

Correspondence on Scientific Publications

Wahyudin Darmalaksana

Center for Research and Publishing, UIN Sunan Gunung Djati Bandung
yudi_darma@uinsgd.ac.id

Introduction

Scientific publications are the duty of academics. Scientific publications are the publication of a paper based on the open journal system (OJS) in national journals and international journals. Academics often face obstacles in carrying out scientific publication obligations caused by correspondence factors. Correspondence in scientific publications is the practice of OJS utilization based on manual procedures and work instructions specified by the online journal management.

In scientific publications, the author of the paper should understand the use of digital systems in online journal publishing to perform various stages such as submission of manuscripts, review process, complete revision of paper, ensuring acceptance of paper until publication. If all of these stages can not be executed in accordance with the provisions, then the author of the paper should appoint a partner who served as the correspondent author. In an article writing, the first author became the lead author while the correspondence author became the second author. The lead author is listed first in a paper while the correspondence authors are listed next in the paper. It can also be a paper written by several authors who contributed to the paper's material which is generally involved from the leaders of science. Scientific leaders who have contributed to the paper's material can be listed in the final sequence in a paper as a co-author. Technically, the correspondence authors in a paper are listed in a certain order between the co-author and the lead author. With such a sequence of writers' compositions, a scientific publication is possible to avoid constraints of correspondence.

The focus of this research is scientific publication as the obligation of academics in universities in Indonesia. The unit of analysis of this research is the correspondence author who is in charge of applying the mechanism of manuscript management and responsible for the validity of the paper for scientific publications in the online journal system.

Material and Discussion

Corresponding authors have the task of submitting papers. To carry out this task the correspondence authors must perform several activities. At first they have to search the relevant category of journals with scientific scope of the paper material. Then they should identify the journal classification whether it is a national journal or an international journal. It should be known in more detail the classification of the journal in the national and international categories. National journals consist of accredited journals and unaccredited journals. The international journals consist of reputable journals and non-reputable journals in the global world. They should also take note of journal indexes such as Moraref, IPI, DOAJ, Scopus and Thomson. Another thing that should not be forgotten is the journal's impact factor. If the target journal has been established, the correspondence author must download various general provisions of the journal such as writing style templates, important dates and other special provisions. After a detailed analysis of the structure and mechanism of the journal, the authors then agreed to submit the manuscript.

The next stage is to wait for answers or responses from the manager of the journal. There are several possible responses from the journal manager associated with the paper, which are accepted or rejected. If accepted then there is usually a command to make a revision, regardless of whether the revision is minor or major. Correspondence authors should make improvements when the revision is minor. If the revision is major then the authors should make joint improvements as recommended by the reviewer of the journal article. Often a paper is rejected by the publisher of a journal for a principled reason. If a paper is rejected then the correspondence author should search for alternatives to other journals. It should be strived that the alternative journal has an impact factor that is not too high. Because the rejection could be due to the authors choose high impact factor journal. Indeed, such scientific publications in journals with high impact factor will surely be done a rigorous and selective review of the paper submitted.

Lastly, finalization and other correspondence. In addition to the general case there are sometimes specific cases related to correspondence in scientific publications. Sometimes the publisher of the journal offers the transfer of a publication to another journal in the same publisher. There are times when the publisher offers translations with the aim that writing in accordance with the style of language that became the habit of the journal. Correspondence authors are responsible for all correspondence.

Communication about the final decision will only be communicated through correspondence authors' emails. Therefore, at the bottom of the left column of the abstract page must be written the correspondence author's sign and also write the email address. In the paper, correspondence authors should be marked with an asterisk mark followed by a "*"")" closing bracket.

All that reality has been practiced in UIN Sunan Gunung Djati Bandung. Researchers are positioned as first writers and professors to be co-authors. The correspondence authors are assigned to connect between the first author and the co-author. So that formed what is called the collaboration in scientific publications in this college. This collaboration becomes a necessity because scientific publications require professional division of tasks. The division of task is undoubtedly because OJS-based scientific publication is a complex issue. Its complexity involves technical and substantive aspects. On the technical aspects of scientific publications should be able to take advantage of integrated databases, citation applications and plagiarism checkers. Also required skills in paraphrase and translation. On the aspect of the substance of scientific publications demanding originality, novelty and state of the art. Mechanism of correspondence author in scientific publication has become best practice in UIN Sunan Gunung Djati Bandung, Indonesia.

Conclusion

Authors and journals are like two islands that need a bridgehead through the role of correspondence authors in charge of ensuring the success of scientific publications in the current era of digital systems.