



Institut Pemerintahan Dalam Negeri
Kementerian Dalam Negeri

Panduan Teknis Mitra Bestari Civitas Consecratio

01 Login

- Login untuk mereview naskah yang ditugaskan.

Login

<http://ejournal.ipdn.ac.id/cc/login>

The screenshot shows the login page for Civitas Consecratio. At the top right, there are links for 'Daftar' and 'Login'. The main header includes the journal's logo and name, 'CIVITAS CONSECRATIO Journal of Community Service and Empowerment', and navigation links for 'Terkini', 'Archives', and 'Tentang Kami'. A search bar is located on the right side of the header.

The main content area features a breadcrumb trail 'Home / Login' and a login form with the following fields and options:

- Nama Pengguna ***: Input field containing 'mitrabestari'.
- Kata Sandi ***: Password input field with masked characters.
- [Lupa kata sandi Anda?](#): Link for password recovery.
- Biarkan saya tetap masuk**: Remember me checkbox.
- [Daftar](#) and **Login** buttons.

The right sidebar contains several utility links:

- Buat Pengajuan** (dark green button)
- Templat Jurnal** (light green header) with a link to [Unduh Templat](#).
- Kebijakan Jurnal** (light green header) with links to [Tujuan dan Ruang Lingkup](#), [Proses Peninjauan Sejawat](#), [Frekuensi Publikasi](#), [Pernyataan Akses Terbuka](#), [Biaya Pemrosesan Naskah](#), [Cek Plagiarisme](#), and [Manajemen Referensi](#).
- Alat Cek Plagiarisme** (light green header) featuring the **turnitin** logo.
- Aplikasi Referensi** (light green header) featuring the **Mendeley** logo.

02 Review

- Pada panel dasbor, klik naskah pengajuan yang ditugaskan pada kolom **My Assigned** (1)

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CIVITAS CONSECRATIO

Penyerahan Naskah

Penyerahan Naskah

My Queue Archives Bantuan

My Assigned Cari

1823 Judul Utama: Anak Judul 2021-08-11 Response Due

Waiting for a response from the reviewer. 2021-08-18 Review Due

1 of 1 submissions

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02 Review

- Ini merupakan tahapan pertama dari proses review. Pada halaman ini terdapat informasi terkait naskah yang ditugaskan.
- Untuk memulai review, unduh berkas pada kolom **Review Files (1)**
- Jika Anda tidak dapat melakukan review, Anda dapat menolak permintaan review dengan klik **Decline Review Request (2)**. Namun jika Anda bersedia, klik **Accept Review, Continue to Step #2 (3)**

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Tinjauan: *Judul Utama*

1. Request 2. Guidelines 3. Download & Review 4. Completion

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Judul Naskah
Judul Utama

Abstrak
Abstrak

Review Type
Double-blind

Review Files [Cari](#)

6577-1 File Utama Naskah, Naskah Sampel.docx File Utama Naskah

[View All Submission Details](#)

Review Schedule

2021-07-21	2021-08-11	2021-08-18
<i>Editor's Request</i>	<i>Response Due Date</i>	<i>Review Due Date</i>

[About Due Dates](#)

Ya, saya setuju agar data saya dikumpulkan dan disimpan sesuai dengan [pernyataan privasi](#).

3 Accept Review, Continue to Step #2 **2** Decline Review Request

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02 Review

- Tahap kedua merupakan petunjuk yang diberikan oleh editor kepada Mitra Bestari untuk mereview naskah. Tahap ini dapat langsung dilewati ke tahap ketiga.
- Tahap ketiga merupakan tahap inti dari proses review. Pada tahap ini Mitra Bestari akan mereview naskah yang sudah diunduh pada tahap awal atau bisa diunduh pada tahap ini di kolom Review Files (1)
- Setelah selesai mereview naskah, Mitra Bestari dapat memberikan hasil reviewnya pada kolom **Tinjauan** (2). Mitra Bestari dapat memberikan reviewnya kepada Penulis dan Editor (2a) atau hanya kepada Editor (2b)

The screenshot shows the 'Penyerahan Naskah' (Manuscript Submission) interface for Civitas Consecratio. The page is titled 'Tinjauan: Judul Utama' and has four tabs: '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion'. The '3. Download & Review' tab is active.

1. Review Files: A table with one entry: '6577-1 File Utama Naskah, Naskah Sampel.docx'. A red box highlights this section, with a red line and the number '1' pointing to it.

2. Tinjauan (Review): A section for entering a review. It contains two text areas:

- 2a. For author and editor:** A text area with the content 'Naskah yang bagus dan menarik, namun ada beberapa yang bisa ditambahkan sesuai review yang saya berikan.' A red line and '2a' point to this area.
- 2b. For editor only:** A text area with the content 'Naskah ini layak untuk diterbitkan.' A red line and '2b' point to this area.

Unggah (Upload): A section for uploading review files. It contains a table with one entry: '6599-1 , Review Mitra Bestari.docx'. A red box highlights this section, with a red line and the number '2' pointing to it.

Review Discussions: A section for discussions, currently empty with the text 'Tidak Ada Item'.

02 Review

- Pada bagian bawah kolom Tinjauan, Mitra Bestari dapat mengunggah berkas yang sudah direview berisi komentar pada kolom **Unggah (1)**
- Mitra Bestari juga dapat membuka diskusi kepada Editor pada kolom **Review Discussions (2)**
- Terakhir, Mitra Bestari harus memberikan rekomendasi atas naskah yang baru saja direview melalui kolom **Rekomendasi**. Pada contoh ini, Mitra Bestari memberikan rekomendasi **Perlu Revisi (3)**
- Setelah semua proses selesai, klik **Submit Review** untuk menyerahkan hasil review **(4)**

The screenshot shows a review interface with four numbered callouts:

- 1** points to the **Unggah** section, which includes a text area for comments and a **Reviewer Files** table. The table contains one entry:

Reviewer Files	Cari	Upload File
6599-1 , Review Mitra Bestari.docx		
- 2** points to the **Review Discussions** section, which is currently empty with the text "Tidak Ada Item".
- 3** points to the **Rekomendasi** section, where a dropdown menu is set to "Perlu Revisi".
- 4** points to the **Submit Review** button, with a **Go Back** link next to it.

At the bottom right, there is a footer: "Platform & workflow by OJS / PKP".

04 Review

- Review telah berhasil diserahkan dan tugas Mitra Bestari selesai

The screenshot shows a web interface for 'Civitas Consecratio: Journal of Community Service and...'. The user is logged in as 'mitrabestari'. The page title is 'Tinjauan: Judul Utama'. A progress bar at the top indicates four steps: 1. Request, 2. Guidelines, 3. Download & Review, and 4. Completion (which is currently active). The main heading is 'Review Submitted'. Below this, a message reads: 'Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.' There is a section for 'Review Discussions' with an 'Add discussion' link. A table with columns 'Nama', 'From', 'Last Reply', 'Replies', and 'Closed' is shown, but it contains no data, with the text 'Tidak Ada Item' centered below it. The footer of the page mentions 'Platform & workflow by OJS / PKP'.

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CIVITAS CONSECRATIO

Penyerahan Naskah

Tinjauan: *Judul Utama*

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions [Add discussion](#)

Nama	From	Last Reply	Replies	Closed
<i>Tidak Ada Item</i>				

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