

BAB II PELAKSANAAN PUBLIKASI

2.1 Tahapan publikasi

Tahapan publikasi diisi foto layar dan penjelasan dari berbagai tahapan yang dilakukan selama proses publikasi yang meliputi :

2.1.1. Tahap Register



The screenshot shows the registration page for VISA Journal. The header includes the journal title "VISA Journal of Vision & Ideas", ISSN numbers (E-ISSN 2509-2058, P-ISSN 2509-2643), and navigation links for "Current", "Archives", and "About". A search bar is located in the top right. The main content area is titled "Register" and contains a "Profile" section with three input fields: "Given Name" (filled with "Agastinus"), "Family Name", and "Affiliation" (filled with "Universitas Teknologi Indonesia"). To the right, a vertical menu lists various site features: VISA, EDITORIAL TEAM, REVIEWER, FOCUS AND SCOPE, AUTHOR GUIDELINES, PUBLISHING SYSTEM, and ONLINE SUBMISSION.



The screenshot shows the login page for VISA Journal. The header is identical to the registration page. The main content area is titled "Login" and contains two input fields: "Username" (filled with "agastinus") and "Password" (masked with asterisks). Below the password field is a link for "Forgot your password?". A checkbox labeled "Keep me logged in" is checked. At the bottom of the form are "Register" and "Login" buttons. To the right, a vertical menu lists site features: VISA, EDITORIAL TEAM, REVIEWER, FOCUS AND SCOPE, AUTHOR GUIDELINES, PUBLISHING SYSTEM, ONLINE SUBMISSION, PUBLICATION ETHICS, and VISITOR STATISTICS. Below this menu is a "Language" section with three options: "English", "Bahasa Indonesia", and "العربية".

Jika sudah di isi dan ceklist lalu klik register

2.2 Proses Submit

The screenshot shows the 'Submit an Article' page in the VISA: Journal of Vision and Ideas submission wizard. The page is divided into five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The current step is 'Enter Metadata', which includes a 'Section Policy' section, 'Submission Requirements', and a 'Comments for the Editor' field. The 'Submission Requirements' section contains a checklist of five items, all of which are checked. The 'Comments for the Editor' field is a large text area with a rich text editor toolbar. Below the text area is a 'Corresponding Contact' section with two checked items. At the bottom right, there are 'Save and continue' and 'Cancel' buttons. A legend at the bottom left indicates that an asterisk denotes a required field.

VISA: Journal of Vision and Ideas

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Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Section Policy
Section default policy

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

Corresponding Contact *

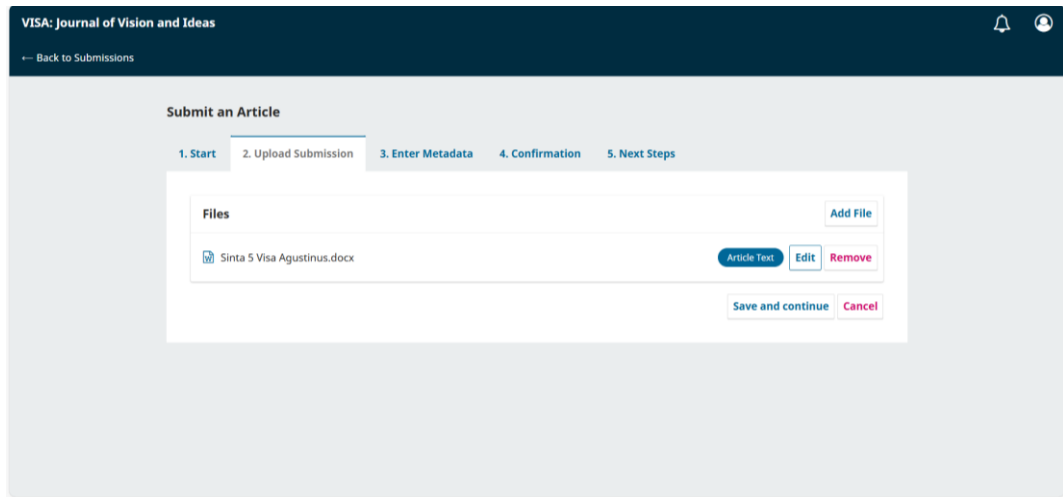
- Yes, I would like to be contacted about this submission.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

* Denotes required field

Checklist semua subbmision lalu klik save and continue

2.2.1 Pilih Naskah yang akan disubmit lalu klik save and continue



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Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

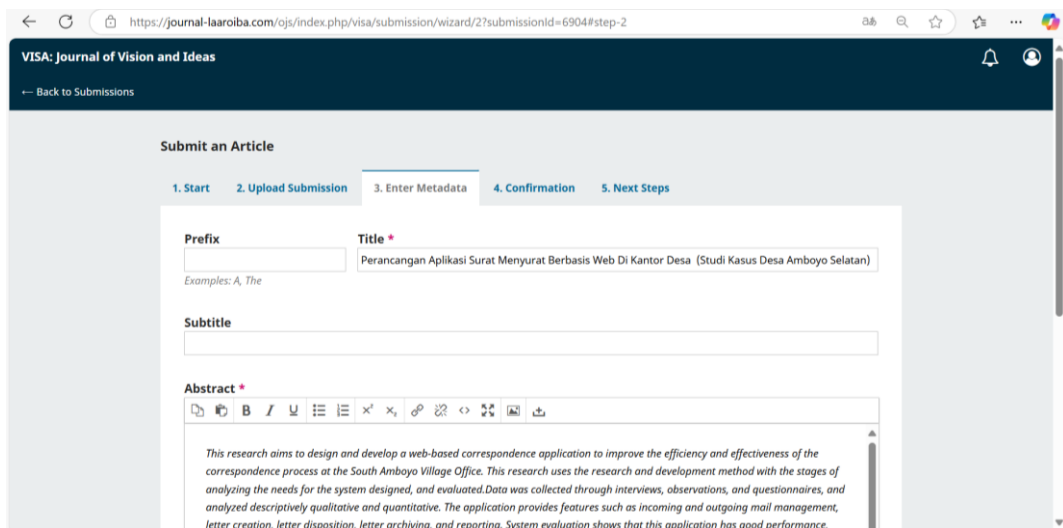
Files

Sinta 5 Visa Agustinus.docx

Article Text Edit Remove

Save and continue Cancel

2.2.2 Enter Mendata



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Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Title *

Perancangan Aplikasi Surat Menyurat Berbasis Web Di Kantor Desa (Studi Kasus Desa Amboyo Selatan)

Examples: A, The

Subtitle

Abstract *

This research aims to design and develop a web-based correspondence application to improve the efficiency and effectiveness of the correspondence process at the South Amboyo Village Office. This research uses the research and development method with the stages of analyzing the needs for the system designed, and evaluated. Data was collected through interviews, observations, and questionnaires, and analyzed descriptively qualitative and quantitative. The application provides features such as incoming and outgoing mail management, letter creation, letter disposition, letter archiving, and reporting. System evaluation shows that this application has good performance.

2.2.3 Tambahkan author kedua (penulis kedua) lalu klik save and continue

The screenshot shows a web browser window with the URL <https://journal-laaroiba.com/ojs/index.php/visa/submission/wizard/2?submissionId=6904#step-2>. The page title is "VISA: Journal of Vision and Ideas". A modal window titled "Add Contributor" is open, containing the following fields:

- Name:** "Femi Dwi Astuti" (Given Name) and an empty field for Family Name.
- Preferred Public Name:** An empty text field.
- Contact:** "femi@utdi.ac.id" (Email).
- Country:** A dropdown menu set to "Indonesia".
- User Details:** Two empty fields for "Homepage URL" and "ORCID ID".

2.2.4 Confirmation lalu klik finish submission dan

The screenshot shows the "Submit an Article" page in the VISA submission wizard. The progress bar indicates the current step is "4. Confirmation". The main content area contains the following text:

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

At the bottom right, there are two buttons: "Finish Submission" and "Cancel".

2.3 Untuk melihat bukti submit klik return to your dashboard

The screenshot shows the "Submission complete" page in the VISA submission wizard. The progress bar indicates the current step is "5. Next Steps". The main content area contains the following text:

Submission complete

Thank you for your interest in publishing with VISA: Journal of Vision and Ideas.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

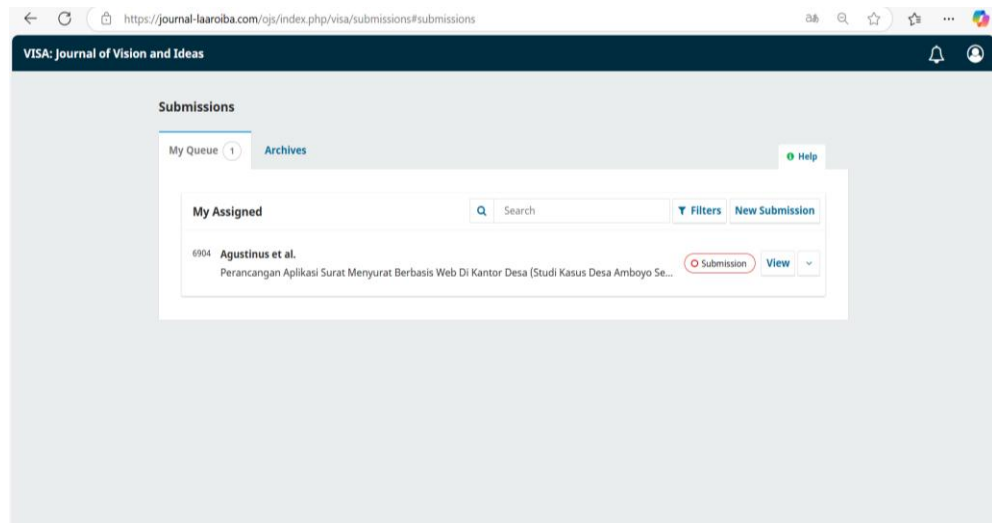
For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

2.4 Bukti submit

Tangkapan layar/screenshot dari setiap langkah yang dilakukan saat melakukan submit artikel beserta penjelasan.

Bukti submit



2.3 Bukti review karya ilmiah dari reviewer jurnal/prosiding
FORM PENILAIAN ARTIKEL ILMIAH

FORM PENILAIAN ARTIKEL ILMIAH
JURNAL VISA : Journal Of Visions And Ideas

1	Judul	:	Perancangan Aplikasi Surat Menyurat Berbasis Web di Kantor Desa: Studi Kasus Desa Amboyo Selatan
2	Nama Penulis	:	Agustinus, Femi Dwi Astuti
3	Asal Instansi	:	Universitas Teknologi Indonesia
4	E-mail	:	lend.agust77@gmail.com , femi@utdi.ac.id
5	No.Hp	:	-
6	Reviewer	:	1.Nanat Fatah Natsir 2. Isah Cahyanu

Bpk/Ibu Reviwer dimohon mengecek apakah Manuskrip yang ditulis oleh penulis sudah mengandung point-point sebagai berikut :

No	Aspek	Keterangan	Ada	Tidak	Keterangan
1	Judul	Judul singkat, Jelas dan Padat Jumlah kata 12-15 kata.	✓		
2	Nma Author	Nama author ditulis tanpa gelar dan terdiri dari penulis utama dan penulis tambahan (co-author). Jika penulis adalah Mahasiswa maka co-author adalah dosen pembimbingnya	✓		
3	Afiliasi	Afiliasi untuk penulis ,jika penulis belum bekerja (Mahasiswa) dapat ditulis sama dengan dosen pembimbing (Program Studi) dilengkapi salah satu email.	✓		
4	Abstrack	Abstrak ditulis dua Bahasa : Indonesia dan inggris terdiri	✓		

		dari 150-200 kata. Abstrack mengandung sedikit latar belakang, tujuan penelitian dan metode yang digunakan dan hasil temuan penting yang diperoleh.			
5	Kata Kunci	Maksimal 5 kata atau kelompok kata	✓		
6	Pendahuluan	Pendahuluan berisi permasalahan penting yang ditemukan kesengajaan antara kondisi ideal dan kondisi riilnya serta Solusi yang ditawarkan,informasi mengapa penelitian perlu dilakukan pada akhir pendahuluan dijelaskan tujuan penelitian.	✓		
7	Metode Penelitian	Metode penelitian berisi penjelasan cara atau langkah secara sistematis dan rinci. Metode tidak berisi teori,namun terkait desain/rancangan cara mencari sampel,metode dan instrument.	✓		
8	Hasil dan Pembahasan	Berisi hasil atau temuan untuk menjawab tujuan penelitian pembahasan menjawab mengapa hasilnya demikian,disertai bukti referensi terkait.	✓		

9	Simpulan	Menjawab tujuan penelitian ditulis dengan nomor bukaan dalam bentuk paragraph.	✓		
10	Saran	Ada dan terkait dengan penelitian dan ditulis secara neratif.	✓		
11	Ucapan terimakasih (jika ada)	Ditujukan Kepada seseorang atau organisasi yang telah berjasa dalam penelitian, misalnya penyandang dana dan instansi tertentu.	✓		
12	Daftar Pustaka	Berisi referensi terkait yang telah ditulis dalam body teks. Daftar Pustaka ditulis dalam alfabetism,Referensi diutamakan berasal dari jurnal penelitian yang terbaru dan terkait.	✓		

Naskah dapat diterima

Bogor, 25 Januari 2025
 Hormat kami,



Ir. H. Dedi Junaedi M.Si Editor in
 Chief Visa Journal

Rekomendasi Untuk VISA : Journal Of Visions And Ideas

2.4 Bukti Publikasi

VISA: Journal of Visions and Ideas
Vol 5 No 1 (2025) 330 - 344 E-ISSN 2809-2058 P-ISSN 2809-2643 DOI:
47467/visa.v5i1.6904

Jl Raya Pemda Pajeleran No 41 Sukahati Cibinong Bogor

Letter of Acceptance

No: 569/LoA-VISA/XII/2025

Manajemen Jurnal
VISA: Journal of Visions and Ideas

Dengan ini menyatakan bahwa naskah berjudul:

**Perancangan Aplikasi Surat Menyurat Berbasis Web di Kantor Desa: Studi Kasus
Desa Amboyo Selatan**

Agustinus, Femi Dwi Astuti

Universitas Teknologi Indonesia

Jend.agust77@gmail.com, femi@utdi.ac.id

Berdasarkan hasil review, artikel tersebut dinyatakan DITERIMA untuk dipublikasikan di Visa: Journal of Visions and Ideas Volume 5 Nomor 1 2025 Artikel tersebut tersedia secara online (OJS In Press) mulai 15 Februari 2025 di <https://journal-laaroiba.com/ojs/index.php/visa>

Demikian informasi ini disampaikan, dan atas perhatiannya, diucapkan terima kasih.

Bogor, 25 Januari 2025 Hormat
kami,



Ir. H. Dedi Junaedi M.Si
Editor in Chief VISA