

Journal Management Training

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ABSTRACT

Journal management training in higher education institutions is essential to enhance publication quality through a comprehensive understanding of peer review, ethics, technology, bibliometrics, management strategies, and case studies of successful journal practices. This training aims to build the capacity of journal managers at the Institut Agama Islam Pamekasan to proficiently utilize Open Journal Systems (OJS) effectively, expedite the editorial process, and improve the overall quality of scientific journal management. The Journal Management Training was conducted on May 16–17, 2025, employing a Participatory Action Research approach with 12 participants divided into two classes, focusing on reviewers and OJS management, utilizing laptops and projectors. Reflective observations from practical sessions indicate that the journal managers at Institut Agama Islam Pamekasan have developed a sound understanding of operating the Open Journal Systems platform. They demonstrated the ability to effectively perform various functions within the system, ranging from manuscript management to editorial processes. Moreover, the reviewers showed adequate comprehension in providing comments and feedback according to the journal template sequence established in OJS. In conclusion, the training successfully enhanced the human resource capacity in journal management, which is expected to support the smooth operation and quality of scientific journal publication.

Keywords: Training, Scientific Journal, OJS, Reviewer, Participatory Action Research (PAR)

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A. INTRODUCTION

Scientific publications by lecturers are crucial in career advancement, knowledge dissemination, and institutional development. Publications often serve as a primary criterion in promotion and academic appointment processes, motivating lecturers to share their research findings (Delgadillo, 2019). However, some lecturers find awareness of publication policies challenging (Launio et al., 2024). Through publication, new knowledge is created and disseminated, which fosters academic progress and enhances the institution's economic benefits by attracting funding and improving the quality of academic staff (Dhillon et al., 2015). Universities utilize publication metrics such as citation counts to assess research impact, influencing resource allocation (Kueh & Sheu, 2024). Support systems such as institutional repositories and librarians assist in managing and increasing the visibility of publications (Corrado, 2021). Publication policies also encourage global competitiveness and cross-institutional collaboration, although they may sometimes generate pressure to publish

continuously (Chou, 2021; Yang et al., 2024). Additionally, faculty publications stimulate innovation through engagement in academic entrepreneurship that bridges research and industry (Gong et al., 2024).

Scientific journals are vital platforms for disseminating knowledge by sharing research findings, theories, and innovations across various academic fields (Tang et al., 2023). Furthermore, journals validate research methodologies and certify authorship, essential for academic credibility and professional development (Bizelli, 2024). Journals also facilitate academic discourse by providing structured media for scholarly debates and discussions (Cárdenas, 2022). Several types of journals exist, such as peer-reviewed journals that ensure quality through rigorous peer evaluation (García & Fernández, 2021). Open-access journals allow articles to be freely accessible to the public, thereby broadening the dissemination of knowledge (Yu & Zhou, 2018). Conversely, subscription-based journals may restrict knowledge dissemination due to paywall limitations (Smith et al., 2017).

Technological advancements have transformed journal management from print to digital formats, facilitating the global dissemination of research (Ghasemi et al., 2023). However, ethical and social challenges persist, including gender representation, ethical publishing practices, and the rise of predatory journals (Hosur et al., 2025). Innovations such as AI-based tools for plagiarism detection and semantic workflows enhance operational efficiency and research integrity (Wahyudi et al., 2025). Open access models reduce barriers to knowledge dissemination, although they also present challenges related to funding and quality control (Perna & Chander, 2018). Data journals, which focus on publishing datasets, are gaining popularity to promote transparency and reproducibility of research (Walters, 2020). Effective editorial policies and metrics such as the Journal Impact Factor are crucial for maintaining journal quality and influence (Nedelcheva, 2024; Jones & Teitelbaum, 2024).

Training in scientific journal management at higher education institutions is essential to improve publication quality by establishing operational principles and clear policies to guide editors' decision-making (Manzanet & Machin-Mastromatteo, 2022). Additionally, managing the peer review process is a critical aspect that must be well understood, including various peer review types such as single-blind, double-blind, and open review, as well as strategies to address common challenges like bias and delays (Manchikanti et al., 2015). Technological tools, such as advanced manuscript management systems, also greatly facilitate the submission, review, and publication processes with improved transparency and efficiency (do Nascimento Fernandes & da Silva Falcão, 2021). Furthermore, training in bibliometric and scientometric tools enables journal managers to assess journal impact and performance through citation patterns and author productivity (Basile et al., 2024).

Quality assurance in scientific publication strongly emphasizes ethical standards, such as plagiarism prevention and maintaining the integrity of the peer review process to ensure trustworthy research outcomes (Kretser et al., 2019). Moreover, developing strategies is an important component of journal management training, encompassing efforts to expand the journal's reach and impact through increased international collaboration, strengthening digital presence, and implementing open access models (Ruiz-Corbella, 2015). Diversifying research topics and innovating journal management practices are also encouraged to keep pace with the dynamic academic landscape (Ainurofiq, 2021). Additionally, analyzing real case studies of

successful journal management practices provide practical insights and strategies that participants can apply, including understanding the challenges and solutions implemented by renowned journals (Janairo, 2018).

This training is organized to enhance the human resource capacity of scientific journal managers at the Institut Agama Islam Pematang, particularly in understanding and mastering the Open Journal Systems (OJS) workflow. Through this training, it is expected that journal managers will be able to operate OJS more effectively and efficiently, thereby ensuring smooth journal management processes from manuscript submission, review, to publication. This skill enhancement is also anticipated to positively impact the quality of scientific journal management at the institution, accelerate editorial processes, and minimize technical errors in system use. Moreover, journal management personnel will become more independent and better prepared to face the increasingly complex challenges of digital journal management in today's information technology era.

B. METHOD

The Journal Management Training conducted by Institut Agama Islam Pematang on May 16–17, 2025, was implemented using a Participatory Action Research (PAR) approach. This approach emphasizes participants' involvement in problem identification, solution discussions, and hands-on practice. The training was attended by 12 participants, divided into the Reviewer Class and the OJS Management Class, each consisting of 6 participants. This class division aimed to focus the training according to the specific roles and needs of the participants. The media utilized during the training included laptops for individual practice, an LCD projector for material presentation, and the Open Journal Systems (OJS) software as the primary platform for managing electronic journals. The training schedule is detailed in the tables below:

Table 1. Schedule of Activities – Day One (May 16, 2025)

Time	Activity	Person in Charge
08:30 – 09:00	Opening Preparation	Committee (PaniRa)
09:00 – 09:45	Opening Ceremony	MC
10:00 – 10:10	Welcome Speech	Ms. Srifariyati., M. Si
10:10 – 10:30	Introduction of Resource Persons	Mr. Chasan Ma'ruf
10:30 – 11:30	Closing and Session Allocation	MC
10:30 – 11:30	Introduction to Open Journal Systems (OJS), Role of Reviewers, and Principles of Peer Review	Mr. Chasan Ma'ruf, Abdul Hamid Bashori
11:45 – 13:00	ISHOMA (Break, Prayer, Lunch)	–
13:00 – 15:30	Class A: Practice on Article Submission & Metadata Setting in OJS	
	Class B: Scientific Article Review Techniques and Evaluation Criteria	Mr. Chasan Ma'ruf, Ach. Baidowi, M. Pd

Table 2. Schedule of Activities – Day Two (May 17, 2025)

Time	Activity	Person in Charge
09:00 – 11:30	Class A: User Management (Author, Reviewer, Editor, Layout)	Mr. Chasan Ma'ruf, Ach. Baidowi, M. Pd
	Class B: Scientific Article Review Techniques and	



	Evaluation Criteria	
11:30 – 13:00	ISHOMA (Break, Prayer, Lunch)	–
13:00 – 15:00	Class A: Display Settings, Plugins, and OJS Database Backup Class B: Review Practice (Manuscript Evaluation Simulation)	Mr. Chasan Ma'ruf, Ach. Baidowi, M. Pd
15:00 – 15:30	Closing	Committee

C. RESULTS AND DISCUSSION

The first day of the Journal Management Training commenced at 10:00 AM WIB with an official welcome address delivered by the head of Institut Agama Islam Pemalang, Ms. Srifariyati, M.Si. This speech aimed to provide general guidance and motivation to the participants. The welcome session lasted for ten minutes as the event's official opening. The presence of the institution's leader emphasized the importance of enhancing the quality of scientific journal management within the campus environment. The participants, consisting of lecturers and journal management staff, enthusiastically engaged in the activities. Following the welcome, the participants were given a brief interval to prepare for the next session, which introduced electronic journal systems highly relevant to contemporary academic environments. The inspiring opening fostered an enthusiastic and communicative learning atmosphere, creating a strong foundation for the entire series of training activities on the first day.

From 10:30 to 11:30 AM WIB, the participants attended a session introducing the Open Journal Systems (OJS), the role of reviewers, and the fundamental principles of peer review. Two resource persons facilitated this session, Mr. Chasan Ma'ruf and Abdul Hamid Bashori. The Open Journal Systems (OJS) is a scientific journal management platform simplifying online publication. Despite its numerous advantages, OJS faces challenges related to data security, which must be anticipated through appropriate security measures (Verma, 2021). In the peer review process, reviewers play a crucial role as evaluators of scientific manuscripts by providing constructive feedback to improve the quality of submissions and assist editors in decision-making (Heinrich, 2019). Reviewers are expected to act reasonably, objectively, maintain confidentiality, and avoid conflicts of interest (Willis, 2024). However, reviewer fatigue, bias, and insufficient incentives frequently arise (el-Guebaly et al., 2023). The three main types of peer review, single-anonymized, double-anonymized, and open peer review, each possess advantages and disadvantages (Coombs & Bagley, 2024; Guerrini, 2021). The core principles of peer review include integrity, ethics, fairness, utility, and timeliness (Allen et al., 2019; Dergaa et al., 2023).

After the lunch break, from 1:00 PM to 3:30 PM WIB, participants were divided into two classes according to their learning focus. Class A, led by Mr. Chasan Ma'ruf, concentrated on hands-on practice with article submission into OJS and metadata configuration. After creating an Open Journal Systems (OJS) account, the manuscript submission begins by clicking the "New Submission" button. Authors must prepare the main manuscript and all supporting documents to be uploaded. The first stage of this process involves a readiness check of the manuscript. At this stage, authors must ensure that the manuscript has never been published before and is not concurrently under consideration by another journal. The file format must comply with the provided template, including the structure and writing style, illustrations, and citations according to the journal's guidelines. Additionally, authors' personal information must be removed from the document to maintain objectivity during the review process. Once the manuscript is ready,

authors proceed to the second stage, file uploading. It is recommended that all files to be uploaded are organized in a single folder for easier access. The uploading process involves selecting the files, clicking Upload, and waiting until completion. Ensuring that the correct and appropriate files are uploaded is crucial, as errors at this stage may affect the continuation of the publication process (Ariwibowo, 2021).

The third stage involves filling in the metadata. Metadata includes essential information about the article, such as the author's name and affiliation, title, abstract, keywords, and bibliography. This information is often pre-filled automatically based on the author's profile data, but still requires verification and completion. Complete and accurate metadata facilitates easier online discovery of the article after publication. If authors have additional documents, such as research instruments, raw data, or images not included in the main manuscript, they can upload these in the fourth stage: supplementary file upload. These documents are handy for reviewers to gain a more comprehensive understanding of the article's content. Authors may also include plagiarism check reports. If confidentiality is a concern, these files can be uploaded to institutional repositories or other open repositories. The final stage is submission confirmation. After clicking "Finish Submission," authors receive a confirmation email. The entire editorial process progress can be monitored through the OJS system. Manuscript status will change gradually, starting from awaiting assignment (waiting for editor assignment), then in review (under review), and finally in editing (final editing stage). This process can take up to six months; therefore, monitoring progress monthly and communicating with the editor if necessary is advisable. During the review stage, the editor assigns at least two reviewers. Reviewers have approximately two weeks to accept or decline the review request. The duration of the review process may vary depending on the reviewers' responses. After the review, the editor decides: accept, minor/major revision, or reject. If revisions are requested, authors must address the comments seriously. Manuscripts that pass all stages will enter the final editing and proofreading process before publication (Ariwibowo, 2021).

Meanwhile, Class B, supervised by Ach. Baidowi, M. Pd, focused on techniques for reviewing scientific articles. To quickly grasp the core of a research article, the recommended initial step is to read the article title to determine its relevance to your research needs. Next, please focus on the abstract as it provides a general overview of the research structure and content. The abstract typically begins with a brief introduction or background, followed by the research objectives, a description of methodology including techniques and approaches used, the main findings, and finally the conclusions and recommendations. While reading the abstract is important, understanding the entire article is still necessary, especially key sections such as the introduction, methods, and results/discussion. For efficiency, selective reading is highly recommended by highlighting the main parts, including each section's first two and last two paragraphs, and the conclusion. If time is limited, this "quick screening" strategy can be beneficial, although it cannot replace thorough comprehension (Sholeha, 2023).

As a habitual exercise, reading two to three articles daily is recommended to become accustomed to systematic reviewing. An effective technique for analyzing articles is to create a table containing columns such as: title, article identity (journal, volume, year, pages, DOI), author names, abstract summary, and main content from the introduction, literature review, methods, results, and conclusion. The introduction usually addresses the research gap, while the methods



section details the research approach, data collection, and analysis techniques. Examining whether the discussion structure aligns with the research objectives is important in the results and discussion section. The last two paragraphs of the discussion often summarize the relationship between findings and theory. Meanwhile, the conclusion serves as the final affirmation and should be read together with the abstract, as it summarizes findings, limitations, and suggestions for future research. This technique helps identify novelty that supports the development of new articles (Sholeha, 2023).

The second training day began at 9:00 AM WIB with participants again divided into two classes. Class A, with Mr. Chasan Ma'ruf, studied user management within OJS, such as setting up accounts for authors, editors, reviewers, and layout editors. After the lunch break, Class A continued with material on OJS appearance settings, plugin management, and database backup procedures—Class B, with Ach. Baidowi, M. Pd, continued with in-depth article review techniques, including a comprehensive manuscript review simulation, from reading, assessing, to writing comments. The second training day concluded at 3:00 to 3:30 PM WIB with a closing session, reflection, and certificate distribution. Reflections based on direct practice observations indicated that journal managers have already understood how to operate OJS effectively, and reviewers can provide comments per the journal template sequence available in the OJS of Institut Agama Islam Pemalang.

The event concluded with a group photo session as documentation and a form of appreciation for the successful implementation of the activity. Certificates were awarded to all participants as proof of participation and successful completion of the training.

Figure 1. Certificate presentation to Speaker 1



Figure 2. Certificate presentation to Speaker 2



Figure 3. Certificate presentation to Speaker 3



D. CONCLUSION

The Journal Management Training organized by the Institut Agama Islam Pematang demonstrated success in enhancing the capacity of participants, particularly lecturers and journal management staff, in operating the Open Journal Systems (OJS) and understanding scientific article review techniques. The opening remarks by the institution's leadership provided strong motivation, fostering a positive learning atmosphere. The materials covered included an introduction to OJS, the role and principles of peer review, and hands-on practice in article management, metadata entry, and manuscript review. Dividing participants into reviewer and OJS management classes allowed focused training tailored to each role. Participants learned about account management, plugin configuration, database backup, and efficient article reading and evaluation techniques. Observations revealed that journal managers could operate OJS proficiently, and reviewers understood how to provide comments per the journal's template. This training is expected to improve journal management quality, expedite editorial processes, and enhance the integrity of scientific publications within the institution, while preparing human resources to be independent and competent in facing the challenges of digital journal management.

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AUTHORS' CONTRIBUTIONS

- Author 1 : Trainer and evaluator of the training activity.
- Author 2 : Trainer and evaluator of the training activity.
- Author 3 : Trainer and evaluator of the training activity.

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