



LETTER OF DECREE

NO. 026/LOD/JSMEC/III/2026

on

EDITORIAL BOARD MEMBERS

JSMEC - Journal of Sharia Micro Enterprise and Cooperation

To enhance the quality of **JSMEC - Journal of Sharia Micro Enterprise and Cooperation**, the Board of Commissioners, in a meeting on **March 5th, 2026**, has decided to appoint the following individuals as members of the **Editorial Board Members**.

DECISION

By this decree, it is resolved as follows:

1. **Appoint:** The individual listed in the appendix is officially appointed as an Editorial Board member.
2. **Responsibilities and Rights:** Each member shall fulfill their duties in accordance with the Articles of Association.
3. **Additional Provisions:** Any matters not covered herein will be addressed through subsequent notices.
4. **Effective Date:** This decree is effective from the date of issuance unless amended or revoked.

APPENDIX:

NAME OF EDITORIAL BOARD MEMBER

No.	Name	Scientific Field
1.	Eko Putra Boediman	Marketing Communication

March 5th, 2025

Authorized by
Director of STAIKU,

Dedy Setiawan

**On behalf of JSMEC
Editor in Chief,**

Ikhsan Nendi



EDITORIAL BOARD GUIDELINES

Journal of Sharia Micro Enterprise and Cooperation (JSMEC)

Journal URL: <http://jsmec.staiku.ac.id/>

1. INTRODUCTION

1.1 Purpose

These guidelines define the roles, responsibilities, and ethical standards for the JSMEC Editorial Board to ensure high-quality, transparent, and ethical publication processes.

1.2 Scope

The Scope of Journal of Sharia Micro Enterprise and Cooperation Journal is:

- Development of Sharia Micro Enterprises
- Sharia Cooperatives
- Sharia Microfinance
- Empowerment of the Ummah's Economy
- Innovation in Islamic Economy

1.3 Vision and Mission

- **Vision:** To be a global leader in interdisciplinary research.
- **Mission:** To publish rigorous, innovative studies addressing real-world challenges.

2. EDITORIAL BOARD STRUCTURE

1. **Editor-in-Chief (EiC):** Oversees strategy, ethics, and final decisions.
2. **Associate Editors (AEs):** Manage peer review and recommend decisions.
3. **Editorial Board Members:** Review manuscripts and advise on journal development.
4. **Managing Editor:** Coordinates workflows and communications.

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3. ROLES AND RESPONSIBILITIES

3.1 Editor-in-Chief (EiC)

- Set annual goals (e.g., Scopus indexing).
- Resolve ethical disputes and approve final decisions.
- Lead quarterly meetings and mentor board members.

3.2 Associate Editors (AEs)

- Assign 2–3 reviewers per manuscript.
- Synthesize feedback and recommend decisions.
- Ensure timely peer review (4-week deadline).

3.3 Editorial Board Members

- Conduct 4–6 reviews annually.
- Promote JSMEC at conferences and via academic networks.

3.4 Managing Editor

- Monitor submission deadlines via OJS.
- Coordinate copyediting, formatting, and publication.

4. ETHICAL STANDARDS

- **Confidentiality:** Do not share manuscript details outside the review process.
- **Conflict of Interest:** Disclose and recuse yourself if conflicts arise.
- **Plagiarism:** Screen submissions using Turnitin (<25% similarity).
- **COPE Compliance:** Follow guidelines at <https://publicationethics.org/>.

5. MANUSCRIPT WORKFLOW

1. **Submission:** Authors submit via OJS; initial checks by Managing Editor.
2. **Peer Review:** Double-blind review completed within 4 weeks.
3. **Decision:** EiC makes final call (Accept/Revise/Reject).
4. **Publication:** Copyediting, DOI assignment, and OJS upload.

6. APPENDICES: COPE Guidelines

COPE Flowcharts for Ethical Disputes

1. Suspected Plagiarism in a Submitted Manuscript



- **Purpose:** How to handle plagiarism detected during peer review.
 - **Link:** [COPE Flowchart for Plagiarism in Submission](#)
- 2. Suspected Plagiarism in a Published Article**
- **Purpose:** Steps to address plagiarism post-publication.
 - **Link:** [COPE Flowchart for Plagiarism in Publication](#)
- 3. Suspected Data Fabrication or Falsification**
- **Purpose:** Handling manipulated data in submitted or published work.
 - **Link:** [COPE Flowchart for Data Fabrication](#)
- 4. Authorship Disputes**
- **Purpose:** Resolving conflicts over contributor roles or credit.
 - **Link:** [COPE Flowchart for Authorship Disputes](#)
- 5. Suspected Ethical Issues in a Study**
- **Purpose:** Addressing ethical concerns (e.g. , lack of informed consent).
 - **Link:** [COPE Flowchart for Ethical Issues](#)
- 6. Handling Complaints Against Editors**
- **Purpose:** Procedures for resolving complaints about editorial misconduct.
 - **Link:** [COPE Flowchart for Complaints Against Editors](#)
- 7. Suspected Peer Review Manipulation**
- **Purpose:** Addressing fake peer reviews or biased referee behavior.
 - **Link:** [COPE Flowchart for Peer Review Manipulation](#)
- 8. Handling Whistleblower Complaints**
- **Purpose:** Managing allegations of misconduct reported by third parties.
 - **Link:** [COPE Flowchart for Whistleblowers](#)

How to Use These Flowcharts

1. **Download PDFs:** All flowcharts are available for free download from the COPE website.
2. **Include in Guidelines:** Add hyperlinks or appendices referencing these flowcharts.
3. **Training:** Use them during editorial board training sessions.

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Important Notes

- Always cross-reference with COPE's full guidelines: [COPE Website](#).
- For complex cases, consult COPE's advisory service (membership required).

Contact List

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**KEPUTUSAN DEKAN
FAKULTAS KOMUNIKASI & DESAIN KREATIF
UNIVERSITAS BUDI LUHUR
Nomor : K/UBL/FKDK/000/005/02/26**

**TENTANG
KEWAJIBAN DOSEN MELAKSANAKAN TRIDHARMA PERGURUAN TINGGI
FAKULTAS KOMUNIKASI & DESAIN KREATIF UNIVERSITAS BUDI LUHUR
SEMESTER GENAP TAHUN AKADEMIK 2025/2026**

- Menimbang : a) Bahwa untuk meningkatkan kinerja Dosen dalam melaksanakan Tridharma Perguruan Tinggi di Fakultas Komunikasi & Desain Kreatif Universitas Budi Luhur.
b) Bahwa dipandang perlu meningkatkan peran Dosen dalam pengembangan keilmuan dan karya nyata dalam kehidupan masyarakat.
- Mengingat : 1) Undang-Undang Nomor 12/Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia/Tahun 2012 Nomor 5336);
2) Undang-Undang Nomor 20/Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia/Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
3) Undang-Undang Nomor 60/Tahun 1999 tentang Pendidikan Tinggi (Lembaran Negara Tahun 1999 Nomor 115, Tambahan Lembaran Negara Nomor 3859);
4) Peraturan Pemerintah Nomor 17/Tahun 2010 tentang Pengelolaan dan Penyelenggaraan Pendidikan (Lembaran Negara Republik Indonesia Tahun 2010 Nomor 23);
5) Permendikbudristek Nomor 53 tahun 2023 tentang Penjaminan Mutu Pendidikan Tinggi;
6) Statuta Universitas Budi Luhur No. K/YBLC/KET/000/216/06/23;
7) Keputusan Pengurus Yayasan Pendidikan Budi Luhur Cakti No. K/YBLC/KET/000/072/03/23 tentang Pengangkatan Dekan

MEMUTUSKAN

MENETAPKAN

- Pertama : Mewajibkan setiap dosen tetap Fakultas Komunikasi & Desain Kreatif Universitas Budi Luhur untuk memiliki *roadmap* penelitian, menyusun rencana atau proposal penelitian, melaksanakan penelitian, dan menyusun karya ilmiah minimal satu karya dalam satu semester.
- Kedua : Mewajibkan setiap dosen tetap Fakultas Komunikasi & Desain Kreatif untuk terlibat dalam kegiatan pengabdian masyarakat minimal satu kegiatan dalam satu semester.
- Ketiga : Mewajibkan setiap dosen Fakultas Komunikasi & Desain Kreatif untuk mengajar sesuai dengan jadwal dan mata kuliah yang telah ditetapkan Ketua Program Studi.
- Kempat : Dalam melaksanakan Tridharma Perguruan Tinggi setiap dosen berkewajiban membuat laporan kepada Ketua Program Studi terkait dan bertanggung jawab kepada Dekan Fakultas Komunikasi & Desain Kreatif Universitas Budi Luhur.
- Kelima : Keputusan ini berlaku sejak tanggal ditetapkan dan akan diubah sebagaimana mestinya apabila dikemudian hari terdapat kekeliruan.

Ditetapkan di : Jakarta

Pada Tanggal : 23 Februari 2026

Dekan Fakultas Komunikasi & Desain Kreatif
Universitas Budi Luhur



Rocky Prasetyo Jati



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Lampiran Keputusan Dekan Fakultas Komunikasi & Desain Kreatif Universitas Budi Luhur

Nomor : K/UBL/FKDK/000/005/02/26

Tentang : Kewajiban Dosen Melaksanakan Tridharma Perguruan Tinggi Fakultas Komunikasi & Desain Kreatif
Universitas Budi Luhur Semester Genap Tahun 2025/2026

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