



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?](#)
- Biarkan saya tetap masuk**
- [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

1823 Judul Utama: Anak Judul

Waiting for a response from the reviewer.

2021-08-11 Response Due

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.

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 web interface for reviewing a document. It is divided into sections for authors and editors. The editor's section includes a rich text editor, an upload area, a discussion table, a recommendation dropdown, and a submit button. Red boxes and numbers 1-4 highlight specific features: 1. The 'Unggah' (Upload) section with a file named 'Review Mitra Bestari.docx'. 2. The 'Review Discussions' table, which is currently empty. 3. The 'Rekomendasi' (Recommendation) dropdown menu set to 'Perlu Revisi'. 4. The 'Submit Review' button.

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For author and editor

Naskah ini layak untuk diterbitkan.

Powered by TinyMCE

For editor only

Unggah
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files [Cari](#) [Upload File](#)

6599-1 , Review Mitra Bestari.docx

Review Discussions [Add discussion](#)

Nama	From	Last Reply	Replies	Closed
Tidak Ada Item				

Rekomendasi
Pilih rekomendasi dan serahkan hasil review untuk menyelesaikan proses. Anda harus memasukkan review atau mengunggah file sebelum memilih rekomendasi.

Perlu Revisi

Submit Review [Go Back](#)

* Harus Diisi

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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 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 a table that is currently empty, showing columns for 'Nama', 'From', 'Last Reply', 'Replies', and 'Closed'. A 'Tidak Ada Item' (No items) message is displayed in the table. At the bottom right, it says 'Platform & workflow by OJS / PKP'. The user's name 'mitrabestari' is visible in the top right corner.

Civitas Consecratio: Journal of Community Service and... Tasks 0 Bahasa Indonesia View Site mitrabestari

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

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

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