

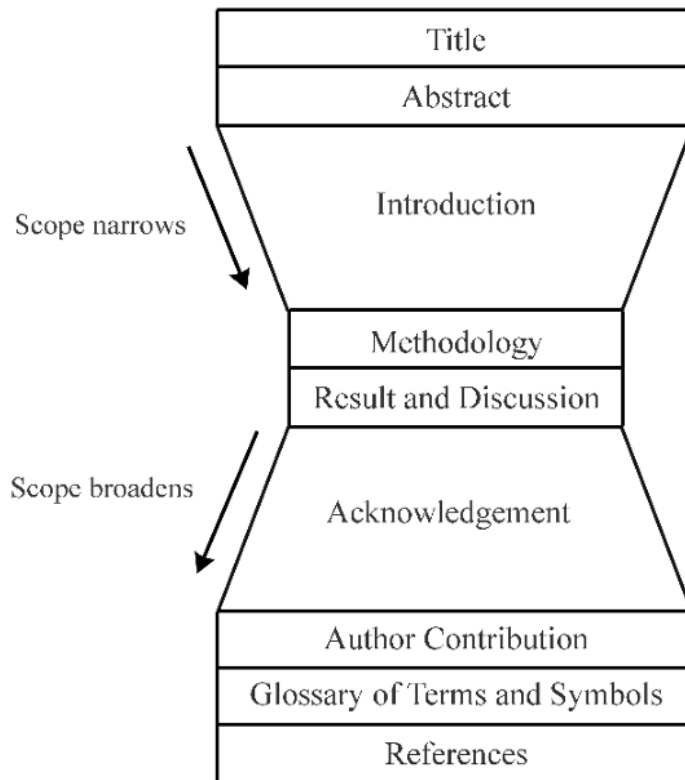
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	GUIDELINE FOR AUTHORS	Revisi : II.0 Halaman : 1 dari 11

I. GENERAL GUIDELINES FOR MANUSCRIPT PREPARATION

A good and solid scientific paper is characterized by:

1. **Novelty, Relevance, and Engagement**, the manuscript should present novel, relevant, and useful content that contributes meaningfully to the advancement of knowledge and is of interest to the journal's readership. The content is well-presented, follows a logical sequence, and is easy for interested readers to follow.
2. **Organization and Logical Presentation**, the manuscript should be well organized, clearly presented, and structured in a logical sequence that enables readers to follow the research and its arguments effectively.
3. **Originality and Publication Status**, the manuscript should report original research findings and must not have been previously published or be under consideration for publication elsewhere.
4. **Comprehensiveness and Formal Style**, the manuscript should provide sufficient detail to ensure clarity, reproducibility, and scientific rigor while maintaining a formal, concise, and appropriate academic writing style. It is the use of effective visual elements—such as graphs, images, and maps—that align with and support the information being presented.
5. **Impersonal Academic Style**, the use of first-person expressions, such as “I,” “we,” and “our team,” should be avoided where possible. An objective and impersonal academic style is preferred.
6. **Effective Use of Visual Elements**, visual elements, including tables, graphs, figures, images, and maps, should be used effectively where appropriate. Each visual element should be relevant, clearly presented, and directly support the information or arguments discussed in the manuscript.
7. **Use of Literature References**, statements, claims, interpretations, and factual information should be appropriately supported by relevant and credible literature references. References should not be included in the Abstract unless specifically required by the journal's guidelines.
8. **Clarity and Caution in Scientific Arguments**, scientific arguments should be presented logically, objectively, and cautiously. Conclusions and interpretations should be supported by the research findings and available evidence.
9. **Appropriate Scientific Language**, authors should avoid unnecessary, exaggerated, promotional, or slogan-like expressions. Scientific writing should maintain an objective and precise style that is clearly distinguished from popular writing, journalistic narratives, or news articles.
10. **Accessibility for Reviewers and Editors**, the manuscript should be written and structured in a manner that enables reviewers and editors to readily identify, understand, and evaluate its scientific content, methodology, results, and contributions.

II. PRESENCE OF SUBSTANCE IN A SCIENTIFIC PAPER



The structure of a scientific paper typically follows an "hourglass" shape, starting with the Title and narrowing down to the Methods and Results, before broadening again in the Discussion and concluding with the References. The Introduction section provides a focused overview, maintaining this narrow scope through the Methods and Results sections. In the Discussion section, the scope expands as the implications and broader context of the findings are explored. For a more detailed explanation, please refer to the following chapter.

III. STRUCTURE OF MANUSCRIPT

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The submission package and manuscript should contain the following elements, as applicable:

1. Separate Title Page (Title, author names, affiliations, corresponding author: email and ORCID ID)
2. Abstract
3. Keywords
4. Main Part: Introduction; Methodology; Results and Discussion
5. Conclusion
6. Acknowledgement
7. Declaration: Author contributions; funding statement, competing interest, Use of AI and AI-assisted Technologies
8. Glossary of Terms and Symbols
9. Supplementary Material / Supporting Data / Appendix (when applicable)
10. References

Which are each explained as follows:

a. **Title Page, Authorship, and Title**

For double-blind review, author-identifying information must be placed in a separate Title Page file. The blinded manuscript should not contain author names, affiliations, acknowledgements, or other identifying details.

- Provide the full name of each author, institutional affiliation, city, country, and institutional e-mail address where available.
- Identify one corresponding author and provide a current e-mail address. A second corresponding author may be designated when justified.
- ORCID iDs are strongly encouraged for all authors and should be provided for the corresponding author.
- The title should be concise, specific, informative, searchable, and accurately reflect the study. Avoid unnecessary abbreviations, formulas, jargon, and vague phrases such as “A Study of...” when a more informative title is possible.
- Authorship must be limited to individuals who made substantial scholarly contributions and accept accountability for the final work.

b. **Abstract**

The Abstract is a concise, factual, stand-alone summary of the work and should preferably not exceed 250 words. It should be written as one paragraph unless the journal template states otherwise.

- State the problem or objective and why it matters.
- Briefly describe the approach, data, or methods used.
- Report the most important results, preferably including key quantitative values when they are central to the contribution.
- State the principal conclusion and the scientific or practical implication.
- Do not include citations, figures, tables, footnotes, or unsupported claims. Define only essential abbreviations.

c. **Keywords**

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Provide 4-6 specific keywords immediately after the Abstract. Use terms that support indexing and discoverability; avoid overly broad words, unnecessary plural forms, and abbreviations that are not widely established in the field.

d. **Introduction**

The Introduction should move from the broader scientific or industrial context to the specific problem addressed by the study. It should be concise and analytical rather than an extensive literature review.

- Establish the relevant scientific, technological, environmental, or industrial context.
- Synthesize the most relevant prior work and identify the unresolved gap, limitation, inconsistency, or practical need.
- Explain why the gap is scientifically or industrially important and why the selected approach is appropriate.
- State the novelty or contribution explicitly. Avoid novelty claims that are not supported by comparison with the literature.
- Close with a clear objective, research question, or hypothesis and, where useful, a brief statement of the study approach and expected contribution.
- Do not present detailed methods or preview the full results in the Introduction.

e. **Methodology**

This section may be titled 'Materials and Methods', 'Methods', or 'Methodology'. It must provide enough information for a technically competent reader to evaluate the work and, where feasible, reproduce the study.

- Study design and workflow: describe the overall approach, sequence of work, boundary conditions, assumptions, and study period or sampling frame, as applicable.
- Data and samples: identify data sources, sampling or selection procedures, inclusion/exclusion criteria, preprocessing, data provenance, and any access restrictions.
- Equipment and materials: identify instruments, principal equipment, manufacturer, model, relevant specifications, operating range, and materials or chemicals when these details affect reproducibility.
- Software and computation: state software, code libraries, major packages, and version numbers when they materially affect the analysis. For computational or machine-learning studies, describe preprocessing, data splits, model configuration, hyperparameters, validation strategy, and performance metrics.
- Models and equations: explain derivation or selection, assumptions, initial/boundary conditions, parameter estimation, and sensitivity or uncertainty analysis where relevant.
- Experimental procedure: describe sample preparation, test sequence, critical operating parameters, data-acquisition procedures, and relevant start-up or shutdown conditions.
- Standards and quality control: identify applicable standards, calibration or metrological traceability, reference materials, blanks,

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control samples, repeat/duplicate tests, acceptance criteria, data validation, measurement uncertainty, and treatment of anomalous results, as applicable.

- Statistical analysis: identify statistical tests, assumptions, significance criteria, confidence intervals or uncertainty measures, and the software used.
- Ethics: for studies involving humans, animals, sensitive data, or regulated materials, provide the relevant approval, consent, permit, or exemption information.
- Reproducibility resources: where possible, provide a persistent repository link/DOI for data, code, protocols, or supplementary methods, subject to confidentiality and legal restrictions.
- For manuscripts involving laboratory testing, a clear image or schematic of the main facility/test setup should be included when needed to understand the method. The manuscript should identify the laboratory or institution, location, principal equipment, test configuration, operating conditions, calibration status, and quality-control practices.

f. **Results and Discussion**

For SCOG, Results and Discussion may be presented as one integrated section. The section should clearly distinguish observed results from interpretation while maintaining a coherent narrative from evidence to meaning.

- Present all main results needed to answer the research objective, including relevant negative, unexpected, or contradictory findings.
- Report quantitative values with appropriate units, significant figures, uncertainty/error estimates, confidence intervals, or statistical evidence where applicable.
- Avoid repeating the same numerical information in the text, table, and figure unless repetition is needed for interpretation.
- Interpret what the results mean scientifically and/or practically, not merely restate them.
- Compare findings with relevant theories, standards, benchmarks, and previous studies. Quantify important differences when possible and explain plausible causes.
- Discuss mechanisms, assumptions, robustness, sensitivity, and generalizability when relevant to the study design.
- State the limitations of the study, data, equipment, model, or method and explain how they affect interpretation. Limitations should not be hidden or deferred to the Conclusion.
- Close the section by linking the findings back to the research objective and explaining their broader scientific, technological, environmental, economic, or industrial implications.
- Do not introduce unsupported ideas, invented terms, or speculative claims. Scientific speculation is acceptable only when clearly identified and supported by evidence and relevant literature.
- For laboratory studies, relate the findings to facility configuration, operating conditions, calibration, quality-control results, and

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equipment/procedure limitations.

g. Figures and Tables

- Figures and tables must be cited in numerical order and must be understandable without excessive reliance on the main text.
- Figure captions must be editable text below the figure; table titles should be editable text above the table. Do not place captions inside images, shapes, or grouped objects.
- Prefer vector formats (such as EPS, PDF, or SVG where supported) for line drawings and graphs. For raster artwork, use publication-quality TIFF/JPEG files; as a general benchmark, use at least 300 dpi for photographs/halftones, 500 dpi for combination artwork, and 1000 dpi for line art at final size.
- Tables must be editable, not pasted as images. Use concise headings, define abbreviations in notes, and include units in column headings where appropriate.
- Use SI units unless a discipline-specific unit is essential; define non-SI units and conversion where appropriate.
- Do not manipulate scientific images in a way that adds, removes, obscures, moves, or selectively enhances features that affect interpretation.

h. Conclusion

The Conclusion should answer the research objective using the evidence presented in the Results and Discussion. It is not a summary of the entire manuscript.

- State the principal conclusions and, where relevant, the most important quantitative result(s).
- Identify the specific contribution or implication for the scientific field and/or oil and gas practice.
- Avoid new data, new citations, unsupported generalization, and exaggerated claims.
- A brief statement of limitations or future work may be included only when it follows directly from the findings.
- Use short paragraphs rather than bullet-point conclusions unless the journal template explicitly allows bullets.

i. Acknowledgements

Acknowledge individuals or institutions that contributed to the work but do not meet authorship criteria. Obtain permission from individuals before naming them. Do not use the Acknowledgements section to conceal authorship-level contributions.

j. Glossary of Terms and Symbols

For manuscripts with many symbols, abbreviations, or specialized terms, provide a Nomenclature/Glossary table. Define abbreviations at first use in the text even when they are also listed in the glossary. Use SI symbols and units consistently.

Example:

Terms & Symbols	Definition	Unit
AFR	Air-to-fuel ratio	kg fuel/kg air
CH ₄	Methane	-
k_a	Absolute permeability	Millidarcy (mD)
W	Weight	(gram)

k. Declarations

● **Author contribution**

Author A: Conceptualization, Methodology, Supervision, Writing – original draft. Author A conceived the research idea, developed the methodology, supervised the project, and wrote the initial draft of the manuscript. Author B: Investigation, Data curation, Validation, Formal analysis. Author B conducted experiments and data collection, organized and cleaned the dataset, verified the research results, and performed statistical analysis and formal modeling. Author C: Software, Visualization, Writing – review & editing. Author C developed and/or used software for analysis, created graphs and illustrations, and made significant contributions to the review and revision of the manuscript. Author D: Project administration, Resources, Funding acquisition. Author D manages project coordination, provides research facilities and materials, and secures funding and financial support for the research. Author E (optional): Writing – review & editing, Validation, Supervision. Author E plays a role in reviewing and editing the manuscript, verifying data and research results, and providing additional supervision during the course of the project.

All authors have read and approved the final version of the manuscript and are fully responsible for the accuracy and integrity of the published work.

● **Funding statement**

Disclose all financial support for the research and/or manuscript preparation, including funder name and grant number where available. Briefly state the role of the funder in study design, data collection, analysis, interpretation, manuscript preparation, and the decision to submit. If the funder had no role, state this explicitly.

Example: //Option 1: This work was funded by [Donor Institution A], grant number [Grant Number A], and [Donor Institution B], grant number [Grant Number B]. //Option 2: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

● **Competing Interest**

All authors must explicitly declare any financial, professional, personal, or other relationships that could reasonably be perceived to influence the work. If no competing interests exist, include a clear statement to that effect.

● **Declaration of Generative AI and AI-assisted Technologies**

If generative AI or AI-assisted tools were used to prepare substantive manuscript text, authors must disclose the tool/service and purpose of use and confirm that the authors reviewed, verified, and take full

responsibility for the final content. Basic spelling, grammar, or reference-manager functions do not require disclosure. AI tools cannot be listed as authors. If AI is part of the research method, its use must be described reproducibly in the Methodology section, including tool/model/version and how outputs were validated.

I. References

SCOG uses APA style. References must be accurate, complete, consistent, and limited to sources that are cited in the manuscript. All in-text citations must appear in the References section and vice versa.

- Use APA 7th edition author-date conventions consistently. For three or more authors, use “et al.” from the first in-text citation.
- Personal communications are cited in the text only and are not included in the References list.
- Provide DOI links in the form [https://doi.org/\[DOI\]](https://doi.org/[DOI]) whenever a DOI has been assigned.
- Do not write “No DOI assigned.” If no DOI exists, include a stable official URL only when appropriate for the source type (for example, web reports, standards, repositories, or online-only resources). Printed books and other conventional sources do not require an artificial URL.
- Prefer peer-reviewed primary literature, authoritative standards, and original data sources. References should be sufficiently current to represent the state of the field, while seminal older work may be cited when scientifically necessary.
- As a SCOG house requirement, authors should normally provide at least 15 highly relevant references and prioritize primary sources. The editorial board may retain or revise any percentage-based recency rule separately from APA formatting.
- Verify every DOI, URL, author name, year, title, volume, issue, and page/article number before submission.
- Datasets and software that materially support the study should be cited in the text and reference list using persistent identifiers when available.

APA 7 examples

Source type	In-text citation	Reference-list pattern
Single author	At the last sentence: (Holt 2010) At the beginning of the sentence: Holt (2010)	Holt, D. H. (2010). Title of book. <i>Publisher</i> .
Two authors	(Laudon & Laudon 2003)	Laudon, K. C., & Laudon, J. P. (2003). Title of book. <i>Publisher</i> .
Three or more authors	(Coveney et al., 2003)	List authors according to APA 7 rules; do not use et al. in the reference list unless APA permits it for very long author lists.

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IV. MANUSCRIPT PREPARATION AND FILE FORMAT

- Prepare the initial manuscript in Microsoft Word (.docx) and, where requested by OJS, a PDF copy. Use the official SCOG template when available.
- Use a single-column layout for the initial submission throughout the blinded manuscript. Final publication layout is an editorial/production function and should not be simulated by authors unless the official template requires it.
- Recommended working format: A4 paper, Times New Roman 11 pt, 1.15-1.5 line spacing, page numbers, and continuous line numbering to facilitate review. Use consistent paragraph spacing and avoid manual tab/space alignment.
- Manuscripts are written in English. Where SCOG requires an additional Abstract/Sari in Bahasa Indonesia, both abstracts must convey the same scientific content.
- Do not reduce figure resolution solely to meet an arbitrary manuscript file-size target. Follow current OJS upload limits; upload high-resolution figure/source files separately when necessary.
- Use editable equations created with Word Equation/MathType or equivalent. Number equations consecutively when they are referenced in the text and define all variables and units.
- Use editable tables and do not submit screenshots of tables. Large datasets should be moved to Supplementary Material or an appropriate repository.
- Use consistent SI units, symbols, decimal notation, and significant figures. Define discipline-specific non-SI units if their use is necessary.
- Use a consistent English variant (American or British) throughout the manuscript. Scientific language should be checked for grammar, terminology, and readability before submission.
- For double-blind review, remove author identities from the main manuscript and file properties when feasible. Place author information and acknowledgements only in the separate Title Page file.

V. PUBLICATION ETHICS AND RESEARCH INTEGRITY

- Originality and duplicate submission: manuscripts must be original and not under simultaneous consideration elsewhere.
- Authorship: all listed authors must meet authorship criteria, approve the submitted version, and accept accountability. Gift, honorary, or ghost authorship is not acceptable.
- Plagiarism and text recycling: all sources must be cited appropriately. Similarity screening may be used, but editorial judgment is based on the nature and context of overlap rather than a single percentage threshold.
- Data integrity: fabrication, falsification, selective omission of critical data, or manipulation of research images/data is prohibited.

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- Citation integrity: references must be relevant and must not be added solely to inflate citations of particular authors, journals, or organizations.
- Permissions: authors are responsible for obtaining written permission for copyrighted material that is not covered by a suitable license or legal exception.
- Corrections: authors must promptly inform the editor if a significant error is discovered before or after publication and cooperate with corrections, expressions of concern, or retractions where justified.
- Confidential or proprietary data: authors must ensure they have the right to publish data and should disclose legitimate restrictions in the Data Availability Statement.

VI. SUBMISSION, PEER REVIEW, AND REVISION MANAGEMENT

SCOG uses double-blind peer review and manuscripts are reviewed by at least two referees according to the journal's current peer-review policy.

- **Initial technical/editorial screening:** The editorial office checks scope, completeness, originality, ethical declarations, readability, formatting, reference integrity, and basic methodological adequacy. A manuscript may be returned for technical correction or rejected without external review if it does not meet fundamental requirements.
- **Reviewer suggestions:** If requested in OJS, authors may suggest 2-3 qualified reviewers. Suggested reviewers must be independent, have relevant expertise, use an institutional/professional e-mail where possible, and have no recent collaboration, same-institution relationship, close personal relationship, supervisory relationship, or other conflict of interest with the authors. The editor is not obliged to invite suggested reviewers.
- **Peer review:** At least two independent reviewers assess scientific quality, novelty, rigor, reproducibility, interpretation, and relevance. Reviewer identities and author identities are concealed according to the double-blind process.
- **Revision:** A revised submission should include (1) a clean revised manuscript, (2) a marked manuscript showing changes, and (3) a point-by-point response to every reviewer/editor comment. When a suggestion is not followed, provide a concise scientific justification.
- **Revision deadline:** Return revisions by the deadline stated in the editorial decision. If additional time is needed, request an extension before the deadline rather than allowing the submission to lapse without communication.
- **Final decision:** The editor makes the final accept/reject decision based on the manuscript, reviewer reports, author responses, ethical considerations, and journal scope. Additional review or revision may be requested when needed.

VII. PRE-SUBMISSION CHECKLIST

- ☐ The manuscript fits the current Focus and Scope of SCOG.
- ☐ All authors have approved the submission and authorship order.
- ☐ The Title Page and blinded manuscript are prepared correctly for double-blind review.
- ☐ The title is specific and searchable; the Abstract states purpose, method, key results,

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and conclusion.

- ☐ 3-5 Highlights are prepared and each is no more than 85 characters, when required.
- ☐ The Introduction states the research gap, novelty/contribution, and objective clearly.
- ☐ The Methodology contains enough detail for technical evaluation and reproducibility, including QA/QC, validation, software, and uncertainty where relevant.
- ☐ Results are reported with appropriate units and uncertainty/statistical evidence; the Discussion explains meaning, compares with prior work, and states limitations.
- ☐ Figures and tables are cited in order, readable, editable where appropriate, and meet quality/resolution requirements.
- ☐ Funding, CRediT contributions, competing interests, data availability, AI use, and ethics/consent statements are included as applicable.
- ☐ All references are cited in text and formatted consistently in APA 7; DOI links are verified where available.
- ☐ The manuscript has been checked for English language quality, consistency of symbols/units, and typographical errors.
- ☐ All required source files, supplementary files, and reviewer suggestions (if requested) are ready for OJS upload.

This Guideline for Authors is intended to support the preparation and submission of manuscripts to Scientific Contributions Oil and Gas (SCOG). Journal-specific requirements published in the current OJS submission system and official article template should be checked before each submission.

Regards,

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