

Preparing a one column paper with MS-Word for Windows

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ABSTRACT: Authors of papers to proceedings have to type these in a form suitable for direct reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. The publisher will reduce the camera-ready copy to 75%. For the convenience of the authors, template files for MS Word 6.0 (and higher) are provided. Abstract should be 100–200 words, written in the third person e.g. ‘this article discusses’, rather than ‘I discuss’, self-contained, without abbreviations, footnotes, or incomplete references.

Keywords: word X, word Z (in alphabetical order)

1 GENERAL INSTRUCTIONS

At a minimum, the paper should include the following components: Introduction, Methods, Findings & Discussion, and Conclusion.

1.1 *Type area*

The text should fit exactly into the type area (150 × 240 mm). For A4 size paper the margin settings are as shown in Table 1. The letter size margins shown in Table 1.

Table 1. Margin settings for A4 size paper and letter size paper.

Setting size paper	A4 size paper				Letter
	cm	inches	cm	inches	
Top	2.01	0.69"	2.5	0.98"	
Bottom			3.0	1.18"	
Left			3.0	1.18"	
Right			3.0	1.18"	
All other			0.0	0.0	

1.2 *Typefont, typesize and spacing*

Use Times New Roman 11 point size and 12 point line spacing (Standard text tag). Use roman type except for the headings (Heading tags), parameters in mathematics (not for log, sin, cos, ln, max., d (in dx), etc.), Latin names of species and genera in botany and zoology and the titles of journals and books which should all be in italics. Never use bold except to denote vectors in mathematics. Never underline any text. Use the small font (10 points on 11 points) for tables (Table tags), figure captions (Figure caption tag) and the references (Reference text tag). Never use letterspacing and never use more than one space after each other.

2 GETTING STARTED

2.1 *First line of text or heading*

If your text starts with a heading, place the cursor immediately before the I of INTRODUCTION and type the correct text for the heading. Now delete the word INTRODUCTION and start with the text after a return. This text should have the tag First paragraph.

If your text starts without a heading, you should place the cursor immediately before the I of INTRODUCTION, change the tag to First paragraph and type your text after deleting the word INTRODUCTION, but not the return at the end.

3 LAYOUT OF TEXT

3.1 *Text and indenting*

All text, figures, tables, etc. should fit exactly in the type area of 15 × 24 cm (5.91" × 9.52"). All text should be typed in Times New Roman. All text is 11 pt on 12 pt line spacing except for the paper title (16 pt on 18 pt), author(s) (12 pt on 13 pt), affiliation(s) (10 pt on 11 pt) and the small text in tables, captions and references (10 pt on 11 pt). All line spacing is exact. Never add a line space between lines or paragraphs.

First lines of paragraphs are indented 4 mm (0.16") except for paragraphs after a heading or a blank line (First paragraph tag). Equations are indented 12 mm (0.47") (Formula tag).

3.2 *Headings*

Type primary headings in capital letters roman (Heading 1 tag) and secondary and tertiary headings in lower case italics (Headings 2 and 3 tags). Headings are set flush against the left margin. The tag will give two blank lines (24 pt) above and one (12 pt) beneath the primary headings, 1½ blank lines (18 pt) above and a ½ blank line (6 pt) beneath the secondary headings and one blank line (12 pt) above the tertiary headings. Headings are not indented and neither are the first lines of text following the heading indented. If a primary heading is directly followed by a secondary heading, only a ½ blank line should be set between the two headings.

In the Word programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing after, from 12 pt to 0 pt. In the same way the setting in the secondary heading for spacing before should be changed from 18 pt to 6 pt.

3.3 *Listing and numbering*

For listing facts, use either the style tag List summary signs or the style tag List number signs.

3.4 *Equations*

Equations should be typed in the Formula tag. Do not use the programme's Equation tag and do not use the

From the above we note that $\sin \theta = (x + y)z$ or:

$$K_t = \left(1 - \frac{R^2 \tau}{c_a + v \tan \delta} \right)^4 k_1 \quad (1)$$

where c_a = interface adhesion; δ = friction angle at interface; and k_1 = shear stiffness number.

3.5 Tables

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. 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 (Table rule tag: Use the Shift-minus key to actually type the rule exactly where you want it). For simple tables use the tab key and not the table option. Type all text in tables in small type (Table text tag). Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the same width as the table (Table caption tag). See for example Table 2.

3.6 Figure captions

Place figure captions close to the figure (between the figure and the text). Type as follows: Figure 1. Caption the figure and the figure itself in the caption (Figure 1. Caption the figure and the figure itself in the caption).

Table 2. The number of officially reported plague cases in the world.

Region*	1968	1970	1972
1974	1976	1978	
Africa	172	27	85
128	183	77	
America	392	326	301
297	321	142	
Asia	4395	4111	2312
1408	2230	518	
Total	4959	4464	2698
1833	2734	737	

*For Europe only one reported case in 1970.

3.7 References

In-text citations and references in APA 7th edition follow specific formats. Here is a quick guide:

3.7.1 In-Text Citations

3.7.1.1 For a direct quote:

Include the author's last name, year of publication, and the page number.

- Example: (Smith, 2020, p. 15)

3.7.1.2 For a paraphrase:

Include the author's last name and year of publication.

- Example: (Smith, 2020)

3.7.1.3 For multiple authors:

- Two authors: (Smith & Jones, 2020)

- Three or more authors: (Smith et al., 2020)

3.7.2 *References*

3.7.2.1 Book:

- Format: Author, A. A. (Year). Title of book. Publisher.
- Example: Smith, J. A. (2020). Understanding research methods. Sage Publications.

3.7.2.2 Journal Article:

- Format: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number (issue number), pages. <https://doi.org/xx.xxx/yyyy>
- Example: Smith, J. A., & Brown, L. M. (2020). Exploring qualitative research. Journal of Research Methods, 25(3), 45-60. <https://doi.org/10.1234/jrm.2020.003>

3.7.2.3 Website:

- Format: Author, A. A. (Year, Month Day). Title of web page. Website Name. URL
- Example: Smith, J. A. (2020, January 15). Introduction to qualitative research. Research Methods Online. <https://www.researchmethodsonline.com>

3.7.2.4 Book Chapter:

- Format: Author, A. A., & Author, B. B. (Year). Title of chapter. In Editor C. C. (Ed.), Title of book (pp. pages of chapter). Publisher.
- Example: Smith, J. A., & Brown, L. M. (2020). Methods in qualitative research. In L. M. Green (Ed.), Qualitative research techniques (pp. 123-145). Sage Publications.

Here is how you might structure a paper with in-text citations and a reference list:

3.7.3 *Example Text with In-Text Citations*

Research has shown that cultural awareness is crucial in qualitative interviews (Smith, 2020). This understanding can help build rapport and trust, leading to richer data collection (Jones & Brown, 2018). Specifically, in contexts where anonymity is not required, identifying participants can be beneficial (Smith et al., 2020).

3.7.4 *References*

- Smith, J. A. (2020). Understanding research methods. Sage Publications.
- Jones, M., & Brown, L. M. (2018). Techniques in qualitative research. Journal of Qualitative Studies, 12(2), 34-56. <https://doi.org/10.1234/jqs.2018.012>
- Smith, J. A., Brown, L. M., & Green, P. (2020). The role of cultural sensitivity in qualitative interviews. Research in Social Sciences, 15(4), 78-90. <https://doi.org/10.1234/rss.2020.004>

3.8 *Notes*

These should be avoided. Insert the information in the text. In tables, the following reference marks should be used: *, **, etc. and the actual footnotes are then set directly underneath the table.

3.9 *Conclusions*

Conclusions should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results.

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36"). Figures should be self-explanatory and should be captioned. Figures should be as simple as possible.

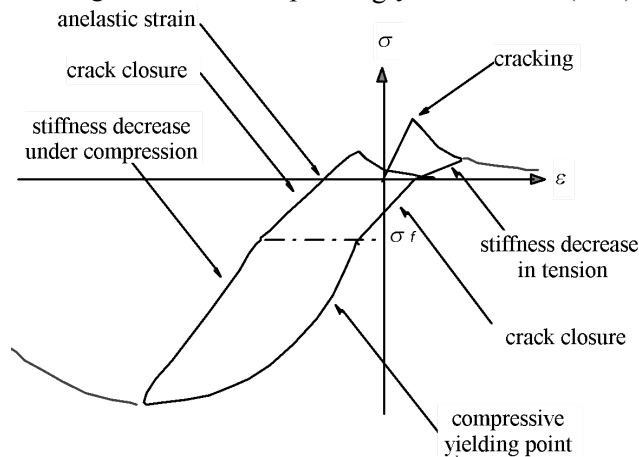


Figure 1. Caption of a typical figure.

5 PREFERENCES, SYMBOLS AND UNITS

Consistency of style is very important. Note the spacing, punctuation and caps in all the examples below.

- References in the text: Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
- References between parentheses: (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
- USA / UK / The Netherlands instead of U.S.A. / U.K. / Netherlands / the Netherlands
- Author & Author (1989) instead of Author and Author (1989)
- (Author 1989a, b, Author & Author 1987) instead of (Author, 1989a,b; Author and Author, 1987)
- (Author et al. 1989) instead of (Author, Author & Author 1989)
- Use the following style: (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, pers. comm.)
- Always use the official SI notations:
- kg / m / kJ / cm *instead of* kg. (Kg) / m. / kJ. (KJ) / cm.;
- 20°16'32"SW *instead of* 20° 16' 32" SW
- 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than* 10,000: 10,000 *instead of* 10000
- ¹⁴C *instead of* C¹⁴ / C-14 *and* BP / BC / AD *instead of* B.P. / B.C. / A.D.
- 20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* -8 / +8 *instead of* - 8 / + 8
- e.g. / i.e. *instead of* e.g., / i.e.,

The authors made a good PRD of the model, especially the data stated in the table in 16