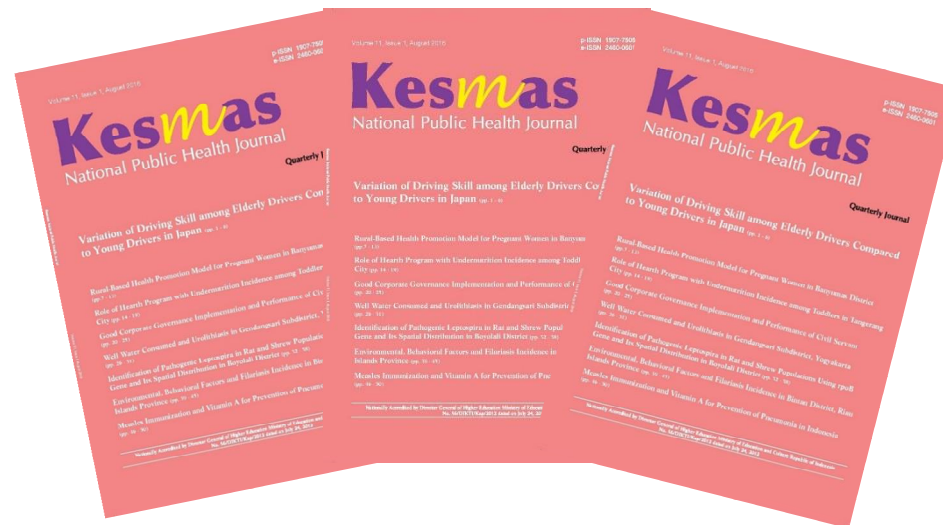




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Home > User > Author > Submissions > **New Submission**

## Step 1. Starting the Submission

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- Where available, URLs for the references have been provided.
- The text is double-spaced; uses a 12-point font; 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.
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## Step 2: Upload the manuscript

1. Click on 'Choose File' to attach file and click 'Upload'
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Step 2. Uploading the Submission

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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.

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# Step 3. Enter the metadata

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# Step 4. Upload Supplementary Files (such as Covering Letter and Statement, Ethical Clearance)

## Step 4. Uploading Supplementary Files

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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
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# Step 5. Confirming the Submission

The screenshot shows a web browser window with the URL [journal.fkm.ui.ac.id/kesmas/author/submit/5?articleId=1284](http://journal.fkm.ui.ac.id/kesmas/author/submit/5?articleId=1284). The page features the Kesmas logo and navigation menus. The main content area is titled "Step 5. Confirming the Submission" and includes a progress bar with five steps, where the fifth step, "CONFIRMATION", is active. A text block explains the submission process. Below this is a table titled "File Summary" with a hand cursor pointing to it. The table lists one file: "TOR\_COLLOQUIUM\_KESMAS\_2016.DOC", which is a "Submission File" of 47KB, uploaded on "12-01". At the bottom of the table are "Finish Submission" and "Cancel" buttons. The footer contains logos for DOAJ, Google Scholar, IPI, and ISJD, along with a Creative Commons license notice and a list of partner logos including CrossCheck, Mendeley, Zotero, and EndNote. The Windows taskbar at the bottom shows the system time as 4:40 PM on 1/12/2016.

Step 5. Confirming the Submission

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ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
<a href="#">TOR_COLLOQUIUM_KESMAS_2016.DOC</a>	Submission File	47KB	12-01

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1/12/2016

# Active Submissions & Manuscript Status

The screenshot shows the 'Active Submissions' page of the Kesmas National Public Health Journal. The page features a navigation menu with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, EDITORIAL, TEAM, FOCUS AND SCOPE, AUTHOR GUIDELINES, PUBLICATION ETHIC, and REVIEWER. The main content area is titled 'Active Submissions' and contains a table with one submission entry. The table has columns for ID, MM-DD SUBMIT, SEC, AUTHORS, TITLE, and STATUS. The entry for ID 1284, submitted on 12-01, is in the ART section by Khalisa, with the title 'TOR COLLOQUIUM' and a status of 'Awaiting assignment'. Below the table, there is a 'Start a New Submission' section with a 'CLICK HERE' link. A 'Rebacks' section shows a table with columns for DATE ADDED, HITS, URL, ARTICLE, TITLE, STATUS, and ACTION, with a message stating 'There are currently no rebacks.' The page also includes a 'LANGUANGE' dropdown menu set to 'English', ISSN information (p-ISSN: 1907-7505, e-ISSN: 2460-0601), and a 'USER' section indicating the user 'bebysesya' is logged in. At the bottom, there are logos for DOAJ, Google Scholar, IPI, ISJD, CrossCheck, Mendeley, Zotero, and EndNote, along with a Creative Commons Attribution-ShareAlike 4.0 International License notice.

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Home > User > Author > Active Submissions

### Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1284	12-01	ART	Khalisa	<a href="#">TOR COLLOQUIUM</a>	Awaiting assignment

1 - 1 of 1 Items

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[CLICK HERE](#) to go to step one of the five-step submission process.

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# Notification from our website

The screenshot shows a Gmail inbox on a desktop browser. The active tab is "[Kesmas] Submission Acknowledgement". The email is from Dr. Dra. Dewi Susanna, MS (sjumalkm@ui.ac.id) to Beby Esya Khalisa. The email content includes a thank you message for submitting a manuscript titled "TOR Colloquium" to Kesmas (National Public Health Journal). It provides a manuscript URL: <http://journal.fkm.ui.ac.id/kesmas/author/submission/1284> and a username: bebyesya. It also offers contact information for Dr. Dra. Dewi Susanna, MS, including her phone, fax, mobile phone, email, and website.

**COMPOSE** [Kesmas] Submission Acknowledgement Inbox x 1 of 79

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to me ▾  
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Beby Esya Khalisa:

Thank you for submitting the manuscript, "TOR Colloquium" to Kesmas: National Public Health Journal. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:

Manuscript URL: <http://journal.fkm.ui.ac.id/kesmas/author/submission/1284>  
Username: bebyesya

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

Dr. Dra. Dewi Susanna, MS  
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Home > User > Author > **Active Submissions**

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1284	12-01	ART	Khalisa	<a href="#">FOR COLLOQUIUM</a>	Awaiting assignment

1 - 1 of 1 Items

**Start a New Submission**  
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# Click "Review"

Home > User > Author > Submissions > #1284 > Summary

**#1284 Summary**

SUMMARY **REVIEW** EDITING

### Submission

Authors	Beby Esya Khalisa
Title	TOR Colloquium
Original file	1284-2973-1-SM.DOC 2016-12-01
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Beby Esya Khalisa
Date submitted	December 1, 2016 - 04:27 PM
Section	Articles
Editor	None assigned

### Status

Status	Awaiting assignment
Initiated	2016-12-01
Last modified	2016-12-01

### Submission Metadata

[EDIT METADATA](#)

#### Authors

Name	Beby Esya Khalisa
Affiliation	—
Country	Indonesia
Bio Statement	—

Principal contact for editorial correspondence.

#### Title and Abstract

Title	TOR Colloquium
Abstract	TOR Colloquium




#### Indexing


Keywords	—
Language	en

#### Supporting Agencies

Agencies	—
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# Look at “Editor Decision”

## Click on “Upload Author” and click “Upload”

The screenshot shows the submission review page for #1284. The page is titled "Kesmas National Public Health Journal". The navigation menu includes: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, EDITORIAL, TEAM, FOCUS AND SCOPE, AUTHOR GUIDELINES, PUBLICATION ETHIC, REVIEWER, ACKNOWLEDGEMENT. The language is set to English. The submission details are as follows:

Submission	
Authors	Beby Esya Khalisa
Title	TOR Colloquium
Section	Articles
Editor	None assigned

Peer Review Round 1:

Review Version	1284-2974-1-RV.DOC	2016-12-01
Initiated	—	—
Last modified	—	—
Uploaded file	None	—

Editor Decision:

Notify Editor	<input checked="" type="checkbox"/> Editor/Author Email Record	No Comment
Editor Version	None	—
Author Version	None	—
Upload Author Version	<input type="button" value="Pilih File"/> Tidak ada file yang dipilih	<input type="button" value="Upload"/>

The "Editor Decision" and "Upload Author" buttons are circled in red. A hand cursor is pointing at the "Upload" button. The page also features logos for CrossCheck, Mendeley, Zotero, and EndNote, and is indexed in DOAJ, Google Scholar, IPI, and ISJD.

# **FINISH**

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