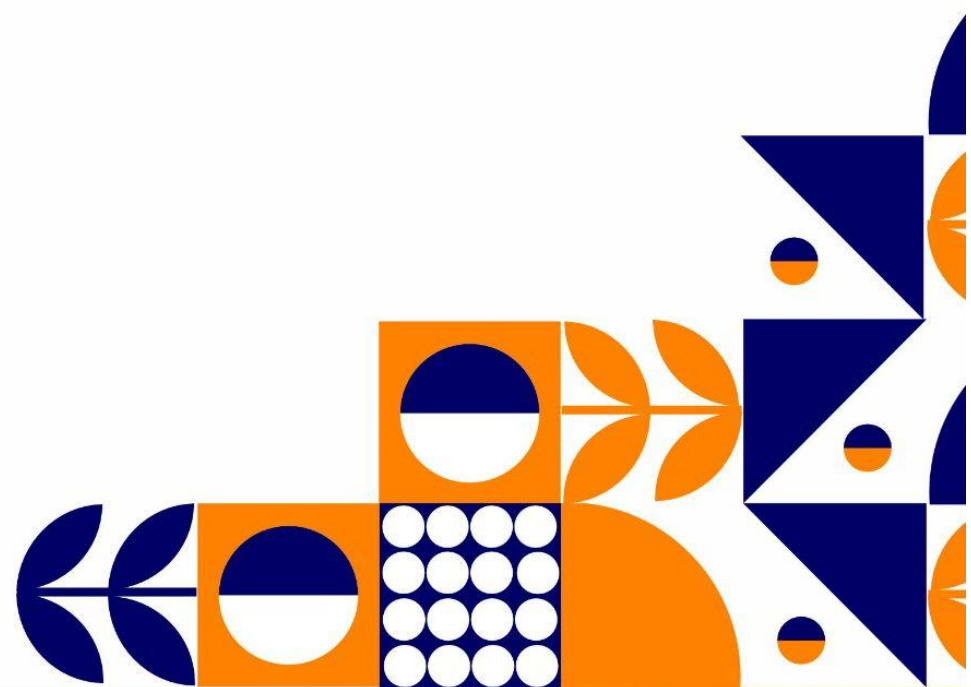


# **INTERNAL QUALITY ASSURANCE SYSTEM JOURNAL GOVERNANCE STANDARDS**

**UNIVERSITAS DIPONEGORO**





**INTERNAL QUALITY ASSURANCE SYSTEM**

**JOURNAL GOVERNANCE STANDARDS**

**UNIVERSITAS DIPONEGORO**



**DIPONEGORO UNIVERSITY**

**2020**

## **Foreword**

Universitas Diponegoro (UNDIP) as one of the higher education institutions in Indonesia, through its vision and mission, is committed to contributing to the country and society by producing quality human resources to achieve a just and prosperous society in accordance with Pancasila and the 1945 Constitution.

The Internal Quality Assurance System is one of the organizational aspects built by the Leadership of Diponegoro University, in order to achieve the expected quality standards. However, until now, not everything has been written down in a manual quality.

Realizing the importance of a system in an organization needs to be outlined comprehensively in a quality manual so it can serve as a guide for managers to carry out their duties and as a basis for improving existing systems.

## **Vision and Mission of Universitas Diponegoro IRCS**

The Universitas Diponegoro Institute for Research and Community Service has formulated the following vision:

**"Being at the forefront in supporting the achievement of the Vision of Diponegoro University"**

To achieve this vision, the Undip Research and Community Service Institute has formulated the following mission:

- a. Implementing and developing professional research governance and community service,
- b. Facilitate the achievement of research outcomes and community service,
- c. Implementing and developing partnership collaboration in research, implementation of science and technology and community service,
- d. Implementing innovative, transparent and accountable university governance.

## **JOURNAL GOVERNANCE STANDARDS**

### **Founda tion for Standards Setting**

The basis for establishing an internal quality assurance system for governance standards for this journal are:

1. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 92 of 2014 concerning Technical Guidelines for the Implementation of Credit Score Assessment for Lecturer Functional Positions and Their Credit Scores;
2. Director General of Higher Education Regulation Number 1 of 2014 concerning Guidelines for Accreditation of Scientific Periodicals.

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**1. DEFINITION OF TERMS**

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- a. ISSN (*International Standard Serial Number*) is a unique identifier for each periodical publication that is globally valid. The institution in Indonesia that is authorized to issue ISSN is PDII LIPI;
- b. A journal is a form of publication that functions to register scholarly activities, certify the results of activities that meet minimum scientific requirements, disseminate them widely to the general public, and archive all findings resulting from the scholarly activities of scientists and scholars that they contain. The basic criteria for a journal are as follows:
  - 1. Published scientific works comply with scientific principles and scientific ethics;
  - 2. Has an online version of the publication;
  - 3. Have e-ISSN (*electronic ISSN*). If a printed version is provided, the journal must have a p-ISSN (*print ISSN*);
  - 4. Professionally managed, covers accuracy eternity, availability of writing instructions, journal identity, and publication ethics;
  - 5. Published by publishers/scientific bodies/professional organizations/universities and their units.
- c. Print journals are journals that are published and disseminated via print media. Print journals must have p-ISSN;
- d. Electronic journal or *e-journal* is a journal that applies the process of submitting manuscripts, editing and reviewing online and is published in electronic form which can be accessed using a web browser. Electronic journals must have e-ISSN;
- e. Journal publishers are professional organizations, universities, research and development institutions and/or authorized institutions that have the position of legal entities capable of providing guarantees for the continuity of journals, funding and legal protection for the journals they publish;
- f. A journal manager or journal manager is a person appointed by the publisher who has the following authority and responsibility:
  - 1. Determining the name of the journal, scientific scope, periodicity, indexation and accreditation if necessary;
  - 2. Determine and manage editorial team membership;
  - 3. Defines the relationship between publishers, editors, publishers and other parties in a contract;
  - 4. Implementing norms and provisions regarding intellectual property rights, especially copyright;
  - 5. Review journal policies and convey them to authors, editorial board, review partners, and readers;
  - 6. Create a code of conduct guide for editors and review partners;
  - 7. Publish journals regularly according to schedule;
  - 8. Guarantee the availability of funding sources for the sustainability of journal publication;
  - 9. Building cooperation and marketing networks as well as preparing permits and other legal aspects.

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**2. STANDARD RATIONAL**

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The name of the journal is an identity that can describe the journal's specific field of knowledge. The name of this journal will be attached as metadata to every published article which is used by

indexing engines and in citations. Journals need to use names that are meaningful, precise and short so they are easy to refer to. By paying attention to the traditions of related scientific fields, there is a need for harmony between journal names and scientific disciplines (which can include multidisciplinary or interdisciplinary fields), academic fields, or scientific professions. The name of the journal used needs to highlight its specific field of knowledge. The language used to name journals and their meaning should be well known and understood in the relevant scientific environment.

This journal naming standard is needed to provide minimum criteria for naming a journal and the requirements that must be met. Journal managers must provide a name that is meaningful, precise, short and specifically emphasizes their field of knowledge, register the journal ISSN with that name with the ISSN publisher (PDII LIPI), and use that name in all parts of the journal and published articles so that naming consistency is maintained in accordance with e-ISSN (and p-ISSN) registered. Naming consistency is very important in indexing and citation.

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### **3. STANDARD CONTENT STATEMENT**

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- a. Journal managers must provide meaningful, precise and short publication names that are in line with scientific disciplines, academic fields or scientific professions, and can be understood in the relevant scientific environment;
- b. Journal managers must register at least e-ISSN for electronic journals with journal naming according to standards (1);
- c. If the journal is published in print, the journal manager must register the p-ISSN and ensure the same journal name in the e-ISSN and p-ISSN submissions;
- d. Journal managers must use the publication name completely and consistently in every part of the journal, both print and electronic, at least including the journal website page, journal cover and articles.

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### **4. STANDARD ACHIEVEMENT STRATEGY**

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- a. Journal managers choose journal names using language whose meaning is well known and understood in the relevant scientific environment;
- b. The choice of journal name should be as specific as possible, reflecting the specialization or super specialization of the related scientific discipline;
- c. Journal managers do not use journal names based on the name of an institution or local location;
  1. The journal manager immediately submits an ISSN to PDII LIPI by including the following submission requirements:
    - Written request from the journal manager;
    - Journal front cover page complete with publication name, volume writing, number and year of publication, as well as publisher's name;
    - Table of contents page;
    - Page listing the editorial board/editing team;
    - For new journals, prerequisites b and c can be met with a screenshot of the front page of the journal website.
  2. Journal publishers provide funding for ISSN registration fees; Journal managers
  3. ensure that the writing of the journal name is consistent, starting from the journal website page, journal cover, and articles.



## **5. STANDARD ACHIEVEMENT INDICATORS**

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- a. Journals have names that are at least specific enough to cover a field of science;
- b. The journal has an e-ISSN which contains the name of the journal as specified;
- c. Journals that provide print versions have a p-ISSN which contains the name of the journal in accordance with the e-ISSN;
- d. Consistency in naming the journal according to e-ISSN (and p-ISSN) in each section of the journal, at least on the journal website page, journal cover and articles. The naming of this journal is consistent in each section of the journal.

## **6. INTERACTION BETWEEN STANDARDS**

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This journal naming standard is related to the following standards:

- a. The journal name is used and displayed in Standard 6 Appearance.

The implementation of this journal naming standard is described in the following manual document:

- a. MP-1-01 concerning ISSN Registration Procedure Manual for Electronic and Print Journals;
- b. MP-1-02 concerning Electronic Journal Site Registration Manual on the Undip Journal Portal.

## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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- a. Journal publisher;
- b. Journal manager.

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## 02. PUBLISHER'S INSTITUTIONAL STANDARDS

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### 1. DEFINITION OF TERMS

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- a. Journal publishers are professional organizations, universities, research and development institutions and/or authorized institutions that have the position of legal entities capable of providing guarantees for the continuity of journals, funding and legal protection for the journals they publish;
- b. Sponsoring organization (*sponsoring organization*) is another party that collaborates with publishers in publishing journals, for example university/professional associations;
- c. Supporting parties (*supporting*) are other parties who provide funding assistance in publishing journals.

### 2. STANDARD RATIONAL

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The publishing institution must be able to guarantee continuity of funding and legal protection for the journal. Publishing can be done by professional organizations, universities, research and development institutions, and/or institutions that are authorized to publish journals. This publishing institution must have the status of a legal entity.

These publisher institutional standards are needed to provide minimum criteria for journal publishing institutions. Journal publishers must have commitment and financial support (if necessary) to guarantee the continuity and development of the journal. Universities or research institutions can delegate journal publishing to sub- institutions below them.

### 3. STANDARD CONTENT STATEMENT

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- a. The journal publisher must have the position of a legal entity that can provide guarantees for the journal's operations, including funding, without interfering with editing policies and its authority can be delegated to as low as the level of a department/study program at a university or research center at a research institution;
- b. Journal managers can build publishing collaborations with professional organizations and/ or other parties and this publishing collaboration must be carried out between universities or research and development institutions and central level professional organizations as sponsoring organizations;
- c. Journal managers must state the name of the publishing institution, address, main contact, technical team contact (*support*), and/or a clear list of collaborations with sponsoring organizations or supporting parties on the journal website.

### 4. STANDARD ACHIEVEMENT STRATEGY

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- a. Journal publication is carried out by departments, faculties, schools, research centers or research institutions;
- b. Journal publication by professional associations/study program associations can be carried out by including the name of the association as publisher and members of the relevant association as sponsoring organizations;
- c. Collaboration in journal publishing carried out by department/faculty/school/research center publishers is carried out between IRCS and central professional organizations;
- d. The publisher's name, address, main contact and supporting contacts as well as supporting

- parties are stated on the journal website page. Memorandums of understanding for cooperation with other parties can be linked on the supporting party's page;
- e. Publishers can handle more than one journal that is not similar, but the scientific domain they are involved in must be clear.

## **5. STANDARD ACHIEVEMENT INDICATORS**

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1. Journal publishers are departments, faculties, schools, research centers or research institutions;
2. If there is collaboration with other parties, a memorandum of understanding on cooperation is entered into between the IRCS and the central professional organization;
3. The name of the publishing institution and/or professional organization, publisher address, main contact and supporting contacts as well as a list of collaborations have been clearly stated on the journal website page

## **6. INTERACTION BETWEEN STANDARDS**

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This publisher's institutional standards relate to the following standards:

- Primary contacts, supporting contacts, publishers, sponsoring organizations and supporting parties and their addresses are used and displayed in Standard 6 Appearance.

The implementation of this publisher's institutional standards is outlined in the following manual document:

- MP-2-01 concerning Manual Procedures for Including Names of Publishers, Contacts, Sponsoring and Supporting Organizations on Journal Website Pages;

## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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- a. Department/faculty/school/research center/research institute/association as journal publisher;
- b. Journal manager.

## **1. DEFINITION OF TERMS**

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- a. National journals are journals that meet the following criteria:
1. The language used in the manuscript is Indonesian and/or English with the abstract in Indonesian and/or English;
  2. Contain scientific articles from authors from at least 2 (two) different institutions;
  3. Has an editorial board/editors consisting of experts in their fields and coming from at least 2 (two) different institutions.
- b. International journals are journals that meet the following criteria:
1. The text is written using the official UN languages (Arabic, English, French, Russian, Spanish and Chinese);
  2. Editorial board (*editorial board*) are experts in their field from at least 4 (four) countries;
  3. Contain scientific articles from authors from at least 2 (two) different countries in 1 (one) publication number;
  4. Indexed by international databases: *Web of Science, Scopus, Microsoft Academic Search*, and/or pages according to the consideration of the Directorate General of Higher Education.
- c. The editorial team is a group of people appointed by the journal manager to process a manuscript into a published article. The editorial team may consist of Chief Editor, Editorial Members, Editorial Board, Managing Editor, and/or Administration/Secretariat;
- d. The Chief Editor is the person in charge of managing the business process of journal management starting from receiving manuscripts, editing, reviewing and publishing articles and numbers in accordance with electronic journal management and is responsible for maintaining the quality of articles and journal management in accordance with applicable publishing standards, both national and international. Issuance of a number is the authority of the Chief Editor;
- e. Editorial Members are people who have expertise in the field of journal coverage who are responsible for ensuring and continuously improving the quality of publications published with the following scope of duties:
1. Determining a review partner who will review a manuscript; Pay attention to
  2. comments or notes from bestari partners regarding the manuscript and forward them to the author if they need to be revised;
  3. Editing the manuscript according to the journal's standard format;
  4. Provide a decision to accept or reject a manuscript for publication based on the consideration of the Editorial Board; Support initiatives to
  5. reduce research and publication errors by requiring authors to attach forms *ethical clearance* which has been approved by the ethics committee in the related scientific field.
- f. The Editorial Board is a group of editors who have expertise in the field of journal coverage and have the task of maintaining and improving the quality of publications by providing opinions/considerations to the editors to accept or reject a manuscript for publication;
- g. Managing Editor is a person or group of people who has the task of checking the manuscript according to grammar, checking and changing the layout of the manuscript according to the style of the journal, providing pages, subtitles, and compiling articles into one unit in each issue number;
- h. A bestari partner is a person appointed by the editor to review the manuscript based on the novelty of the findings, provide notes or corrections, and submit the results of the review and

recommendations to the editor as material for consideration in determining the suitability of a written work to be published by following the review guidelines established by the journal manager;

- i. Nationally qualified bestari partners are those who have written at least an article in the last 3 years (as main author or corresponding author) or as a participating author of at least 3 articles published in accredited journals.
- j. A bestari partner with international qualifications is if in the last 3 years he has written at least an article (as main author or correspondence writer) or as a participating author of at least 3 articles published in journals of international repute.

## **2. STANDARD RATIONAL**

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The substance of editing and governance management determines the quality of the journal's content, both the quality of the article substance and the standard of language and terminology for each article it contains. The quality of editing is determined by several aspects, namely the involvement of bestari partners in reviewing manuscripts, the quality of the review results, the editing team, the availability of writing instructions for authors, consistency of appearance and style, as well as journal management.

Journal editing requires the use of an anonymous review and filtering system by bestari partners (*single blind review* or double *blind review by peer groups*) which involves experts and assessors from various countries or institutions in accordance with their field of science. The expert reputation of a peer reviewer is determined by the number of publications in reputable journals, the frequency with which his work or opinions are widely referenced, his scholarly involvement in international scientific forums, and other forms of significant recognition.

The impact of the involvement of journal bestary partners is measured by the quality of the journal's content, both the quality of the article substance and the standardness of the language and terminology of each article it contains. The active involvement of bebestari partners needs to be proven by correspondence with the results of corrections, suggestions and comments, as well as manual notes or online electronic notes directly on the manuscript or you can also include the name of the reviewer in each publication number where the reviewer is involved.

Official appointment as a member of the editorial board is necessary, not because *ex-officio* but because of their qualifications, experience, commitment and ability to fulfill the obligations assigned by the journal manager. The organization and delineation of authority and duties (e.g. supervising editor, managing editor, or guest editor) need to be stated firmly and clearly. Efforts are made for members of the editorial board to involve experts from various institutions and/or come from various countries, not local ones and represent the scope of the journal's scientific fields.

Writing instructions for authors need to be provided clearly and in detail in each volume, so that strict adherence to the style of the journal can be maintained. To make things easier for authors, journal managers need to provide examples of electronic files (*templates*) as a format for writing so that the writer just needs to fill in the substance. Performance and editing activities can be assessed from the quality of the appearance of the editing results in the journal. The active role of the managing editor will greatly determine the consistency of appearance and style, as well as the stability of the style throughout the journal.

These editing substance and governance management standards are needed to provide minimum criteria in the system of acceptance, selection, screening, editing and publishing articles as well as journal governance management in order to guarantee the quality of the journal's content, both the quality of the article substance and the standard of language and terminology in each article it contains. Journal management must be effective and efficient and carried out online using a special application for managing journal editing, including user registration, sending, reviewing and editing manuscripts, and publishing.

### **3. STANDARD CONTENT STATEMENT**

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- a. National journal managers must determine the membership of an editorial board consisting of individuals who are committed to journal management and have expertise in the field of journal coverage who come from at least 2 (two) different institutions;
- b. Standard editorial board members (1) must at least have articles published in journals of international repute;
- c. International journal managers must determine the membership of the editorial board who are experts in their fields and come from at least 4 (four) different countries;
- d. At least 50% of the editorial board members in standard (3) have had articles published in journals of international reputation;
- e. National journal managers/editors must involve bestari partners to strictly screen manuscripts from various institutions of which at least 50% have national qualifications;
- f. International journal managers/editors must involve review partners to strictly screen manuscripts from various countries, at least 50% of which have international qualifications;
- g. Journal managers must display the editorial team and review partners in the journal on a separate page complete with a link to each member's publication profile from at least Google Scholar or Microsoft Academic Search;
- h. Bestari partners must provide notes, suggestions for improvement and substantive recommendations on the manuscript at least in the form of notes on the review form or manuscript correction files uploaded online;
- i. The manuscript review process as in standard (8) at least includes the contents of the problem formulation and research objectives/manuscript study in the Introduction, the suitability of research methods, as well as scientific results and discussions that at least contain a review of how the research results answer the questions or objectives outlined in the Introduction (*what/how*), scientific interpretation for each result or finding (*why*), and consistency/difference between results or findings and the findings of others (*what else*);
- j. Journal managers must provide writing instructions for authors that are detailed, complete, clear and systematic, containing at least layout format, typography and chapter systematics;
- k. Journal managers must upload examples *or templates* a manuscript that can be directly used by the author at least in \*.doc or \*.odt format; The managing editor must
- l. maintain the quality of the appearance of the journal editing results which is excellent and consistent with the style of the journal environment;
- m. Journal managers must provide facilities and guidelines for online journal management, at least including author registration, submission, review and editing of manuscripts as well as publication of publication numbers;
- n. The journal manager must provide an approval form for the transfer of publication rights (*copyright transfer agreement*), publication ethics statement and/or *statement ethical clearance* which must be filled in by the author;
- o. Journal managers must ensure that authors uphold fairness and honesty by presenting a statement that the author must agree to regarding the absence of conflicts of interest with other authors and that the submitted manuscript is free from duplication, fabrication, falsification and plagiarism.

### **4. STANDARD ACHIEVEMENT STRATEGY**

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- a. National journal managers select and determine members of the editorial board from various institutions who have expertise in the field of journal coverage which has published articles in

- national and/or international journals which can be searched online;
- b. International journal managers select and determine editorial board members from at least 4 (four) countries who have expertise in the field of journal coverage so that more than 50% of the total number of personnel have published articles in international journals that can be searched online;
  - c. National journal editors select at least 2 (two) bestari partners who are experts in their fields of science from various nationally qualified institutions to review and screen each manuscript;
  - d. International journal editors select at least 2 (two) bestari partners who are experts in their fields of science from various countries with international qualifications to review and screen each manuscript;
  - e. The editorial team follows the patterns of scientific journals in general, namely Chief Editor, Expert Editor / Editorial Members, Editorial Board, Managing Editor and/or Administration/Secretariat;
  - f. The publication track record of editorial team members and review partners can be provided online in the form of a URL in the user profile, for example with Google Scholar and/or Microsoft Academic Search and/or Scopus and/or Orcid ID;
  - g. Manuscript review is carried out online by bestari partners by providing notes, suggestions for substantive improvements and recommendations using the form provided by the journal manager. If desired, bestari partners can upload manuscript correction files online;
  - h. The parts of the manuscript that need to be reviewed by bestari partners are the state of the art of science and technology, the sophistication of viewpoints and/or approaches, the novelty of findings for science (*novelties, new to science*), completeness of cultivation (not just repeating previous similar research, not mutating methods and objects), greatness of theory and breadth of application;
  - i. The journal manager provides manuscript review instructions for bestari partners so that the review process is substantive, namely the content of the problem formulation and research objectives/manuscript study in the Introduction, the suitability of the research method, as well as scientific results and discussions containing a review of how the research results answer the questions or objectives that have been stated. explained in the Introduction (*what/how*), scientific interpretation for each result or finding (*why*), and consistency/difference between results or findings and the findings of others (*what else*);
  - j. The writing instructions provided contain complete and detailed author's instructions, as well as specific instructions for the contents of the manuscript;
  - k. Author registration guidelines and online manuscript submission procedures are provided in the form of links on the writing instructions page;
  - l. Example *or templates* manuscripts can be uploaded to the journal site or other sites and the link is embedded in the writing instructions or in an easily visible part of the journal site, for example in the navigation menu or side menu;
  - m. Journal managers assign special managing editors who are experts in using publication software applications to edit manuscripts so that they are consistent with the style of the journal environment;
  - n. The transfer of publication rights is stated in the online manuscript submission process and the author must agree and is asked to send the approval file, either online or via email. Transfer page of rights publication contains a statement (*copyright*) articles, rights and obligations of publishers and rights and restrictions of authors;
  - o. The publication ethics page is displayed on the journal website page which contains journal publication ethics guidelines, aspects of justice, confidentiality, disclosure and conflicts of interest, duties and ethics of bestari partners, author obligations and acknowledgment of sources.



## **5. STANDARD ACHIEVEMENT INDICATORS**

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- a. National journals have editorial teams whose members come from at least 2 (two) different institutions and members who have articles in journals of international reputation;
- b. International journals have editorial teams whose members come from at least 4 (four) different countries and more than 50% of members have articles in journals of international reputation;
- c. National journals have publisher partners from various institutions of which at least 50% have national qualifications;
- d. International journals have publisher partners from various countries, at least 50% of whom have international qualifications;
- e. Information pages for the editorial team and bestari partners have been listed separately on the journal website, equipped with their respective publication profiles;
- f. Every article submitted has been reviewed by bestari partners as indicated by correspondence regarding corrections, suggestions for improvements and comments, as well as direct online manual or electronic notes that are substantive in nature;
- g. Writing instructions for authors are available on the journal website in detail, complete, clear, systematic and accompanied by templates manuscript;
- h. Copyright warning page (*copyright notice*), publication ethics and *ethical clearance* has been displayed on the journal website and the link is available at least in the top or side menu of the journal so that it is easily accessed by readers/authors;
- i. The quality of editing, style and format of the manuscript is excellent and very consistent in accordance with the style of the journal and writing instructions;
- j. Journal management has used fully online editing management;

## **6. INTERACTION BETWEEN STANDARDS**

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These editing and governance management substance standards are related to the following standards:

- Complete and detailed writing instructions for authors as well as manuscript review instructions for bestari partners are required to fulfill Standard 4 of Article Substance;
- Writing instructions, publication ethics statement, article copyright statement, as well as the composition of the editorial team and review partners are used and displayed in Standard 6 Appearance.

The implementation of standards for the substance of editing and governance management is outlined in the following manual document:

- MP-3-01 concerning Procedure Manual for Making the Composition of the Editorial Team and Bestari Partners;
- MP-3-02 concerning Procedure Manual for Author Registration and Online Manuscript Submission;
- MP-3-03 concerning Online Article Manuscript Editing Procedure Manual; MP-3-04 concerning Online Manuscript Review Procedure Manual; MP-3-05 concerning Procedure Manual for Making Review Forms;
- MP-3-06 concerning Manual for Publication Procedures and Preparation of Table of Contents for Publication Numbers;
- MP-3-07 concerning Journal Site Configuration Procedure Manual for Writing Instructions, Review Instructions, Transfer of Publication Rights and Publication Ethics Statement;
- MP-3-08 concerning Procedure Manual for Sending Publication Rights Transfer Files;
- MP-3-09 concerning Procedure Manual for Statements of Fairness and Honesty for Writers;

## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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- a. Journal manager
- b. Editorial board
- c. Bestari partners
- d. Managing editor
- e. Writer

## **1. DEFINITION OF TERMS**

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Primary reference sources is an articles in journals, articles in reference books based on research results, historical sites, artifacts and others that are original works.

## **2. STANDARD RATIONAL**

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The quality of a journal's substance is largely determined by the articles it contains. Articles need to be based on the results of scientific research, (surveys, case studies, trials/experiments, archival analysis, or historical approaches) or the results of theoretical studies aimed at advancing existing theories or adapting theories to local conditions and/or the results of theoretical studies with The aim is to review and synthesize existing theories. Aspects in the quality of a journal's substance are the scientific scope of the journal, aspirations for insight, and the scientific impact of the journal. Aspects in the quality of the substance of the article are the significance of the contribution to the advancement of science, scientific pioneering/originality of the work, the ratio of primary reference sources and the degree of up-to-dateness of the reference literature, analysis and synthesis, and conclusion or summary.

The quality of a journal's substance can be demonstrated by the scope of the journal's scientific field. The more specific the scientific scope of a journal, the higher its value. The journal needs to use an interdisciplinary approach, which is used in modern scientific research, and not be a pastiche journal. Interdisciplinary studies can be approached from various related scientific fields that focus on one problem,

Journal insight aspirations can be shown from the area and/or country of origin of the contributors, the number of readers and visitors/subscribers which shows the scope and geographical area of the problems covered and the language used. International coverage is better than national and local. Journals need to consider insight aspirations by paying attention to the percentage of articles from the university environment.

The scientific impact of a journal can be demonstrated by the high frequency of references to the articles it contains, and its role as a spur to subsequent research activities. This impact needs to be attached by providing a record of the number of citations by other journals, impact factor and/or h-index value and involvement in international journal indexing institutions.

Every article published by a journal should contain up-to-date (*state of the art*) science and technology, sophistication of viewpoints and/or approaches, novelty of findings for science (*novelties, new to science*), completeness of cultivation (not just repeating previous similar research, not mutating methods and objects), greatness of theory, sharpness of critical analysis and ideas, and breadth of conclusions or conclusions. Journals need to provide meaningful contributions to the development and mastery of science and technology and contribute to solving the nation's problems. Journals also need to be able to raise the names of scientists and scholars whose work has been published and their influence on the scientific and educational environment.

The weight of thoughts and ideas used as a framework for writing a manuscript is determined by the ratio of the number of primary library sources compared to the number of other sources. The quality of a journal is also determined by the degree of up-to-date material referred to. In general, the latest literature is 10 years, except for fields where scientific development is relatively fast, such as computers, or there are not too many updates, such as law, history and archaeology.

This article substance standard is needed to outline the minimum criteria for the quality of journal substance and the quality of article substance. The journal has coverage of scientific fields as specific as possible and aspirations for the broadest possible scientific insight and impact. Each

journal article increasingly contains original findings, is able to provide scientific and technological contributions, and has weighty thoughts and ideas.

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### **3. STANDARD CONTENT STATEMENT**

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- a. Journal managers must clearly state the focus and scope of the scientific field on the journal website;
- b. The specialization of the scientific field of the journal in standard (1) covers at least scientific disciplines;
- c. The chief editor must screen the manuscript sent by the author so that it fits the scope of the journal before delegating it to the editor;
- d. The chief editor of a national journal must publish a publication number containing articles from authors from at least 2 (two) institutions and different provinces and the percentage of authors who come from within the publishing institution is a maximum of 40% of the total authors;
- e. The chief editor of an international journal must publish a publication number containing articles from authors from at least 2 (two) different countries;
- f. Editors and review partners of national journals must assess, review and encourage authors so that their manuscripts contain original work and are at least sufficiently novel/make a scientific contribution;
- g. Editors and international journal review partners must assess, review and encourage authors so that their manuscripts contain original work and are novel/make a high scientific contribution;
- h. Editors and review partners of national journals must assess, review and encourage authors so that their manuscripts have analysis and synthesis that are at least sharp enough and have conclusions that answer the objectives, and broad conclusions that are stated well and accurately;
- i. Editors and international journal review partners must assess, review and encourage authors so that their manuscripts have analysis and synthesis that are at least sharp and have conclusions that meet the objectives, and broad conclusions that are stated well and accurately;
- j. Editors and review partners of national journals must assess, review and encourage authors so that the ratio of primary reference sources to other sources in the manuscript bibliography is at least 40% and at least 40% of the reference sources are publications in the last 10, except for certain fields;
- k. National journal managers must create a journal profile on Google Scholar and/or Microsoft Academic Search and display it on the journal website page;
- l. International journal managers must create a journal profile in Google Scholar and/or Microsoft Academic Search and/or Scopus and display it on the journal website page;

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### **4. STANDARD ACHIEVEMENT STRATEGY**

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- a. The focus and scope of the journal is determined as specifically as possible, starting from scientific disciplines, branches of science, specialists to superspecialists so that the journal becomes more special, but it is necessary to pay attention to the opportunity for the number of articles that can enter the scope of the journal;
- b. Manuscripts from authors are first screened by the chief editor to assess the suitability of the manuscript for the journal's focus area before being delegated to

- editor. The editor-in-chief should reject manuscripts that do not fit the focus and scope of the journal or extend into other scientific fields;
- c. Journal manuscripts should use an interdisciplinary approach as applied in modern scientific research;
  - d. Journals that are anthology in nature would be better if they were broken down into more specific ones, if not, they would have to be filled with good quality articles;
  - e. The journal scope and coverage page is displayed in a link in the main menu or side menu of the journal site;
  - f. The chief editor of a national journal prepares a table of contents for publication numbers containing articles from authors from at least 2 (two) different institutions and provinces and displays the authors' affiliations on the journal website page;
  - g. The chief editor of an international journal compiles a table of contents for publication numbers containing articles from authors from at least 2 (two) different countries and displays the authors' affiliations on the journal website page;
  - h. Editors and bestari partners assess and review the author's manuscript carefully, especially for originality and novelty in the Introduction section, sharpness of analysis and synthesis in the Results and Discussion sections, as well as conclusions and summary;
  - i. Editors and bestary partners of national journals assess and review the bibliography of manuscripts based on the ratio of primary references to other sources and the novelty of the reference sources and provide input to the author if the ratio and novelty of the reference sources is less than 40%;
  - j. Editors and international journal review partners assess and review manuscript bibliography in terms of the ratio of primary references to other sources and the novelty of reference sources and provide input to the author if the ratio and novelty of reference sources is less than 80%;
  - k. The journal manager creates a journal profile in Google Scholar and/or Microsoft Academic Search and/or Scopus and displays the link on the journal website page;
  - l. Journal managers promote journals and their articles in online media, for example publisher sites, Facebook, Twitter and the like, so as to increase citation opportunities and enlarge the meaning of journal contributions to scientific and technological progress;

## **5. STANDARD ACHIEVEMENT INDICATORS**

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- a. Scientific coverage of the journal (focus and scope) at least covers a scientific discipline and has been clearly stated on the journal website page and the link to the page is available and can be easily accessed;
- b. More than 80% of articles published are in accordance with the specified journal scope;
- c. For each publication number, the national journal has published articles from authors from at least 2 (two) different institutions and provinces. The percentage of authors who come from within the publishing institution is a maximum of 40% of the total authors;
- d. For each publication number, international journals have published articles from authors from at least 2 (two) different countries;
- e. The journal has published articles containing original work as seen from the Introduction section which contains a recent overview (*state of the art*) science and technology, problem formulation or significance of the novelty of the article and research/article objectives. The originality of the article will be able to provide meaning relative contribution to the progress of science which can be seen from the large number of citations or references from other researchers;
- f. National journals have had at least 6 citations on Google Scholar;
- g. International journals have had at least 11 citations in Google Scholar or at least have citations in Scopus;
- h. Every article in a national journal has a ratio of primary reference sources to other sources of at least 40% and reference sources in the bibliography of at least 40% are publications in the last 10 years, except for certain fields;
- i. Every article in an international journal has a ratio of primary reference sources to other sources in the

- bibliography of at least 80% and reference sources in the bibliography of at least 80% are publications in the last 10 years, except for certain fields;
- j. The analysis and synthesis in each article has at least scientifically discussed the research results and how these results can answer the questions or objectives outlined in the Introduction, provide a scientific interpretation for each result or finding, and analyze the consistency/difference between the results or findings and other people's findings. other;
  - k. The conclusions in each article are concise and concise and truly and adequately answer the research objectives;

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## **6. INTERACTION BETWEEN STANDARDS**

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The substance standards of this article are related to the following standards:

- The quality of article substance is determined by the writing and review instructions as well as publication management stated in Standard 3 Editing and Publication Management;
- Journal focus and scope page, journal profile, author biography and *reading tools* used and displayed in Standard 6 Appearance.

The implementation of the standard substance of this article is described in the following manual document:

- MP-4-01 concerning Procedure Manual for Statement of Journal Focus and Scope and Its Application;
- MP-4-02 concerning Editorial Assignment Procedure Manual; MP-4-03 concerning Procedure Manual for Writing Manuscript Metadata;
- MP-4-04 regarding Procedure Manual for Displaying Author Biographies and *Reading Tools*;
- MP-4-05 concerning Manual for Procedures for Creating Journal Profiles in Google Scholar and/or Microsoft Academic Search and/or Scopus;
- MP-4-06 concerning Procedure Manual for Dissemination of Journals and Articles in Online Media.

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## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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- a. Journal manager
- b. Chief editor
- c. Editor
- d. Bestari partners
- e. Writer

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**STANDARDS**

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**1. DEFINITION OF TERMS**

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It's clear.

**2. STANDARD RATIONAL**

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Journals must have conventions of uniformity in writing, including the use of punctuation, use of capital letters for certain names or terms, italics and bolding of letters, spelling of compound words, use of numbers or abbreviations at appropriate times, presentation of tables and indexes, writing bibliographies and footnotes . Aspects in journal uniformity (writing style/*style*) these are the effectiveness of the article title, completeness and consistency in the inclusion of the author's name and affiliation, clear and concise presentation of the abstract, writing and representation of keywords, completeness and system of chaptering, consistent reference and preparation of the bibliography, as well as good and correct terminology and language. This writing style standard is needed to provide minimum criteria so that all published articles can be consistent with the style of the journal.

**3. STANDARD CONTENT STATEMENT**

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- a. The editor-in-chief and editor must check and ensure that the title of each article is straightforward and informative and reflects the essence of the article, is specific and effective;
- b. The managing editor must check and write the name of the author and author's institution completely, consistently and in accordance with the principles in each article;
- c. The editor-in-chief and editor must check and ensure that the abstract of each Indonesian language article is clear and concise in English and Indonesian;
- d. The editor-in-chief and editor must check and ensure that the abstract of each English-language article is clear and concise in English;
- e. The editor-in-chief and editor must check and ensure that in each article there are keywords that are consistent and reflect the important concepts in the article;
- f. The editor-in-chief and editor must check and ensure that the systematic chapter in each article is complete, well structured, and consistent with the style of the journal environment;
- g. The editor-in-chief and editor must check and ensure that the instruments in each article, such as pictures, graphs and tables, are informative and complete the descriptive presentation;
- h. The chief editor and editor must check and ensure that the method of referencing and citing as well as preparing the bibliography in each journal article is standard and consistent in accordance with the citation format described in the journal's surrounding style;
- i. The managing editor must check and correct the terminology and language in each article, at least the writing of letters, sentence structure, paragraph structure and use of terms, according to the language used in the manuscript;

**4. STANDARD ACHIEVEMENT STRATEGY**

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- a. The chief editor or editor can pay attention to suggestions from bestari partners regarding the appropriateness of the article title, abstract, keywords, use of illustrations (pictures, tables,

equations) and appropriateness of the use of references;

- b. The chief editor or editor needs to ensure that the systematic development of each author's manuscript and its contents are in accordance with the style of the journal environment;
- c. The editor-in-chief or editor can ask and suggest the author to improve and re-examine his manuscript including the title, abstract, keywords, use of illustrations and referencing, methods of referencing and preparing the bibliography, as well as the systematics of the chapter;
- d. Managers can advise authors to use applications, for example Mendeley, Refworks, Zotero or Endnote, to manage references and bibliography to maintain consistency in referencing and writing bibliography.



## 5. STANDARD ACHIEVEMENT INDICATORS

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- a. The title of each article reflects the essence of the written content, is specific and effective and is written in Indonesian and/or English in a straightforward and informative manner;
- b. The name of the author and the author's institution have been written completely and consistently in each article. The inclusion of the author's name has been written without an academic title or indication of position and rank as owner of authorship rights (*authorship*), address of the institution where research activities are carried out (name of institution, address and postal code, and name of country) as holder of ownership rights (*ownership*) of the writing, and acknowledgment of the author of the correspondence (telephone, fax, or e-mail address);
- c. The abstract of each article in a national journal has been written concisely, clearly, completely, independently, and completely describes the essence of the entire content of the article in English and/or Indonesian;
- d. The abstract of each article in an international journal has been written concisely, clearly, completely, independently, and completely describes the essence of the entire content of the article in English;
- e. The keywords for each article have been chosen carefully and consistently so that they are able to reflect the concepts contained related articles for facilitate access to relevant articles in search engines;
- f. The writing in each article has good systematics and description and is in accordance with the type of article and the system adopted by the scientific discipline in accordance with the special instructions for writing articles;
- g. Article writing has used all complementary means, such as illustrations, photographs, tables, graphs and equations to support descriptive presentation;
- h. The method of referencing literature (year name, sequence number, footnotes, endnotes) and the method of citing in each published article are standard and consistent according to the citation format described in the journal's surrounding style;
- i. The bibliography in each article has been prepared standardly and consistently according to the citation format described in the journal's style;
- j. Every article in the journal uses standard terms and good and correct language.

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## **6. INTERACTION BETWEEN STANDARDS**

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This writing style standard is related to the following standards:

- The article writing style is outlined in the writing instructions stated in Standard 3 Editing and Publication Management; The appearance of the manuscript which
- includes the areas of writing, layout, typography, and resolution of the writing (and images) has been outlined in Standard 6 Appearance. The implementation of this writing style standard is described in the following manual document:
- MP-5-01 concerning Procedure Manual for Using Mendeley for Reference Management, Referencing and Compiling Reference Lists;

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## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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- a. Chief editor;
- b. Editor;
- c. Managing editor;
- d. Bestari partners;
- e. Writer.

## 1. DEFINITION OF TERMS

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It's clear.

## 2. STANDARD RATIONAL

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Appearance related to a format that is presented in a harmonious, harmonious and balanced manner produces an attractive journal on electronic media and/or print media. The format in question includes the shape, size of the writing area, width of the edges of the writing area, distance between sentences, and choice of type of writing. In electronic journals, the resolution or quality of writing in PDF documents needs to be maintained consistently and preferably high resolution.

This appearance standard is needed to provide minimum criteria for the appearance of articles and journal sites, including text area size, layout, typography, PDF document resolution or paper type, number of pages per volume and journal site display design or cover design. The appearance of the article must be consistent and high resolution. The appearance design of the journal site should have an attractive and distinctive appearance.

The required information should be displayed on the journal website page, such as the editorial team, writing instructions, focus and scope of the journal.

## 3. STANDARD CONTENT STATEMENT

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- a. The chief editor and managing editor must use a writing area that follows UNESCO standards, namely A4 size (210 x 297 mm), for each manuscript in each issue number;
- b. The chief editor and managing editor must consistently use the layout for each manuscript in each issue number according to the style of the journal, including page space arrangement, placement of title lines, paragraphs, illustrations and tables;
- c. The chief editor and managing editor must consistently use typography for each manuscript in each number according to the style of the journal, includes the choice of typeface, face shape and size, spacing between lines, spacing between letters, alignment of the edges of the writing area, and variations thereof;
- d. The chief editor and managing editor must ensure that the quality of the text, images, tables and equations in each manuscript PDF file is high;
- e. Journal managers must setup the appearance of the journal website with an attractive and distinctive design and contain important information including at least the editorial team, writing instructions, aim and scope, and publication ethics.

## 4. STANDARD ACHIEVEMENT STRATEGY

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- a. Journal managers provide article templates for authors that already have a format that suits the style of the journal and are equipped with *styles* so that the layout and typography of the manuscript can be maintained;
- b. The appearance of the manuscript is clearly and explicitly stated in the writing instructions, which include page/writing size, margins, placement of the title, author and affiliation, placement of illustrations (pictures, tables, equations), use of letters, spacing between lines, alignment of the edges of the writing area, image resolution, form of tables and equations;
- c. Journal managers can create a Latex class according to the style of the journal environment and

use it for manuscripts so that the format and appearance of the manuscript will be consistent according to the layout described in the Latex class;

- d. Managing editors use special document editing applications, for example Microsoft Publisher, to layout the manuscript;
- e. The appearance of the journal site uses a theme provided by IRCS Undip (mpg Undip) which automatically provides links to the editorial team, bestari partners, writing instructions, aim and scope of the journal, as well as publication ethics.

## **5. STANDARD ACHIEVEMENT INDICATORS**

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- a. The writing area of each manuscript follows UNESCO standards, namely A4 size (210 x 297mm);The layout of each manuscript is consistent in accordance with the journal's surrounding style which includes
- b. page space arrangement, placement of title lines, paragraphs and illustrations;
- c. Consistency in the typography of the manuscript for each article has been maintained, including the choice of type, shape and size of the face of the letters, setting the spacing between lines, spacing between letters, alignment of the edges of the writing area and variations thereof;
- d. The resolution and quality of text, images, tables and equations in each manuscript PDF document is consistent and high resolution;
- e. The general appearance of the journal website page has an attractive and distinctive design and contains important information whose links are displayed on the main menu of the front page, at least the editorial team, writing instructions, aim and scope, publication ethics and list of indexers.

## **6. INTERACTION BETWEEN STANDARDS**

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This appearance standard is related to the following standards:

- Providing journal name and ISSN information is carried out in Standard 1;
- Providing journal publisher information is carried out in Standard 2;
- Providing writing instructions, publication ethics, article copyright statements, as well as the composition of the editorial team and review partners is carried out in Standard 3;
- Providing information on the focus and scope of the journal, journal profile, author biography and *reading tools* carried out in Standard 4;
- Frequency and publication schedule as well as subject and author indices are obtained from Standard 7;

The implementation of these appearance standards is described in the following manual documents:

- MP-6-01 concerning Procedure Manual for Journal Site Setup and Display Customization;
- MP-6-02 concerning Procedure Manual for Preparing Manuscript Template Documents;

## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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- a. Journal manager
- b. Chief editor
- c. Managing editor

## 1. DEFINITION OF TERMS

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The editorial article section is the part of the publication number that is not an article and is generally not indexed. The editorial article section can be divided into 2 (two), namely *front-matter* And Back-matter. Front-matter usually contains a title page, table of contents, list of editorial team, thanks to bestari partners, and a foreword. *Back-matter* usually contains publication ethics, writing instructions, copyright statement and author index.

## 2. STANDARD RATIONAL

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Journals need to set a schedule for publishing numbers which includes frequency and month of publication. Journal managers and editors must orderly publish issue numbers according to a specified schedule as a measure of the journal's regularity.

Journal periodicity also needs to be supported by a consistent and standard numbering system. The numbering procedure is carried out by including the volume or volume number (can be in Roman numerals) and the section number or number or *issues*(generally with Arabic numbers). Journal page numbering needs to be done continuously in one volume. Page numbers need to appear in the table of contents of a publication number.

Periodicity control can be demonstrated by the presence of a volume cover index. The concluding index of this volume consists of at least a detailed subject index and a cumulative author index in the related volume. In addition to the volume cover index, the date each number was published, a list of publication funders, and an index of bestary partners who played a role in the publication of the volume can also be included.

This periodicity standard is needed to provide minimum criteria for suitability of publication times to the specified schedule, consistency of the numbering system for a publication number, continuity of page numbering for articles in one volume and availability of an index for each volume. Publishers and/or managers must maintain the periodicity of journals by publishing numbers in an orderly manner according to schedule, consistent and standard numbering procedures, continuous numbering of article pages in one volume and providing an index of articles, authors and/or bestselling partners for each volume.

### **3. STANDARD CONTENT STATEMENT**

---

- a. Journal managers must display information on the frequency and publication schedule of a number on the journal website page;
- b. The manager or chief editor must publish each number at least 80% of the publications according to the specified period;
- c. The chief editor must create and write down the publication number with a standard and consistent identity, at least the volume number, section number, and year (and month);
- d. The editor-in-chief must arrange the numbers in the publication list (*archive*) sequentially and not jumping between publications;
- e. The chief editor must publish a minimum of 2 (two) issue numbers in each volume and a minimum of 5 (five) articles in each issue number;
- f. The managing editor must number the pages in each article sequentially and continuously in one volume and write the pages of each article in the table of contents for each issue number;
- g. The editor-in-chief must write the page number of each article continuously in one volume in the table of contents on the journal website page for each issue number;
- h. Managing editors must add an author index to each publication number;
- i. Journal managers can provide a link to at least a subject and author index on the journal website;

### **4. STANDARD ACHIEVEMENT STRATEGY**

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- a. Information on the frequency and publication schedule of a number can be described in more detail on one page of the journal website and the link can be displayed as a main menu or side menu. This information can be used to announce requests for manuscripts (*call for papers*);
- b. The chief editor and editors need to maintain the rhythm of receiving, reviewing, editing and publishing manuscripts from authors so that the publication of numbers can be done on time. Manuscript submission deadlines can be communicated to prospective authors to ensure sufficient article processing time;
- c. Journal managers and editors can determine sufficient review time for review partners, for example 3-4 weeks;
- d. The chief editor determines the identity of the publication number by default and uses it for each publication number. The publication number identity must contain at least the volume number, part number (issue) and year (and month);
- e. The chief editor ensures that the number of publication numbers per volume is at least 2 (two) numbers and that each publication number contains at least 5 (five) articles;
- f. One volume should be finished in one year, although it can take more than one year. Page numbers in one volume must run out. Subsequent volumes must start from page one, while in one volume the page numbers must continue;
- g. When editing the manuscript layout, the managing editor and chief editor must ensure that the page numbers for each article are sequential and continue in one volume. The page number of each article must also be indicated in the table of contents of all issue numbers both in the editorial article section (*front matter*) or on the journal website;
- h. The managing editor creates an author index containing a list of authors and article page numbers. This index can be attached to the editorial article section (*asback matter*);
- i. Journal managers use the MpgUndip journal site theme which automatically provides subject and author index links in the main menu. Journal managers can also display this link in a side menu.

## **5. STANDARD ACHIEVEMENT INDICATORS**

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- a. The frequency and month of publication of the journal are at least 80% in accordance with the specified schedule;
- b. The frequency and schedule for publishing numbers has been clearly stated on the journal website;
- c. The identity of each standard and consistent publication number which is at least marked with the volume number, part number, and year (and month);
- d. Article page numbers are sequential and continue in one volume;
- e. The minimum number of publication numbers in 1 (one) volume is 2 (two) numbers;
- f. The minimum number of articles in each publication number is 5 (five) articles;
- g. Article page numbers are displayed in the issue number's table of contents;
- h. The volume index consists of at least a detailed subject index and a cumulative author index in the related volume.

## **6. INTERACTION BETWEEN STANDARDS**

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This periodicity standard is related to the following standards:

- Frequency links and publication schedules as well as subject and author indexes can be displayed according to Standard 6 Appearance;
- Writing the page number for each article in these provisions follows Standard 6 Appearance;

The implementation of this periodicity standard is described in the following manual document:

- MP-7-01 concerning Manual for Publishing Frequency Configuration Procedures and Publishing Schedules;
- MP-7-02 concerning Manual for Review Duration Configuration Procedures, Activation of Reminders and Their Use;
- MP-7-03 concerning Procedure Manual for Configuration, Creation and Issuance of Journal Numbers;

## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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- a. Journal manager
- b. Chief editor
- c. Managing editor

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## 1. DEFINITION OF TERMS

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- Indexation is a process for registering a journal with an online indexing agency that will help the journal promote its journal to the public;
- A highly reputable indexer is an institution that has tools for citation analysis and ranking journals which are a reference in ranking world-class universities, and is relatively very selective in indexing journals, for example Thomson Reuters / Web of Science, SCOPUS and/or equivalent;
- Medium reputable indexers are institutions or journal aggregators such as *Directory of Open Access Journals*(DOAJ), EBSCO, Pubmed, Gale, Proquest, Chemical Abstract Services (CAS), CABI, Compendex, Engineering Village, ASEAN Citation Index (ACI), and/or equivalent. This indexer does not need to have citation analysis and journal ranking tools and is relatively more selective in indexing a journal;
- Low-reputation indexers are indexing institutions such as Google Scholar, Garuda Portal, ISJD, Moraref, Mendeley, CiteULike, WorldCat, Sherpa/Romeo and/or equivalent. This indexer is relatively unselective in indexing a journal;
- National Journal Accreditation (Arjuna) is a web-based information system as a portal for registration and assessment of national journal accreditation in Indonesia. Arjuna's website address is <http://arjuna.ristekdikti.go.id>;
- Science and Technology Index (Sinta) is a web-based information system as a citation and expertise center in Indonesia that offers fast, comprehensive and easy access to journals published by Indonesian educational and research institutions. The Sinta website address is <http://sinta2.ristekdikti.go.id>;
- *Digital Object Identifier*(DOI) is a combination of unique and permanent characters used to identify a journal article, publication edition, website, and other documents. The DOI provider subscribed to by IRCS is Crossref.

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## 2. STANDARD RATIONAL

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The breadth of the journal's distribution needs to be demonstrated by providing data on the average number of daily unique visitors to the journal's website pages. Data on the number of unique visits can use third party application services that record visit statistics online. The number of visits to the journal's website shows that the journal is in wide demand and has a large number of subscribers.

Dissemination of journal article metadata also needs to be expanded, one of which is by recording the metadata (indexation) in online indexing institutions so that articles are easier to find, especially through search engines such as Google or Bing. Reputable indexing institutions always apply strict selection when registering for indexation of a journal. Some indexers apply journal rankings in the form of a comparison of the number of citations/references to the number of articles published in a certain time period.

Each article needs to have a unique address or permanent identity using a DOI number (*Digital Object Identifier*) from the publisher. This permanent article address makes it easier to cite and index each article.

This dissemination standard is needed to provide minimum criteria for journals in disseminating articles and journals, indexation that needs to be obtained and providing a permanent address for each article. Journals are expected to meet these criteria to show the breadth of dissemination of journals and articles, and can be used to increase the number of citations for the journal.



### **3. STANDARD CONTENT STATEMENT**

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- a. Journal managers must show daily average unique visit data on the journal website page and the number of daily average unique visits is more than 10;
- b. Journal managers must register their journals with Arjuna, at least including Arjuna registration, filling in journal identity and self-evaluation;
- c. Journal managers must register their journals with an international indexing agency at least at DOAJ and ensure that article metadata is recorded at the indexing agency;
- d. Journal managers must provide a unique and permanent address to each published article using a DOI number.

### **4. STANDARD ACHIEVEMENT STRATEGY**

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- a. Journal managers publish information about journals and articles through publisher websites or online social media to attract customers;
- b. Information that can attract customers is article reviews, number publication announcements, and manuscript submission invitations (*call for papers*);
- c. Journal managers use online third party applications to record visit statistics, for example Statcounter and/or Histats;
- d. Journal managers list their journals from indexers with low, medium to high reputation;
- e. The journal manager immediately registers an account with Arjuna, adds managed journals, and carries out a self-evaluation;
- f. If it has been indexed in DOAJ, the journal manager needs to send the article metadata to DOAJ;
- g. Journal managers need to be careful and avoid fake or questionable indexers, namely CiteFactor, Global Impact Factor, ISRA: Journal Impact Factor (JIF), IMPACT Journals, General Impact Factor (GIF), Journal Impact Factor (JIF), Universal Impact Factor, International Impact Factor Services (IIFS), ISI International Scientific Indexing and other similar indexers;
- h. International journal managers need to analyze the number of journal citations for articles that have been indexed by highly reputable indexers, for example Scopus, and if deemed sufficient, the manager registers the journal with a highly reputable indexing institution;
- i. The journal manager submits a DOI request to the IRCS to obtain a DOI prefix and account which will be configured on the journal site by the IRCS administrator;
- j. Journal managers register the DOI for each article in an issue number via the journal site manager page;

### **5. STANDARD ACHIEVEMENT INDICATORS**

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- a. The average number of unique visits by customers per day to journal website pages is more than 10;
- b. The journal has at least been indexed in DOAJ as an international indexing institution of moderate reputation;
- c. Each article has a unique and permanent address using a DOI number;

### **6. INTERACTION BETWEEN STANDARDS**

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This dissemination standard is related to the following standards:

- The visitor statistics recording application link and indexer list are used and displayed in

Standard 6 Appearance;

The implementation of this dissemination standard is described in the following manual document:

- MP-8-01 concerning Procedure Manual for Installing Visitor Statistics Recorders on Journal Sites;
- MP-8-02 concerning Arjuna Registration Procedure Manual and Completing Self-Evaluation;
- MP-8-03 concerning DOAJ Registration Procedure Manual and Uploading Article Metadata;
- MP-8-04 concerning SCOPUS Registration Procedure Manual.

## **7. PARTIES INVOLVED IN COMPLIANCE WITH STANDARDS**

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Journal manager.

**Editor team**

Chairman : Eko Didik Widiyanto, ST, MT

Member :  
1. Prof. Dr. Istadi, ST, MT  
2. Prof. Dr.rer.nat. Heru Susanto, ST, MM, MT  
3. Anang Wahyu Sejati, ST, MT