

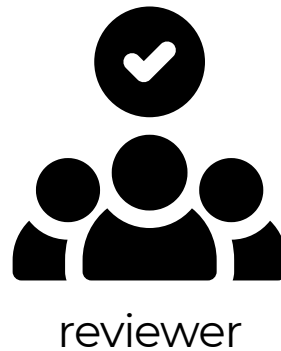
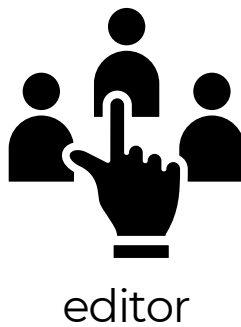
Author's Guide to JPMR

 journalpmresearch.com

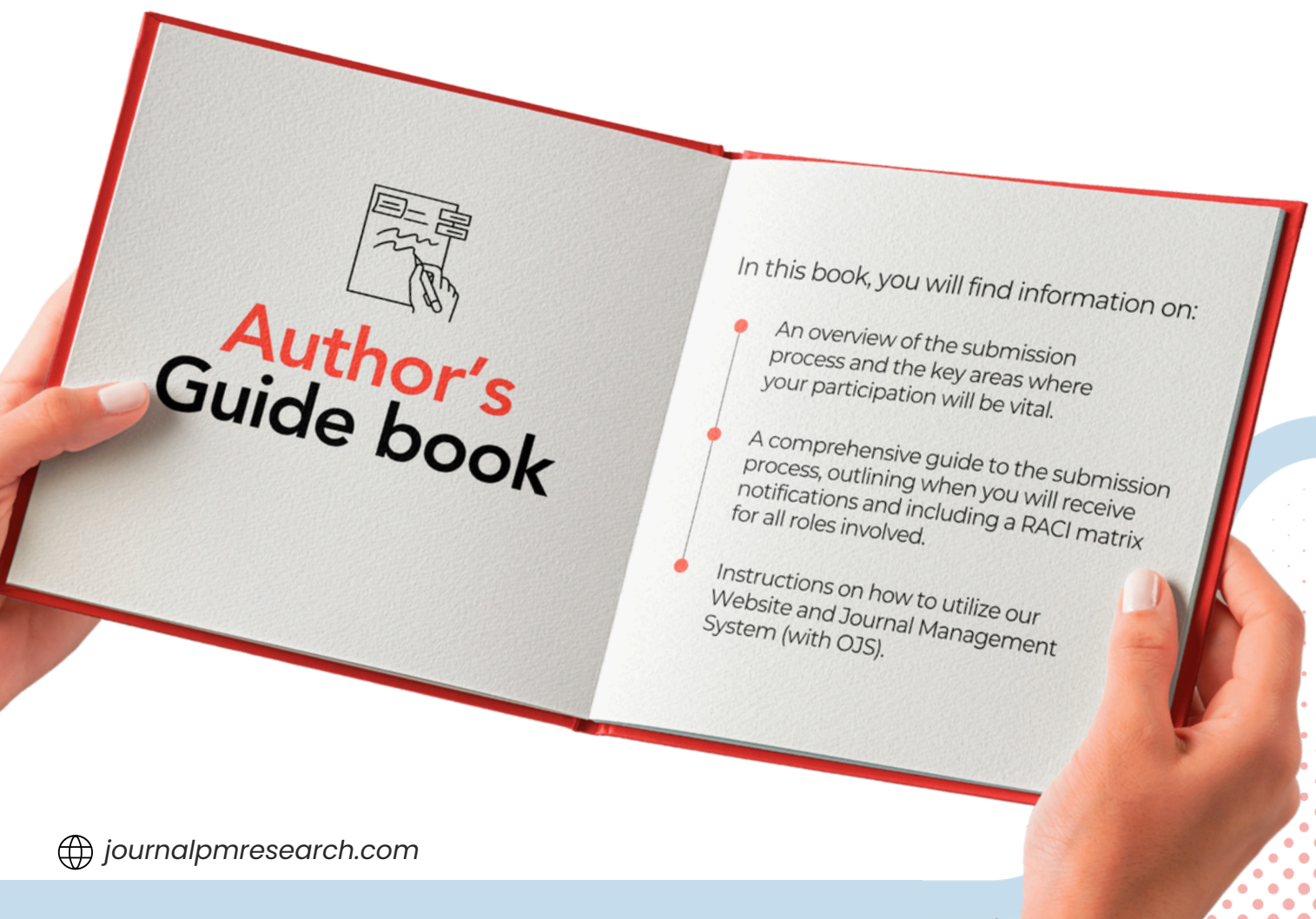
Responsibilities and tutorial through our
website **www.journalpmresearch.com**

JPMR's Guidebook(s)

There are three comprehensive guidebooks available, each tailored to the specific roles engaged in the peer-review process of JPMR:

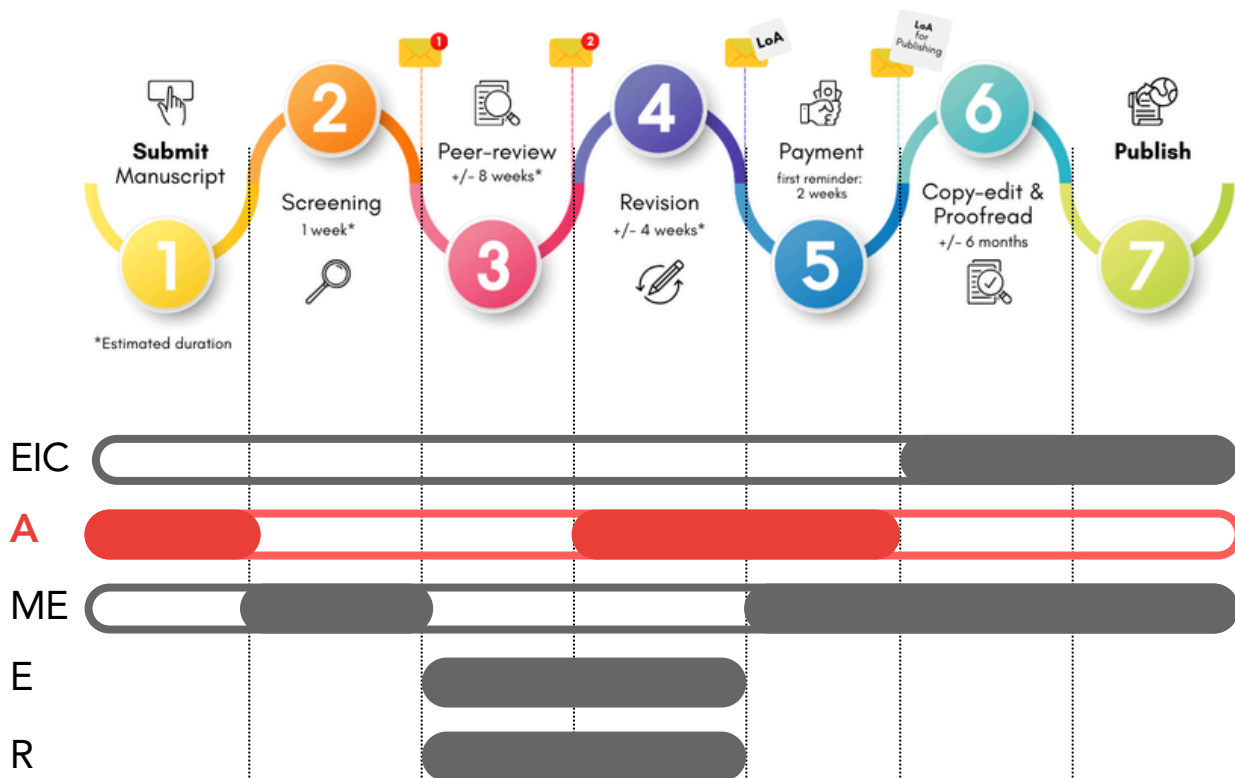


↑
This book is for you.



JPMR Submission Process Overview

Here are the seven distinct and meticulously defined phases that constitute the comprehensive submission process utilized by JPMR, which is designed to ensure a systematic approach to handling submissions. As an author engaged in this process, you will carry the significant responsibility of overseeing and managing every single aspect of this entire procedure from start to finish. However, it is important to note that the phase of utmost importance within this process is undeniably the screening phase, which plays a pivotal role in determining the quality and suitability of the submissions received.



EIC : Editor in Chief
A : Author
ME : Managing Editor
E : Editor
R : Reviewer

 : Oversee
 : Actively Involved

Manual Instruction

In this comprehensive manual instruction document, you will be presented with a meticulously detailed step-by-step outline of the entire process that encompasses the journey from submission all the way through to publication, along with an elaborately structured workflow and a clearly defined RACI matrix that delineates the specific roles and responsibilities involved in these various tasks:

EIC : Editor in Chief

A : Author

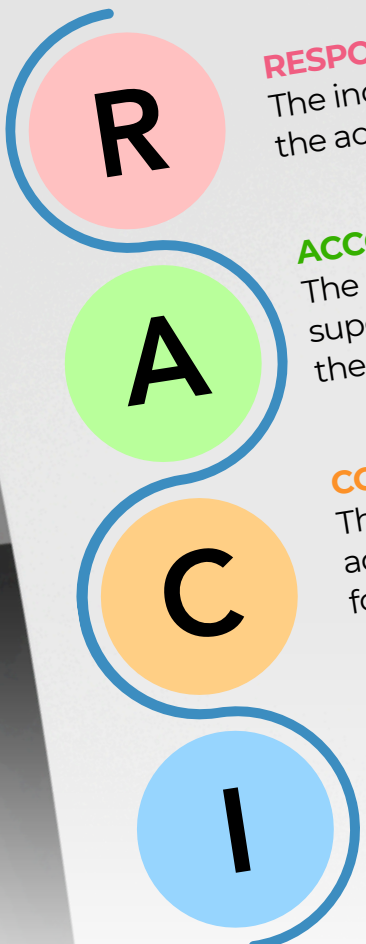
ME : Managing Editor

E : Editor

R : Reviewer

S : Support

IT : IT Admin



R

RESPONSIBLE:
The individual overseeing the activity.

A

ACCOUNTABLE:
The individual who supervises and approves the activity.

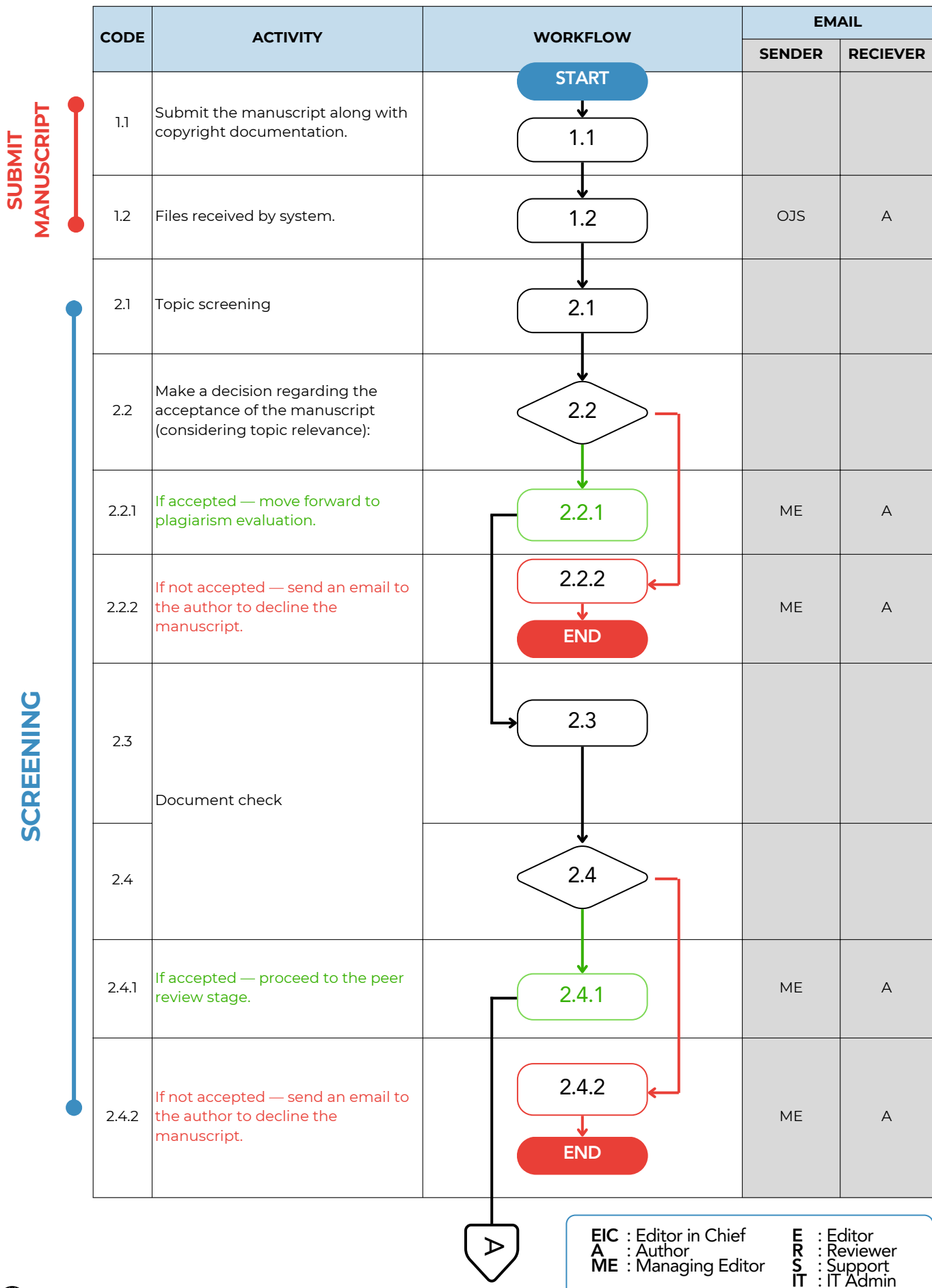
C

CONSULT:
The individual who offers advice and consultation for the activity.

I

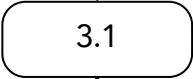
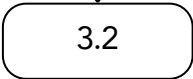
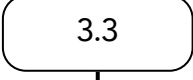
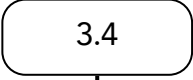
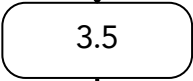
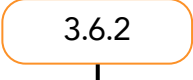
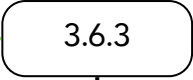
INFORMED:
The individual who is updated on the activity's progress and outcomes (all information is also communicated via email or Journal System status in the System Dashboard).

Manual instruction



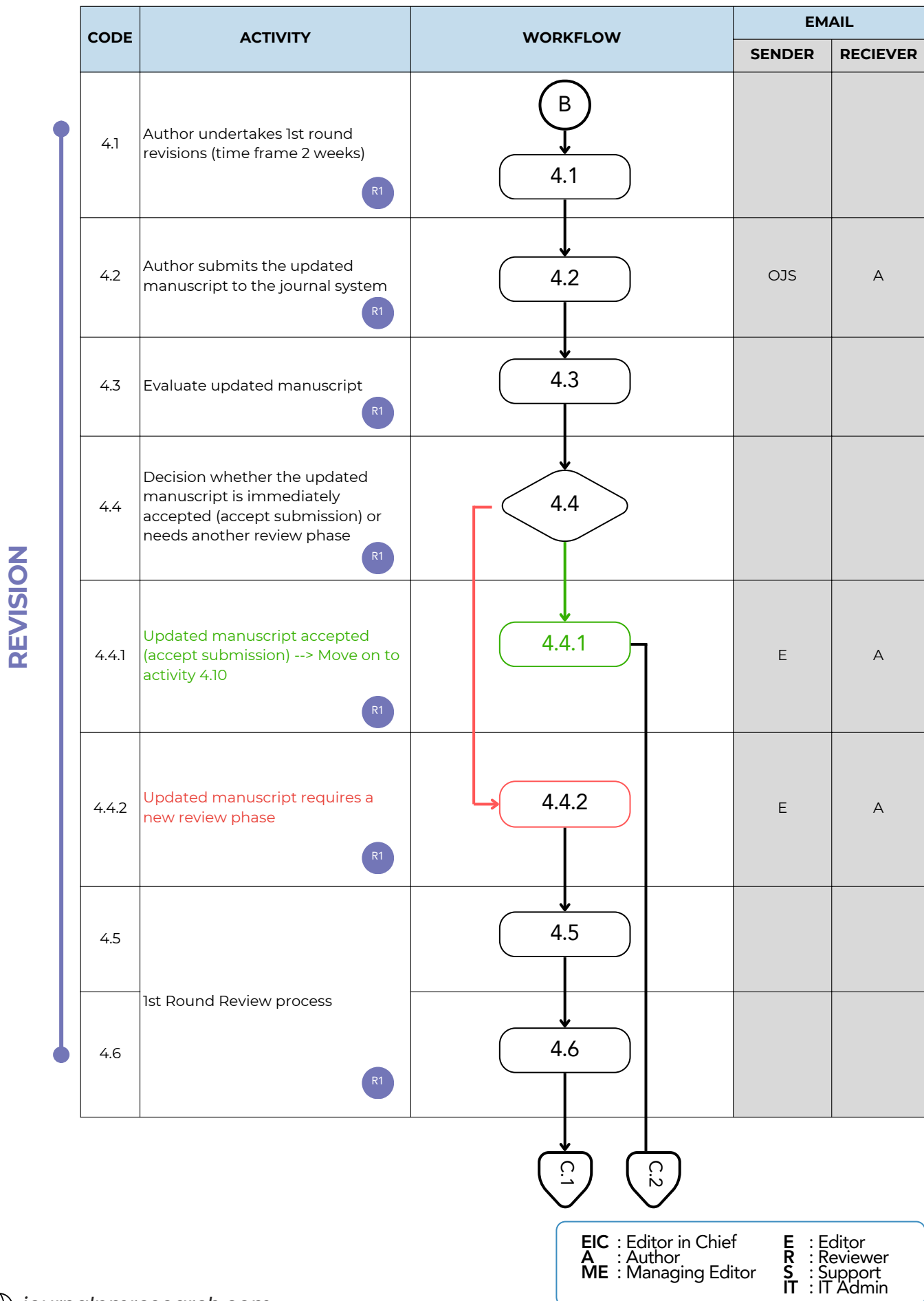
Manual instruction

PEER REVIEW

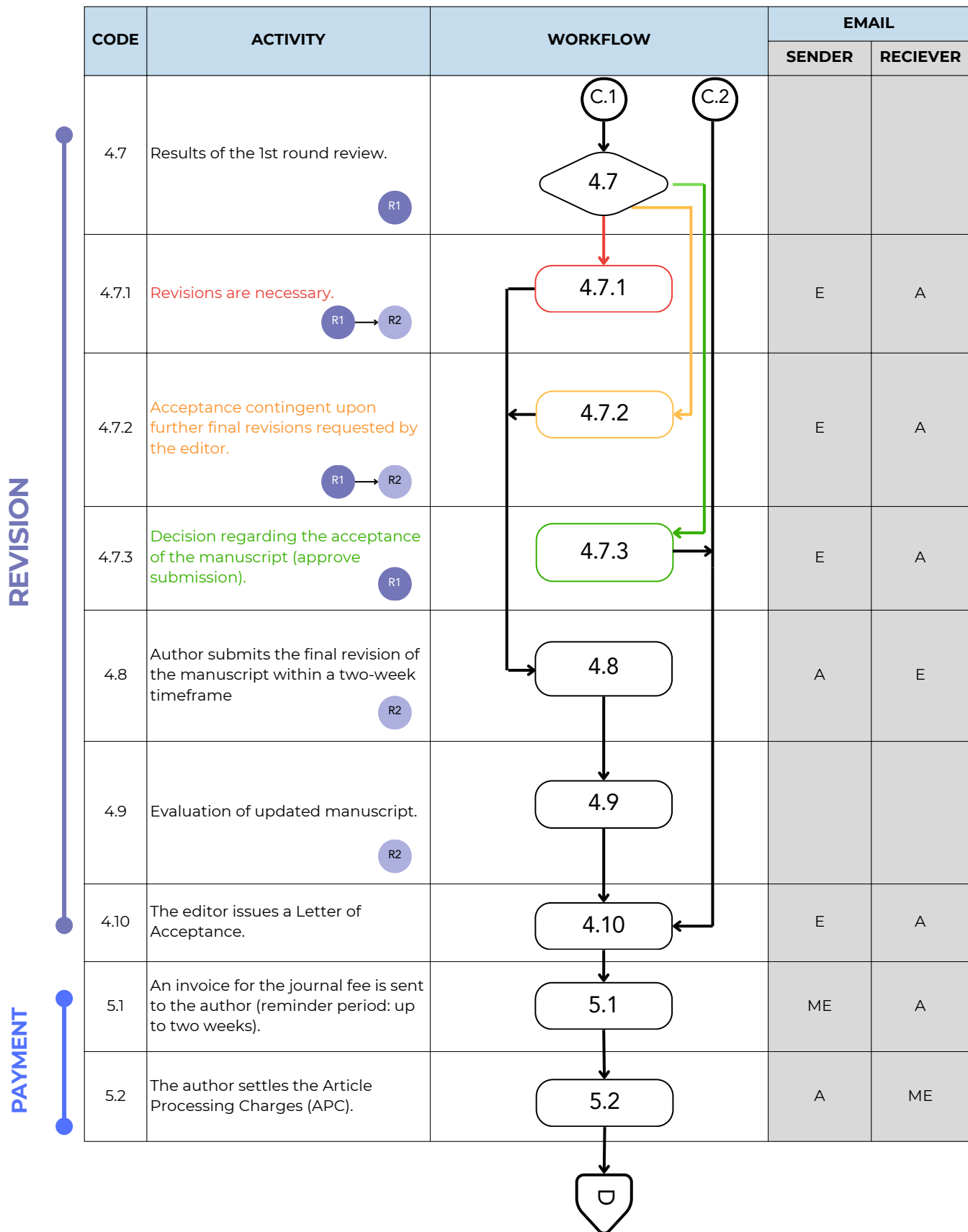
CODE	ACTIVITY	WORKFLOW	EMAIL	
			SENDER	RECIEVER
3.1	Review process			
				
3.2				
3.3				
3.4				
3.5				
3.6	Review decision			
3.6.1	Resubmit to another journal → rejection; the process concludes at this point.	 	E	A
3.6.2	Revision needed (minor/major) → the author moves on to the revision stage (Process 4).	 	E	A
3.6.3	Accepted (without any revisions) → the author advances to the payment phase (Process 5)	 	E	A

EIC : Editor in Chief E : Editor
 A : Author R : Reviewer
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Manual instruction



Manual instruction

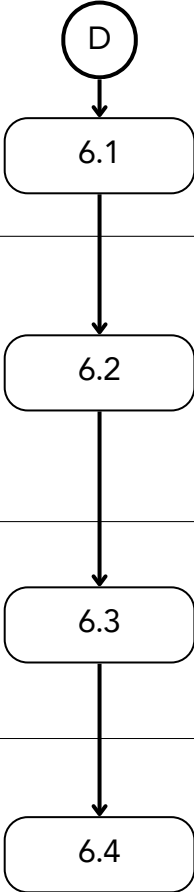


EIC : Editor in Chief E : Editor
 A : Author R : Reviewer
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Manual instruction

COPY EDIT & PROOFREAD

PUBLISH

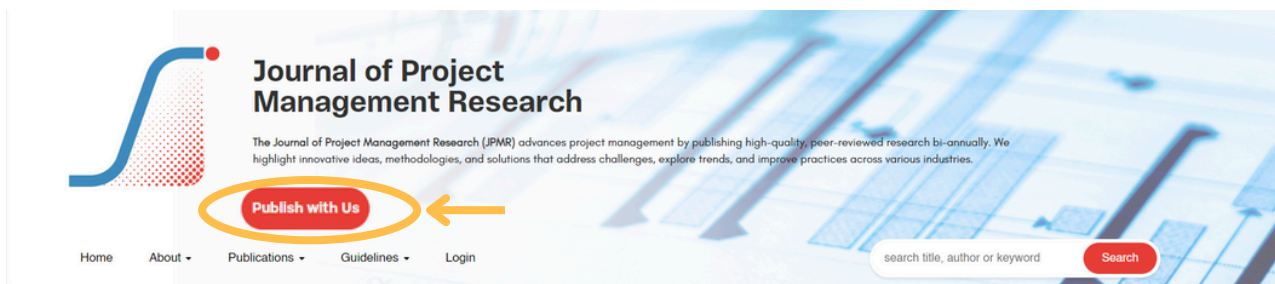
CODE	ACTIVITY	WORKFLOW	EMAIL	
			SENDER	RECIEVER
6.1	Publication preparation		ME	A
6.2				
6.3				
6.4				
7.1	The manuscript document is published in the journal (online; in PDF format).		ME	A

FOR AUTHORS

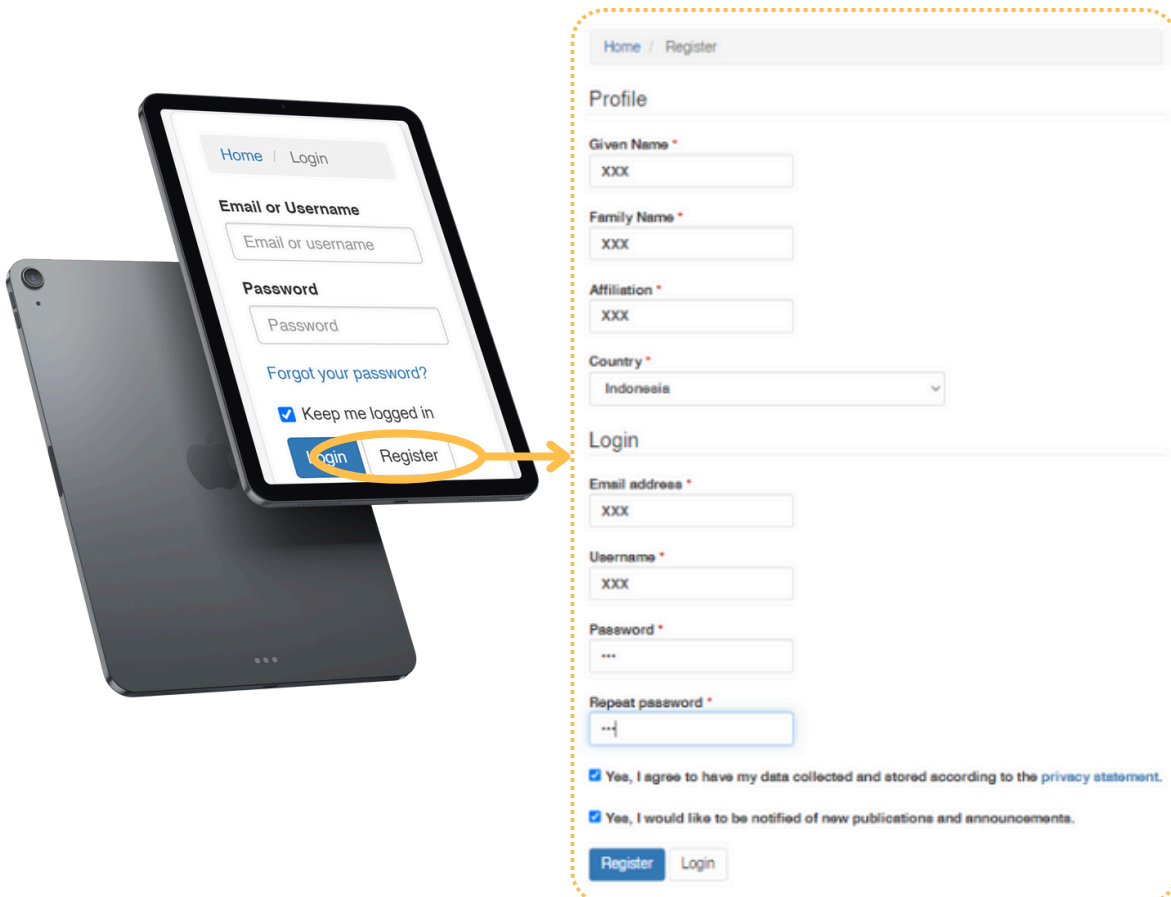
How to submit?



1. Visit journalpmresearch.com.
2. Select "Publish With Us."



3. If you are new to JPMR, click on **Register** and complete the profile information, or if you are already registered, simply **enter your username** and **password**.



Home / Register

Profile

Given Name *
XXX

Family Name *
XXX

Affiliation *
XXX

Country *
Indonesia

Login

Email address *
XXX

Username *
XXX

Password *

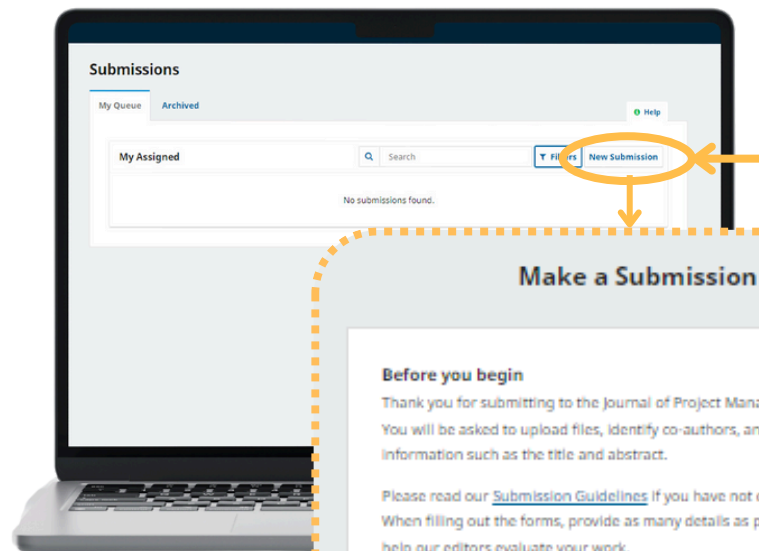
Repeat password *

☒ 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.

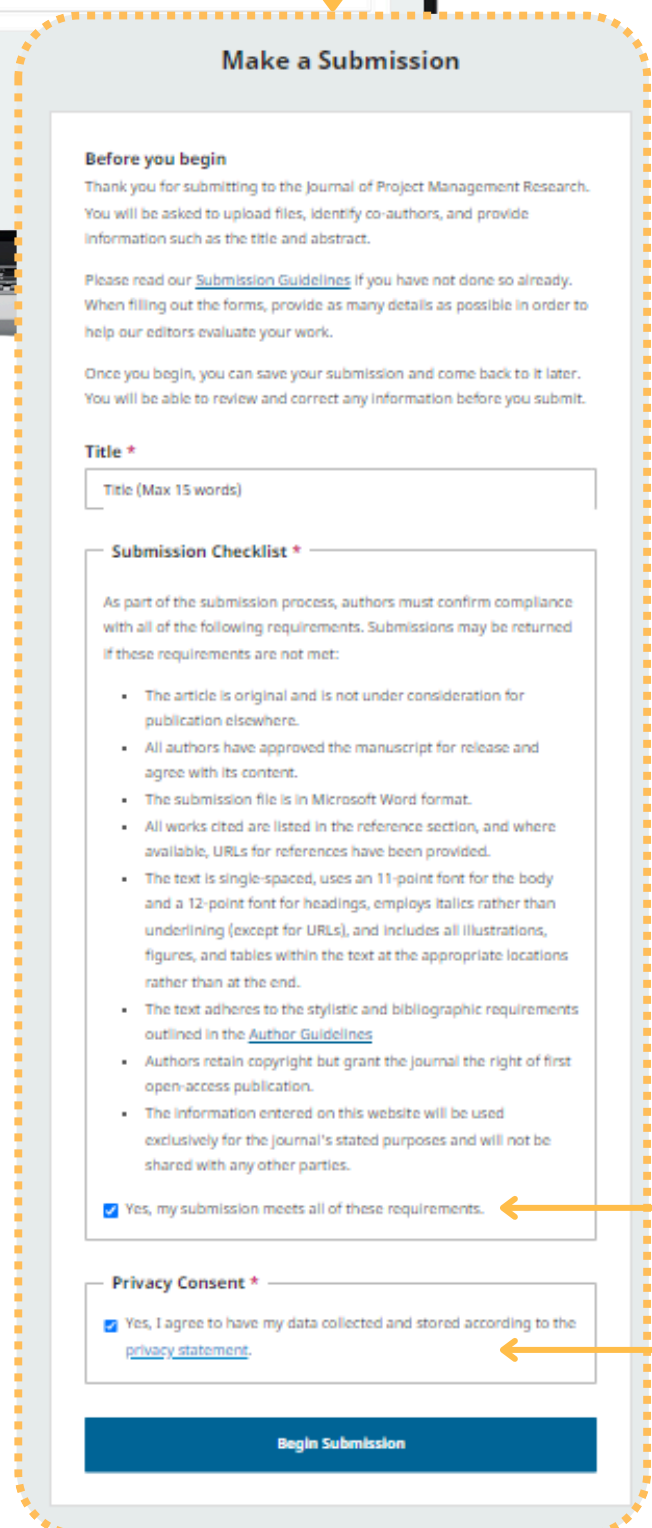
[Register](#) [Login](#)

4. Select New Submission.



5. Ensure that you have read the author's guidelines and formatted the manuscript in accordance with JPMR's specifications.

6. Review the submission checklist along with the privacy consent form.



Make a Submission

Before you begin

Thank you for submitting to the Journal of Project Management Research. You will be asked to upload files, identify co-authors, and provide information such as the title and abstract.

Please read our [Submission Guidelines](#) if you have not done so already. When filling out the forms, provide as many details as possible in order to help our editors evaluate your work.

Once you begin, you can save your submission and come back to it later. You will be able to review and correct any information before you submit.

Title *

Title (Max 15 words)

Submission Checklist *

As part of the submission process, authors must confirm compliance with all of the following requirements. Submissions may be returned if these requirements are not met:

- The article is original and is not under consideration for publication elsewhere.
- All authors have approved the manuscript for release and agree with its content.
- The submission file is in Microsoft Word format.
- All works cited are listed in the reference section, and where available, URLs for references have been provided.
- The text is single-spaced, uses an 11-point font for the body and a 12-point font for headings, employs italics rather than underlining (except for URLs), and includes all illustrations, figures, and tables within the text at the appropriate locations rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#).
- Authors retain copyright but grant the journal the right of first open-access publication.
- The information entered on this website will be used exclusively for the journal's stated purposes and will not be shared with any other parties.

☒ Yes, my submission meets all of these requirements.

Privacy Consent *

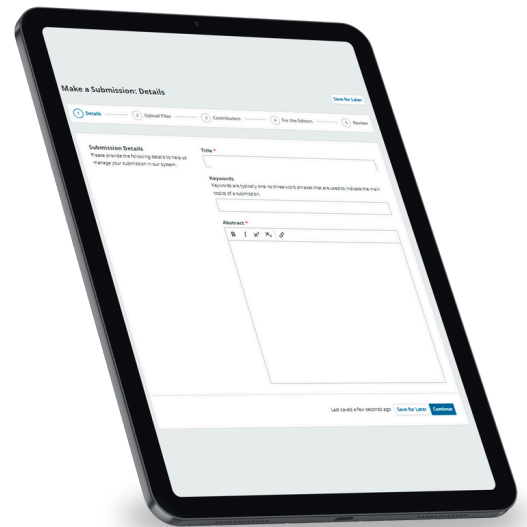
☒ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Begin Submission

7. Complete the submission information

- Title
- Keywords
- Abstract (up to 300 words)

Ensure the content aligns with your manuscript



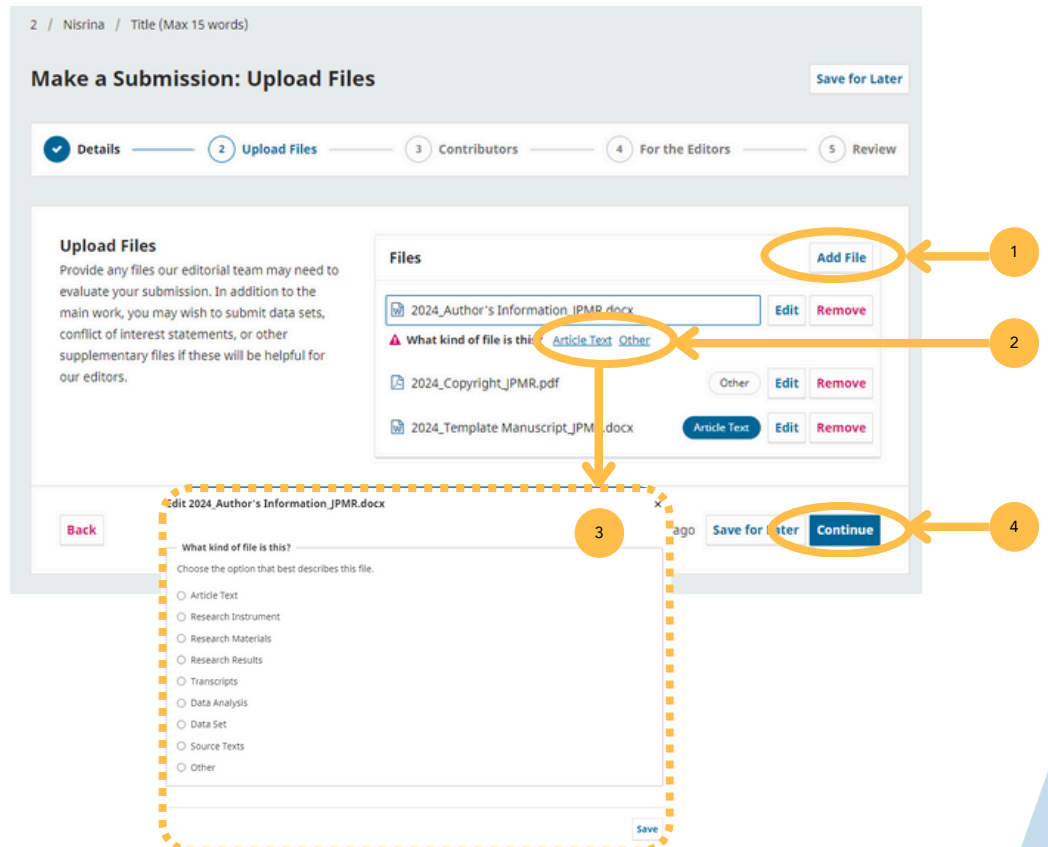
8. Submit your file:

1. To upload all necessary files, click on **ADD FILE**.
2. At the bottom of each document's title, select other.
3. Choose based on the file type.

You need to submit three files with the following types:

- Manuscript —→ article text
- Authors information —→ other
- Copyright form —→ other Click

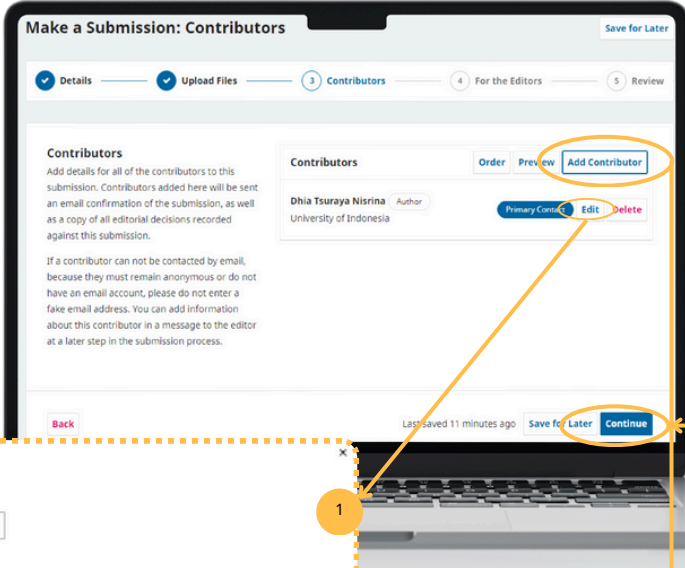
4. CONTINUE.



The screenshot shows the 'Make a Submission: Upload Files' page. The interface includes a progress bar with steps: Details, Upload Files (active), Contributors, For the Editors, and Review. The 'Upload Files' section contains a list of files: '2024_Author's Information JPMR.docx', '2024_Copyright JPMR.pdf', and '2024_Template Manuscript JPM.docx'. Each file has an 'Add File' button, an 'Edit' button, and a 'Remove' button. Below the file list, there is a dropdown menu to select the file type. The 'Continue' button is highlighted with a blue border. Numbered annotations 1 through 4 point to the 'Add File' button, the file type dropdown, the 'Continue' button, and the 'Continue' button respectively.

9. Enter the contributors for your manuscript

1. Select Edit to provide your detailed information.
2. If there are multiple contributors, click ADD CONTRIBUTOR and complete the necessary details.
3. Ensure that you correctly designate the primary contact.
4. Click CONTINUE to move forward.



The screenshot shows the 'Make a Submission: Contributors' page. The interface includes a progress bar at the top with steps: Details, Upload Files, Contributors (active), For the Editors, and Review. The main content area has a 'Contributors' section with a list of contributors. The first contributor, Dhia Tsuraya Nisrina, is highlighted. The 'Edit' button for this contributor is circled in orange and labeled with a yellow circle containing the number 1. The 'Add Contributor' button is also circled in orange and labeled with a yellow circle containing the number 2. The 'Continue' button at the bottom right is circled in orange and labeled with a yellow circle containing the number 4. A yellow circle containing the number 3 is positioned near the 'Primary Contact' button for the first contributor.

Edit

Given Name *

Family Name

Preferred Public Name
Please provide the full name as the author should be identified on the published work. Example: Dr. Alan P. Meandanga

Email address *

Country *

Homepage URL

ORCID ID

Bio Statement (e.g., department and rank)

Affiliation

Contributor's role

Publication Lists

Contributors

Dhia Tsuraya Nisrina Author
University of Indonesia

Jennifer Author

Order Preview Add Contributor

Primary Contact Edit Delete

Set Primary Contact Edit Delete

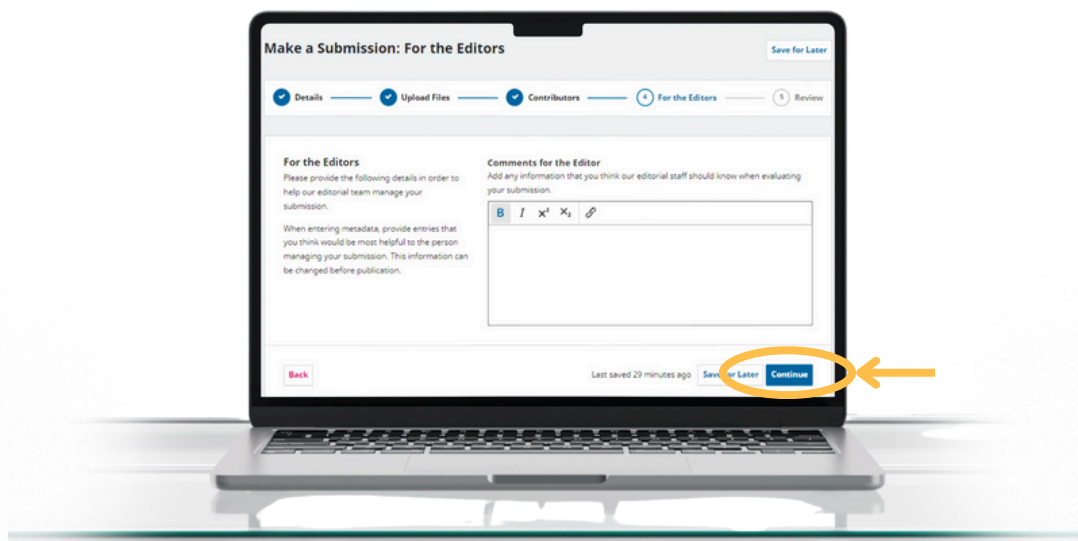
Save

10. Should you have any requests or comments, please feel free to express them in this section.

Some requests may consist of:

- Suggesting a name for a reviewer
- Nominating a new reviewer who is not on our list (please include contact information for us to get in touch)

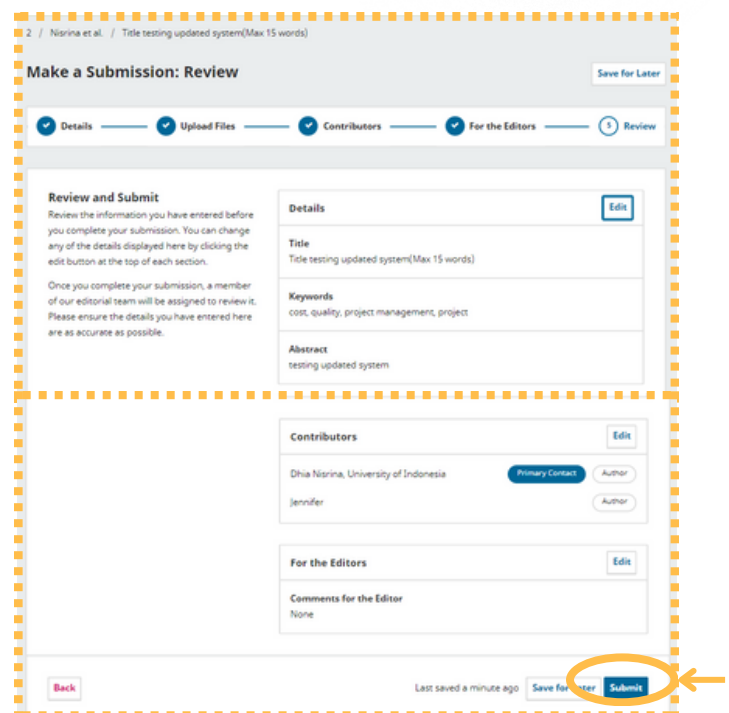
This section is optional. You may bypass it by clicking CONTINUE.



11. Verify all details thoroughly before you submit your manuscript.

Ensure that all information is accurate and that all THREE necessary documents are included.

12. Click SUBMIT



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