

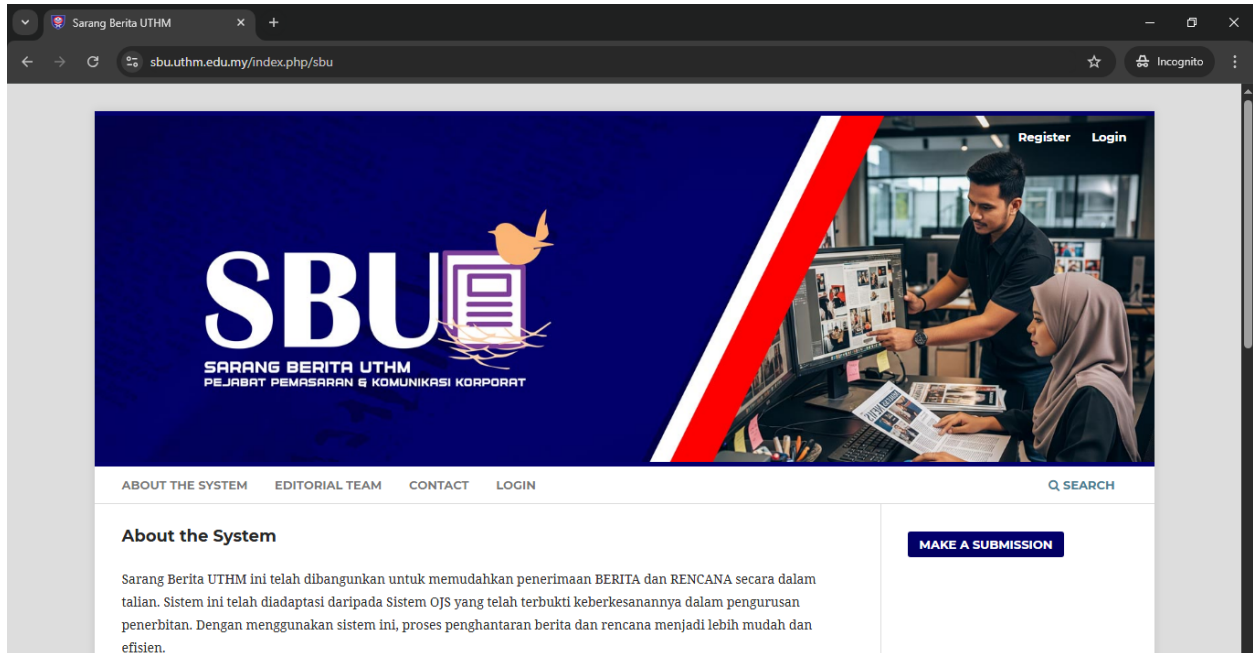


User Manual for Author

Register a new account.

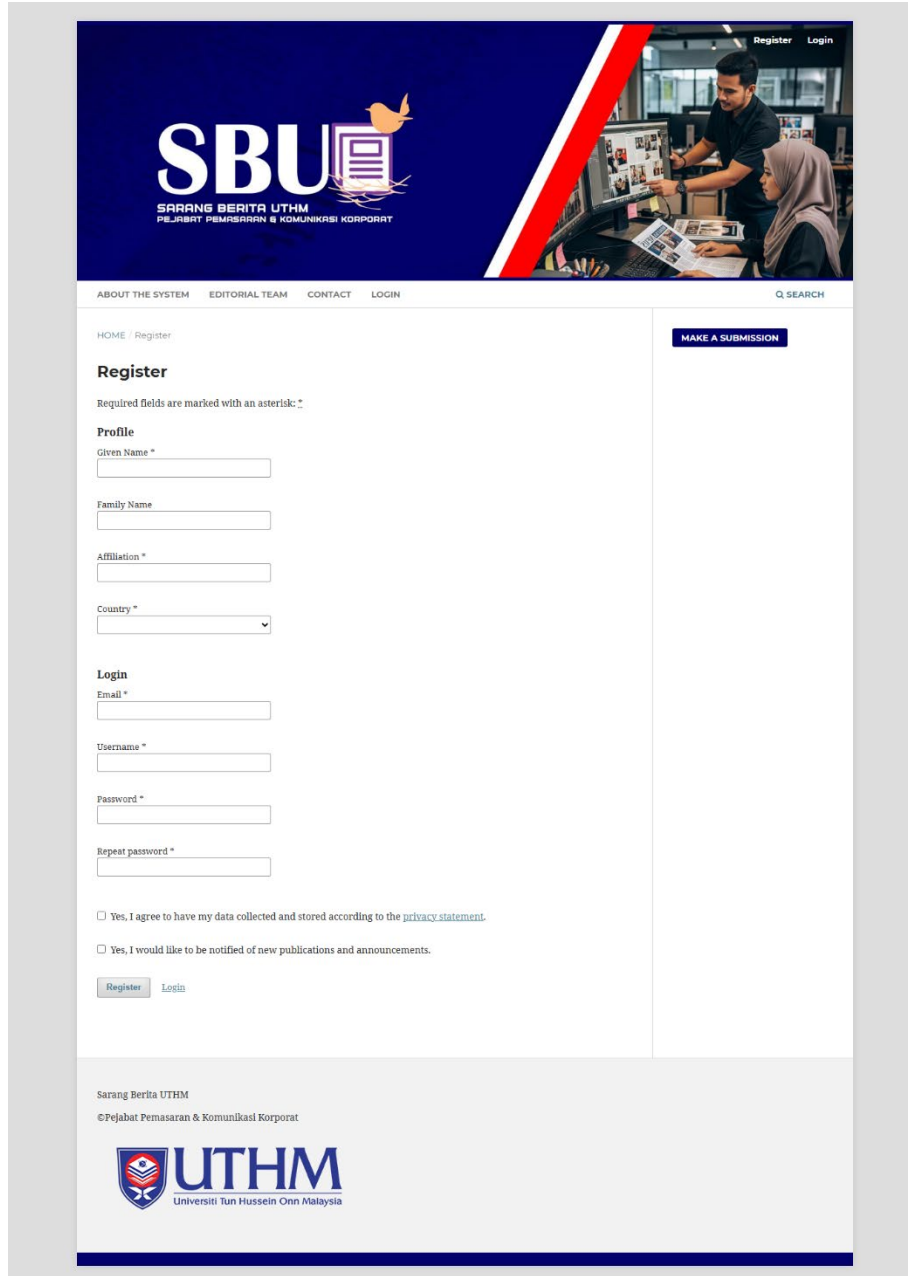
To register a new account, go to the website.

<https://sbu.uthm.edu.my/>



Click on the Register button at the top right of the page

Fill out the form. Make sure the email address you are using is correct. Click the register button to complete.



Register Login

SBU
SARANG BERITA UTHM
PEJABAT PEMASARAN & KOMUNIKASI KORPORAT

ABOUT THE SYSTEM EDITORIAL TEAM CONTACT LOGIN Q SEARCH

HOME / Register

Register

Required fields are marked with an asterisk: *

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *


☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

☐ Yes, I would like to be notified of new publications and announcements.

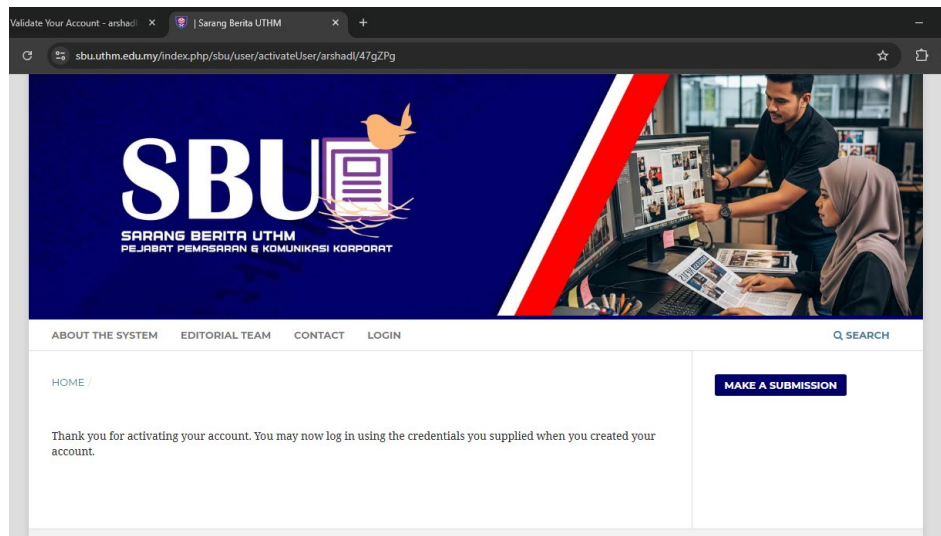
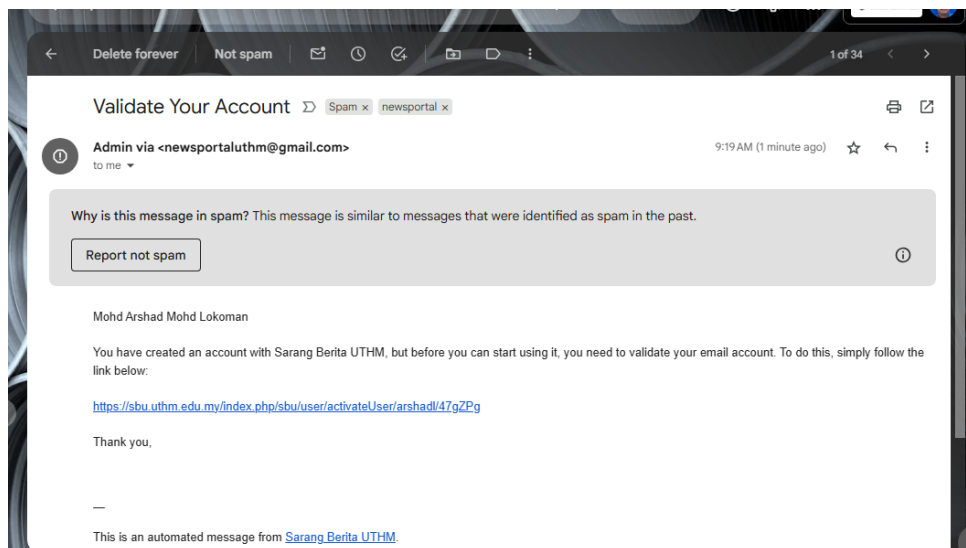
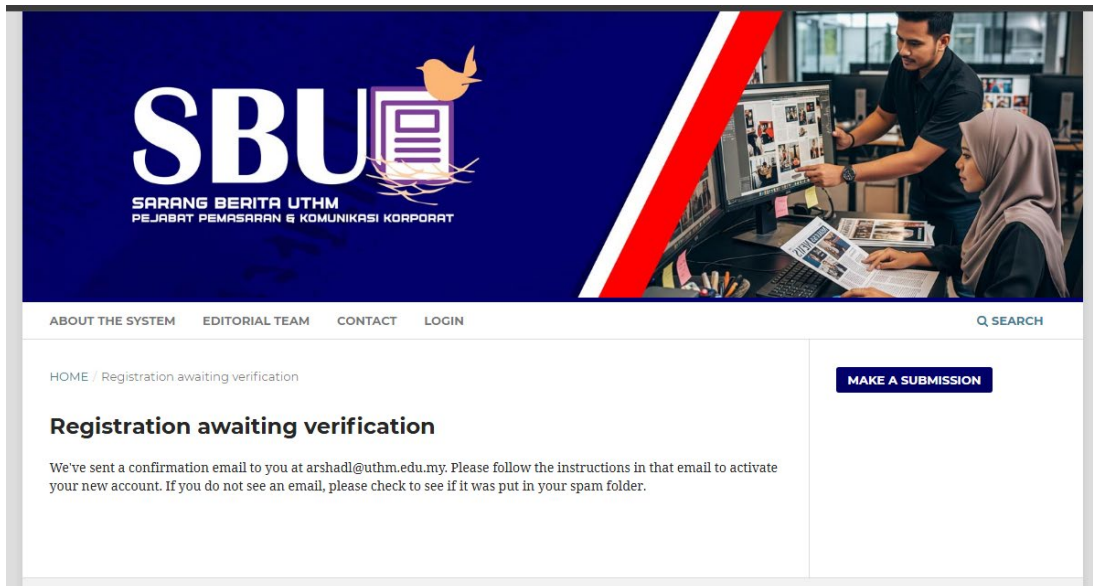
Register Login

MAKE A SUBMISSION

Sarang Berita UTHM
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 **UTHM**
Universiti Tun Hussein Onn Malaysia

A validation email will be sent to your email address and you need to click the link inside to complete the registration. Make sure to check the spam folder for the email. After validation is completed, you can submit your article using the system.

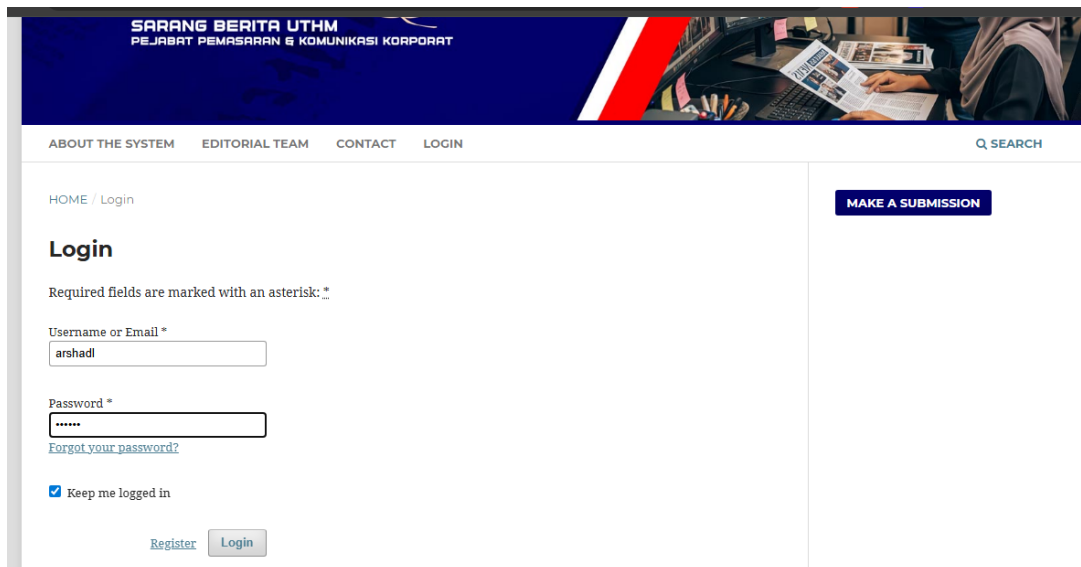


Submission

To submit a new article, click the login button on the top right of the page.



Fill in your login details. And click login



HOME / Login

Login

Required fields are marked with an asterisk: *

Username or Email *

Password *

[Forgot your password?](#)

☒ Keep me logged in

[Register](#)

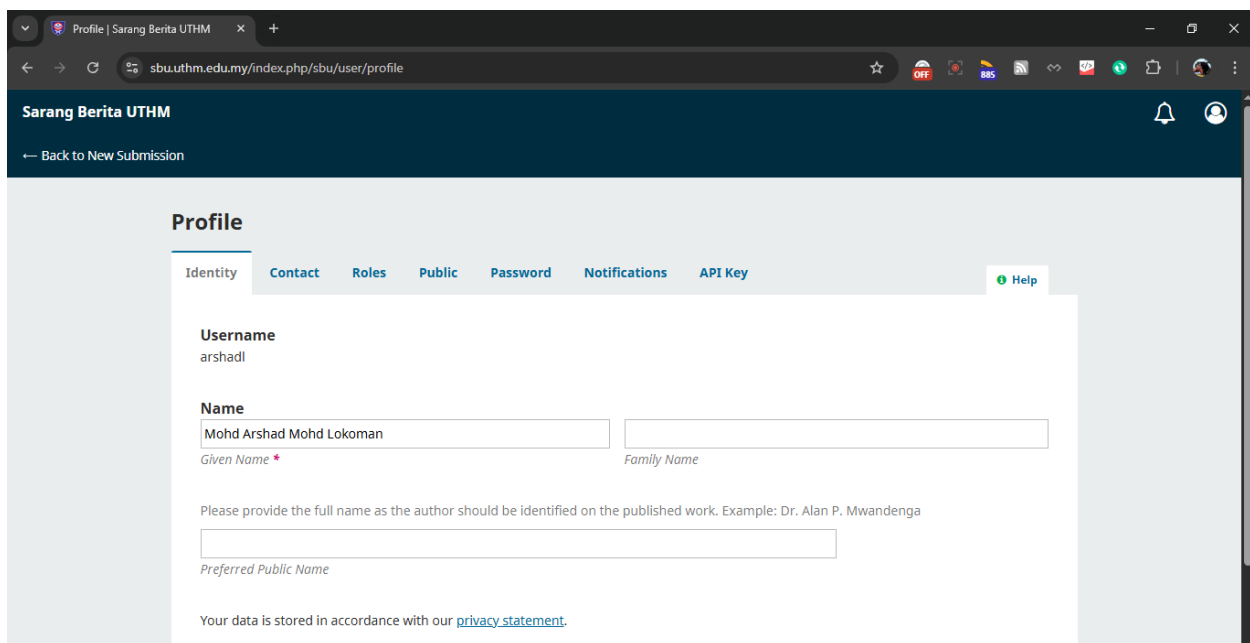
[MAKE A SUBMISSION](#)

Click the dropdown button on your username and click on the dashboard.



For first time user, the profile page will display first. You can edit the details of your account on the profile pages.

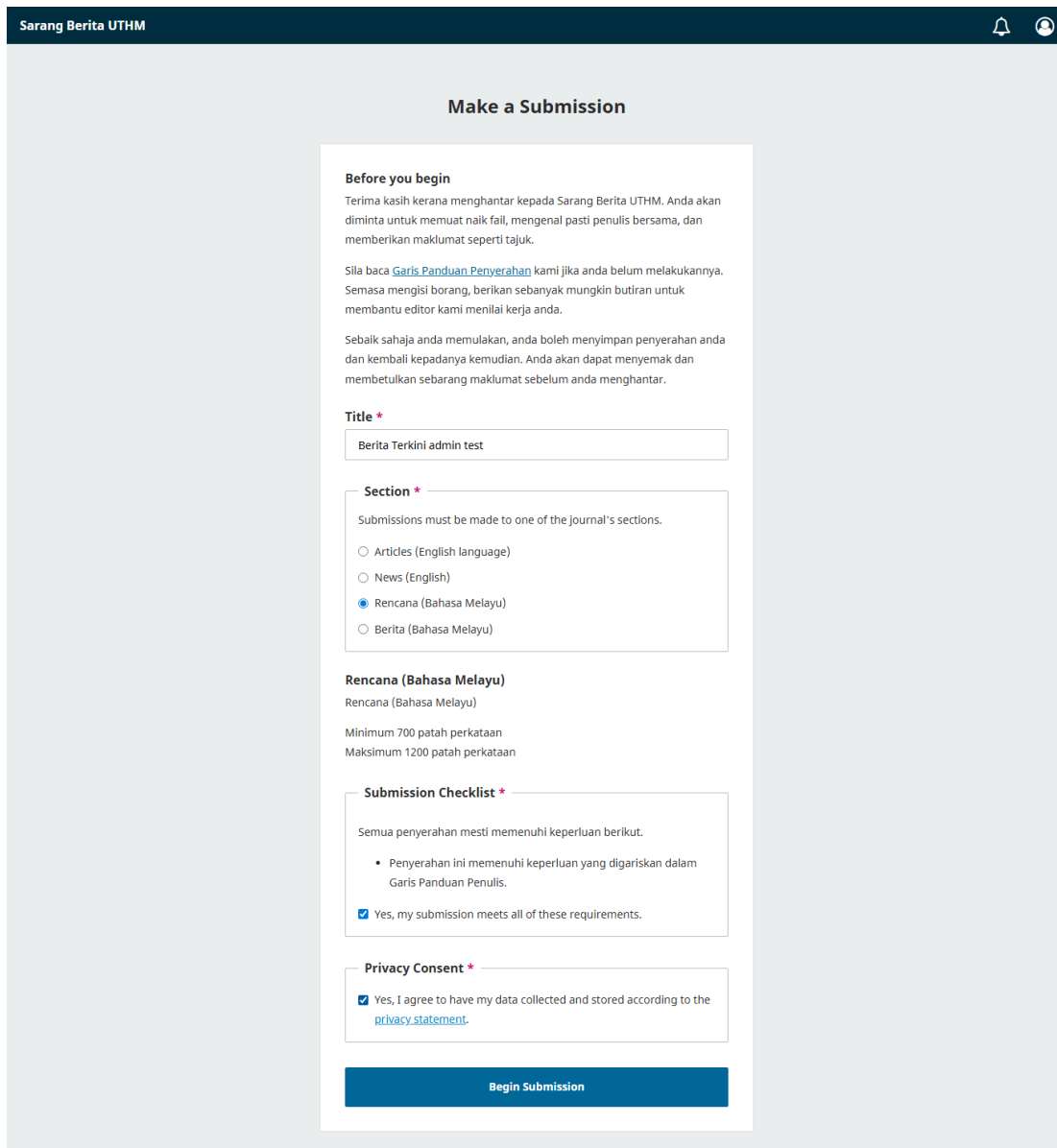
Click on the Back to New Submission button on the top left to make a new submission.



If you are on the front, you can click on the Make a Submission button on the left. It will bring you to a submission guideline page. You can click on the Make a New Submission link and it will directly bring you to create a new submission page.



Fill out the page of the submission and click Begin Submission.

The screenshot displays the 'Make a Submission' form. At the top, the header 'Sarang Berita UTHM' is visible with notification and user icons. The main heading is 'Make a Submission'. The form is divided into several sections: 'Before you begin' with introductory text and a link to the 'Garis Panduan Penyerahan'; a 'Title' field with a red asterisk, containing the text 'Berita Terkini admin test'; a 'Section' field with a red asterisk, showing radio button options for 'Articles (English language)', 'News (English)', 'Rencana (Bahasa Melayu)' (which is selected), and 'Berita (Bahasa Melayu)'; a 'Rencana (Bahasa Melayu)' section with word count limits (700-1200); a 'Submission Checklist' section with a bulleted requirement and a checked checkbox; a 'Privacy Consent' section with a checked checkbox and a link to the 'privacy statement'; and a final blue 'Begin Submission' button.

Fill out the first step of the submission. After completing the form, click the continue button.

90 / Mohd Arshad Mohd Lokoman / Berita Terkini admin test

Make a Submission: Details [Save for Later](#)

Submitting to the **Rencana (Bahasa Melayu)** section. [Change](#)

1 **Details**

2 Upload Files

3 Contributors

4 For the Editors


5 Review

Submission Details
Please provide the following details to help us manage your submission in our system.

Insert a snippet of your article. Use CTRL-C and CTRL-V.

Title *

Abstract *

B *I* \times^2 \times_2 

Berita Terkini admin test. Berita Terkini admin test.

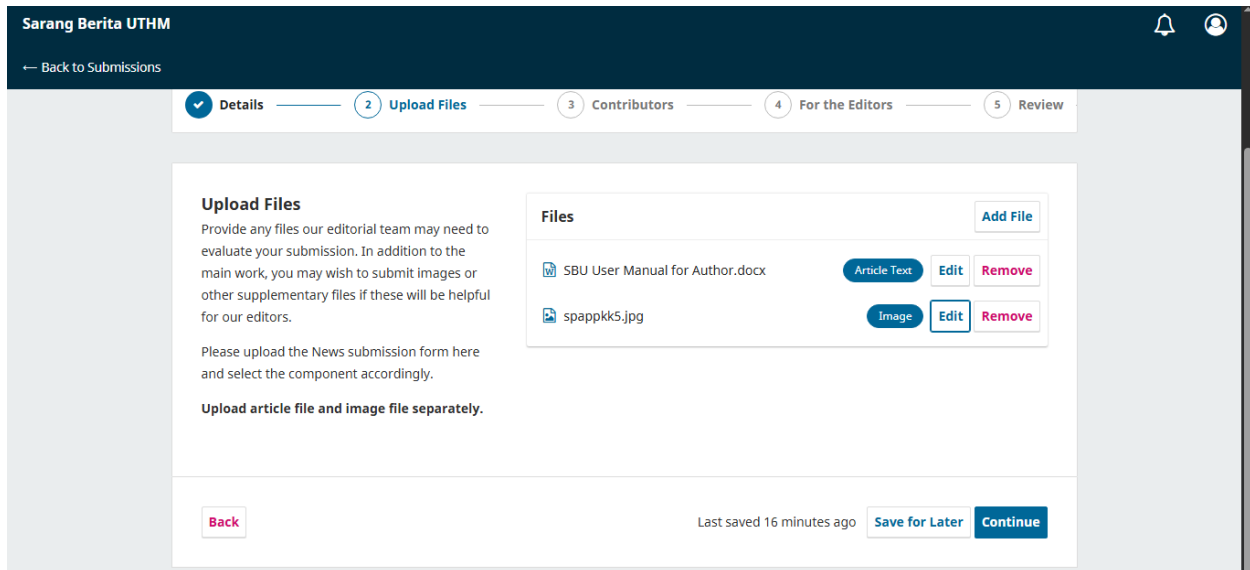
Last saved a few seconds ago [Save for Later](#) [Continue](#)

Upload Files.

Provide files for the article. It is compulsory to upload the article text file and the image files

Click on the add file button and select your article file. On What kind of file is this question, select article text for your article files and select image for your image file.

Click Continue button to go to the next stage.



Sarang Berita UTHM

← Back to Submissions

Details — **2 Upload Files** — 3 Contributors — 4 For the Editors — 5 Review

Upload Files



Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit images or other supplementary files if these will be helpful for our editors.

Please upload the News submission form here and select the component accordingly.

Upload article file and image file separately.

Files

[Add File](#)

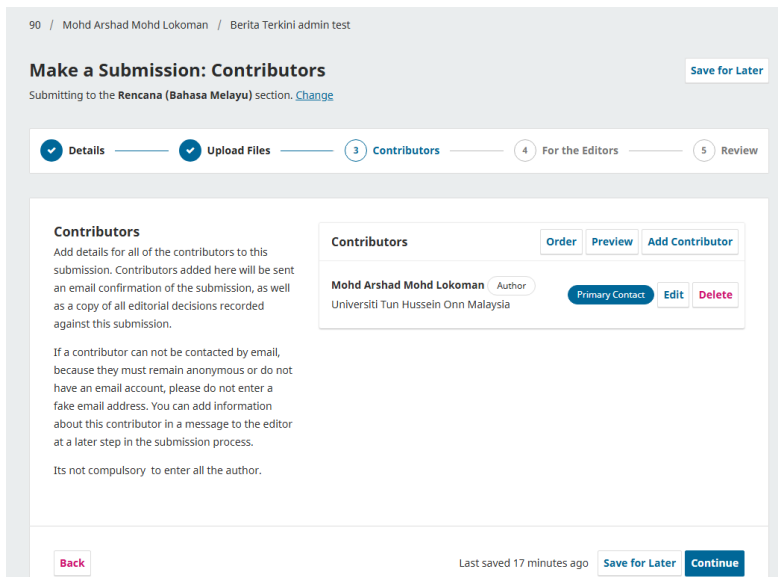
 SBU User Manual for Author.docx	Article Text	Edit	Remove
 spappkk5.jpg	Image	Edit	Remove

[Back](#)

Last saved 16 minutes ago [Save for Later](#) [Continue](#)

Contributors

Make sure your name is in the contributor list. Only the submission author name will be in the list. There is no need to put other contributor name on this list. Click continue button for the next step.



90 / Mohd Arshad Mohd Lokoman / Berita Terkini admin test

Make a Submission: Contributors [Save for Later](#)

Submitting to the **Rencana (Bahasa Melayu)** section. [Change](#)

Details — **Upload Files** — **3 Contributors** — 4 For the Editors — 5 Review

Contributors

Add details for all of the contributors to this submission. Contributors added here will be sent an email confirmation of the submission, as well as a copy of all editorial decisions recorded against this submission.

If a contributor can not be contacted by email, because they must remain anonymous or do not have an email account, please do not enter a fake email address. You can add information about this contributor in a message to the editor at a later step in the submission process.

It's not compulsory to enter all the author.

Contributors

[Order](#) [Preview](#) [Add Contributor](#)

Mohd Arshad Mohd Lokoman <small>Author</small>	Primary Contact	Edit	Delete
Universiti Tun Hussein Onn Malaysia			

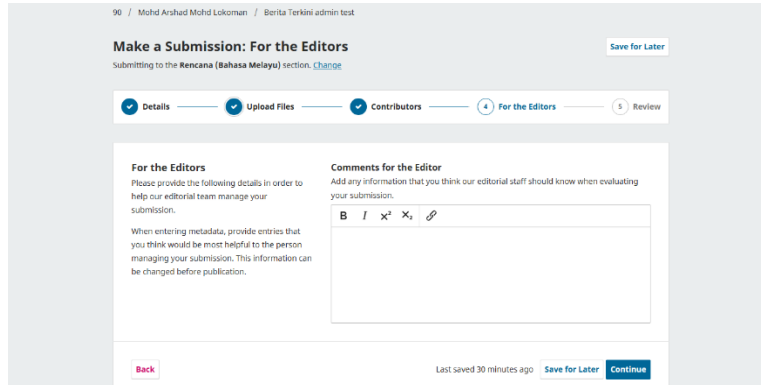
[Back](#)

Last saved 17 minutes ago [Save for Later](#) [Continue](#)

For the Editors

Comments for the Editor

Add any information that you think the editorial staff should know when evaluating your submission. Click on the continue button for the next step.

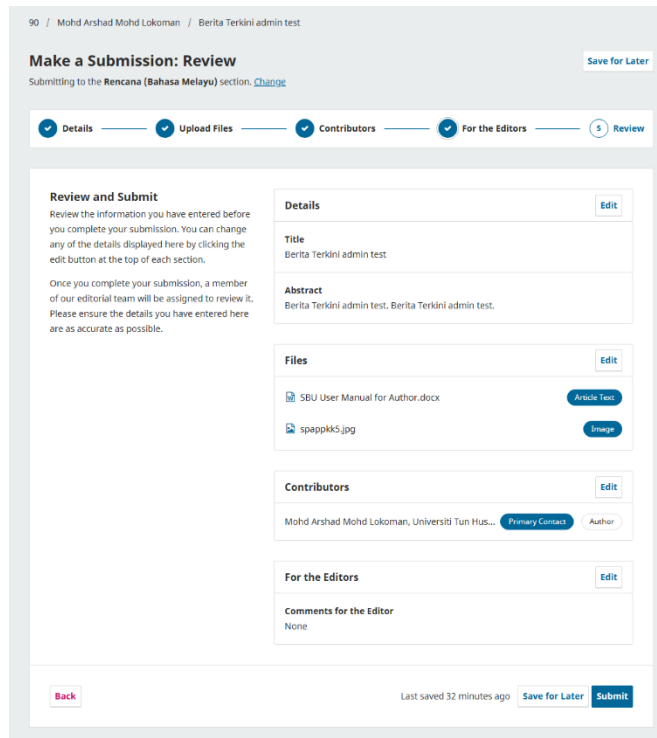


Review and Submit

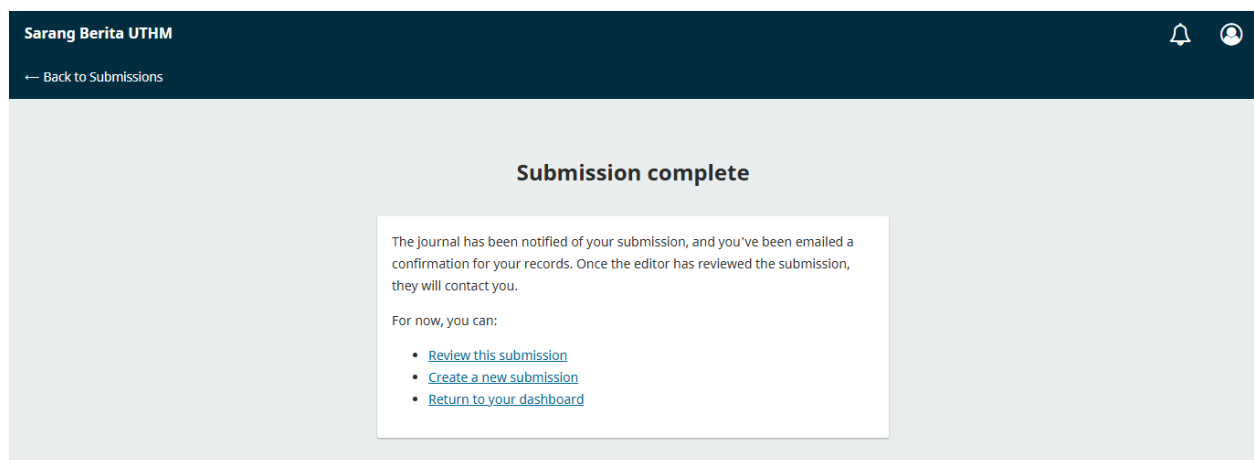
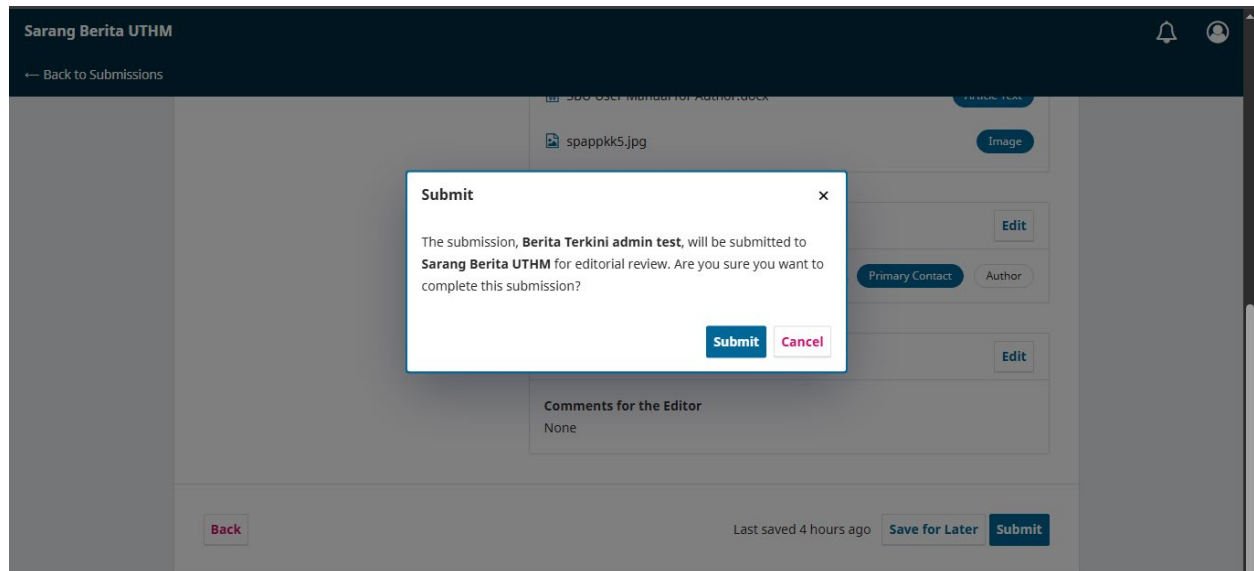
Review the information you have entered before you complete your submission. You can change any of the details displayed here by clicking the edit button at the top of each section.

Once you complete your submission, a member of our editorial team will be assigned to review it. Please ensure the details you have entered here are as accurate as possible.

If there is an error, it will be shown on top above the section in red color.



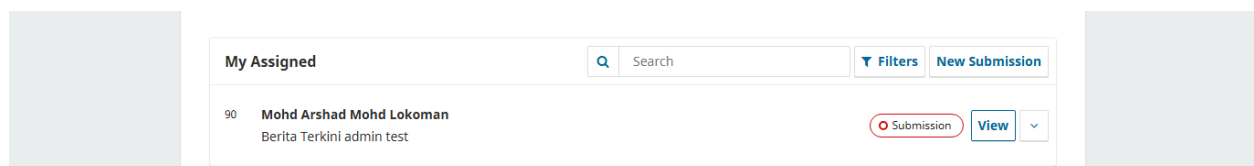
Click on the submit button to submit your article. A confirmation prompt will pop up and click on the submit button to finish your submission.



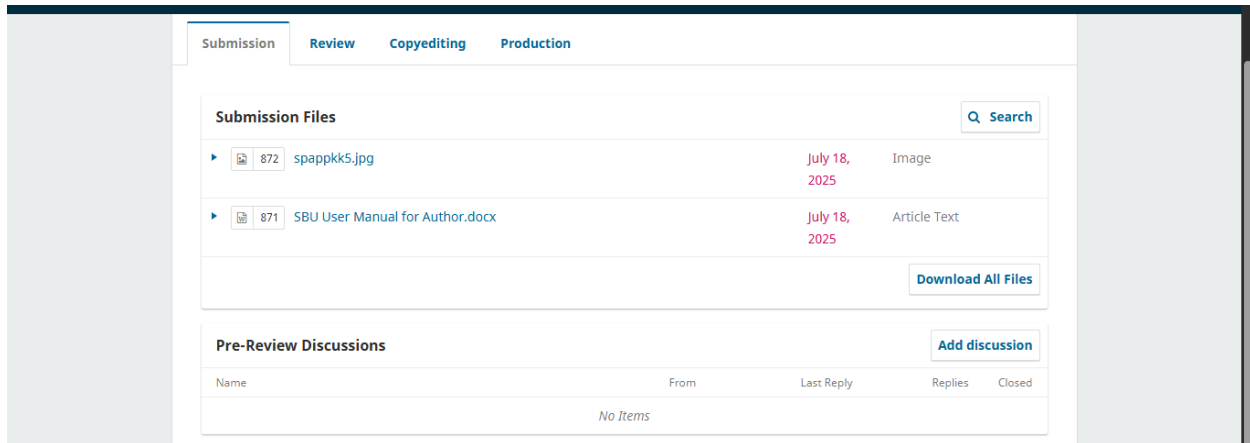
The Editors has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

If your editor request more document, do not create a new submission and upload the document instead use the discussion function in your article.

Click on the view button on your article.



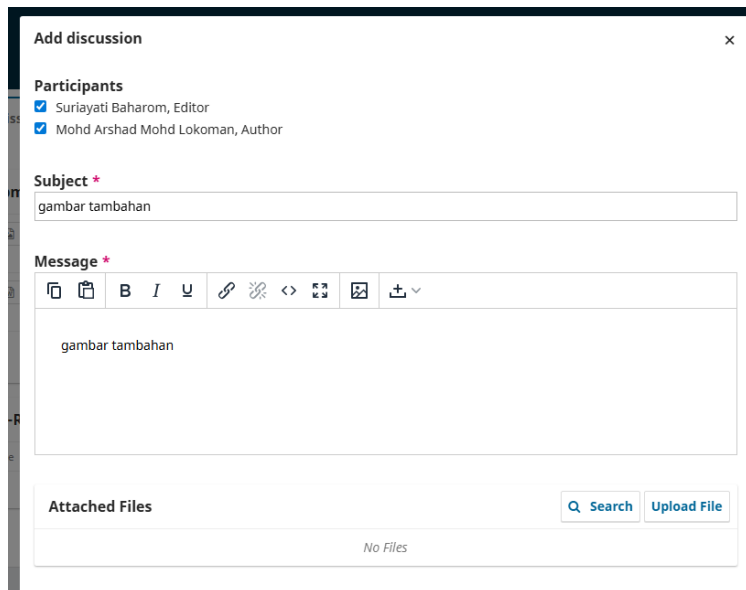
Scroll down to Pre-Review Discussions section and click the add discussion button.



The screenshot shows a web interface with a top navigation bar containing 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Submission' tab is active. Below the navigation bar, there are two main sections:

- Submission Files:** This section contains a table with two rows of files. The first row is 'spappkk5.jpg' (Image) uploaded on 'July 18, 2025'. The second row is 'SBU User Manual for Author.docx' (Article Text) also uploaded on 'July 18, 2025'. A 'Download All Files' button is located at the bottom right of this section.
- Pre-Review Discussions:** This section has an 'Add discussion' button at the top right. Below it is a table with columns: 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. The table currently shows 'No Items'.

Select your editor to be included in the discussion. Insert your subject. Insert your message. Upload the document that have been requested. And click ok. Your message will be emailed to the editor and the editor can get your file there.



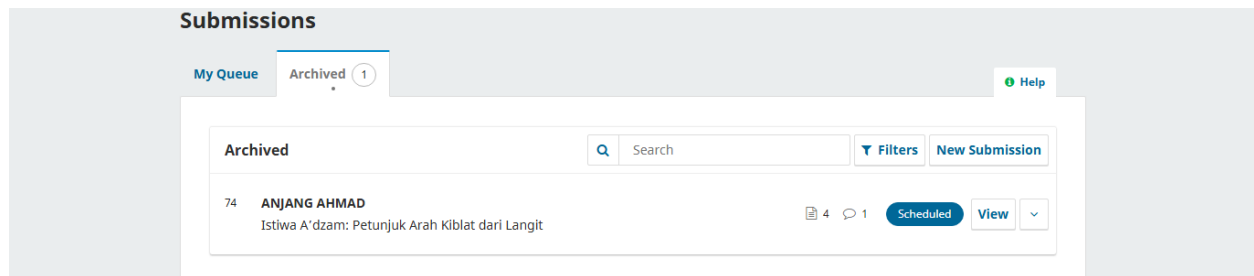
The screenshot shows a modal window titled 'Add discussion' with a close button (X) in the top right corner. The form contains the following fields and sections:

- Participants:** A list of participants with checkboxes. 'Suriyati Baharom, Editor' and 'Mohd Arshad Mohd Lokoman, Author' are both checked.
- Subject *:** A text input field containing 'gambar tambahan'.
- Message *:** A rich text editor area with a toolbar (bold, italic, underline, link, unlink, code, list, image, link icon) and a text area containing 'gambar tambahan'.
- Attached Files:** A section with a 'Search' button and an 'Upload File' button. Below it, it says 'No Files'.

Article Review and Acceptance Status

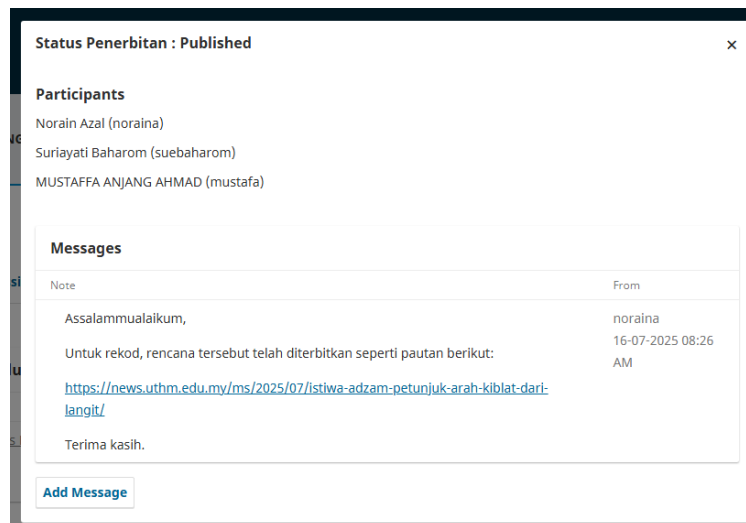
We do not use the full OJS Submission process for the article because it will not be published in the system. The Editors will review the article and request discussion on the submission stage.

When the article is ready to be published, Editor will accept your article and move your article to the SCHEDULE stage and in your dashboard the status of the article is SCHEDULE.

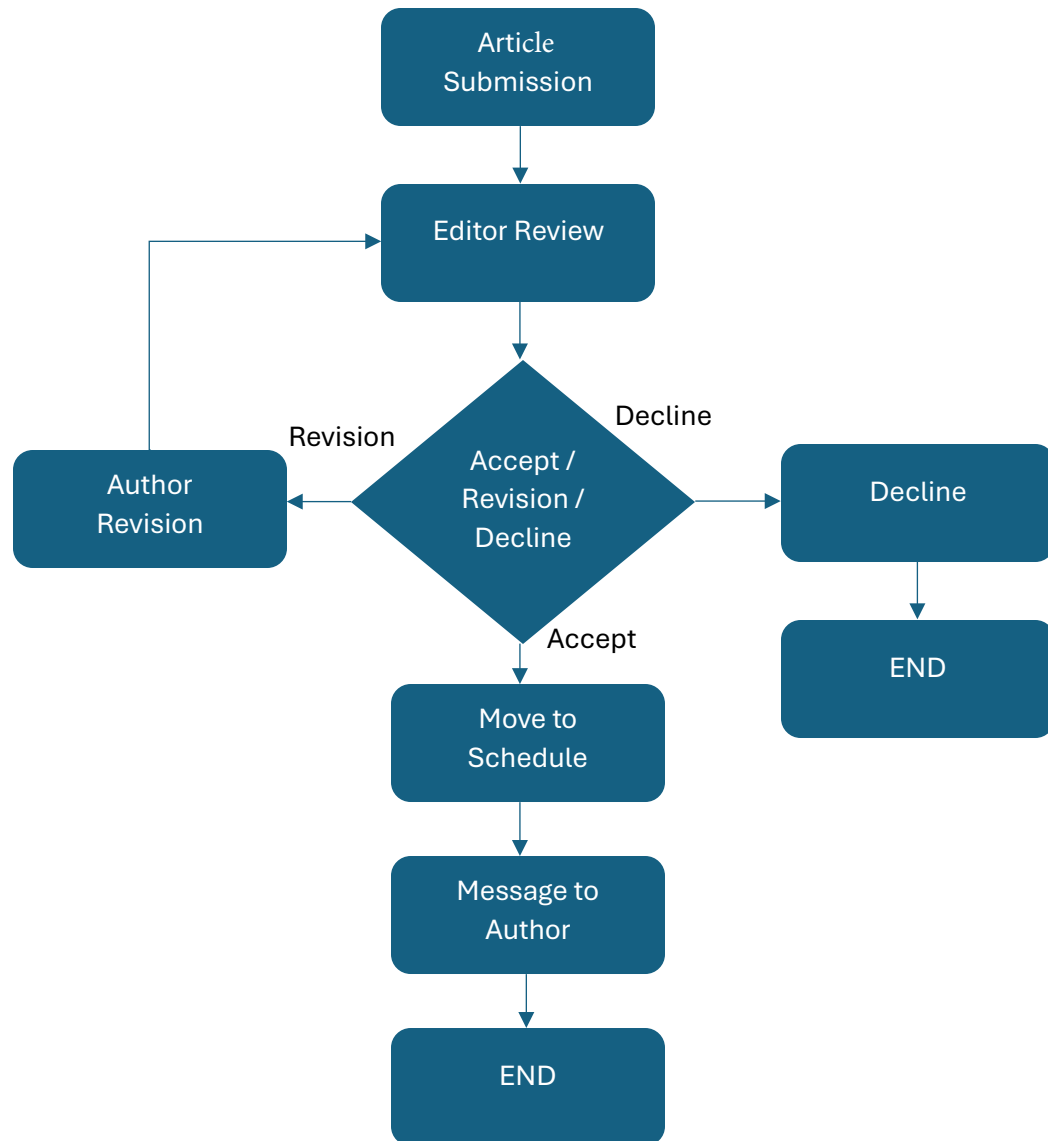


The screenshot shows the 'Submissions' dashboard. At the top, there are tabs for 'My Queue' and 'Archived' (with a count of 1). A 'Help' button is visible in the top right. Below the tabs, there is a search bar and buttons for 'Filters' and 'New Submission'. The main content area shows a list of submissions. The first submission is by 'ANJANG AHMAD' with the title 'Istiwa A'dzam: Petunjuk Arah Kiblat dari Langit'. It has 4 documents and 1 comment. The status is 'Scheduled' (indicated by a blue button) and there is a 'View' button.

Editor will inform you where the article will be published.

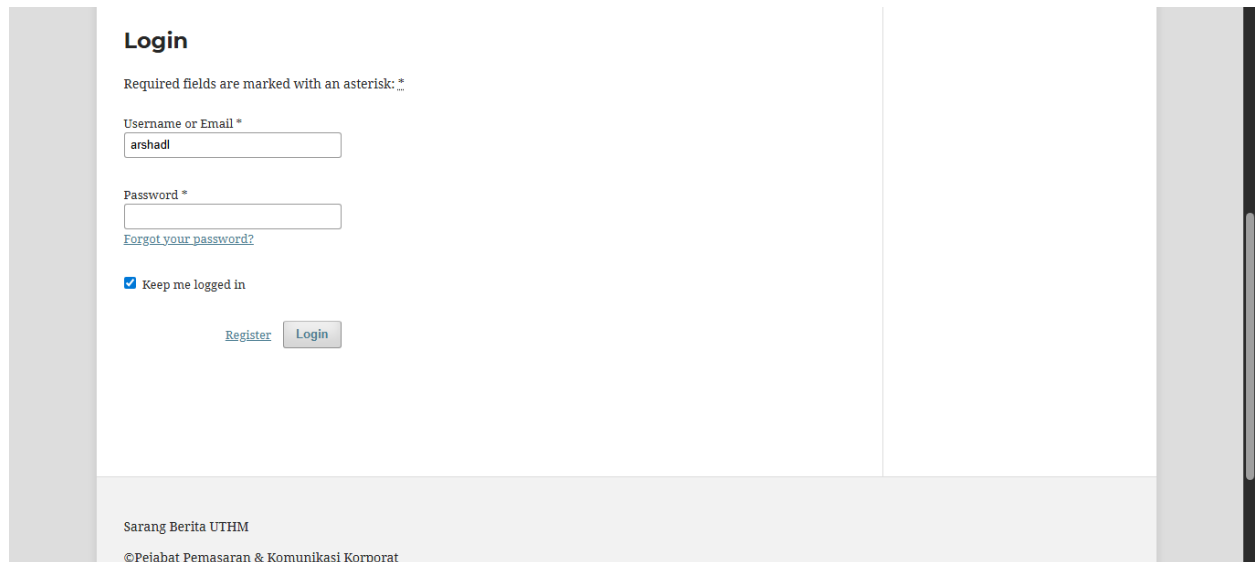


The screenshot shows a notification window titled 'Status Penerbitan : Published'. It lists the participants: Norain Azal (noraina), Suriyati Baharom (suebaharom), and MUSTAFFA ANJANG AHMAD (mustafa). Below this, there is a 'Messages' section with a table showing a message from 'noraina' dated '16-07-2025 08:26 AM'. The message content is: 'Assalamualaikum, Untuk rekod, rencana tersebut telah diterbitkan seperti pautan berikut: <https://news.uthm.edu.my/ms/2025/07/istiwa-adzam-petunjuk-arrah-kiblat-dari-langit/> Terima kasih.' There is an 'Add Message' button at the bottom.



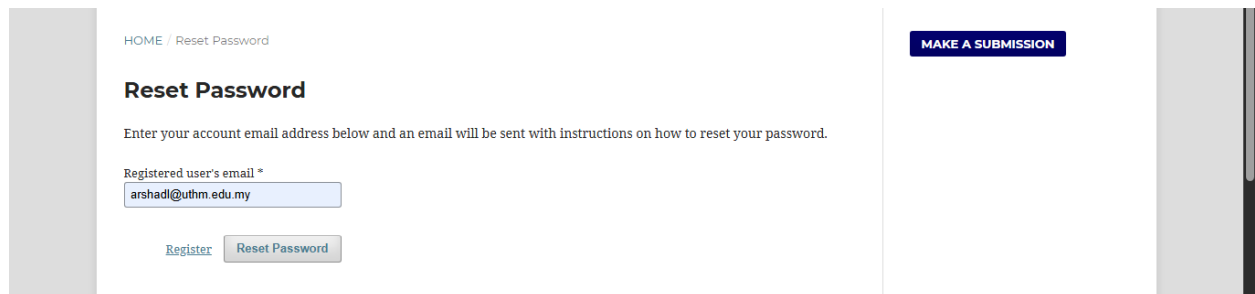
Forgot Password

If you forgot your password, you can reset your password by clicking the link provided in the login form.



The screenshot shows the UTHM Login page. At the top left is the UTHM logo. The main heading is "Login". Below it, a note states: "Required fields are marked with an asterisk: *". There are two input fields: "Username or Email *" containing the text "arshadi" and "Password *". Below the password field is a link that says "Forgot your password?". There is a checkbox labeled "Keep me logged in" which is checked. At the bottom of the form are two buttons: "Register" (a link) and "Login" (a button). The footer contains the text "Sarang Berita UTHM" and "©Pejabat Pemasaran & Komunikasi Korporat".

Enter the email address you used to register to reset your password.



The screenshot shows the UTHM Reset Password page. At the top left is the breadcrumb "HOME / Reset Password". At the top right is a blue button labeled "MAKE A SUBMISSION". The main heading is "Reset Password". Below it, a note states: "Enter your account email address below and an email will be sent with instructions on how to reset your password." There is one input field labeled "Registered user's email *" containing the text "arshadi@uthm.edu.my". At the bottom of the form are two buttons: "Register" (a link) and "Reset Password" (a button).

An email with a link to reset your password will be mailed to you. Click on the link and you can reset your password.