

konferensi nasional ILMU ADMINISTRASI 7.0

7 September 2023 | Politeknik STIA LAN Bandung

AUTHOR GUIDELINE KNIA

1. Melakukan Register dengan mengklik “register” di kolom atas halaman web knia.stialanbandung.ac.id

HOME ABOUT LOGIN **REGISTER** SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

2. Isi **biodata pribadi** nama, afiliasi, email, no.hp aktif dll, serta menceklis kotak “confirmation” dan “register as”. Setelah berhasil melakukan registrasi, maka peserta akan mendapatkan email **notifikasi** bahwa registrasi telah berhasil dilakukan.

Home > User > **Register**

Register

Fill in this form to register with this site.
Click here if you are already registered with this or another journal on this site.

Profile

Username *
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password *
The password must be at least 6 characters.

Repeat password *

Salutation

First Name *

Middle Name

Last Name *

Initials Joan Alice Smith = JAS

Gender

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Email *	<input type="text"/>	PRIVACY STATEMENT
Confirm Email *	<input type="text"/>	
ORCID iD	<input type="text"/>	ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).
URL	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Mailing Address	<input type="text"/>	
Country	<input type="text"/>	
Bio Statement (E.g., department and rank)	<input type="text"/>	
Confirmation	<input checked="" type="checkbox"/> Send me a confirmation email including my username and password	
Register as	<input checked="" type="checkbox"/> Author: Able to submit items to the journal.	
<input type="button" value="Register"/> <input type="button" value="Cancel"/>		

- Selanjutnya untuk submit artikel, silahkan login kembali menggunakan user dan password yang telah dibuat, kemudian masuk ke “User Home” kemudian klik “New Submission”

Home > User Home		
User Home		
Konferensi Nasional Ilmu Administrasi		
Author	0 Active	0 Archive
		<input type="button" value="New Submission"/>
My Account		
<ul style="list-style-type: none"> Edit My Profile Change My Password Logout 		

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4. Terdapat 5 steps submission yang harus dilengkapi, yaitu :

1. Start
2. Upload Submission
3. Enter Metadata
4. Upload Supplementary Files
5. Confirmation

Pada step pertama : **Start**, klik seluruh kotak pada “**Submission Ceklist**” kemudian klik **Save and Continue**

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact for assistance.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☒ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- ☒ Where available, URLs for the references have been provided.
- ☒ The text is single-spaced; uses a 10-point font; font type : Book Antiqua; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☒ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- ☒ If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

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5. Pada Step kedua : **Uploading the Submission**, browse file makalah yang akan disubmit kemudian klik “upload” dan klik **save and continue**

Home > User > Author > Submissions > **New Submission**

Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact for assistance.

Submission File

No submission file uploaded.

Upload submission file

No file selected. ENSURING A BLIND REVIEW

6. Pada Step 3. **Entering the Submission's Metadata**, inputkan metadata paper yang meliputi : **penulis pertama, penulis kedua** dan seterusnya (jika ada), **Judul, abstrak, keyword** dan **referensi** kemudian klik **Save and Continue**

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. **ENTER METADATA** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors

First Name *

Middle Name

Last Name *

Email *

ORCID ID

ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

Developer

(Your Institution, e.g. "Simon Fraser University")

Country

Bio Statement (E.g., department and rank)

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7. Pada Step 4. **Upload Supplementary Files**, klik **save and continue**

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file No file selected. ENSURING A BLIND REVIEW

8. Pada Step 5. **Confirming the Submission**, klik **Finish submission** untuk menyelesaikan submit makalah pada KNIA

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to Konferensi Nasional Ilmu Administrasi click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Konferensi Nasional Ilmu Administrasi.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
No files have been attached to this submission.				

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9. Setelah makalah berhasil disubmit, maka pada tampilan user home penulis akan muncul 1 active makalah. Penulis dapat melihat detail dari makalah yang telah disubmit, dengan melakukan klik pada **1 active** seperti pada gambar di bawah ini



CATATAN

- Setiap makalah yang disubmit oleh semua peserta, akan melalui proses review oleh reviewer dan section editor. Diharapkan setiap penulis, secara periodik melakukan pengecekan status makalah yang telah disubmit pada akun masing-masing penulis.

Terdapat 5 status makalah yaitu :

1. In Review

Makalah telah disubmit penulis dan sedang menunggu untuk direview

2. In Review : Revisions required

Makalah perlu revisi sesuai rekomendasi dari reviewer dan section editor

3. In Review : Resubmit for review

Makalah yang telah direvisi telah diupload ulang oleh penulis.

4. Accept Submission

Makalah telah diterima dan akan dimasukkan dalam Porsiding KNIA Politeknik STIA LAN Bandung

5. Decline Submission

Makalah ditolak untuk diikutsertakan dalam KNIA Politeknik STIA LAN Bandung

- Setiap makalah yang akan disubmit, wajib mengikuti format yang telah ditentukan pada template makalah. (Template makalah dapat didownload di menu kiri pada halaman web KNIA)