CHAPTER II

THE BUSINESS OF SCIENTIFIC PUBLICATIONS AND INTELLECTUAL PROPERTY RIGHTS UNIT (UNIT PUBLIKASI ILMIAH & HAK KEKAYAAN INTELEKTUAL)

2.1 The Description of Scientific Publications and Intellectual Property Rights Unit

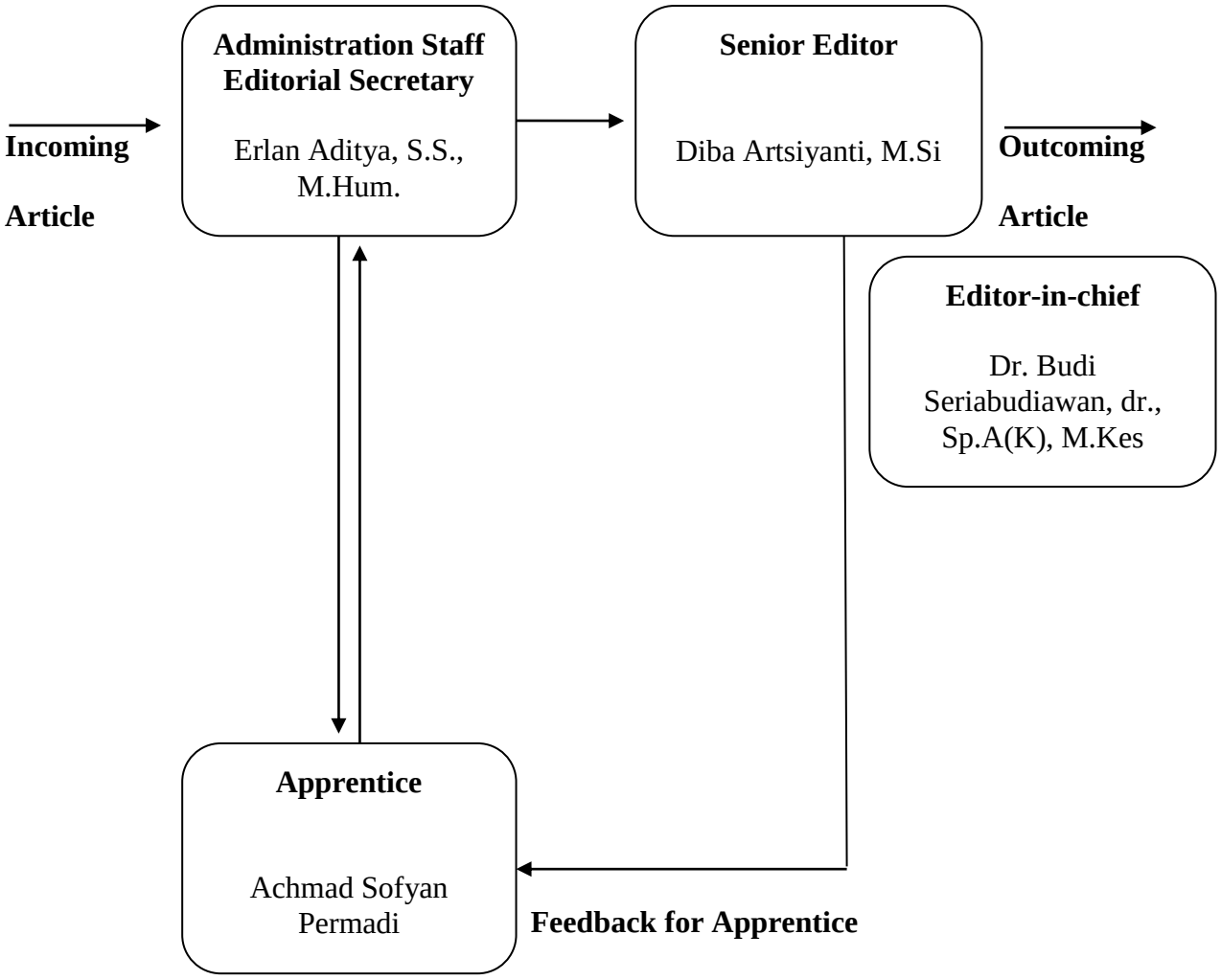
The organization of Scientific Publications and Intellectual Property Rights Unit consist of three divisions, which are MKB (*Majalah Kedokteran Bandung*), AMJ (Althea Media Journal), and IJIHS (International Journal of Integrated Health Science) that are responsible for publishing magazines and journals at Faculty of Medicine Universitas Padjadjaran. As for the differentiation between MKB, AMJ and IJIHS are the form and the language used. MKB loads articles in Bahasa Indonesia that publishes as hardcopy, and e-journal (electronic journal). AMJ loads articles in English Language, but AMJ is only published as an e-journal. Same as MKB, IJIHS publishes as hardcopy and e-journal, but IJIHS loads articles in English Language.

In these units, there are subdivisions that take the responsibility in publication process. First subdivision, administration staff makes correspondence history, receives document, sends, and distributes letters. Second, lay outer receives the article, so then designs the article in layout form. Third, editor screens the article in which it can reject an article that does not meet the required

condition. Fourth, head of editorial manages the out coming and incoming articles, decides a reviewer per one article, and receives and rejects the articles. The last division is an advisor or a shield who takes responsibility in finance and patent.

International Journal of Integrated Health Science (IJIHS) journal division, where I was placed is a journal division that produces journal intended for freelancer authors, educators staff and researchers. IJIHS is in the form of international journals, which prints 8 article in it (60% for the internal writer and 40% for the external writer), loads case reports, research articles (original), and review articles.

The part of subdivision bellow is where I was placed. In other words, I was a junior editor. The illustration below shows my position:



The table shows how my working is organized. The incoming article was given to my supervisor, who is administration staff so then could be given to me. After the article was given to me, I had to give back my work to my supervisor. Through the supervisor, my work was given to senior editor to fix it in order to be published after the editor-in-chief approves. The copy of article that had been edited by the senior editor was given to the writer as a feedback.

2.2 Job Position and Coordination

In this point, the writer explains the job position of the writer when he did the job training in Scientific Publications and Intellectual Property Rights Unit in Faculty of Medicine at Padjadjaran University as a member of IJIHS division and the coordination of the division.

2.2.1 Job Position

Subdivision of Editor is a subdivision that edits or screens incoming and out coming article before it publishes. During job training in Scientific Publications and Intellectual Property Rights Unit in Faculty of Medicine in Padjajaran University, my position is as assistant of language consultant (junior editor) that screen or edit the right English grammar in article, under the command of my supervisor, administration staff of IJIHS, Erlan Aditya, S.S., M.Hum.

2.3.2 Coordination

one Editor-in-chief, one Senior Editor, and one Training Coordinator, as well as eleven supporting staffs, including the writer, organize coordination. The specification of responsibilities as follows:

1. Dr. Budi Seriabudiawan, dr., Sp.A(K), M.Kes
    a. Job Position : Editor-in-chief
    b. Job Authorities : allowing the writer to conduct his Job Training
    c. Job Responsibilities : executing and monitoring projects based on schedule

2. Diba A. E. P. Basar, S.S. M.Si.
    a. Job Position : Senior Editor
    b. Job Authorities : recommending the writer to conduct his job training
    c. Job Responsibilities : editing articles that have been edited by the writer before it would be checked by the editor-in-chief and loaded in IJIHS journal as well as giving a feedback to the writer

3. Erlan Aditya, S.S., M.Hum.
    a. Job Position : Training Coordinator
    b. Job Authorities : giving the writer guide and support, and giving grade to the writer
    c. Job responsibilities : accepting the article, designing the article in the layout form, and editing the article.

2.3.3 Responsibilities

During his Job Training, the writer has the responsibility to contribute in achieving the objectives of the organization. Here are responsibilities of the writer:

1. Screening the whole article and finding the grammatical error, then editing the grammatical error with an appropriate English grammatical construction.
2. Distributing letter for the event of IJIHS journal introductory launching to the reviewers, the research article writers, and staffs.