

SUBMISSION GUIDELINES

JURNAL LINGKUNGAN BINAAN INDONESIA (JLBI)

ONLINE MANUSCRIPT SUBMISSION GUIDE & AUTHOR TUTORIAL (OJS 3)

A. PRE-SUBMISSION CHECKLIST

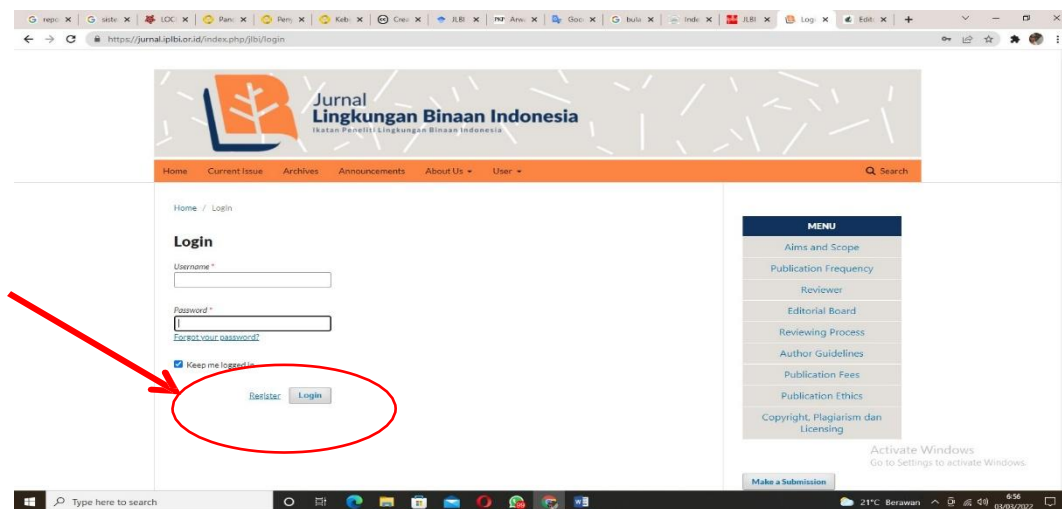
Before starting your submission on the OJS portal, please ensure you have prepared:

1. Main Manuscript File: Fully written and formatted according to the JLBI Template (.docx format). Please prepare two versions if required: a title page with author details and an anonymized version for double-blind peer review.
2. Author Information: Full names, institutional affiliations, and official email addresses for all co-authors.
3. Supplementary Files: Ethical Clearance approval document from the relevant ethics committee or institutional review board (if the study involves human or animal subjects), along with Scientific Publication Ethics Clearance Statement Form and Copyright & Licensing Statement Form.

B. STEP BY STEP SUBMISSION PROCEDURE

STEP 1: ACCOUNT REGISTRATION & LOGIN

1. Access the official journal website at: iplbijournals.id/index.php/jlbi
2. If you are already registered, click "Login" and enter your credentials.
3. If you do not have an account, click "Register" at the top right of the page. Fill in all required information (Full Name, Affiliation, Country, Email, Username, Password).



Register

Create or Connect your ORCID ID [What is ORCID?](#)

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

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- Aims and Scope
- Publication Frequency
- Reviewer
- Editorial Board
- Reviewing Process
- Author Guidelines
- Publication Fees
- Publication Ethics
- Copyright, Plagiarism dan Licensing

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Information

- For Readers
- For Authors
- For Librarians

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ARTICLE TEMPLATE

Jurnal Lingkungan Binaan Indonesia
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Registration complete

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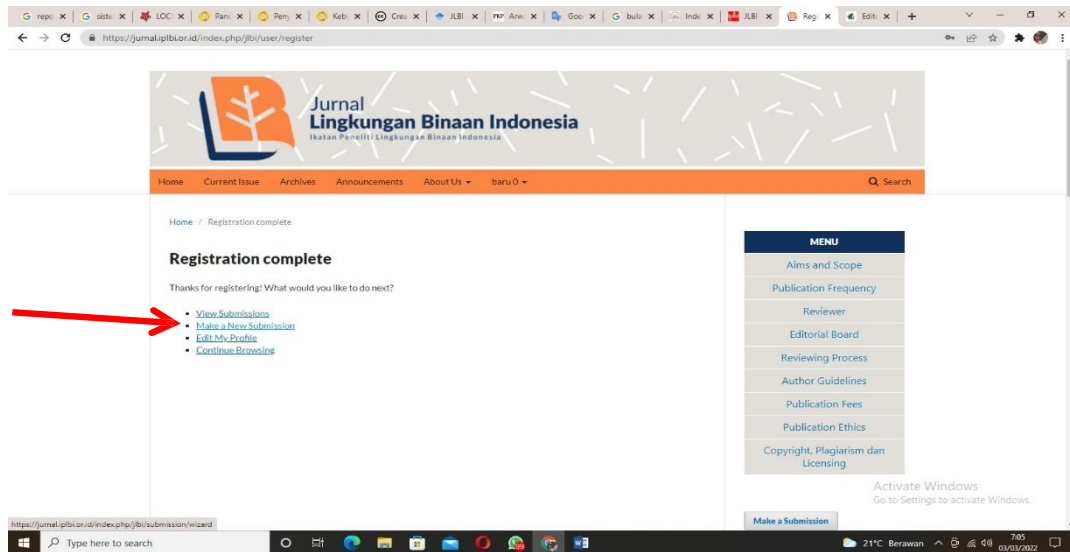
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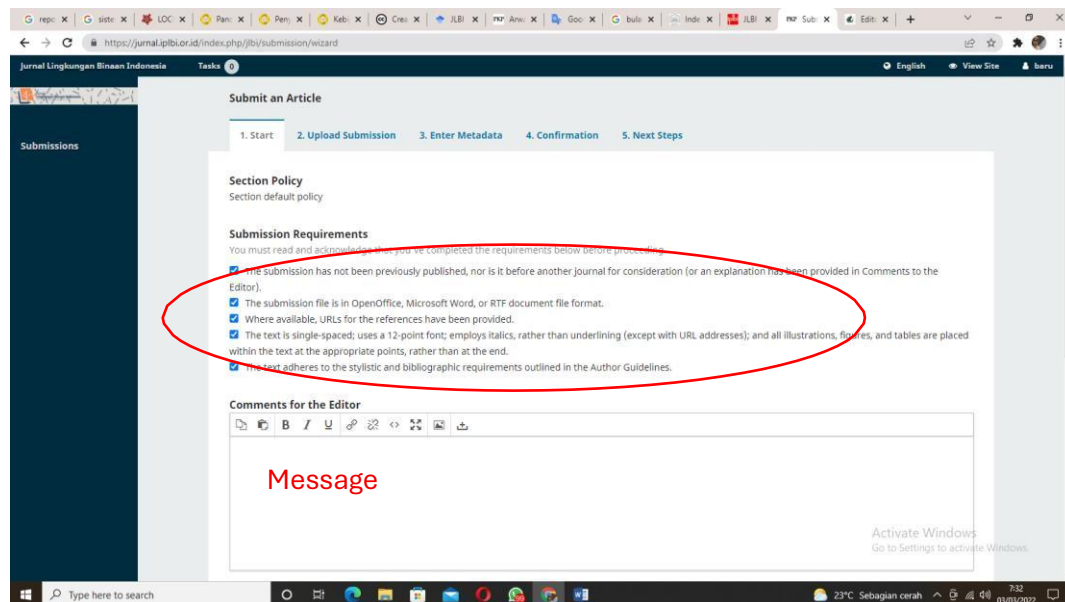
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STEP 2: STARTING A NEW SUBMISSION

1. Navigate to your User Dashboard and click the "New Submission" button.



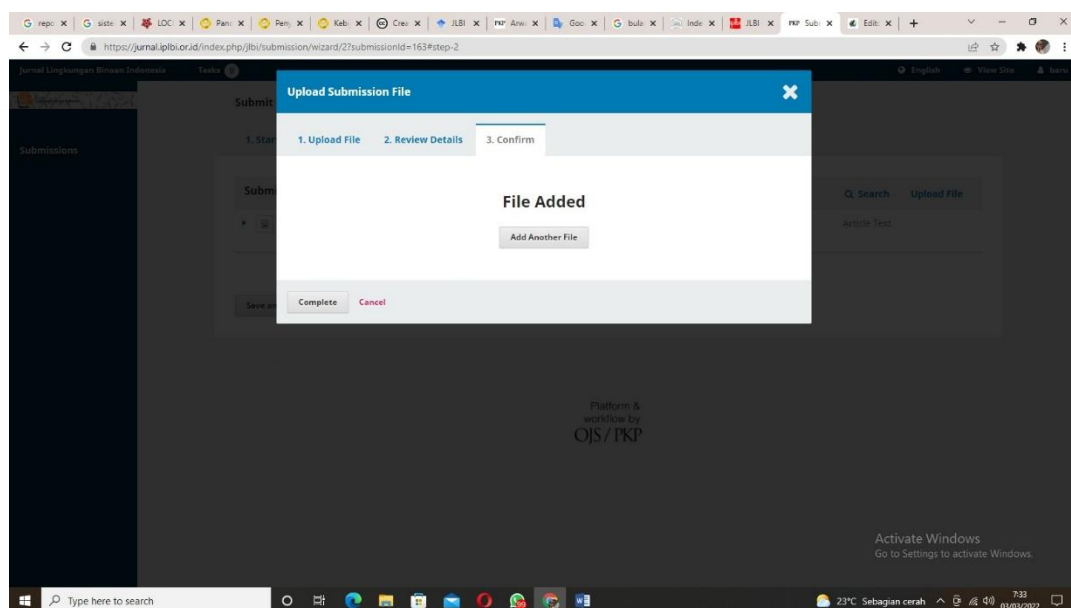
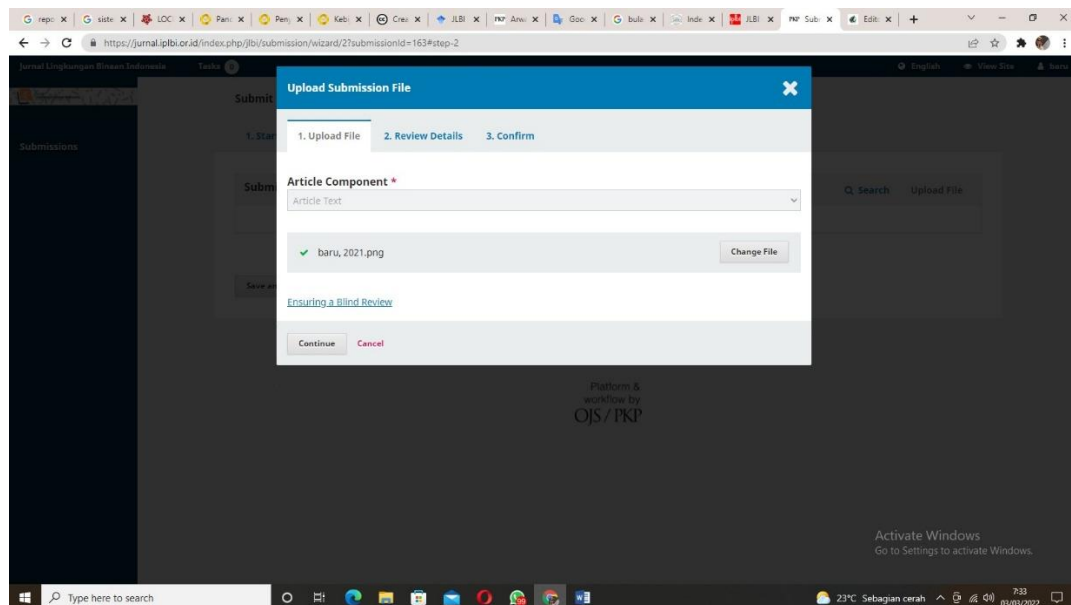
2. Please check (✓) each box corresponding to a preliminary submission requirement for JLBI. If any requirement is not met, the manuscript cannot be processed by JLBI. Additionally, please include a message to the editor if applicable. For instance, to indicate that the manuscript is an expanded version of a paper previously presented at a seminar or conference, or that it is part of a research project yielding multiple manuscripts intended for submission to various journals.

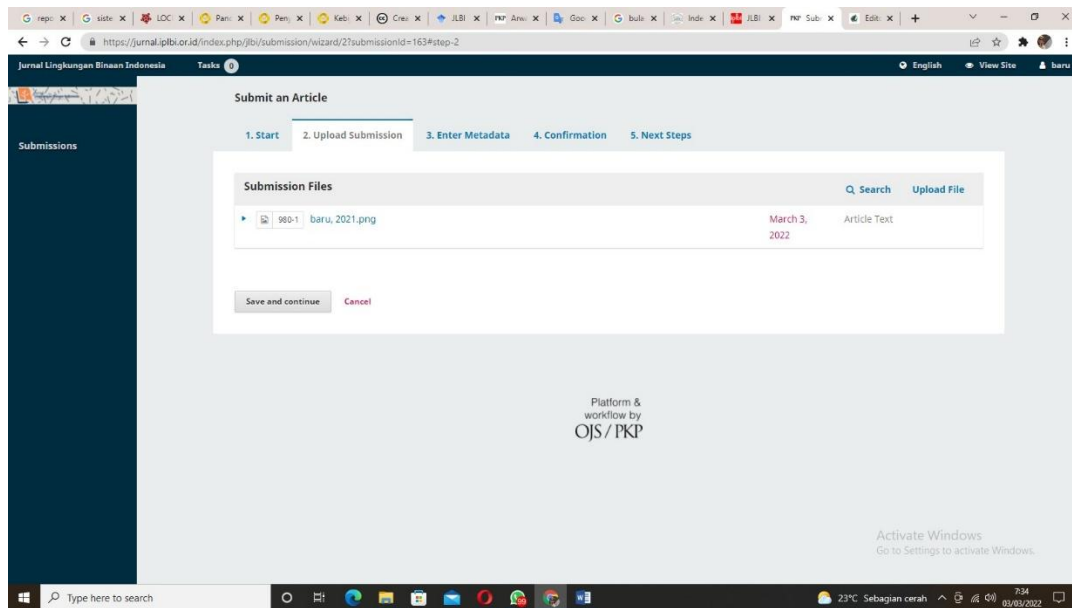


STEP 3: UPLOADING SUBMISSION FILES

1. Upload the manuscript intended for submission to JLBI by selecting "article text." Ensure that the manuscript adheres to the JLBI template; writing guidelines are available for review, and the template can be downloaded. If the author has

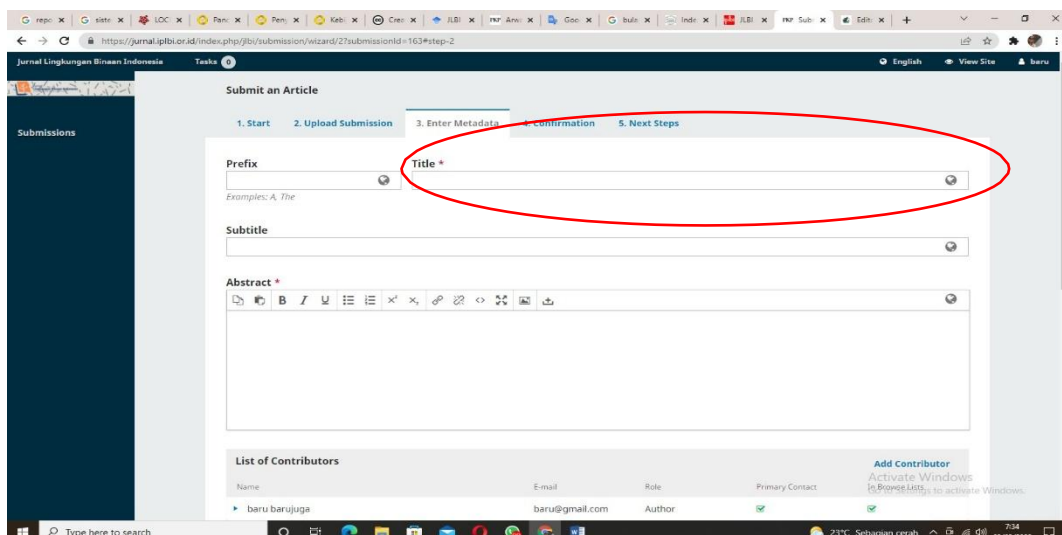
materials intended as supplementary information for the editorial team or specific source materials not available online, please upload these as well to assist the copyediting team in refining the manuscript.





STEP 4: ENTERING MANUSCRIPT METADATA

1. The next step is entering the metadata. Keep in mind that the information entered here will serve as the identifier for your manuscript upon publication, so ensure the details are accurate. You should enter the title only in the "Title" field; ignore the "Prefix" and "Subtitle" sections, as they can interfere with how the manuscript is displayed. When entering the title, two fields will appear. One for English and one for Indonesian, so make sure not to mix them up. If they are swapped, the manuscript may appear with the title in the wrong language when displayed alongside works by other authors on the website.



2. When entering keywords, do not input a string of 3–5 words all at once before pressing Enter. Instead, enter them one by one. For example:

Typology, Phenomenology, Identification, Sundanese vernacular architecture—then pressing [Enter]... this is incorrect. It is better to do this:
 Typology, [Enter]. Phenomenology, [Enter]. Identification, [Enter]. Sundanese vernacular architecture, [Enter].

Submit an Article

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

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".

Finish Submission Cancel

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STEP 5: CONFIRMATION & FINAL SUBMISSION

1. Ensure the process is carried out through to the final stage by clicking 'Finish Submission'. Otherwise, an "incomplete process" notification will appear on our editorial team's page.

Submit an Article

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

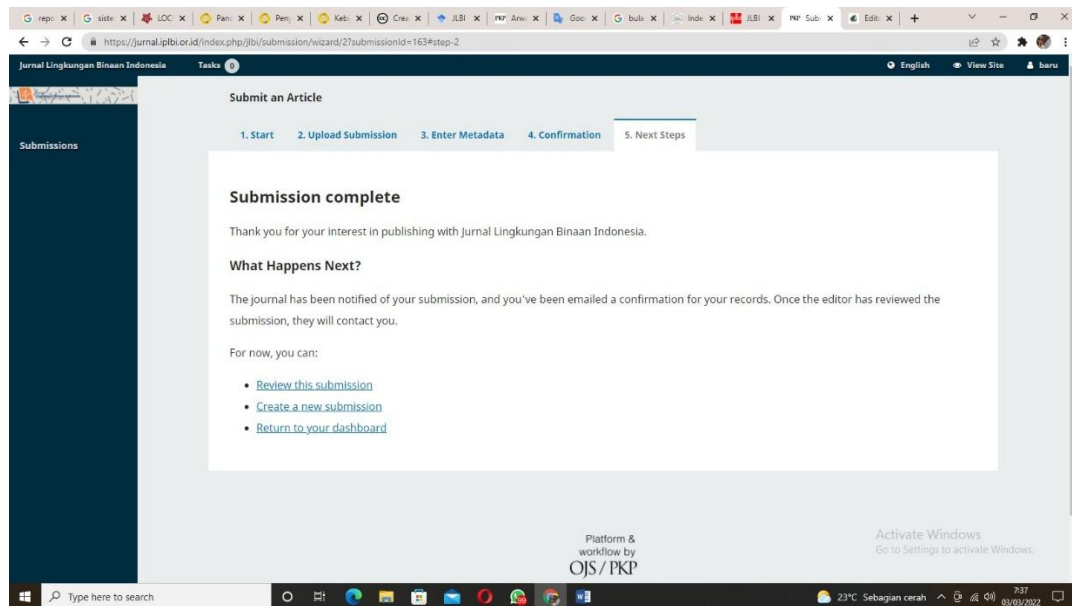
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Finish Submission Cancel

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2. Once all stages are complete, the following screen will appear. Subsequently, the author can monitor the status of the manuscript submitted to JLB I and discuss the revision process with the editorial team.



C. POST-SUBMISSION WORKFLOW

1. Desk Screening: Preliminary check for scope alignment, template compliance, plagiarism screening, and AI threshold.
2. Peer Review: Double-blind review process conducted by at least two peer reviewers.
3. Revision Phase: Authors implement necessary corrections based on reviewer feedback and upload a Revision Response Letter.
4. Final Acceptance: Official decision issued by the Editor-in-Chief followed by copyediting and publication.

