Guidelines for Preparing Manuscript for the Bandar: Journal of Civil Engineering

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(Received: .....; Reviewed: .....; Accepted: .....)

Abstract

Title. Contains a short description of paper. The abstract shall be **at least 150 words** but **not exceed 250 words**. Use Abstract style to write all abstract text. The abstract is an unstructured paragraph. The abstract should state the problem, the purposes of the study or investigation, basic procedures (research design, selection and size of study subjects; observational and analytical methods), main findings (OR/ RR, CI or themes in qualitative research), and the principal conclusions. Recommendation and implication of the study must be clear. It should not contain any references or displayed equations.

Keywords: three, to, six, word, 3-6 words.

GENERAL INFORMATION

The Manuscript

Authors must type their manuscripts in a format suitable for publication. They are required to carefully follow the instructions below when preparing their manuscripts. The use of MS Word document processor is recommended for manuscript preparation.

This document was created using MS Word and should be used as a template if the same document processor is employed. Each paragraph has a specific style definition. Apply the predefined style to the corresponding paragraph. Do not locally modify paragraphs or text except for mathematical variables in the text or Latin words. The manuscript layout should resemble this document.

The manuscript should consist of several coherent chapters: Introduction, Methods, Results and Discussion, and Conclusion. The manuscript should be written in 6 to 8 pages, including appendices and references. The total word count of the research paper should be between 4.000 and 5.000 words, preferably resulting in an even number of pages.

Page Layout

Use an A4 (210 × 297 mm) size paper for preparing the paper. Set the left and right margins at 20 mm, top margin at 35 mm and bottom margin at 25 mm. Use one-column page layout for all section of the paper.

Font Type, Font Size, and Line Spacing

All text should use Times New Roman font, 10-point size, justified alignment, single line spacing, 0 pt spacing before and 10 pt spacing after the paragraph.

For section headings (INTRODUCTION, METHODS, etc.), use Times New Roman font, 12-point size, left aligned, bold, uppercase letters (UPPERCASE), with 0 pt spacing before and 10 pt spacing after the paragraph.

Header and Footer

The header and footer are placed at 1702 mm from the top and bottom margins, respectively. The header and footer are written in 10 points Century Gothic type font, align text left, single line spacing, zero spacing before and after the paragraph.

Online Submission
Authors shall submit their papers through the Open Journal Sistem in Bandar: Journal of Civil Engineering. Please visit https://ojs.unsulbar.ac.id/index.php/bjce/ for further information.

Title
The title must consist of a maximum of 20 words. Use 16-point Times New Roman font in Title Case (capitalize the first letter of each word, except for prepositions not at the beginning). The title should be in bold**,** center-aligned, with left and right indentation of 0,25 inches**,** single line spacing, 0 pt spacing before and 12 pt spacing after the paragraph.

Authors and Their Affiliation
Author names are written clearly without titles, separated by commas if there is more than one, with superscripts to indicate affiliation and an asterisk (*) to mark the corresponding author. Author names use 12-point Times New Roman font, Title Case, center-aligned, single line spacing, with 0 pt spacing before and 12 pt spacing after the paragraph.

Author affiliations include the name of the institution/company/university, address, city, zip code, and country, written in Title Case using 10-point Times New Roman font, center-aligned, single spacing, with no spacing before or after the paragraph.

The corresponding author's email address is written in 10-point Times New Roman font and italic style.

Abstract
The abstract must consist of 150–250 words. It should be written in 10-point Times New Roman font, justified alignment, single line spacing, with 10 points spacing before the paragraph and 12 points spacing after the paragraph.

Keywords
Write 3–6 keywords separated by commas (,), using 10-point Times New Roman font, left aligned, single line spacing, with no spacing before or after the paragraph.

Text
Use Times New Roman font throughout the text, 10-point size, justified alignment, single line spacing, with 0 pt spacing before and 10 pt spacing after each paragraph. Do not use blank paragraphs to create space between consecutive paragraphs. You may activate line hyphenation to improve paragraph formatting, but make sure words are hyphenated correctly. Do not locally modify paragraph formatting except for writing mathematical parameters, symbols, Latin words, or titles of journals and books.

1) Use numbering format to write lists.
    a. Use this type of numbering.
2) It is done by applying paragraph numbering format that is available in MSWord.
3) Do not indent the list.

Numerals of five or more digits are grouped in three-digit blocks by spaces or point, e.g. 10.000. Do not do that for numerals of four or fewer digits, e.g. 9000. Decimals are expressed by command, e.g. 3,141592654 or 3,141 592 654. Pay attention not to line break numerals. Use SI unit or its derivatives to denote units.

In-Text Cititation
This manuscript uses the APA (American Psychological Association) citation style. When applying the APA format, use the in-text citation method, which includes the author's last name and the year of publication of the source.

In-text citations can be written in two ways:

1) Author’s name at the beginning of the sentence, e.g., Johnson (2022) stated that...
2) Author’s name at the end of the sentence, e.g., ... (Purwanto, 2023).

Make sure that every source cited in the text appears in the reference list, and vice versa—every source in the reference list must be cited in the text.

To simplify citation and reference management according to APA style, it is recommended to use reference management software such as Mendeley, Zotero, or EndNote. These tools help store, organize, and automatically insert citations and references into your manuscript.

Mathematical Equations

Mathematical formulas must be written clearly using Microsoft Equation or similar applications. Each equation should be numbered sequentially as (1), (2), and so on, with the number placed on the right-hand side of the equation. The formatting should follow the example below:

$$a = \frac{\sum_{i=1}^{n} y_i}{n} - b\frac{\sum_{i=1}^{n} x_i}{n} \quad (1)$$

Ensure that the notation, symbols, and equation formatting are consistent and easy to understand. If the equation includes variables, provide a brief explanation of each variable immediately after the equation.

Tables

Tables should be located close to the first reference to them in the text and number them consecutively. Explanations should be given at the foot of the table, not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table. Tables are written in 10 point Times New Roman type font. The table should autofit windows.

Column headings should be written with initial capital letters, vertically centered, using single line spacing, and with no spacing before or after the paragraph.

The table caption should be placed above the table, using 11-point Times New Roman font, bold, Sentence case (only the first letter of the first word capitalized), left aligned, single line spacing, and kept with the table (keep with next). Do not put a period (.) at the end of the caption. If the table is not the result of your own research, include the source in APA style at the end of the table caption. See for example Table 1.

Table 1. Characteristic of research subject (Johnson, 2022)

Characteristic	n	Percent (%)
Age	0	0,000
Gender	0	0,000
Number of children	0	0,000

Figures

The figure caption is written in 10 point Times New Roman type font, bold, sentence case, center aligned, single line spacing, 0 point spacing before and 10 point spacing after the paragraph. Do not put a full stop (".") at the end of the caption. See examples in Figure 1 and Figure 2.



Figure 1. A and B: image of stone used in building construction for foundation, landscape, and drainage (A) and use for admixtured in construkction (B) (Jhon, 2016)



Figure 2. Image of stone used in building construction for foundation, landscape, and drainage (Jhon, 2016)

INTRODUCTION

The Introduction must not exceed 1000 words and should include the background of the study, state of the art, gap analysis, and the research objectives.

The background consists of one or two paragraphs explaining the reasons for conducting the study. The state of the art presents a literature review that identifies knowledge gaps from previous studies and serves as the basis for highlighting the study's novelty.

The gap analysis is a statement explaining the findings from the state of the art and the importance of conducting this research. It must emphasize that similar studies have not been conducted before.

The final paragraph should state the research objectives derived from the gap analysis. The last sentence in the Introduction must describe the potential contribution of the study to the existing literature or current situation.

Include relevant references that are directly related to your research.

METHODS

The methods section should be written concisely and systematically, with a maximum length of 600 words. It should describe what was done to answer the research question, how it was carried out, and provide justification for the chosen research design. The type of research must be clearly stated, along with a description of the type of data used, methods of data collection or sampling, sample size and criteria, and the instruments employed.

If a questionnaire is used as an instrument, its content should be briefly described, including the variables it is intended to measure. The validity and reliability of the instrument must be explained, including the procedures used to assess them. For experimental or interventional studies, the procedures for delivering the intervention or treatment must be clearly described. Additionally, this section should explain how ethical approval was obtained and how participants' rights and confidentiality were protected.

Data processing and analysis methods should be clearly outlined. If computer software is used for analysis, it is sufficient to mention the name of the software without detailing its technical specifications, unless a non-standard or original program is employed. The rationale for choosing specific methods or tools should be supported by references when appropriate.

For qualitative research, the section must include an explanation of how data validity was ensured—for example, through triangulation, member checking, or audit trails. This section is typically written in the past tense and often uses

the passive voice, in accordance with scientific writing conventions that emphasize clarity, precision, and logical structure.

RESULTS AND DISCUSSION

The Results section should include only the study's findings, presented as data in tables, graphs, or figures, accompanied by brief narrative explanations. The presentation must be objective, without bias or interpretation, and organized logically. The same data should not be presented in more than one form (e.g., both table and graph) or repeated in the narrative. No citations are allowed in the Results section.

The Discussion section interprets and explains the significance of the findings based on existing knowledge and highlights new insights. It should answer the main research questions posed in the Introduction, demonstrate how the results support these answers, and relate them to relevant literature. Summaries of findings are typically written in the past tense, while interpretations use the present tense.

CONCLUSION

The conclusion should be written in a single, coherent paragraph and presented in narrative form. It must clearly answer the research hypothesis or question and reflect the main objective of the study. The conclusion should summarize the entire paper, restate the major findings, and highlight the study's contributions to the existing body of literature. It may also include limitations of the study and suggestions for future research. This section should not include citations from other authors or introduce new information or terms that were not previously discussed in the manuscript.

ACKNOWLEGMENT

Acknowledgments should be directed to the source of research funding, including the name of the funding institution, contract number, and year of award. Individuals or institutions that facilitated or supported the funding process should also be acknowledged. The names of those who provided assistance or contributed to the research should be clearly stated. However, individuals listed as authors of the manuscript must not be included in this section.

REFERENCES

References should be written in Times New Roman font, 10-point size, with single line spacing between entries, and use a hanging indent format with the second and subsequent lines indented by 0.25 inches. References included in the manuscript must consist of published articles that are highly relevant to the research topic. A minimum of 15 references is required, with primary sources taken from scientific journal articles published within the last 5 years.

The reference format must follow the "author-year" citation style, in accordance with the APA 7th edition (American Psychological Association, 7th edition). All references listed in the reference section must be cited in the text, and conversely, all in-text citations must appear in the reference list.

In-text citations should include the author's last name and year of publication in parentheses, for example: (Potter & Perry, 2006), or be written as part of the narrative: Potter and Perry (2006). For references with more than six authors, only the first author's last name is written, followed by "et al."

It is strongly recommended to use reference management software such as Mendeley, EndNote, or Zotero to ensure consistency in formatting and to facilitate the automatic generation of the reference list. Examples of how to write references are provided below:

Jurnal

Author, A. A., Author, B. B., & Author, C. C. (year). Article title: Sub-title. *Journal Title*, *volume*(issue number), page numbers.

Wu, S.F.V., Courtney, M., Edward, H., McDowell, J., Shortridge-Baggett, L.M., & Chang, P.J. (2007). Self-efficacy, outcome expectation, and self care behavior in people with type diabetes in Taiwan. Journal of Clinical Nursing, 16 (11), 250–257.

References with eight or more authors, write the first six authors' name following ellipsis (…) & the last author's name. Example:

Dolan, R., Smith, R.C., Fox, N.K., Purcell, L., Fleming, J., Alderfer, B.,…Roman, D.E. (2008). Management of diabetes: The adolescent challenge. *The Diabetes Educator, 34,* 118-135.

Proceeding Konferensi

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Koran tanpa nama penulis

Generic Prozac debuts. (2001, August 3). The Washington Post, pp. E1, E4.

Buku

Author, A. A. (Year). *Source title: Capital letter in the beginning of the subtitle*. Location/City: Publisher.

Peterson, S.J., & Bredow, T.S. (2004). *Middle range theories: Application to nursing research*. Philadelphia: Lippincott Williams & Wilkins.

Chapter dalam buku

Author, A. A. (Year). Chapter title*: Capital letter in the beginning of the subtitle.* In Initial, Surname (Author's name/book editor) (eds). *Book title*. Location/City: Publisher.

Hybron, D.M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R.J. Larsen (Eds.), *The science of subjective well-being* (pp.17-43). New York, NY: Guilford Press.

Buku terjemahan

Ganong, W.F. (2008). *Fisiologi kedokteran (*Ed ke-22). (Petrus A., trans). New York: McGraw Hill Medical. (Original book published 2005).

Tesis/Disertasi

If available in the *database*

Gilliland, A.L. (*2010). A grounded theory model of effective labor support by doulas* (Disertasi Doktor). Diperoleh dari *ProQuest Dissertations and Theses. (UMI No 3437269)*

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Last-name, A. A. (year). Dissertation/thesis title. (Unpublished doctoral dissertation/master thesis). Institution Name, Location.

Considine, M. (1986). *Australian insurance politics in the 1970s: Two case studies*. (Unpublished doctoral dissertation). University of Melbourne, Melbourne, Australia.

Artikel Database

Author, A. A., Author, B. B., & Author, C. C. (Year pub). Title of article. *Title of Journal*, Volume (Issue), pp-pp. doi:xx.xxxxxxxxx [OR] Retrieved from URL of publication's home page

Borman, W.C., Hanson, M.A., Oppler, S.H., Pulakos, E.D., & White, L.A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*(8), 443-449. Diperoleh dari http://www.eric.com/jdlsiejls/ supervisor/early937d%

Database article wth DOI (Digital Object Identifier)

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing, 41*(11/12), 1245-1283. doi:10.1108/03090560710821161

Sumber online lainnya

Author, A. A. (year). Title of source. Retrieved from URL of publication's home page

Artikel dari website

Exploring Linguistics. (1999, August 9). Retrieved from http://logos.uoregon.edu/explore/orthography/chines.html#tsan

Artikel elektronik

Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*, pp. 12-90. Retrieved from http://www.nytimes.com