# PANDUAN UNGGAH MANDIRI ARTICLE (JOURNAL PUBLICATION)

(ADMINISTRATOR DAN OPERATOR)



## PERPUSTAKAAN

## UNIVERSITAS KATOLIK MUSI CHARITAS

### PALEMBANG

2018

## PANDUAN UNGGAH MANDIRI ARTICLE (JOURNAL PUBLICATION) PERPUSTAKAAN UNIKA MUSI CHARITAS PALEMBANG

Berdasarkan SK Rektor Universitas Katolik Musi Charitas Palembang (UKMC) sejak 28 Oktober 2016 terkait dengan "Peraturan Wajib Serah Simpan Karya Ilmiah di Lingkungan Universitas Katolik Musi Charitas Palembang" maka seluruh karya ilmiah yang dihasilkan oleh Sivitas akademika UKMC Palembang WAJIB diserahkan ke Perpustakaan UKMC sebagai pengelola Repositori Institusi. *Article (Journal Publication)* termasuk jenis dokumen karya ilmiah sehingga WAJIB diserahkan kepada Perpustakaan UKMC Palembang dengan format penulisan yang sudah ditentukan dalam bentuk file *softcopy* dan diunggah secara mandiri oleh Dosen yang bersangkutan mulai 01 September 2017. File *softcopy* tersebut diunggah secara terpisah dengan ketentuan pada tabel 1 sebagai berikut.

Tabel 1 Ketentuan File Jurnal				
N <mark>o.</mark>	Isi File			
1	Cover Jurnal			
2	Daftar Isi			
3	Isi Jurnal (tidak dipisah-pisah) yang ada kop Jurnal			
4	Alamat URL (Bila sudah <i>online</i> ) diisikan pada Field Offi	icial URL		

Ketentuan di atas dibuat untuk keseragaman penamaan file pada Repositori UKMC Palembang. Semua file yang diunggah ke Repositori adalah **file Pdf** supaya dapat ditelusur pada google scholar.

Berikut adalah <mark>langkah-langkah ungg</mark>ah mandiri *Article (Journal Publication*) ke Repositori UKMC Palembang yang dilakukan oleh Dosen secara mandiri.

 Unggah mandiri dilakukan dengan membuka website (<u>http://eprints.ukmc.ac.id/</u>) kemudian klik menu login lalu isikan'Username' dan 'Password' Dosen yang sudah diberikan perpustakaan UKMC kemudian klik button login yang ditunjukan pada gambar 1 di bawah ini.

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Gambar 1 Halaman Login

2. Ketika *login* berhasil maka akan muncul halaman *Manage Deposits* kemudian klik *New Item* pada kotak merah untuk menambahkan item baru seperti yang ditunjukkan pada gambar 2 di bawah ini.

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Gambar 2 Halaman *Manage Deposits* 

 Pada halaman *New Item*, tipe *item* yang dipilih adalah *Article* setelah itu pilih *Next* untuk melanjutkan proses unggah file jurnal yang ditunjukkan pada gambar 3 di bawah ini.

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	Type  Upload  Details  Subjects  Deposit	
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	O Book Section A chapter or section in a book.	
	<ul> <li>Monograph A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.</li> </ul>	
	Conference or Workshop Item A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.	
	O Book A book or a conference volume.	
	O Thesis A thesis or dissertation.	
	<ul> <li>Patent A published patent. Do not include as yet unpublished patent applications.</li> </ul>	
	Artefact     An artist's artefact or work product.	
	<ul> <li>Show/Exhibition         An artist's exhibition or site specific performance-based deposit.     </li> </ul>	
	Composition A musical composition.	
	<ul> <li>Performance Performance of a musical event.</li> </ul>	
	<ul> <li>Image A digital photograph or visual image.</li> </ul>	
	Video A digital video.	
	A sound recording.	
	<ul> <li>Dataset A bounded collection of quantitative data (e.g. spreadsheet or XML data file).</li> </ul>	
	Experiment Experimental data with intermediate analyses and summary results.	
	<ul> <li>Teaching Resource Lecture notes, exercises, exam papers or course syllabuses.</li> <li>ext</li> </ul>	
	<ul> <li>Other Something within the scope of the repository, but not covered by the other categories.</li> </ul>	
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#### 4. Proses unggah/upload file

Pada gambar 4 di bawah ini, klik Browse... untuk menambahkan file ke-1 dan file seterusnya kemudian pilih Next > untuk melanjutkan proses unggah.



Gambar 4 Halaman Upload File

5. Proses *input* data atau *details* untuk masing-masing tipe koleksi, metadata yang terdapat tanda \* (bintang kuning) **WAJIB** diisi.

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- Inte. difficient (Journal Fublication)

   Title
- *Title*: diisikan judul *Article* (*Journal Publication*)
- Abstract: diisikan abstrak Article (Journal Publication)



- *Creators*: diisi nama pengarang dengan cara dibalik (contohnya: Eko Budi Hartanto menjadi Hartanto, Eko Budi). Apabila jumlah pengarang lebih dari 4 maka dapat diklik *more input rows*. Pada *Family Name* diisi dengan nama belakang, sedangkan yang tidak memiliki nama belakang dapat ditambahkan titik (.); *Given Name* diisi dengan nama depan; *Email* diisi dengan alamat *email* (disarankan *email* UKMC).

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- *Corporate Creators*: diisi dengan afiliasi pengarang, yaitu berasal dari Program Stud<mark>i atau Fakultas atau dapat dikosongk</mark>an

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Accounting Study Program.

Divisions	?
Faculty of Science and Technology: Information Systems Study Program ' Journal Publications	^
Journal Publications: Accounting Study Program	
Journal Publications: Architecture Engineering Study Program	
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Journal Publications: English Education Study Program	
Journal Publications: Faculty of Health Science	
Journal Publications: Faculty of Science and Technology	
Journal Publications: Industrial Engineering Study Program	
Journal Publications: Information Systems Study Program	<b>&gt;</b>

Publication Details: field yang WAJIB diisi adalah bertanda \* (bintang kuning) dan field lainnya yang diberi keterangan sebagai berikut. Untuk Official URL WAJIB diisi bila Jurnal sudah online.

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- *Contact Email Address*: diisi dengan alamat email pengarang sebagai korespondensi apabila terdapat sesuatu yang akan ditanyakan kembali.
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8. Data tersimpan dalam sistem Repositori UKMC Palembang seperti tampilan di bawah ini.

Item has been deposited.
Your item will not appear on the public website until it has been checked by an editor.

9. Editor Repositori UKMC melakukan verifikasi file Article (Journal Publication). Apabila file yang diunggah sudah sesuai dengan ketentuan maka akan dipublikasi/publish dengan mengklik Move to Repository



Gambar 7 Halaman *Publish* 

### 10. Logout

Penggunggah wajib keluar (*logout*) dari sistem Repositori UKMC Palembang setelah selesai melakukan unggah Article (Journal Publication).

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### Catatan:

\*\*Petugas Perpustakaan melakukan Verifikasi Move to Repository Article (Journal Publication) yang sudah diunggah ke Repositori UKMC apabila Article (Journal Publication) sudah sesuai dengan ketentuan yang ada.

\*\*Pengunggah menunggu verifikasi dari Editor setelah melakukan unggah Article (Journal Publication) dan dapat menghubungi Petugas Perpustakaan UKMC melalui Grup Whatsapp OJS dan Repositori atau dapat menghubungi Editor (Christian: 0819-2777-6978) untuk mendapatkan tanda terima unggah Article (Journal Publication).

Demikian Panduan Unggah Mandiri *Article (Journal Publication*) ke Repositori UKMC. Semoga bermanfaat. Terima Kasih.