

TABLE OF CONTENTS

LEMBAR PENGESAHAN	i
STATEMENT OF ORIGINALITY	ii
ACKNOWLEDGEMENT	iii
INTISARI	iv
ABSTRACT	v
TABLE OF CONTENTS	vi
LIST OF CHARTS	xiii
LIST OF TABLES	ix
LIST OF PICTURES	x
CHAPTER I : INTRODUCTION	1
1.1 Background of Study	1
1.2 Objectives of Study	3
1.3 Scope of Study	3
1.4 Methods of Research	3
1.4.1 Methods of Collecting Data	3
1.4.2 Methods of Presenting Data	4
1.4.3 Methods of Analyzing Data	4
1.5 Presentation	4
CHAPTER II : PUBLISHER AND PUBLICATION AGENCY UGM	5
2.1 History	5
2.2 Vision and Mission	6
2.3 Profile	7
2.4 Organization and Job Description	9
2.5 Achievement	12
2.5.1 UGM Publication Data	12
2.5.2 UGM Press Book Publishing Data	13
2.5.3 Publication Data of UGM Academician Indexed by Scopus	14
2.5.4 UGM Journals by National Accreditation	15
2.5.5 UGM Journals Indexed by Directory of Open Access Journal	16
2.5.6 UGM Journals Indexed by Scopus	17
CHAPTER III : THE ROLES OF FRONT OFFICE DIVISION AT BPP AS THE PUBLISHERS AND PUBLICATION AGENCY IN UNIVERSITAS GADJAH MADA	18
3.1 The Roles of Front Office Division	18
3.2 The Roles of Front Office Division on Receiving Publication Incentive Proposal	18
3.2.1 International Seminar Presentation Incentive	29
3.2.2 International Seminar Organizer Incentive	20
3.2.3 Articles on UGM Annual Scientific Conference (UASC)	22
3.2.4 Article with High Impact Factor Incentive	23
3.2.5 Books Writing Incentive	24



3.2.6 Books Chapter Incentive	25
3.3 The Roles of Front Office Division on Receiving Journal Incentive Proposal	26
3.3.1 Incentive for Accredited Journal, Electronic Journal Incentive for Already Indexed by OJS And DOAJ, Electronic Journal Periodically, and Electronic Journal Towards Indexed by Scopus	26
3.3.2 Incentive for Scientific Article from Student's Graduating Paper to be Published in International Journal and Scientific Article for Already Published in International Journal	27
3.3.3 Language Editing Incentive.....	28
3.4 Meetings Preparation Management	29
3.5 Mailing	31
3.6 Telephoning.....	32
3.7 Obstacles.....	33
CHAPTER IV : CONCLUSION	34
Bibliography	36
List of Informant	37
Interview Questions	38
Log Book	39
Curriculum Vitae	48