GUIDELINES TO UPLOAD ARTICLE OR JOURNAL
SUBMISSION OF PEASANTS' RIGHTS
UNIVERSITY OF NORTH SUMATRA

1) The first step is *username registration.* Authors can register a *username* through the https://talenta.usu.ac.id/jpr/ register link and click on the Register menu in the selected journal.

2) After registering, the author can *log in.*

3) To make an article submission, click the '**CLICK HERE**' *link* in the "**Start a New Submission"** section

4) After that, the author will be linked to a page where the author can start submitting articles.

5) The author must complete *the checklist* in all the *checkboxes.*

6) In *the text box*, the author can write a message for the Editor later; for example, the journal is contained in the edition, volume, and number.

7) After all the steps in this first step have been followed, the author can proceed to the next step by pressing the '**Save and Continue'** button.

8) The next step is *to upload the file* to be submitted.

9) The next step is to include metadata as journal information. The author only inputs the data in each *field*. The next step is *to upload additional files* that support journal creation.

10) After the author presses the '**Upload**' button, the author will be linked to the page to create metadata for the additional *files*.

11) Once all the steps are followed, the author will be connected to the next step by pressing the **'Save and Continue'** button.

12) The last step is confirmation. Show the confirmation page display. If the author has finished following all the steps, press the '**Finish Submission**' button to send the *files* to the Editor. *Files* that have been successfully *submitted* will be on the '**Active Submissions' page**. On this page, the author can see the journal's status from *awaiting assignment, in review, in editing*, until finally *published*.