review", "Copyediting", and "Production". The "Submission" tab is active, displaying a table of submission files.

Submission Files			
199372	Abdifetah.docx	February 22, 2023	Article Text
199652	4. Tittle Page JPHRECODE 2020 (1).docx	February 24, 2023	Data Set
199653	3. Copyright Transfer Agreement (CTA) JPH Recode-1.pdf	February 24, 2023	Data Set
199654	2. Author Declaration-1.pdf	February 24, 2023	Data Set
199655	1. Form Orisinalitas-1.pdf	February 24, 2023	Data Set

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

Figure 7. Article details - Review



The screenshot shows the article details page for "The Relationship Between Undernutrition Status and Pneumonia Incidence among Toddlers In East Jav". The page is divided into two main sections: "Workflow" and "Publication". Under "Publication", there are four tabs: "Submission", "Review", "Copyediting", and "Production". The "Review" tab is active, displaying the review process status.

Round 1

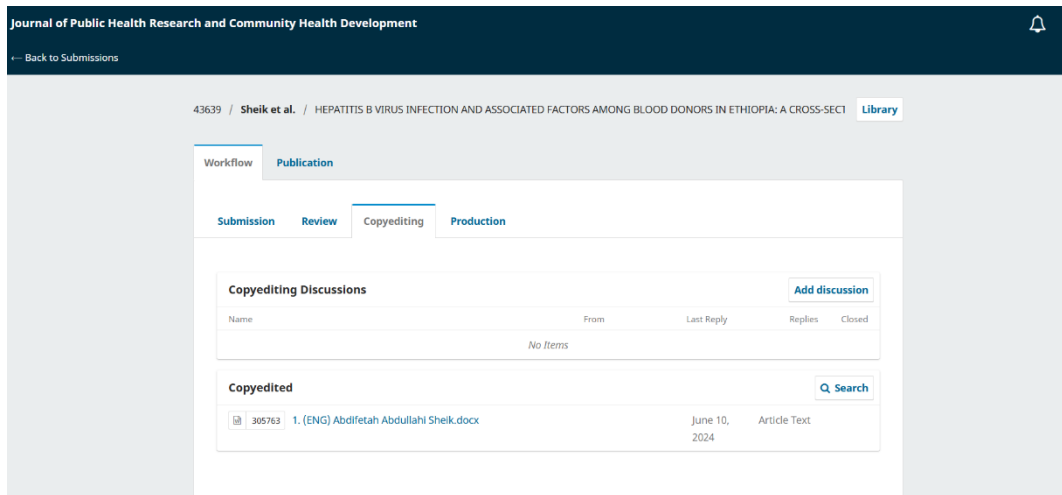
Round 1 Status
New reviews have been submitted and are being considered by the editor.

Review Discussions

Name	From	Last Reply	Replies	Closed
No Items				

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



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

Figure 9. Article details – Production

