

Instruction for Preparing Manuscripts in Jurnal Metris (Title: maximum 20 words)

(note: this template will be used starting from the June 2025 Edition)

First Author¹, Second Author², Third Author^{1,2}

¹Name of Department, Name of Faculty/School

Name of University, City Postal Code, Country

²Department of Industrial Engineering, Faculty of Bioscience, Technology, and Innovation

Atma Jaya Catholic University of Indonesia, Jakarta 12930, Indonesia (example)

Article Info	Abstract
<i>Article history:</i>	<i>This article presents an illustration of how to prepare your paper using MS-WORD. Your Manuscript should be written in Bahasa Indonesia or English. The length of the manuscript should be one-spaced and not exceed 15 pages in this format using A4 paper. The title page should include a succinct title, the authors, and an abstract of around 250 words at the beginning of the manuscript. The abstract should be written in English. The affiliation, postal address and zip code, telephone and fax numbers as well as e-mail address should be listed below each author's name. The paper begins with a title that uses 18pt Times New Roman. The remainder of the paper should be typed in 10pt Times New Roman. If you have any questions on the format, do not hesitate to send a message to the editors.</i>
Received dd mm yyyy	
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<i>Keywords:</i> <i>Up to six keywords should also be included.</i>	

1. HEADING

Section headings should be concise and numbered sequentially, using a decimal system for subsections. Emphasized words should be italicized, but such emphasis should be sparingly used.

2.1 SECOND-LEVEL HEADING

The next level of heading is boldface with upper and lower case letters. The heading is flushed left with the left margin.

2.1.1 Third-Level Heading

The third level of heading follows the style of the second-level heading. Avoid using more than third for heading.

3 EQUATION

Equations should be italicized and numbered consecutively beginning with (1) to the end of the paper, including any appendices. The number should be enclosed in parenthesis and set flush right on the same line as the equation

$$X+Y=Z$$

4 FIGURE AND TABLE

Each figure and table should be referred to in the content of your manuscript (see Figure 1 and Table 2 for illustration). Each figure should have a caption below the figure, while the caption of a table should appear at the top of the table. The words in each caption should be written in lowercase except for the first character of the first word. All figures should be numbered consecutively and captioned.

*Corresponding author.

Email address:



Figure 1.

The caption of the figure should appear at the bottom of the figure

Table 1.

A table should have a clear caption at the top of the table.

No.	Result1		Result2		
	Shop 1	Shop 2	Shop 1	Shop 2	Shop 3
1	2.2	3.4	3.2	5.4	4.4

Please submit tables as editable text and **not as images**. Number tables consecutively by their appearance in the text and place any table notes above the table body. Be sparing in tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical lines.

CITATION AND REFERENCE

The styles of references and citations should follow the APA Style. It uses an author-date system for in-text citations and a reference list at the end of the paper to list all sources.

In-text citations:

APA style uses author-date citations within the text of your paper. This includes the author's last name, and year of publication.

Example Format:

In-text citation:

(Smith, 2023) - Simple citation for one author

(Jones & Brown, 2022) - Citation for two authors

(Smith et al., 2021) - Citation for three or more authors, using "et al." after the first author's name in subsequent citations.

(Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020) – Citation from more than one references

Reference list entry (example for a journal article):

Smith, J. (2023). Title of article. Journal Title, volume(issue), page numbers.

Reference list:

A comprehensive list of all sources cited in your paper is placed at the end, alphabetized by the first author's last name.

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