

JTAF APC & Manual Payment SOP 2026

Internal procedure for payment notice, verification, waiver, and recordkeeping

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This SOP supports the public Author Fees & Manual Payment Instructions page. It does not replace editorial independence: payment must never determine acceptance, peer-review outcomes, or publication decisions.

INTERNAL EDITORIAL USE ONLY

1. Scope

This SOP applies to the Article Publication Charge (APC) and optional paid services administered manually by the JTAF Editorial Office.

2. Current fee reference

Fee type	Amount	Rule
Submission Fee	IDR 0	No payment required.
Optional English Translation / Language Service	IDR 250,000	Only when requested/used.
Optional Fast-Track Review	IDR 300,000	Separate from APC; does not guarantee acceptance.
Article Publication Charge (APC)	IDR 500,000	Current APC for accepted articles scheduled in issues from December 2026 onward.
Waiver / Special Consideration	Case-by-case	Requires documented editorial/authorized approval.

Payment principle

Do not instruct an author to pay before an official payment notice is issued. Bank/payment-account details should be supplied in the official notice, not relied upon from old webpages, unofficial messages, or third parties.

3. Roles and responsibilities

- Editorial Office / Journal Manager: prepares the payment notice, verifies submission identity, records proof of payment, and communicates confirmation.
- Editor / authorized decision-maker: confirms that a fee is applicable or approves a waiver/special consideration.
- Authorized financial recipient / administrator: confirms receipt when independent financial confirmation is required.
- Corresponding Author: makes payment only after official notice and submits evidence with the required identifiers.

4. When to issue a payment notice

- APC: only after the manuscript has reached the journal-defined stage at which the publication charge is applicable and editorial acceptance requirements are satisfied.
- Fast-Track: after the author requests the service and the Editorial Office confirms eligibility.
- Translation / language service: after the author explicitly requests or accepts the service.
- Never represent payment as a condition that guarantees acceptance.

5. Payment notice minimum fields

- Submission ID and article title.
- Corresponding Author name and email.
- Fee type and amount.
- Authorized payment account and payment instructions.
- Date issued and a clear payment reference.
- Procedure for sending proof of payment.
- Disclaimer: payment does not influence editorial or peer-review decisions.

Suggested reference format

JTAF-PAY-YYYY-[SubmissionID]-[sequence]. Example: JTAF-PAY-2026-26552-01.

6. Verification workflow

1. Receive payment evidence from the Corresponding Author.
2. Match the evidence to Submission ID, title, author, fee type, amount, and transaction date.
3. Check that the receiving account and transaction reference correspond with the official notice.
4. If necessary, obtain independent confirmation from the authorized financial recipient/administrator.
5. Record status as Pending, Verified, Waived, or Exception - do not use Accepted/Rejected as payment statuses.
6. Send payment confirmation to the Corresponding Author after verification.
7. Store the notice and payment evidence in the authorized internal record location.

7. Required payment record

Record field	Value	Notes
Submission ID		
Article title		
Corresponding Author		
Fee type		
Amount		
Payment notice reference		
Payment date		
Transaction reference		
Verification status		
Verified by / date		

8. Waiver and special consideration

- A waiver request must be evaluated independently from scientific merit and peer-review outcome.
- Record the approval authority, date, reason category, and scope (full or partial where applicable).
- Do not publish personal financial details in the public article record.

9. Error, duplicate payment, or adjustment

- Do not promise an automatic refund unless a current JTAF policy explicitly provides for it.
- Escalate duplicate payments, incorrect amounts, wrong-account transfers, or other exceptions to the authorized journal/financial decision-maker.
- Document the resolution and retain relevant correspondence.

10. Confidentiality and record retention

- Treat banking details, receipts, transaction references, and personal contact information as restricted administrative records.
- Do not place payment evidence on public article pages.
- Use the institutional/editorial storage location approved for JTAF records.

11. Public communication reference

Public fee information should point to the JTAF Author Fees & Manual Payment Instructions page. Account details remain in the official payment notice. Editorial contact: jtaf@faperta.unmul.ac.id; jtropicalagrifood@gmail.com; Phone/WhatsApp +62 812 5363 4777.