GUIDE BOOK
FOR AUTHOR
HOW TO SUBMIT YOUR MANUSCRIPT ON
MAKARA HUMAN BEHAVIOR STUDIES IN ASIA
INTRODUCTION

On March 14, 2018, Makara Human Behavior Studies in Asia (Makara Hubs-Asia) starts using a new website: http://hubsasia.ui.ac.id. Every submitted manuscript after March 14, 2018 is processed on the new website. Submitted manuscripts before March 15, 2018 are processed on the old website (http://hubsasia.ui.ac.id/old). The reader can visit our new website to find the first until the latest online publications.

This guidebook provides step-by-step information on the process of submission on the new website.

I hope that this guidebook helps authors to submit manuscripts to this journal.

April 14, 2018
Chief Editor
Makara Human Behavior Studies in Asia
(Makara Hubs-Asia)

Corina D. Riantoputra
Email: corina.r@ui.ac.id
ABOUT THE JOURNAL

Makara Human Behavior Studies in Asia (Makara Hubs-Asia) is an open-access journal that publishes empirical research on human behavior in Asia. The journal welcomes quantitative and qualitative articles from various disciplines in social sciences and humanities as long as they focus on human behavior. For this purpose, “Asia” refers to Asian people, regardless where they live. Novel ideas and originality that trigger further research are emphasized. Research on frontier issues in human behavior is strongly encouraged. A double-blind review process is observed.

The journal is formerly known as MAKARA Seri C: Bidang Sosial Humaniora (ISSN 1693-6701). Previously, it was known as Jurnal Penelitian Universitas Indonesia MAKARA (Research journal of Universitas Indonesia, Makara), which has been published since 1997. Since 2008, the journal has been periodically published twice a year (July and December). Since 2002, the journal transformed into Makara of Social Sciences and Humanities series. In 2014 it adopted the current name: Makara Human Behavior Studies in Asia (Makara Hubs-Asia). Full texts are available from Volume 6 No. 1 April 2002, free of charge.

Our journal set English language and Roman script references as our primary texts requirements. Additionally, we set English abstract as our default requirement. We expect all authors to submit their articles with these requirements. Makara Hubs-Asia does not charge any payment from the authors to publish any of their articles. The processes and administration are entirely free of charge.
FOCUS AND SCOPE

Makara Human Behavior Studies in Asia (Makara Hubs-Asia) seeks to advance understanding of human behavior in Asia through the publication of empirical research articles that may stimulate further research. For this purpose, "Asia" refers to Asian people, regardless where they live.

The journal welcomes quantitative and qualitative articles from various disciplines in social sciences and humanities as long as they focus on human behavior. Novel ideas and originality that trigger further research are emphasized. Research on frontier issues in human behavior is strongly encouraged. A double-blind review process is observed.

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HOW TO SUBMIT ONLINE?

In this section, we will explain how the authors to submit their manuscript online in the Makara Human Behavior Studies in Asia.

1. Entering the Website
Before the authors submit their manuscript to Makara Human Behavior Studies in Asia, the authors go to the website: http://hubsasia.ui.ac.id. After entering the website, then the author proceeded on the registration process. To enter the registration progress, please click register on top of the page in the right section.

2. Registration
After clicking register, please complete the text boxes that you must complete and click REGISTER. Automatically, after you finish in registering your account, our system sends an email to your email. Please checks your spam box in your email (if our system is not sending email in your inbox).
3. Log-In

If you as a user/author forgot your password, please enter your email in log-in section. And click a button on the right side. Our system will be sending your email about reset password; please check your inbox or spam in your email.

After the author register, the author then log-in accordance with username and password that are given before the registration process. On the picture below, the dashboard of the Author role is shown.
On the left (sidebar menu) there is two menu that we provide, namely:

1. Dashboard
2. Author

➢ Author Activities

On this page (dashboard) you will find the status of your manuscript from the beginning until the end process.

➢ Start Submission

To start submitting your manuscript, click “Start New Submission” on the dashboard. Or click menu Author New Submission.
There are seven steps in submission process:

1. **Step 1: Section, Title, Abstract, Keywords, and References**
   On this step, the author fills your type of manuscript, the theme of manuscript, title, abstract, keywords and references. Click Save or Save and Continue.

2. **Step 2: Authors and Institution**
   On this step, the user input all authors who are involved in manuscript. There are two ways to input authors. First, we can use *Find using author’s email address*, which allows the user to search authors with their email address. If an author has been registered on our system, the system shows the author and the user can click and choose the registered author. Second, we can input authors by completing a form, as shown below:
An author that the user input will be shown in the picture below illustrates:

The status of the user who is submitting the manuscript will be automatically set as the corresponding author. It is important to note that any information related to the submission is communicated via email to the corresponding author. The user can sort authors in the submission process with sort author features. All authors have to provide information on their first and last name, email address, country, and affiliation/institution.

3. **Step 3: Suggest Reviewer/s (Optional)**

On this step, the user is asked to suggest reviewer/s for your manuscript. The decision for the reviewers of your manuscript is up to the editor. This step follows the same process as the previous step on inputting authors.
You should suggest reviewers who have no conflict of interest, are competent and have track record related to your manuscript. It is helpful if the reviewer that you suggested has a Google Scholar profile or has good Scopus h-Index. Additionally, suggesting reviewers will speed up the reviewing process of your manuscript. However, if you do not have any suggestions, then this step can be skipped.

4. **Step 4: Cover Letter**

On this step, the user is asked to complete a textbox and attach a Cover Letter. The user can also enter funding information (if necessary) and approve a legal agreement document that we provide. You can download the cover letter template in the link “Download template cover letter.”
5. **Step 5: Detail & Confirmation**

On this step, you should answer questions on funding and other details of your manuscripts. Please check the two confirmation statements, and click save and continue.
6. Step 6: Upload Files

Now please upload your manuscript files, such as the manuscript document in DOC/DOCX and PDF format (based on a template that we provide), Graphical Abstract in JPEG/PNG format (Graphical Abstract is a figure that may communicate a summary of your findings), or supplementary files (e.g., statistic syntaxes, statistic output).

If your manuscript was accepted for revision, please upload the revised manuscript and the response letter in PDF format. This letter is sent to the reviewer(s).

IMPORTANT: There are three required files. The user should notice that the third file is manuscript without any author(s) information, such as the name, institution, email address, and acknowledgment consist other information about authors. It is required for our double-blind review process.
7. Step 7: Review and Submit

In the final step of the submission process, the user is asked to review all information that has been entered. The user is also asked to read and review the journal publishing agreement as seen below:
Please click submit to send your manuscript to the editor and start the reviewing process. After the submission process is completed, the status of your manuscript on your dashboard page becomes "Submitted manuscript to Editor Office." The status is continuously updated on every step of the reviewing process.

It is possible that the manuscript is sent back to the author if the manuscript does not fulfill several necessary administrative requirements of the submission process. If the manuscript is sent back to the author, it means that we are looking forward to a resubmission. It is not a rejection. In this case, the author needs to click yes and agree to revise as follow:

![Image of Revise Agreement](image)

If the user agrees (choose Yes), then the user goes to 'form submission page.' If the user disagrees (choose No), then the manuscript goes into a completed manuscript with rejected status.

Always check your email (inbox or spam) for notification and if there is a problem with the submission process, please send an email to us ([hubsasia@ui.ac.id](mailto:hubsasia@ui.ac.id)) with a screenshot to show your problems.
4. Result of Review

On this section, we explain step by step a on how to submit a revised manuscript.

4.1. Received Email Notification

The user receives an email notification from the system if the submitted manuscript has been accepted for revision. You will then need to log-in to see the result an of the decision process.

4.2. Result of Review

After you log-in with your username and password, you can see the status of your manuscript on the dashboard. Click status of your manuscript “revise.” After you click “revise,” you can then see your manuscript. On the left of the screen, there is a button called “Review History.” Please, click this button to see the results of the review, score, and notes from the reviewer.

4.3. Upload Revised Manuscript

After you see the score and notes from the reviewer, you must revise your manuscript within seven days since you have received the notification status of your manuscript.

After you revise your manuscript, please upload your manuscript from step 1 to step 7. On step 7: File Upload, there is one more file that you need to upload. The name of the file is “List of Revision.” You can download the template of this file in step 5. You cannot see this template if you have not passed the process of Review Number 1.

After the revision process is finished and the editor decides to accept the manuscript for publication, then the status of your manuscript will change into “Accepted to Publish.”
CLOSING STATEMENT

This Guide Book is designed to facilitate prospective writers/authors to submit their manuscripts in Makara Human Behavior Studies in Asia.