Asistensi Tatakelola Jurnal Ilmiah Elektronik
Universitas Surabaya
30–31 Januari 2020

Penjaminan kualitas konten ilmiah

Siti Nurleily Marliana

Faktor-faktor apakah yang menentukan kualitas suatu jurnal ilmiah?

(Materi manajemen jurnal)

Penentu kualitas jurnal ilmiah

- Dasar yang dapat digunakan:
  - *Principles of Transparency and Best Practice in Scholarly Publishing* (oleh COPE/DOAJ/OASPA/WAME)
    https://doaj.org/bestpractice
  - *Code of* Conduct *for Journal Publishers* (oleh COPE)
    http://publicationethics.org/files/Code%20of%20conduct%20for%20publishers%20FINAL_1_0.pdf
  - *Code of Conduct and Best Practice Guidelines for Journal Editors* (oleh COPE)
    http://publicationethics.org/files/Code%20of%20Conduct.pdf
  - *Best Practice Guidelines on Publishing Ethics: A Publisher's Perspective* (oleh Wiley berdasarkan COPE)
    https://authorservices.wiley.com/asset/Best-Practice-Guidelines-on-Publishing-Ethics-2ed.pdf

PRINCIPLES OF TRANSPARENCY

& Best Practice in Scholarly Publishing

publicationethics.org | doaj.org | oaspa.org | wame.org

Committee on Publication Ethics (COPE), the Directory of Open Access Journals (DOAJ), the Open Access Scholarly Publishers Association (OASPA), and the World Association of Medical Editors (WAME) are scholarly organizations. All have seen increases in the number, and range in quality, of membership applications. Our organizations have collaborated to identify Principles of Transparency & Best Practice for Scholarly Publications. These principles form the basis of the criteria by which suitability for membership is assessed by COPE, DOAJ and OASPA, and part of the criteria on which membership applications are evaluated by WAME.

In the event that a member organization is found to have violated these best practices, or other specific requirements of the organization, OASPA/DOAJ/COPE/WAME shall in the first instance try to work with them in order to address any concerns that have been raised. In the event that the member organization is unable or unwilling to address these concerns, their membership in the organization may be suspended or terminated. All of the member organizations have procedures for dealing with concerns raised about member journals.

WEBSITE

A Journal's website, including the text that it contains, shall demonstrate that care has been taken to ensure high ethical and professional standards.

It should:
- contain an 'Aims & Scope' statement and the readership clearly defined.
- include a statement on what a journal will consider for publication including authorship criteria e.g. not multiple submissions, redundant publications)
- ISSNs displayed clearly (separate for print and electronic).

It must not:
- contain information that might mislead readers or authors.
- attempt to mimic another journal/ publisher's site.

NAME OF JOURNAL

The Journal name shall be unique.

It must not:
- be one that is easily confused with another journal.
- mislead potential authors and readers about the Journal's origin or association with other journals.

PEER REVIEW PROCESS

Journal content must be clearly marked as whether peer reviewed or not. Peer review is defined as obtaining advice on individual manuscripts from reviewers expert in the field who are not part of the journal's editorial staff.

The journal's website should:
- clearly describe this process, as well as any policies related to the journal's peer review procedures including the method of peer review used.

The journal's website should not:
- guarantee manuscript acceptance or very short peer review times.

OWNERSHIP AND MANAGEMENT

Information about the ownership and/or management of a journal shall be clearly indicated on the journal's website.

Publishers should not:
- use organizational or journal names that would mislead potential authors and editors about the nature of the journal's owner.

ALLEGATIONS OF RESEARCH MISCONDUCT

Publishers and editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred.

This includes but not limited to:
- plagiarism
- citation
- manipulation
- data falsification/fabrication

In no case shall a journal or its editors encourage such misconduct, or knowingly allow such misconduct to take place. In the event that a journal's publisher or editors are made aware of any allegation of research misconduct relating to a published article in their journal, the publisher or editor shall follow COPE's guidelines (or equivalent).

PUBLICATION ETHICS

A journal should have policies on publishing ethics. These should be clearly visible on its website, and should refer to:
- journal policies on authorship and contributorship
- how the journal will handle complaints and appeals
- journal policies on conflicts of interest/competing interests
- journal policies on data sharing and reproducibility
- journal's policy on ethical oversight
- journal's policy on intellectual property
- journal's options for post-publication discussions and corrections.

PUBLISHING SCHEDULE

The periodicity at which a journal publishes shall be clearly indicated.

ACCESS

The way(s) in which the journal and individual articles are available to readers and whether there are associated subscription or pay per view fees shall be stated.

GOVERNING BODY

Journals shall have editorial boards or other governing bodies whose members are recognized experts in the subject areas included within the journal's scope.

The journal's website should:
- show full names and affiliations of the journal's editorial board or other governing body.

EDITORIAL TEAM/CONTACT INFORMATION

Journals shall provide the full names and affiliations of the journal's editors on the journal website as well as contact information for the editorial office, including a full address.

COPYRIGHT AND LICENSING

The policy for copyright shall be clearly stated in the author guidelines and the copyright holder named on all published articles.

The journal's website should:
- show licensing information clearly described in guidelines.

Licensing terms shall be indicated on all published articles, both HTML and PDFs. If authors are allowed to publish under a Creative Commons license then any specific license requirements shall be noted. Any policies on posting of final accepted versions or published articles on third party repositories shall be clearly stated.

AUTHOR FEES

Any fees or charges that are required for manuscript processing and/or publishing materials in the journal shall be clearly stated.

This must be:
- in a place that is easy for potential authors to find prior to submitting their manuscripts for review

OR
- explained to authors before they begin preparing their manuscript for submission.
- if no such fees are charged that should also be stated.

ARCHIVING

A journal's plan for electronic backup and preservation of access to the journal content shall be clearly indicated (for example, access to main articles via CLOCKSS or PubMedCentral).

This is in the event that a journal is no longer published.

REVENUE SOURCES

Business models or revenue sources shall be clearly stated or otherwise evident on the journal's website.

For example:
- author fees
- subscriptions
- advertising
- reprints
- institutional support
- organizational support

Publishing fees or waiver status should not influence editorial decision making.

ADVERTISING

Journals shall state their advertising policy if relevant including:
- what types of adverts will be considered
- who makes decisions regarding accepting adverts
- (online only) whether they are linked to content or reader behavior or are displayed at random.

Advertisements should not be related in any way to editorial decision making and shall be kept separate from the published content.

DIRECT MARKETING

Any direct marketing activities, including solicitation of manuscripts that are conducted on behalf of the journal, shall be appropriate, well targeted, and unobtrusive.

Information provided about the publisher or journal is expected to be truthful and not misleading for readers or authors.

Each organization also has their own, additional criteria which are used when evaluating applications. The organizations will not share lists of publishers or journals that failed to demonstrate that they met the criteria for transparency and best practice. This is the third version of a work in progress (published January 2018): the first version was posted on the COPE website on January 2014 and a second version in June 2015. We encourage its wide dissemination and continue to welcome feedback on the general principles and the specific criteria.

Lalu, faktor-faktor apakah yang menentukan kualitas suatu artikel ilmiah?

Kualitas ilmiah suatu artikel jurnal

- Ditentukan oleh standar yang sudah menjadi konsensus global, antara lain:
  - Kebaruan.
  - Kontribusi terhadap keilmuan.
  - Metodologi yang kuat (*robust*) dan etis.
  - Analisis dan interpretasi data yang logis dan koheren.

Kualitas ilmiah suatu artikel jurnal

- Standar tersebut dikontrol melalui proses *peer review*, aturan penulisan artikel, dan disuport oleh etika publikasi (dan penanganan malpraktik).

Kualitas ilmiah suatu artikel jurnal

- Manajemen jurnal ilmiah harus memiliki prasarana tersebut.
  - Jurnal ilmiah yang baik, prasarana tersebut harus spesifik dan rinci.
- Pengontrolannya dalam bentuk **proses editorial.**

Proses editorial

- Merupakan proses yang dilalui suatu manuskrip dari tahap submisi hingga keputusan final.
- Alur standar:
  - Pengecekan awal
  - Evaluasi oleh dewan editor
  - *Review* substantif oleh reviewer
  - Keputusan

Pengecekan awal (*initial check*)

Komponen pengecekan awal

- Ketaatan pada kebijakan editorial, umumnya meliputi:
  - Kecocokan focus dan scope
  - *Authorship*
  - *Competing interests*
  - *Plagiarism*
  - *Ethics approval*
  - Aturan penulisan manuskrip

Aturan penulisan manuskrip

Aturan penulisan manuskrip

- Dituangkan dalam bentuk *author guidelines* atau *instruction for author.*
- Jurnal yang bagus mempunyai instruksi yang rinci dan mencakup semua hal teknis yang biasanya ditemui dalam bidang ilmu jurnal tersebut.

Author guidelines

- Setiap jurnal mempunyai gaya dan kebutuhan yang berbeda-beda.
  - Tingkat kerumitan berbeda untuk bidang yang berbeda.
  - Maka: jangan meniru mentah-mentah *guidelines* jurnal lainnya!

Peran *author guidelines* dalam manajemen

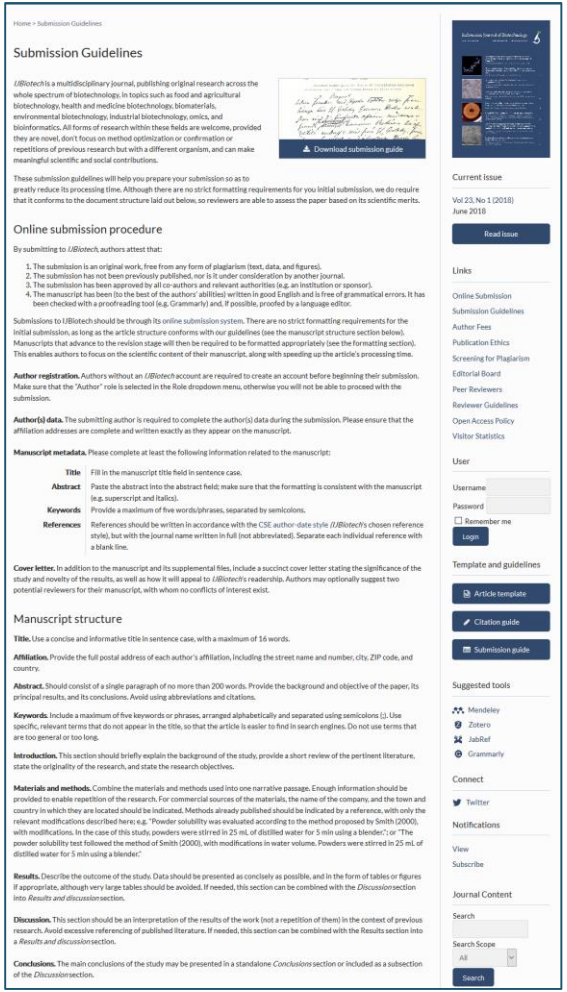
- Adanya *guidelines* yang rinci akan menguntungkan pengelola, karena:
  - Menjamin ketaatan pada kebijakan jurnal,
  - Mempermudah evaluasi manuskrip,
  - Mempermudah proses *typesetting*,
  - Mengefisienkan waktu *handling* manuskrip.

Peran *author guidelines* dalam indeksasi

- Merupakan salah satu faktor penting yang dinilai dalam proses indeksasi internasional.
  - *Guidelines* yang rinci adalah salah satu indikasi proses editorial yang kuat.
  - Bisa (dan pernah) menjadi dasar penolakan oleh Scopus.

Catatan: Kualitas *Author Guidelines* merupakan salah satu faktor yang menjadi alasan diterimanya *IJBiotech* ke dalam Scopus.

Contoh *submission (author) guidelines*



Home » Submission Guidelines

Submission Guidelines

I.JBiotech is a multidisciplinary journal, publishing original research across the whole spectrum of biotechnology. In topics such as food and agricultural biotechnology, health and medicine biotechnology, biomaterials, environmental biotechnology, industrial biotechnology, omics, and bioinformatics. All forms of research within these fields are welcome, provided they are novel, don't focus on method optimization or confirmation or repetitions of previous research but with a different organism, and can make meaningful scientific and social contributions.

Download submission guide

These submission guidelines will help you prepare your submission so as to greatly reduce its processing time. Although there are no strict formatting requirements for you initial submission, we do require that it conforms to the document structure laid out below, so reviewers are able to assess the paper based on its scientific merits.

Online submission procedure

By submitting to *I.JBiotech*, authors attest that:

1. The submission is an original work, free from any form of plagiarism (text, data, and figures).
2. The submission has not been previously published, nor is it under consideration by another journal.
3. The submission has been approved by all co-authors and relevant authorities (e.g. an institution or sponsor).
4. The manuscript has been (to the best of the authors' abilities) written in good English and is free of grammatical errors. It has been checked with a proofreading tool (e.g. Grammarly) and, if possible, proofed by a language editor.

Submissions to I.JBiotech should be through its online submission system. There are no strict formatting requirements for the initial submission, as long as the article structure conforms with our guidelines (see the *manuscript structure* section below). Manuscripts that advance to the revision stage will then be required to be formatted appropriately (see the *formatting* section). This enables authors to focus on the scientific content of their manuscript, along with speeding up the article's processing time.

Author registration. Authors without an *I.JBiotech* account are required to create an account before beginning their submission. Make sure that the "Author" role is selected in the Role dropdown menu, otherwise you will not be able to proceed with the submission.

Author(s) data. The submitting author is required to complete the author(s) data during the submission. Please ensure that the affiliation addresses are complete and written exactly as they appear on the manuscript.

Manuscript metadata. Please complete at least the following information related to the manuscript:

Title	Fill in the manuscript title field in sentence case.
Abstract	Paste the abstract into the abstract field; make sure that the formatting is consistent with the manuscript (e.g. superscript and italics).
Keywords	Provide a maximum of five words/phrases, separated by semicolons.
References	References should be written in accordance with the CSE *author-date style* (*I.JBiotech*'s chosen reference style), but with the journal name written in full (not abbreviated). Separate each individual reference with a blank line.

Cover letter. In addition to the manuscript and its supplemental files, include a succinct cover letter stating the significance of the study and novelty of the results, as well as how it will appeal to *I.JBiotech*'s readership. Authors may optionally suggest two potential reviewers for their manuscript, with whom no conflicts of interest exist.

Manuscript structure

Title. Use a concise and informative title in sentence case, with a maximum of 16 words.

Affiliation. Provide the full postal address of each author's affiliation, including the street name and number, city, ZIP code, and country.

Abstract. Should consist of a single paragraph of no more than 200 words. Provide the background and objective of the paper, its principal results, and its conclusions. Avoid using abbreviations and citations.

Keywords. Include a maximum of five keywords or phrases, arranged alphabetically and separated using semicolons (;). Use specific, relevant terms that do not appear in the title, so that the article is easier to find in search engines. Do not use terms that are too general or too long.

Introduction. This section should briefly explain the background of the study, provide a short review of the pertinent literature, state the originality of the research, and state the research objectives.

Materials and methods. Combine the materials and methods used into one narrative passage. Enough information should be provided to enable repetition of the research. For commercial sources of the materials, the name of the company, and the town and country in which they are located should be indicated. Methods already published should be indicated by a reference, with only the relevant modifications described here; e.g. "Powder solubility was evaluated according to the method proposed by Smith (2000), with modifications. In the case of this study, powders were stirred in 25 mL of distilled water for 5 min using a blender."; or "The powder solubility test followed the method of Smith (2000), with modifications in water volume. Powders were stirred in 25 mL of distilled water for 5 min using a blender."

Results. Describe the outcome of the study. Data should be presented as concisely as possible, and in the form of tables or figures if appropriate, although very large tables should be avoided. If needed, this section can be combined with the *Discussion* section into *Results and discussion* section.

Discussion. This section should be an interpretation of the results of the work (not a repetition of them) in the context of previous research. Avoid excessive referencing of published literature. If needed, this section can be combined with the Results section into a *Results and discussion* section.

Conclusions. The main conclusions of the study may be presented in a standalone *Conclusions* section or included as a subsection of the *Discussion* section.

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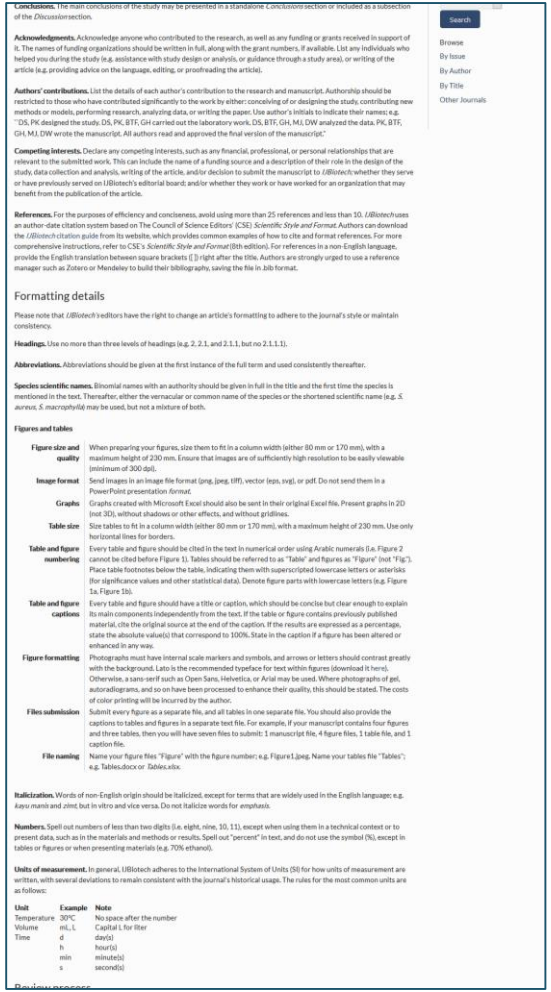


Conclusions. The main conclusions of the study may be presented in a standalone *Conclusions* section or included as a subsection of the *Discussion* section.

Acknowledgments. Acknowledge anyone who contributed to the research, as well as any funding or grants received in support of it. The names of funding organizations should be written in full, along with the grant numbers, if available. List any individuals who helped you during the study (e.g. assistance with study design or analysis, or guidance through a study area), or writing of the article (e.g. providing advice on the language, editing, or proofreading the article).

Authors' contributions. List the details of each author's contribution to the research and manuscript. Authorship should be restricted to those who have contributed significantly to the work by either: conceiving of or designing the study, contributing new methods or models, performing research, analyzing data, or writing the paper. Use author's initials to indicate their names; e.g. "DS, PK designed the study. DS, PK, BTF, GH carried out the laboratory work. DS, BTF, GH, MJ, DW analyzed the data; PK, BTF, GH, MJ, DW wrote the manuscript. All authors read and approved the final version of the manuscript."

Competing interests. Declare any competing interests, such as any financial, professional, or personal relationships that are relevant to the submitted work. This can include the name of a funding source and a description of their role in the design of the study, data collection and analysis, writing of the article, and/or decision to submit the manuscript to *I.JBiotech*; whether they serve or have previously served on I.JBiotech's editorial board; and/or whether they work or have worked for an organization that may benefit from the publication of the article.

References. For the purposes of efficiency and conciseness, avoid using more than 25 references and less than 10. *I.JBiotech* uses an author-date citation system based on The Council of Science Editors' (CSE) *Scientific Style and Format*. Authors can download the *I.JBiotech citation guide* from its website, which provides common examples of how to cite and format references. For more comprehensive instructions, refer to CSE's *Scientific Style and Format* (8th edition). For references in a non-English language, provide the English translation between square brackets ([ ]) right after the title. Authors are strongly urged to use a reference manager such as Zotero or Mendeley to build their bibliography, saving the file in .bib format.

Formatting details

Please note that *I.JBiotech*'s editors have the right to change an article's formatting to adhere to the journal's style or maintain consistency.

Headings. Use no more than three levels of headings (e.g. 2, 2.1, and 2.1.1, but no 2.1.1.1).

Abbreviations. Abbreviations should be given at the first instance of the full term and used consistently thereafter.

Species scientific names. Binomial names with an authority should be given in full in the title and the first time the species is mentioned in the text. Thereafter, either the vernacular or common name of the species or the shortened scientific name (e.g. *S. aureus*, *S. macrophylla*) may be used, but not a mixture of both.

Figures and tables

Figure size and quality	When preparing your figures, size them to fit in a column width (either 80 mm or 170 mm), with a maximum height of 230 mm. Ensure that images are of sufficiently high resolution to be easily viewable (minimum of 300 dpi).
Image format	Send images in an image file format (png, jpeg, tiff), vector (eps, svg), or pdf. Do not send them in a PowerPoint presentation *format*.
Graphs	Graphs created with Microsoft Excel should also be sent in their original Excel file. Present graphs in 2D (not 3D), without shadows or other effects, and without gridlines.
Table size	Size tables to fit in a column width (either 80 mm or 170 mm), with a maximum height of 230 mm. Use only horizontal lines for borders.
Table and figure numbering	Every table and figure should be cited in the text in numerical order using Arabic numerals (i.e. Figure 2 cannot be cited before Figure 1). Tables should be referred to as "Table" and figures as "Figure" (not "Fig."). Place table footnotes below the table, indicating them with superscripted lowercase letters or asterisks (for significance values and other statistical data). Denote figure parts with lowercase letters (e.g. Figure 1a, Figure 1b).
Table and figure captions	Every table and figure should have a title or caption, which should be concise but clear enough to explain its main components independently from the text. If the table or figure contains previously published material, cite the original source at the end of the caption. If the results are expressed as a percentage, state the absolute value(s) that correspond to 100%. State in the caption if a figure has been altered or enhanced in any way.
Figure formatting	Photographs must have internal scale markers and symbols, and arrows or letters should contrast greatly with the background. Lato is the recommended typeface for text within figures (download it here). Otherwise, a sans-serif such as Open Sans, Helvetica, or Arial may be used. Where photographs of gel, autoradiograms, and so on have been processed to enhance their quality, this should be stated. The costs of color printing will be incurred by the author.
Files submission	Submit every figure as a separate file, and all tables in one separate file. You should also provide the captions to tables and figures in a separate text file. For example, if your manuscript contains four figures and three tables, then you will have seven files to submit: 1 manuscript file, 4 figure files, 1 table file, and 1 caption file.
File naming	Name your figure files "Figure" with the figure number; e.g. Figure1.jpeg. Name your tables file "Tables"; e.g. Tables.docx or *Tables.xlsx*.

Italicization. Words of non-English origin should be italicized, except for terms that are widely used in the English language; e.g. *kayu manis* and *zimt*, but in vitro and vice versa. Do not italicize words for *emphasis*.

Numbers. Spell out numbers of less than two digits (i.e. eight, nine, 10, 11), except when using them in a technical context or to present data, such as in the materials and methods or results. Spell out "percent" in text, and do not use the symbol (%), except in tables or figures or when presenting materials (e.g. 70% ethanol).

Units of measurement. In general, IJBiotech adheres to the International System of Units (SI) for how units of measurement are written, with several deviations to remain consistent with the journal's historical usage. The rules for the most common units are as follows:

Unit	Example	Note
Temperature	30°C	No space after the number
Volume	mL, L	Capital L for liter
Time	d	day(s)
	h	hour(s)
	min	minute(s)
	s	second(s)

s second(s)

Review process

All manuscripts submitted to *I.JBiotech* undergo a rigorous screening and review process to ensure that they fit into the journal's scope and are of sufficient academic quality and novelty to appeal to *I.JBiotech*'s readership.

Initial screening. A newly submitted manuscript will be screened by the Editor-in-Chief for its conformity to *I.JBiotech*'s scope and basic submission requirements.

Peer-review. If the manuscript passes the initial screening stage, it will be assigned to a handling editor, who will then send it to at least two experts in the relevant field to undergo a double-blind peer-review. Manuscripts that fall to pass the initial screening will be rejected without further review.

First decision. A decision on a peer-reviewed manuscript will only be made upon the receipt of at least two review reports. In cases where reports differ significantly, the handling editor will invite an additional reviewer to get a third opinion before making a decision. At this stage, a manuscript can either be rejected, asked for revisions (minor or major), accepted as is, or (if significant changes to the language or content are required) recommended for resubmission for a second review process. If it is accepted, the manuscript will be returned to the submitting author for formatting. The final decision to accept the manuscript will be made by the Editor-in-Chief based on the recommendation of the handling editor and following approval by the board of editors.

Revision stage. A manuscript that requires revisions will be returned to the submitting author, who will have up to three weeks to format and revise the manuscript, following which it will be reviewed by the handling editor. The handling editor will determine whether the changes are adequate and appropriate, as well as whether the author(s) sufficiently responded to the reviewers' comments and suggestions. If the revisions are deemed to be inadequate, this cycle will be repeated (the manuscript will be returned to the submitting author once more for further revision).

Final decision. At this stage, the revised manuscript will either be accepted or rejected. This decision is dependent whether the handling editor finds the manuscript to have been improved to a level worthy of publication. If the author(s) are unable to make the required changes or have done so to a degree below *I.JBiotech*'s standards, the manuscript will be rejected.

Proofing and typesetting. If the manuscript is accepted, it will go through a final round of editing and proofreading by an in-house language editor, following which it will be typeset and returned to the submitting author for final approval. All authors must approve this final version of the article before it can be officially published.

Manuscript processing time

Processing time varies from one manuscript to another, depending on how long it takes to receive all of the reviewers' reports and how quickly the author(s) revise the manuscript. On average, *I.JBiotech*'s manuscript processing time ranges from 8 to 12 weeks. *I.JBiotech* cannot guarantee a specific publishing time for a manuscript, nor can it under any circumstances promise a sped-up publication process.

Language editing

Authors whose first language is not English (and many times even those for whom it is) will greatly increase the chance of their article being published if it is checked by a language editor or native speaker prior to its submission. A well-written manuscript enables editors and reviewers to accurately assess the content of the manuscript, thus accelerating the reviewing process. It also ensures that the scientific merit of the research can be fully conveyed to readers.

Checklist

Author(s) can use the following checklist when preparing their submission.

Files to send

- Cover letter (in doc, docx, rtf, or odf format).
- Manuscript file (in doc, docx, rtf, or odf format).
- Images (png, jpeg, tiff, eps, svg, pdf; at least 300 dpi); one figure per file.
- Tables file (put all tables into one file).
- Captions file (put all captions for figures and tables into one file).
- References file in BibTeX format (.bib).

General formatting

- Ideally between 4000–6000 words in length (excluding tables, captions, and references).
- Either British or American English spelling, not a mixture of both.
- Standard 11pt serif font (e.g. Times New Roman); double-spaced.

Komponen *author guidelines*

- Contoh komponen yang penting untuk dimasukkan:
  - Cara menstruktur manuskrip.
  - Batasan jumlah kata (abstrak, judul, total naskah).
  - Aturan penulisan istilah teknis dalam bidang ilmu jurnal.
  - Jumlah maksimal gambar atau tabel.
  - Spesifikasi gambar dan tabel, dan cara merujuknya.
  - Daftar dokumen yang perlu dikirimkan, format, dan spesifikasi lainnya.

Komponen *author guidelines*

- Hindari!
  - Fokus pada hal superfisial, seperti ukuran kertas, margin, font dan spasi.
  - Menggunakan jumlah halaman sebagai batasan panjang naskah.
  - Memberikan informasi yang tidak relevan dengan penyusunan manuskrip.

Author guidelines

- Singkatnya:
  - *Author guidelines* harus serinci mungkin untuk memandu penulis dalam menyusun manuskripnya,
  - Tetapi juga harus seringkas dan sejelas mungkin sehingga tidak membuat frustrasi calon kontributor.

Guidelines vs Template

- *Author guidelines* tidak sama dengan *article template*!
  - *Author guidelines* wajib ada, *article template* tidak.
  - *Template* bisa, tapi tidak harus, mengandung *author guidelines.*
  - *Template* sudah banyak dibebaskan oleh penerbit besar.
    - *Contoh: Your paper your way* – Elsevier; IJBiotech.

Review substantif

Tahap *review* substansi manuskrip

- Metode *peer review* apapun yang dipakai, harus disertai dengan panduan yang jelas bagi *reviewer*!
  - Memastikan proses yang obyektif, terbakukan, dan sesuai etika.
- Hasil *review* yang tidak sesuai dengan panduan harus dianulir.
- Jangan lupa bahwa keputusan akhir diterima atau tidaknya naskah berada di tangan editor.

Contoh *Reviewer Guidelines* (IJBiotech)

Reviewer Guidelines

All papers submitted to *IJBiotech* undergo a rigorous peer-review to ensure that they not only fit into the journal's scope but are of sufficient academic quality and novelty to appeal to our readers. As a reviewer, you will be required to uphold this standard.

These guidelines will help you understand your responsibilities as a reviewer, as well as your ethical obligations to both the journal and the authors. You will also be introduced to what you should be looking for in a manuscript, so that your review will be consistent with others requested by the journal. This is particularly important as all articles submitted to *IJBiotech* should be evaluated on the same playing field.

Your responsibilities as a reviewer

As a reviewer, you will be responsible for reading the manuscript and evaluating its suitability for publication in *IJBiotech* along with its scientific quality. You will be expected to provide constructive, impartial, unambiguous, and honest feedback to the authors, with the purpose of encouraging them to improve their manuscript.

In accordance with its commitment to the development of young scientists, *IJBiotech* aims to see all authors who submit to the journal—regardless of whether they are accepted—improve both as academic writers and researchers. As such, reviewer comments that in any way denigrate or discourage an author from re-submitting to this or another journal will not be tolerated. Reviews should be critical but not detrimental to accurate scientific communication.

Things to consider before agreeing to review a manuscript

Before you agree to review a manuscript, you should be certain that you have the necessary expertise and time to provide a critical evaluation of the article. You should ensure that:

- The article matches your expertise. Log into your *IJBiotech* account and read the manuscript's abstract to determine whether your field of expertise matches that of the manuscript.
- You are able to both complete the review on time and dedicate the appropriate time to conducting a thorough review. A review should be completed within three weeks. If you do not think you can complete the review within this timeframe, please let the editor know. If possible, please also suggest an alternate reviewer. If you agree to review a manuscript, but later on find yourself unable to complete it on time, please contact the editor as soon as possible.
- You have no conflict of interest. Determine whether there is any conflict of interest that may affect your impartiality in evaluating the manuscript. If there is, you should contact the editor and immediately recuse yourself. If you were unable to detect any conflict before agreeing to the review request, but find one during the review, simply contact the editor and explain why you cannot continue.

Reviewer ethics

IJBiotech relies on the impartiality and discretion of reviewers, and as a reviewer, you are entrusted with confidential material meant solely for critical evaluation. As such, we expect you to treat all documents and correspondence related to the review with the appropriate level of care.

- Do not use any of the information therein for the advancement of your own research or to discredit another party.
- Do not discuss any aspect of the manuscript with a third party.
- Ensure that the information therein and details of the review process remain confidential before, during, and after publication.
- Maintain the integrity of the double-blind review process. Do not under any circumstances contact any of the authors to discuss their manuscript.
- Be fair, honest, and objective in your evaluation of the manuscript.
- Declare a conflict of interest, and recuse yourself immediately if you believe your impartiality has been compromised.

Conducting the review

IJBiotech's review procedure

IJBiotech uses an online submission and peer review system. When a reviewer is requested to review a paper submitted to *IJBiotech*, they will have a journal account created for them, through which they will be able to read the abstract and decide on whether to agree to review it.

If you have been requested to review a paper, simply log into your reviewer account, read the provided abstract, and indicate whether you agree to review it. If you decline to review the manuscript, please include the reason why, and if possible, suggest an alternate reviewer from a similar field.

To ensure the integrity of the peer-review process, all further correspondence will be through this system, with the reviewer being given access to the full manuscript and provided with a review page to fill out and submit. If you wish, you can also provide comments directly on the manuscript file, but be sure that all comments are made anonymously and focus on the content of the article, not its layout or formatting.

Basic criteria

A good review looks at both the overall quality of the manuscript and the accuracy and precision of its details. The former is informed by the latter. When evaluating a manuscript for *IJBiotech*, look at the following aspects:

- **Scope.** Is the manuscript within *IJBiotech*'s scope? How interesting will the article be to the journal's readership?
- **Novelty of the research.** Is the article sufficiently novel and interesting? Does it add new knowledge? How original is the research?
- **Appropriateness of the title.** Does the title accurately represent the content?
- **Content quality.** Does the article adhere to *IJBiotech*'s standards? Is the research question an important one? Does the manuscript help to expand or further current research in its respective field?
- **Methodology.** Is the description of the methodology informative, clear, and concise? Is the methodology of the research precise and properly conducted? How appropriate is the approach or experimental design?
- **Significance of the results.** Do the results have significant implications for biotechnology and/or society?
- **Appropriateness of tables, figures, and/or supplemental material.** Is every figure/table necessary and correctly described? Is the supplementary material appropriate for the content?
- **Completeness of the data.** How complete are the data?
- **Relevance of the discussion.** Is the discussion relevant to the results and rest of the content? Have the authors appropriately discussed their results in the context of previous research?
- **Appropriateness of citations/references.** Are all citations accounted for? Is there an appropriate amount of citations for the content (neither too few nor too many)?
- **Clarity of the content.** How good is the English? Will *IJBiotech*'s readership have trouble understanding the content?
- **Adherence to *IJBiotech*'s guidelines.** Does the manuscript adhere to the journal's guidelines, such as the structure of the manuscript? Have tables and figures been submitted separately?
- **Adherence to correct scientific nomenclature.** Are species names up-to-date and correctly spelled? Are technical terms used correctly?

Ethical considerations

In addition to the above criteria, also pay attention to whether the manuscript contains instances of plagiarism, improper referencing, re-publication, or fraud. Things to look for:

- **Plagiarism.** Observe whether a portion of the manuscript has been copied from another work without giving appropriate credit. For example, text has been copied verbatim without a clear indication that it is a quote, text has been copied but not cited (suggesting that these are the authors' own words/ideas), or some portion of the text has been copied without the permission of the original author. If you find that a significant part of the manuscript has been plagiarized, please contact the editor as soon as possible so we can take the appropriate actions.
- **Missing, incorrect, or incomplete references.** All text, figures, tables, data, ideas, or concepts that have been published previously should be cited. It is considered plagiarism for an author to present something as their own even though it is not, regardless of their intent.
- **Re-publication.** It is against *IJBiotech*'s policy to publish work that has already been published elsewhere. Please notify the editor if you find an instance of a manuscript having been published previously (partially or fully).
- **Fraud.** Any part of the manuscript that is found to be untrue should be highlighted as such. Any form of data manipulation or tampering should be brought to the editor's attention.

Publication ethics is not limited to these four items. If you believe the authors have attempted to mislead readers, infringed upon a copyright or patent, or might jeopardize the integrity of the journal in any other way, please contact the handling editor.

The *IJBiotech* review form

Once you have gathered enough information to make a decision on the manuscript, log into your *IJBiotech* account to complete the review. At minimum, you will be required to grade the manuscript based on the aforementioned criteria, as well as to summarize your major findings and give your overall impression of the article. Although it is only optional, we highly encourage you to also take the opportunity to comment on the manuscript in more detail, and provide specific suggestions that might improve any aspect of it.

If you have made specific comments in the manuscript file, remember to anonymize them to prevent the authors from being able to identify you.

Making good comments

It's important to ensure that all comments are constructive and intended to better the quality of the manuscript or otherwise help the authors understand where they went wrong. Please reconsider making comments that fall out of this purview.

Follow good commenting practices. For example:

- Do not comment on the acceptability of the manuscript, and avoid suggesting revisions as conditions for acceptance.
- Provide detailed, unambiguous comments.
- Be respectful and positive. Your goal should be to help the authors improve their article, by providing constructive criticism and helpful suggestions. (Consider how you would like your own manuscript to be reviewed.)
- Highlight areas that need clarification or should be elaborated further by the authors.
- Make suggestions on how the authors can improve problematic passages. How might they improve the clarity of a given section?
- You are not required to edit the authors' style or grammar, but any improvement to the clarity of the manuscript is greatly appreciated, especially in regards to technical terms.
- Highlight consistent instances of outdated or mispelled technical terminology.
- Avoid making dogmatic statements. You should be able to backup your comments with proof or precedence in previous literature.
- Take care not to dismiss the manuscript, whether in its novelty, methodology, or findings.

Recommendations

Your final task as a reviewer will be to recommend that the manuscript be a) accepted as is, b) accepted with minor revisions, c) accepted with major revisions, d) accepted with major revisions (requiring a re-review), e) rejected but with a recommendation to re-submit after the work is more developed, or f) outright rejected. If the manuscript is rejected, you should explain your reasons why.

Each recommendation should be supported by the facts of the evaluation, and backed with constructive criticism. Be aware that you are one of at least two reviewers. Even if your recommendation differs from the other reviewers' recommendations, a good critical review will enable us to make an informed final decision on the manuscript. Also note that the final decision on the manuscript is made by the editorial board, taking into account the recommendation of each review, and your recommendation might not be reflected in this decision.

Komponen minimal *reviewer guidelines*

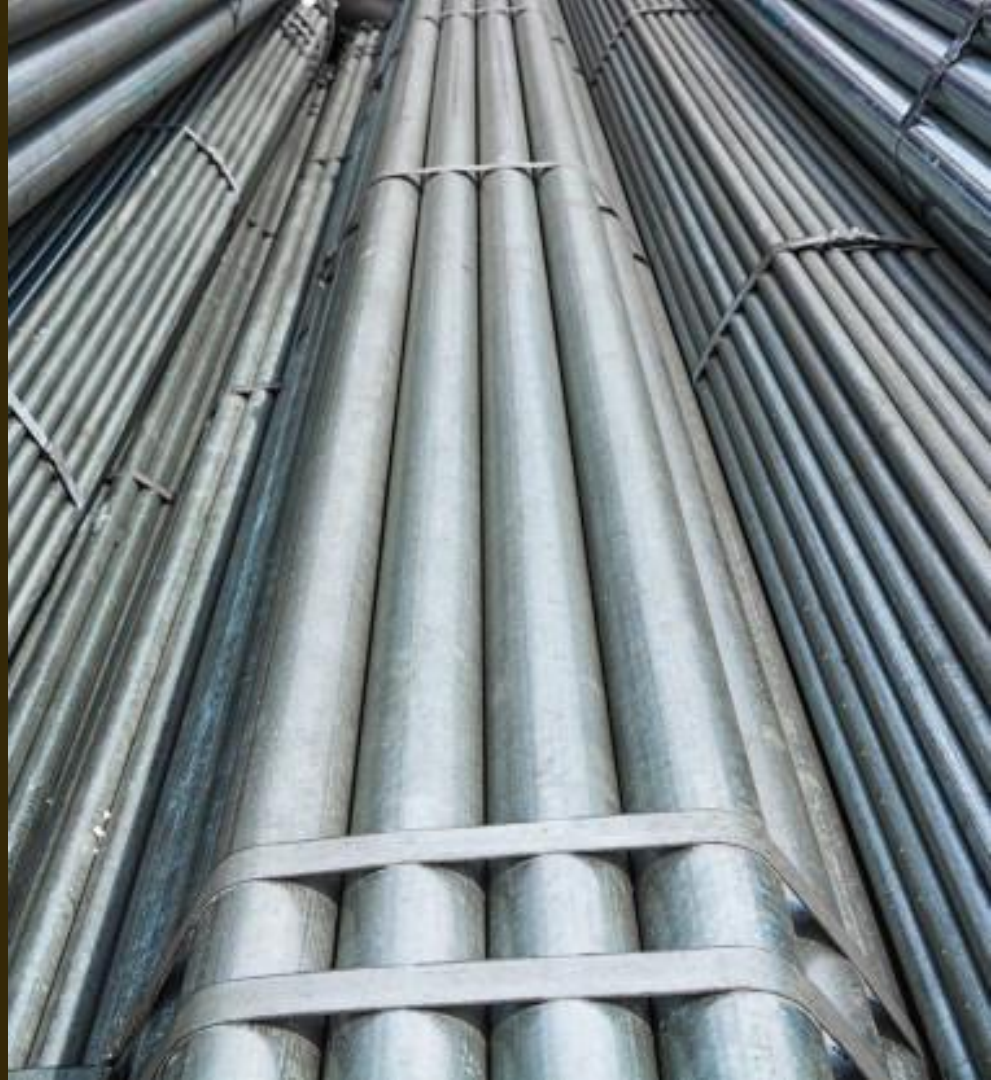
- Tanggung jawab *reviewer.*
- Pertimbangan: ketersediaan waktu, konflik kepentingan, kesesuaian dengan keahlian.
- Etika *reviewer*.
- Kriteria yang di-*review.*
- Etika penulis (mis: *plagiarism*, *data fraud*, publikasi ganda).
- Cara memberi komentar yang baik.
- Cara pemberian rekomendasi ke editor.

Peran *reviewer guidelines* dalam indeksasi

- Merupakan salah satu faktor penting yang dinilai dalam proses indeksasi internasional.
  - *Guidelines* yang rinci adalah salah satu indikasi proses editorial yang kuat.

Catatan: Kualitas *Reviewer Guidelines* merupakan salah satu faktor yang menjadi alasan diterimanya *IJBiotech* ke dalam Scopus.

END.



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