

# MANUAL GUIDEBOOK

## SUBMISSION PROCESS - AUTHOR

ASEAN JOURNAL OF COMMUNITY ENGAGEMENT

**IN ENGLISH**

<https://scholarhub.ui.ac.id/ajce/>



**UNIVERSITAS  
INDONESIA**  
*Veritas, Probitas, Justitia | Est. 1849*



**UNIVERSITI  
KEBANGSAAN  
MALAYSIA**  
*National University  
of Malaysia*



**ASEAN  
University  
Network**

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## 1. INTRODUCTION

Scholar Hub Universitas Indonesia uses the Digital Commons as a journal publishing platform who provides submission management, editorial, and peer-review tools flexible. ASEAN Journal of Community Engagement has transformed a platform into Digital Commons started from October 2019.

Manual Guidebook for Author is made to guide authors stepwise through the submission process until publication. Our journal, ASEAN Journal of Community Engagement, is publishing articles about the theories and community engagement programs in conjunction with the scientific approaches.

Herewith, we inform step by step of the journal submission process.

## 2. SUBMISSION PROCESS

### 2.1. Website Journal

When the author visit our website (<https://scholarhub.ui.ac.id/ajce/>), the below example picture will be shown. On the website, there is some menu that could be accessed by authors, such as Journal Home, About This Journal, Focus and Scope, Editorial Team, Policies, Author Guideline, and Reviewers.

The author is also able to see the information of all published articles, ISSN information, visitor information, and other information related to the journal. If the author wants to submit an article, please click the “Submit Article” on the left side of the website.

The screenshot shows the homepage of the ASEAN Journal of Community Engagement (AJCE) website. The page has a yellow header with navigation links: Home, About, FAQ, and My Account. On the left side, there is a sidebar menu with links: Journal Home, About This Journal, Focus and Scope, Editorial Team, Policies, Author Guidelines, Reviewers, Submit Article, Most Popular Papers, and Receive Email Notices or RSS. Below the menu is a search bar with a yellow background and a search button. The main content area features the journal title "ASEAN Journal of Community Engagement" in large black text. Below the title is a "Follow" button. A paragraph describes the journal as a biannual refereed journal concerned with the practice and processes of community engagement. To the right of the text is a cover image of the journal, "ASEAN Journal of Community Engagement", Volume 3, Number 1, July 2019. Below the cover image is a "Current Issues" section for Volume 3, Number 1 (2019) July, with a yellow background and the text "Research Articles". At the bottom, there is a PDF icon and a link to the "Foreword from Editor in Chief - 5th Edition" by Herdis Herdiansyah, with the DOI link <https://doi.org/10.7454/ajce.v3i1.199>. The ISSN number 2581-0030 is displayed at the bottom left.

## 2.2. Registration of Journal Account

After clicking the “Submit article”, the author will be directed to log in or register for a new account. If the author does not have the journal account, please register with the email as an example picture below.

For the registration process, some information should be provided in the form, including Email, First Name, Last Name, Password, and Confirm Password. The box of Captcha will be required to be clicked to verify the registration process. When creating a password, these criteria should be followed:

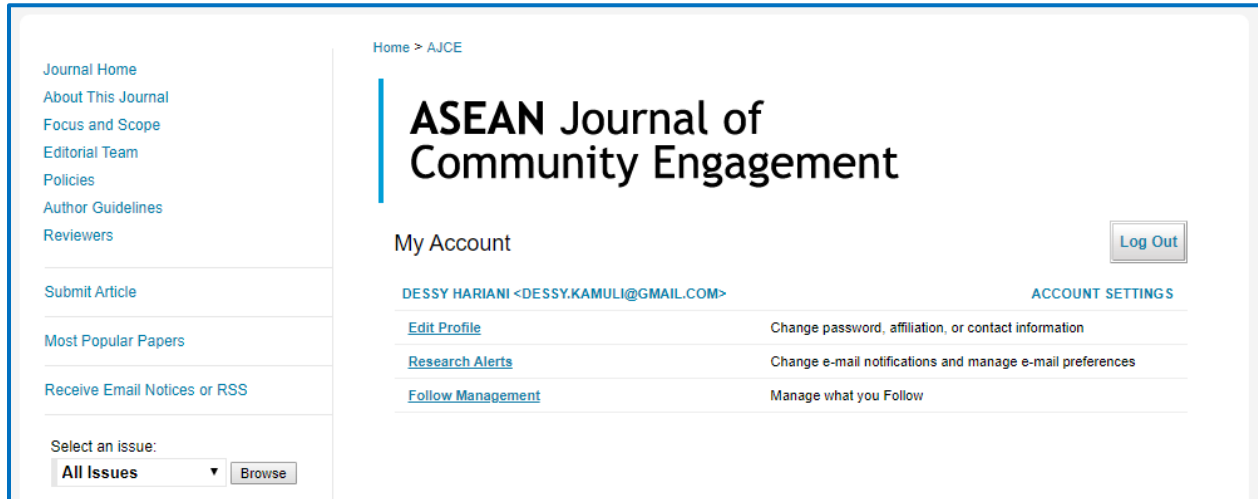
- a. Minimum of 8 character
- b. Use lowercase and uppercase
- c. One of the characters in password must fill in number or special character (~!@#\$\$%^&\*())

After the form is filled in, click the “Create Account” button. And then the verification email will be sent.

The image shows a web registration form titled "Create Account". On the left side, there is a "Login" section with fields for "Email" and "Password", a "Remember me" checkbox, and a reCAPTCHA "I'm not a robot" widget. Below the login section are links for "Forgot your password?" and "Don't have an account? Sign up", and a blue "Log in" button. The main "Create Account" section on the right has fields for "Email", "First Name", "Last Name", "Password", and "Confirm Password". The "Email" field has a red border and a message "Email Address is required." Below the "Password" field is a reCAPTCHA widget with the text "Saya bukan robot" and a list of password requirements: "Must be at least 8 characters long.", "Must contain a lowercase letter.", "Must contain an uppercase letter.", "Must contain a number.", and "Must contain a special character." At the bottom of the form, there is a checkbox for "By creating an account, you agree to bepress's terms of service." and a blue "Create Account" button.

## 2.3. Submission Process

If the author has completed the registration process and log in to the journal system, the view of the dashboard will be shown as an example picture below. When the author wants to start the submission process, please click the “Submit Article” button on the left side of the website.



### 2.3.1. Guideline of Submission

To begin with the submission process, the author should read carefully about the provisions that we provide, as an example picture below. The author is required to prepare two documents that need to be uploaded, i.e.:

- a. **Title Page**, which contains the Title of Article, Name of Authors, Affiliation, Email, Author Contribution, and Acknowledgement.
- b. **Full Text**, which contains the Title of Article, Abstract, Keywords, Introduction, Method, Result and Discussion, Conclusion, and References.

Please make a note that the authors' contributions should be mentioned clearly within the title page. Here is the example of author contribution:

A.B. and B.C. conceived of the presented idea. A.B. developed the theory and performed the computations. C.D. and D.E. verified the analytical methods. B.C. encouraged A.B. to investigate [a specific aspect] and supervised the findings of this work. All authors discussed the results and contributed to the final manuscript.

And, you as an Authors in the beginning process of submission must select Yes or No if the manuscript has through ethical clearance. If you have finished the ethical clearance, please input the number of the ethical clearance.

These two documents should be separated to prevent the conflict of interest between Authors and Reviewers when the review process is started.

# ASEAN Journal of Community Engagement

Follow the instructions below to submit a manuscript to the ASEAN Journal of Community Engagement. Shortly afterward, you will receive an email confirming your submission.

The submission process consists of the following steps:

1. Read and accept the Article Submission Agreement
2. Provide information about yourself
3. Provide information about any authors
4. Upload your article and related items

Before you begin, please be sure you have the following items:

- ▣ **Article Title**
- ▣ An **abstract** (separate from the article body)
- ▣ **Keywords** for your article (optional)
- ▣ **Article in one of the following formats: Microsoft Word, or RTF.**  
Articles must be submitted without a title page or page numbers. These will be provided by the system.

**This is especially important so that you do not include any identifying information about the authors, as the article you submit will be sent to reviewers.**

No part of the submission is final until all steps have been completed and you click the final **Submit** button. The review process begins as soon as ASEAN Journal of Community Engagement receives a readable article, along with the abstract and article title. You may revise any of these elements later by clicking the submitted article's title on your **My Account** page.

Continue

## 2.3.2. Submission Agreement

Next, the author must read carefully about the policy of our journal. Once the author agrees with this policy, please click the “Accept” button.

In this policy page, we provide the journal template and title page template. Both of these templates are in DOCX and PDF respectively.

Home > AJCE

# ASEAN Journal of Community Engagement

1 Submission Agreement

### Article Submission Agreement for *ASEAN Journal of Community Engagement*

#### Warranties & Ownership Overview

Please review the following submission agreement (“Submission Agreement”) and indicate your agreement below.

Thank you for submitting an article to *ASEAN Journal of Community Engagement* (the “Journal”).

Please follow the Author Guidelines (Template) [DOCX](#) | [PDF](#)

**To submit an article (the “Article”):**

1. You must be the author, or the authorized agent of the author(s) and copyright holder (if different from the author(s));
2. the author(s) must have approved the work for publication;
3. the author(s) must have agreed to submit the article to the Journal;
4. the author(s) must accept full responsibility for the content of the Article;
5. the Article must be the Author(s) original work and must not contain any libelous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury
6. the Article must not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the Journal.
7. the author(s) must have agreed to publish the manuscript in the Journal

By submitting the Article, you represent and warrant that the above are true.

Each article submitted will undergo the Journal’s editorial decision process. The Journal is not under any obligation to publish the Article. We will send you notices at the email address associated with your account.

If the Journal agrees to publish the Article, in order to expedite the publishing process and enable the Journal to circulate your work to the fullest extent, you hereby agree that upon publication, the following is automatically assigned to the publisher: all copyright in and to the Article for the full term of the copyright and all renewals and extensions.

This is subject to generous personal-use exceptions and attribution and usage policies as described in the [Journal policies](#).

By clicking **Accept** you agree and consent to the Submission Agreement and the [Journal policies](#).

For complete details about refereeing obligations, rights, and warranties, see [ASEAN Journal of Community Engagement policies page](#).

Please click **Accept** if you accept the policies and terms of this agreement, and continue with the next step in the submission process.

Please click **Decline** if you do not accept the terms.

## Ethics in publishing

Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication (<https://scholarhub.ui.ac.id/ajce/policies.html#ethics>). All articles should obtain ethical clearance prior to the submission. If there are ethical concerns on a paper, whether published or in review, please contact the editor in the first instance. The editor will then follow the COPE.


### 2.3.3. Author Information

Following the submission agreement, the author must fill the form that contains First Name, Middle Initial, Last/Family Name, Suffix, and Institutional Affiliation. The form with the Asterix (\*) signs are obligatory to be filled up. After the form is filled up, the process can be continued by clicking the “Continue” button.

Home > AJCE

# ASEAN Journal of Community Engagement

2 Provide Information about Yourself

about you... 

Please make sure that your contact information is complete and correct, as the editors of the journal may need to contact you regarding your submission.

Please be sure to enter your name and affiliation exactly as they should appear on a published article (including appropriate capitalization and punctuation).

Required fields are marked with an \*.

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix  (e.g. "Jr.")

Institutional Affiliation \*  (e.g. "University of California, Berkeley")



## Another Author Information

Next, the author needs to fill the information about the details of all authors contributing to the article. A list of authors can be set as the first, second, third author, etc. as shown in the picture below. The author list is added by filling the email address one by one. When it is done, please click the “Continue” button.

# ASEAN Journal of Community Engagement

3 Provide Information about Any Co-Authors

Please click **Add author** to enter each co-author. This will be the final author list that appears on your publication. When you have finished, press **Continue**.

## Add Authors

If no email address is entered the author will not be notified about the status of the submission or be able to access or change any information regarding this submission using these web tools.

Author's email address (optional):

When the list below is accurate and complete, click **Continue**.

Name/Email	Institution	Order		
Dessy Hariani <dessy.kamuli@gmail.com>		1st author	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>

### 2.3.4. Upload Article

The next step is filling the detail information and upload the article. Every form that needs to be filled with Red Mark or written Required, must be filled in the form. First, the author needs to fill the title page like the example below.

# ASEAN Journal of Community Engagement

4 Upload Your Manuscript and Related Items

authors...  
(click the back button to change)

Name/Email	Institution	Order
Dessy Hariani <dessy.kamuli@gmail.com>		1st author

about your Submission... [?](#)

**REQUIRED** Article Title

Please use Headline Style Capitalization --e.g., *The Scholarly Communication Crisis*

Enter your article title:

And then, the author can set the correspondence Author of the submitted article. This correspondence will be the primary contact through the review and publication processes.

## Corresponding Author

Enter the name of the author who will be managing correspondence for this submission.

corresponding author:

If the article has a short title, please write this short title in the form (no more than 65 characters).

### Short Title

---

Enter a shortened version of your article's title.

**Shortened Title (reduced to 65 characters or less).**

**This will be used in the header of the final published article.**

Community Engagement Program

The authors are required to fill the keywords and document type. Every keyword is separated with commas and these keywords will be saved in the journal metadata. The document type is chosen based on the article, (Research Article, Review Article, or Case-Based Article). For more detailed information about the definition of Document Type, please visit this link: <https://scholarhub.ui.ac.id/ajce/styleguide.html>.

### **REQUIRED** Keywords

---

Please separate keywords/keyword phrases with commas.

Enter keywords:

community, engagement, lecturer, Indonesia

**REQUIRED** Document Type

---

Choose one of the following options for the type of article you are submitting:

- **Research article**  
More than 6000 words and not exceed 9000 words (excluding references), that present application of your community engagement programs such as community development, community services, community empowerment, community outreach and action research. These types of articles will have a deep theoretical framework and be more generalizable, i.e. they don't focus on single case studies.
- **Review article**  
More than 5000 words and not exceed 6000 words (excluding references), that comprehensively summarize the literature on issues about community engagement or comprehensively summarize to community engagement program.
- **Case-based articles (Technical Articles + Policy/Practical Articles)**  
More than 4000 words and not exceed 5000 words (excluding references), that describe pioneer techniques likely to be of use to other practicing community engagement. This type of article is best suited where the focus is on a smaller number of case studies or single but unique or large-scale case study. This type of article may be technique-driven, methodology focused, or may be an in-depth examination for community engagement program, monitoring, planning, implementation or policy relevance of the case study or studies. These have a briefer introduction and less focus on theoretical frameworks in favour of a focus on technical approaches and outcomes.

Type of submission:

Research Article	▼
Research Article	
Review Article	
Case-Based Article	

---

The next step is choosing the disciplines of your article based on our Aim & Scope, i.e. Economics, Education, Medicine and Health Sciences.

**REQUIRED Disciplines**

---

Do not edit this field.

Available:		Selected:
<ul style="list-style-type: none"><li>+ Architecture</li><li>+ Arts and Humanities</li><li>+ Business</li><li>+ Education</li><li>+ Engineering</li><li>+ Law</li><li>+ Life Sciences</li><li>+ Medicine and Health Sciences</li><li>+ Physical Sciences and Mathematics</li><li>+ Social and Behavioral Sciences</li></ul>	<p>Select »</p> <p>« Remove</p>	<ul style="list-style-type: none"><li>Economics</li><li><b>Education</b></li><li>Medicine and Health Sciences</li></ul>

Then, the author is required to fill the abstract of the article in the box text that we provide in the system.

**REQUIRED Abstract**

---

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Type or paste your abstract:

**B** *I* | | | | HTML

|

Community Engagement is become a major concern in Indonesia, especially in Universitas Indonesia. Lecturer in Universitas Indonesia must have a community engagement program as long as he or she currently as a lecturer.

The author is required to upload the article documents (Full Text) with the format of Microsoft Word or RTF. These documents will be converted automatically into PDF format. There are two ways to upload the article, i.e.:

- a. Direct upload from your computer or laptop.
- b. Remote upload from the import site. The author needs to fill the link of documents in the box that we provide.

For the template of the journal, please visit this link: <https://scholarhub.ui.ac.id/ajce/styleguide.html>.

**REQUIRED Full Text of Submission**

---

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

**Full text of submission:**

Upload file from your computer  
 Import file from remote site

**Please upload the full text of your submission:**

Community Engagement ...rsitas Indonesia.docx

**REQUIRED Full Text of Submission**

---

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

**Full text of submission:**

Upload file from your computer  
 Import file from remote site

**Please enter a link to a PDF, Word, Excel, PowerPoint or RTF document:**

For filling the Cover Letter, the author will be asked to upload a document and fill in the box that we provide.

**REQUIRED** **Cover Letter**

---

Clearly state the purpose of the paper and its expected contribution in your cover letter.

You may upload your cover letter or use the box below to type or paste the cover letter.

Dessy Hariani - Cover Letter.docx

Our Paper is really make a great contribution the society.

Then, the author is asked to upload a Title Page. Please use the templates that we provide (point number 1). When supplementary data is available, please click the box (Point numbers 1 and 2) and upload the title page along with the other supplementary files on the following page.

### Additional Files

---

Check the box to attach the additional files for your article via the link on the following page after you click the "submit" button. These files will include:

1. Title Page DOC/DOCX \* Required; use [this template](#) to format your title page
2. Supplementary files, optional; (Only JPG, JPEG, PNG, and DOC/DOCX files are accepted)

**Please check this box to add additional files on the following page:**

Completing your upload may take some time; please only click on the submit button once.

After all these forms are filled, click the “Submit” or “Continue” button. When the author needs to reevaluate or revise the filled form, please click the “Revise Submission” button. And if the author needs to upload supplementary files, click the “Upload Additional Files” button. Also, the author can check the status of the manuscript by clicking the “My Account” button.

# ASEAN Journal of Community Engagement

Thank you for your submission

As long as you have provided a readable PDF file or a Microsoft Word or RTF document, along with a **separate** summary, we can begin the review process. Our commitment to give you a quick editorial decision begins from the date that we have received those elements.

**Please verify that everything is accurate.**

PDF documents, whether created by the author or by the system, should be checked, page by page, for accuracy.

## Submission Metadata

Metadata Field	Value
Article Title	Community Engagement Program with Lecturer at Universitas Indonesia
Corresponding Author	Dessy Hariani
Short Title	Community Engagement Program
Keywords	community, engagement, lecturer, Indonesia
Document Type	Research Article
Disciplines	Economics   Education   Medicine and Health Sciences
Publication Date	- empty -
DOI	- empty -
Abstract	Community Engagement is become a major concern in Indonesia, especially in Universitas Indonesia. Lecturer in Universitas Indonesia must have a community engagement program as long as he or she currently as a lecturer.
Cover Page Footnote	I would like to send our gratitude to Universitas Indonesia, that this article is being granted at Directorate of Research and Community Engagement.
Full Text of Submission	<a href="#">Download</a>

## What's next?

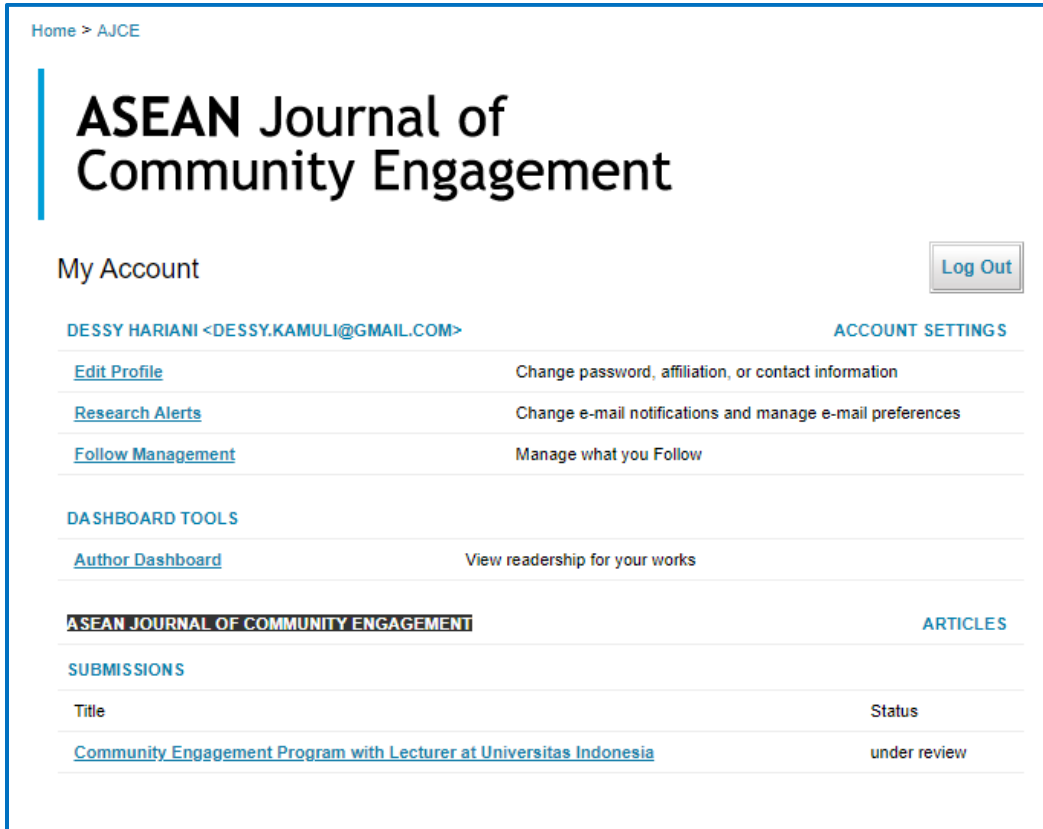
1. You may [revise your submission](#) now if necessary.
2. [Upload additional files](#) to be displayed on the web page alongside this article (e.g. data sets, video clips, or sound files).
3. When you have finished, please [log out](#).
4. You may track the status of your article or submit revisions in the future via your [My Account](#) page.

Please do not submit a new article as a way to revise this article.



## 2.4. Article Status

After the article is successfully submitted, the status of the manuscript can be checked regularly from the “My Account” page. As an example, the picture below shows that the article status is under review.



The screenshot displays the user interface for the ASEAN Journal of Community Engagement. At the top left, there is a breadcrumb trail: "Home > AJCE". The main header features the journal's title, "ASEAN Journal of Community Engagement", in a large, bold font. Below the title, the "My Account" section is visible, including a "Log Out" button and the user's name, "DESSY HARIANI <DESSY.KAMULI@GMAIL.COM>". A table of account settings follows, with options for "Edit Profile", "Research Alerts", and "Follow Management". Below this is the "DASHBOARD TOOLS" section, which includes an "Author Dashboard" link. The "ASEAN JOURNAL OF COMMUNITY ENGAGEMENT" logo is prominently displayed in the center. To the right, there is a link for "ARTICLES". The "SUBMISSIONS" section contains a table with two columns: "Title" and "Status". The table lists one submission: "Community Engagement Program with Lecturer at Universitas Indonesia" with a status of "under review".

ASEAN JOURNAL OF COMMUNITY ENGAGEMENT		ARTICLES
<b>SUBMISSIONS</b>		
Title	Status	
<a href="#">Community Engagement Program with Lecturer at Universitas Indonesia</a>	under review	

## 2.5. Revise of Article

When the review process is completed and the review results are available, the author can check it by clicking the title of the article in “My Account” page as shown below:

Reviews			
You may view or download the review by clicking on the link under the "Report" heading.			
Date	Who	Report	Attachments
Today 9:06 PM PDT	Reviewer #1	PDF	

You could see the review result with the click in the Report column. And if your article is needed to revise, you could click the Revise Submission button on the left side of the website.

<a href="#">Revise submission</a> ←	Title: Community Engagement Program with Lecturer at Universitas Indonesia Authors: Dessy Hariani
<a href="#">Withdraw submission</a>	
<a href="#">Email editor</a>	

Once the “Revise Submission” button is clicked, the submission process will be started again (point 2.3.5). However, there are some differences in terms of information, as an example below. The rests are the same as the first submission process.

Home > AJCE

# ASEAN Journal of Community Engagement

Revise Submission

Authors...

Author's email address (optional):  [Add Author](#)

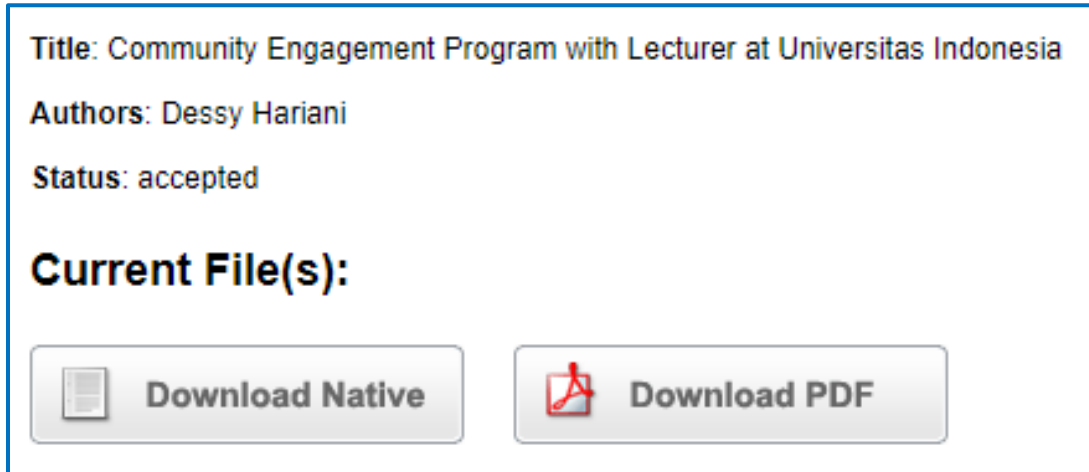
Name/Email	Institution	Order	
Dessy Hariani <dessy.kamuli@gmail.com>		1st author	<a href="#">Delete</a> <a href="#">Edit</a>

about your Submission... [?](#)

Please enter the necessary changes in the form below. You need only complete those items which you would like to revise.

## 2.6. Publish the Article

If the author gets information from the Editor and Reviewer that the article is **accepted** to be published, the author may get further comments from the Editor (e.g. minor revision especially regarding the conformity with the author guidelines). This process is shown in the example below.



Next, we will be doing the Proofread based on our journal standard. Besides that, the author will be required to send the copyright agreement stating:

- a. Free from plagiarism;
- b. No conflict of interest in your article;
- c. Not publish this current article in other journals; and
- d. Your article is forbidden to withdrawn from the journal.

## 3. CLOSING STATEMENT

The stepwise guide for the authors throughout the submission process has been explained herewith. This manual guidebook is created to help the authors with the Submission Process. If this guidebook needs to be revised, please feel free to contact us by sending an email to [ajce@ui.ac.id](mailto:ajce@ui.ac.id).