

# **TATAKERJA EDITOR IN CHIEF, EDITORIAL BOARD, DAN PEER- REVIEWER DALAM PENGELOLAAN JURNAL ILMIAH**

**ISTADI**

(Editor in Chief: Bulletin of Chemical Reaction Engineering & Catalysis)

**Workshop Editorial Jurnal UMS,  
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Muhammadiyah Surakarta**

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# **URL Materi:**


## **<http://bit.ly/2VoWSTb>**

### **Sumber Pustaka:**

- COPE: [https://publicationethics.org/files/Principles\\_of\\_Transparency\\_and\\_Best\\_Practice\\_in\\_Scholarly\\_Publishingv3.pdf](https://publicationethics.org/files/Principles_of_Transparency_and_Best_Practice_in_Scholarly_Publishingv3.pdf)
- DOAJ: <https://doaj.org/bestpractice>
- ARJUNA: <https://arjuna.ristekdikti.go.id>

## 16 CLAUSES OF PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

**Website jurnal ilmiah paling tidak memenuhi persyaratan-persyaratan ini:**

1. Clear Website
  2. Name of Journal
  3. **Peer-Review Process**
  4. Ownership and Management
  5. **Governing Body (Publisher)**
  6. **Editorial Team/Contact Information**
  7. Copyright and Licensing
  8. Author Fees
  9. Process for Identification of and Dealing with Allegations of Research Misconduct
  10. Publication Ethics
  11. Publishing Schedule
  12. Access
  13. Archiving
  14. Revenue Sources
  15. Advertising
  16. Direct Marketing
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- An infographic titled "PRINCIPLES OF TRANSPARENCY" is located in the bottom right corner. It features a central circular graphic with the title and a "Read more" button. Surrounding this central graphic are several circular icons, each containing a different symbol: a computer monitor with a heart, a document with a checkmark, a calendar, a megaphone, a scale of justice, a book, a document with a gear, a lightbulb, and a globe. The background is a light gray with a subtle pattern.



### 3. PEER-REVIEW PROCESS/POLICY

- Jurnal HARUS mempunyai **halaman website khusus** tentang “*Peer-Review Process/Policy*”, yang HARUS berisi kebijakan2 jurnal mengenai:
  - bagaimana *manuskrip yang disubmit* itu diproses, diperiksa pertama oleh Editorial Office tentang hal apa? (format penulisan, scope, dll.)
  - bagaimana *manuskrip direview* oleh peer-reviewer, berapa jumlah reviewer, siapa yang menugaskan, apakah dibutuhkan reviewer ke-tiga?
  - bagaimana *keputusan diterima tidaknya* suatu artikel, siapa yang memutuskan, berdasarkan apa artikel itu diputuskan
  - bagaimana kebijakan jurnal tentang proses *pemeriksaan similaritas* atau unsur-unsur plagiasi.
  - perlu dijelaskan *tipe proses review*, single blind atau double blind review
- Jurnal tidak boleh menggaransi atau menjanjikan keberterimaan suatu artikel atau proses review yang sangat singkat terhadap siapapun.

## 5. GOVERNING BODY (EDITORIAL BOARDS AND PEER-REVIEWERS)

- Jurnal **HARUS** mempunyai “*Editorial Boards*” atau “*Dewan Editor*” atau “*Dewan Penyunting*” atau “*Dewan Redaksi*” (national or international), yang merupakan pakar dalam bidang ilmu yang sesuai dengan bidang ilmu jurnal.
- Kepakaran anggota Dewan Editor ini dibuktikan dengan **rekam jejak publikasi ilmiah (nasional atau internasional)**.
- Anggota Dewan Editor, *Peer-Reviewer*, dan Ketua Editor (*Editor in Chief*) boleh menulis di jurnal sendiri yang dikelola, namun tidak boleh terjadi “*Conflict of Interest*”, misal: harus dieditori oleh Editor selain dirinya sendiri.
- Khusus untuk jurnal internasional: untuk memenuhi tuntutan index di Scopus, perlu ada *Main Handling Editors* (pakar ttp bertugas menghandle manuskrip)

## 5. GOVERNING BODY (EDITORIAL BOARDS AND PEER-REVIEWERS)

- Website **Anggota Dewan Editor** maupun **Ketua Editor** (*Editor in Chief*) harus dilengkapi dengan **URL ke konten yang berisi CV publikasi yang bersangkutan**, jadi harus berisi (minimum): *nama lengkap, afiliasi institusi, dan alamat e-mail*.
- Disamping Dewan Editor mereview manuskrip, mereka juga memberikan saran-saran untuk pengembangan jurnal ke depannya.
- **Peer-Reviewers** atau **Mitra Bestari** merupakan pakar<sup>2</sup> yang kompeten dalam bidang ilmu yang bersesuaian dengan bidang ilmu (Scope) jurnal, dan **HANYA BERTUGAS MEREVIEW naskah/manuskrip yang ditugaskan oleh Editor**.
- Anggota-anggota Dewan Editor TIDAK BOLEH rangkap jabatan dengan Peer-Reviewers (halaman website yang berbeda).

# BAGAIMANA DENGAN PEER-REVIEWERS?

- Peer-Reviewers jurnal **hanya bertugas mereview isi naskah artikel jurnal** (tetapi tidak perlu memikirkan pengembangan jurnal tersebut), bekerja hanya jika diminta.
- Peer-Reviewers adalah orang istimewa karena merupakan personil yang berhak membaca pertama kali hasil penelitian orang lain.
- Peer-Reviewers **harus bekerja sesuai panduan substansi isi artikel**, bukan format dan bukan Bahasa artikel.
- Peer-Reviewers dapat langsung diberi **ucapan terima kasih dan dilampirkan Sertifikat**.
- Peer-Reviewers yang rajin bekerja dan baik sekali review-nya, **dapat diundang menjadi Editorial Board Member**.

## 6. EDITORIAL TEAM AND CONTACT INFORMATION

- Jurnal **HARUS** mempunyai “*Editor in Chief*” atau “**Ketua Editor/Ketua Penyunting/Ketua Redaksi**”, yang merupakan pakar dalam bidang ilmu yang sesuai dengan bidang ilmu jurnal.
- **Ketua Editor (*Editor in Chief*)** harus mempunyai kemampuan membuat keputusan diterima tidaknya suatu naskah **manuskrip**. Oleh karena itu, Ketua Editor harus diusahakan personil yang paling pakar dan paling komitmen mengelola jurnal.
- Jurnal harus mempunyai tim editorial (sekretariat) yang kuat untuk layout-editing, proses penerbitan, dan IT Manajer → jangan dinamakan sebagai “Editor” agar tidak membingungkan.
- Jurnal harus mempunyai alamat *Editorial Office* atau sekretariat jurnal yang jelas (fisik maupun elektronik) yang dapat ditelusur dengan mudah.

# TYPICAL CRITERIA FOR EDITOR POSITION

- **Expertise and experience** in the specialist field related to the journal.
- **Publication record** of a number of articles and /or books ( usually in / related to the specialist field )
- **Being a reviewer** for an international peer reviewed journal
- Some journals may ask for a **PhD qualification** or a **senior research position** with equivalent experience in research and scholarship
- **Enthusiasm** to undertake the Editor role , but ensuring recognition of all aspects of the reality of the role and the work involved.



# TYPICAL CRITERIA FOR EDITOR POSITION

- Depending on how the journal is managed and how it is structured, an **Editor may have to make all the decisions regarding** which articles to accept or reject for publication.
- However, many journals will have **Associate Editors, Assistant Editors or Section Editors** to help them with making those important decisions.



# WHAT IS ROLE OF EDITORIAL BOARD?

- To offer **expertise** in their specialist area
- To **review submitted manuscripts**
- To **advise on journal policy** and scope
- To work with the Editor to ensure **ongoing development** of the journal
- To **identify topics for Special Issues** of the journal or recommend a Conference which would promote the journal, which they might also help to organize and/or guest edit (role as **Guest/Honorary Editor** per focused topic).



# WHAT IS ROLE OF EDITORIAL BOARD?

- To **attract new and established authors** and article submissions
- To **submit some of their own work for consideration**, ensuring that they adhere to Conflict of Interest rules and stating their relationship to the journal. This is very important as the journal cannot be seen to publish only papers from members of the Editorial Board.
- Editorial Board merupakan **Perwakilan (Representative)** jurnal tersebut di masing-masing negara yang diwakilinya.

# HOW DOES THE EDITOR CHOOSE MEMBERS OF THE EDITORIAL BOARD?

- Ideally many Editorial Boards are between **10-20 members (atau 5-10 orang unt Jurnal Nasional)**
- The EB members need to **represent the full geographical range** where the journal is published (if many papers from Australia, journal should have EB member from Australia, etc.)
- Board Members' expertise should **represent the subject area (s) covered** by the journal's aim and scope (Policy).
- It is important that Board members are **active in their specialist field** and are therefore up to date with what is happening in research and developments in that field.

# HOW DOES THE EDITOR CHOOSE MEMBERS OF THE EDITORIAL BOARD?

- **Former Guest Editors** of special issues and authors of key reviews.
- **Reviewers whose reviews** are of a high standard over a long period of time and who have shown an interest in the direction of the journal.
- **Individual requests from people** who wish to be considered for membership. Your publishing contact will be able to help you to assess the quality of candidates whom you might not know personally and you can also request a Curriculum Vitae.

TERIMA KASIH  
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*Any Questions ?*

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