



INSTITUT ASIA

LETTER OF DETERMINATION

Number : 0089/E.1/LP2M/ITB-ASIA/III/2025

Regarding : Editorial team appointment for Jurnal Ilmiah Bisnis dan Ekonomi Asia

Research and Community Service Department

Institut Teknologi dan Bisnis Asia Malang

Hereby Decide:

To designate the individuals enumerated in Appendix I as the Editorial Team of Jurnal Ilmiah Bisnis dan Ekonomi Asia for the term 2025-2028.

The obligations of the Editorial Team, as outlined in the FIRST statement, shall be elaborated upon in Appendix II and in accordance with the relevant regulations of the Research and Community Service Department, Institut Teknologi dan Bisnis Asia Malang.

This Letter of Determination is effective immediately, with the acknowledgment that any subsequently identified inaccuracies will be rectified.

Published in: Malang

1 March 2025

Research And Community Service Department

Institut Teknologi dan Bisnis Asia Malang



Philip Faste Eka Adiprasta, S.Pd, M.Kom, Ph.D.

Chairperson



INSTITUT ASIA

APPENDIX I

Editorial Team of Jurnal Ilmiah Bisnis dan Ekonomi Asia

PERIOD 2025–2028

Editor in Chief

Ronald Suryaputra	Institut Teknologi dan Bisnis Asia Malang	Indonesia
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Managing Editor

Agus Purnomo Sidi	Institut Teknologi dan Bisnis Asia Malang	Indonesia
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Editors

Agung Suwandaru	Universitas Merdeka	Indonesia
Alma Pia R. Garcia-Reyes	Nueva Ecija University of Science and Technology	Philippines
Augusto da Conceição Soares	Institute of Business	Timor Leste
Mai Yuliza	Institut Teknologi dan Ilmu Sosial Khatulistiwa	Indonesia
Meutia Dewi	Universitas Samudra	Indonesia
Rashidah bin Rashid	Politeknik Tuanku Syed Sirajuddin	Malaysia
Suherman	Universitas Negeri Jakarta	Indonesia

Copyeditor

Ahmad Nizar Yogatama	Institut Teknologi dan Bisnis Asia Malang	Indonesia
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Proofreader

Nur Lailatul Aqromi	Institut Teknologi dan Bisnis Asia Malang	Indonesia
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Production Editor

Rifki Hanif	Institut Teknologi dan Bisnis Asia Malang	Indonesia
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APPENDIX II

DUTIES AND RESPONSIBILITIES OF THE EDITORIAL TEAM

1. Editor-in-Chief

- Oversees the overall editorial direction, scope, and quality of the journal.
- Makes final decisions on manuscript acceptance or rejection.
- Manages the editorial board and ensures the journal's adherence to ethical guidelines.
- Represents the journal in academic and professional forums.
- Ensures timely publication schedules and maintains the journal's reputation.

2. Managing Editor

- Manages the day-to-day editorial operations and workflow.
- Coordinates the peer-review process, assigning manuscripts to appropriate editors and reviewers.
- Monitors the progress of manuscripts through all stages of publication.
- Communicates with authors, reviewers, and editors regarding manuscript status and requirements.
- Ensures adherence to the journal's policies and deadlines.

3. Editor

- Evaluates submitted manuscripts for suitability based on the journal's scope and quality standards.
- Manages the peer-review process for assigned manuscripts, selecting and inviting qualified reviewers.
- Communicates with reviewers and authors, providing constructive feedback.
- Makes recommendations for acceptance, revision, or rejection of manuscripts to the Editor-in-Chief.
- Ensures the integrity and ethical conduct of the peer-review process.

4. Copyeditor

- Reviews accepted manuscripts for grammatical correctness, spelling, punctuation, and clarity.
- Ensures consistency in language, style, and formatting according to the journal's guidelines.
- Checks for factual errors and inconsistencies in the text.
- Collaborates with authors to resolve any linguistic or stylistic issues.

5. Proofreader

- Performs the final review of galleys or proofs before publication.
- Identifies and corrects any remaining errors in typography, layout, or formatting.
- Ensures that all elements (text, figures, tables) are correctly placed and rendered.

6. Production Editor

- Manages the production process of the journal from accepted manuscript to final publication.
- Oversees layout, typesetting, and graphic elements.
- Coordinates with authors, editors, and publishers to ensure smooth production.
- Ensures that all published content meets the journal's technical and quality standards.