CHAPTER II

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

2.1 The Description of Scientific Publications and Intellectual Property Rights Unit

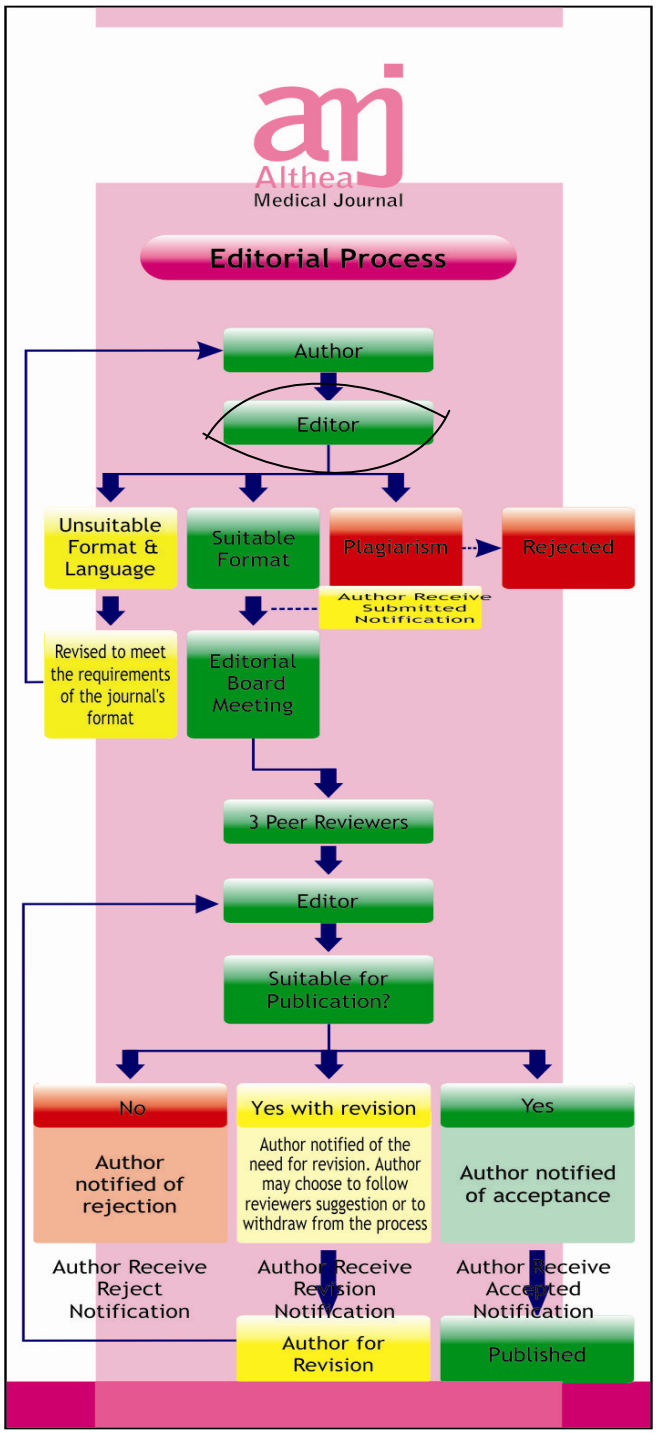
Scientific Publications and Intellectual Property Rights Unit, Padjajaran University, addressed at Jl. Prof. Eijkman No. 38 Bandung. This unit consists of three divisions, which are MKB (*Majalah Kedokteran Bandung*), AMJ (Althea Media Journal), and IJIHS (International Journal of Integrated Health Science) that organize publication of magazine. Two of them, AMJ and IJIHS, are publication organizations that use English as the introductory language.

In this unit, 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 outcoming and incoming of an article. For example, head of editorial decides a reviewer per one article, and receives and rejects the whole

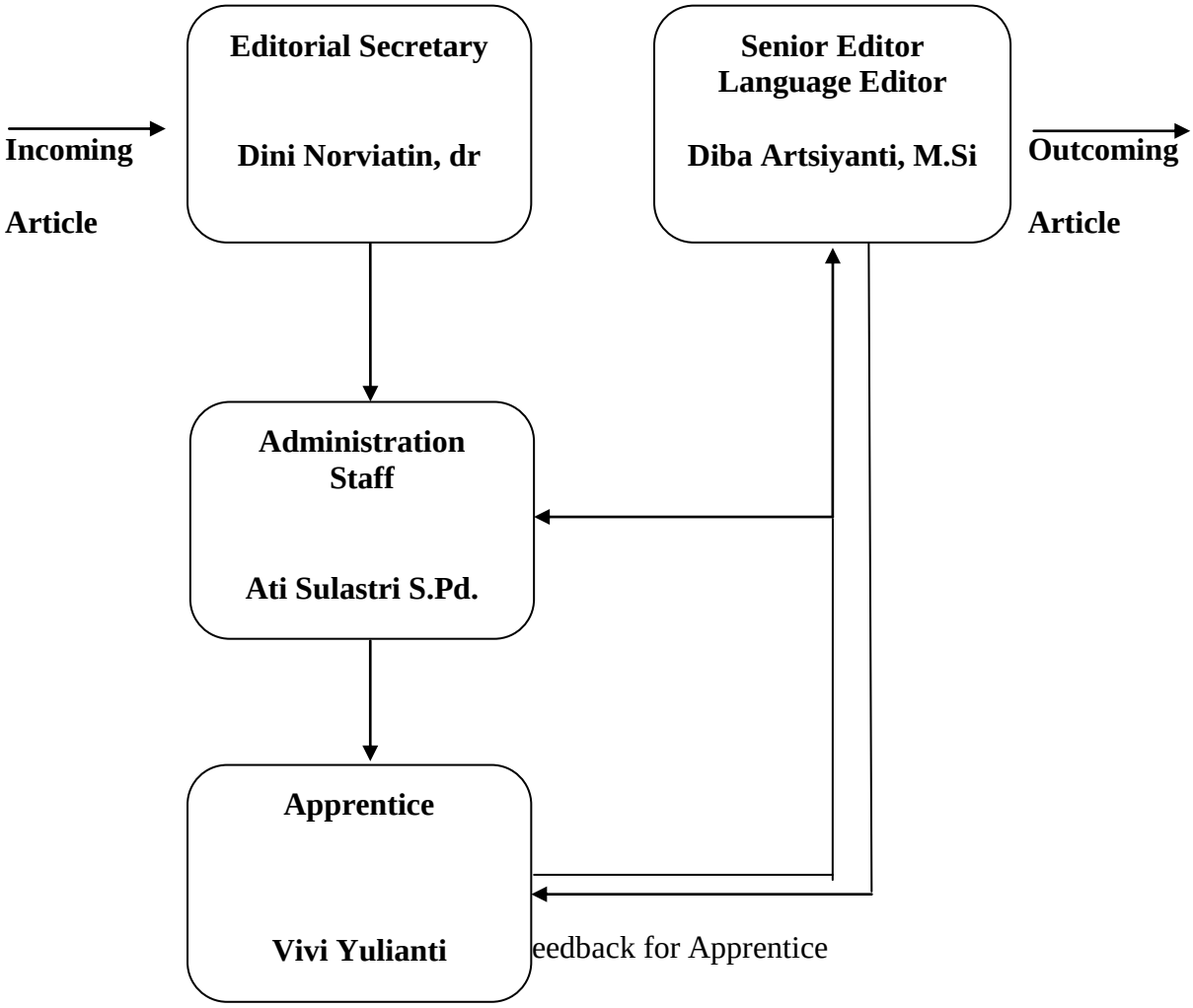
articles. The last division is an advisor or a shield who takes responsibility in finance and patent.

Althea Media Journal (AMJ), publication unit where I was placed, is an electronic journal that publishes particular articles from bachelor's degree student. It is only in softcopy or electronic form, therefore there is no hardcopy form. AMJ publishes four editions a year, and in one edition can contain 40-60 articles.

In its job scale, AMJ has framework as in the following:



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



This table shows how my working is organized. The incoming article is edited first by editorial secretary in the whole content. If the content of an article is required, then it is given to my supervisor, whom is administration staff so then can be given to me. After editing article 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.

2.2 The Division of Editor

2.2.1 Job Position

Subdivision of Editor is a subdivision that edits or screens incoming and outcoming article before it publishes. During job training in Scientific Publications and Intellectual Property Rights Unit, 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 AMJ, Ati Sulastri S.Pd.

2.2.2 Responsibility

As an assistant of language consultant, I helped in organizing editorial process in Scientific Publications and Intellectual Property, which are (1) receiving each article that comes from reviewer who had reviewed the article, (2) peer-reviewing each article and send back to the writer, (3) helping to prepare documents, which are copying document or article reviewed for collecting required document, and giving invitation letters for a meeting, (4) editing the right English grammar or tenses from each article.