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Guidelines for Preparing Manuscript for POTENSI: Jurnal Sipil Politeknik

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ABSTRACT

Abstract contains the a short and logic description related to the importance of the research (maximum of 200 words). Abstract must contain a brief summary of the paper, including the background, objective, method, result, and conclusion. References and citations are not allowed to be written in this section.

Keywords: maximum of 6 words, separated by comma (,)

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1. INTRODUCTION (Times 10,Style:Bold)

This guideline provides several essentials information for authors in preparing their manuscript that will be submitted to POTENSI. Authors should write their manuscript in accordance with the layout and style specified in this document. The manuscript that written improperly will not go through review process as well as the publication process in this journal.

2. MANUSCRIPT STYLE

The manuscript must be written in English. Use an A4 (210×297 mm) size paper for preparing the manuscript. Set top and bottom margins at 25 mm as well as the left and right margins at 15 mm. Use one-column page layout for all section of the paper.

The tittle of the manuscript must be written at the center of the first page, followed by the author identity (name, affiliation, and email). The abstract section should be written in the maximum of 200 words with justified alignment. Write six keywords after the abstract section. Apply Times 10 points and single-line spacing for body text. Each paragraph should be separated by single-line spacing also. The manuscript should be written in the maximum of 10 (ten) pages, including figures, tables, and references. The manuscripts must be submitted in the MS Word format file, not pdf format file.

2.1 Section and Subsection

Section and sub-section should contain proper numbering and specific tittle. Sub-sections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. The tittle of the section must be written in capital letters. Nonetheless, only the first letter of each word in the sub-section's tittle that must be capitalized.

2.1.1 Identification

Header, footer, and page numbering should be avoided in the manuscript. The editorial team will add these in before the manuscript published in this Journal.

2.2 Abbreviation

Authors are allowed to use abbreviation, a shortened form of a word or phrase, in their manuscript. However, all non-standard acronyms/abbreviations in research papers should be written out in full on first use (in both the abstract and the paper itself),

followed by the abbreviated form in parentheses. Authors does not need to define the common abbreviation such as IEEE, SI, MKS, CGS, ac, dc, and rms. Avoid using abbreviation in the tittle of the manuscript.

3. TABLES AND FIGURES

Each figure and table presented in the manuscript must be referred in the text, and number them consecutively. Numbering and captions for tables should be written above the tables, while numbering and caption for figures should be placed below the figures. The table and figure captions should be written in center alignment. The text and the referred figure(s) and/or table(s) should be placed in the same pages. When the area is not sufficient to place them in the same page, the text and the referred figure(s) and/or table(s) must be placed in the different consecutive pages.

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Tabel 1. Center table captions above the tables.

solvent	T (°C)	K_2 (L mol^{-1})
$CDCl_3$	5	21
$CDCl_3$	10	57
$CHCl_3$	20	74
$CHCl_3$	40	58

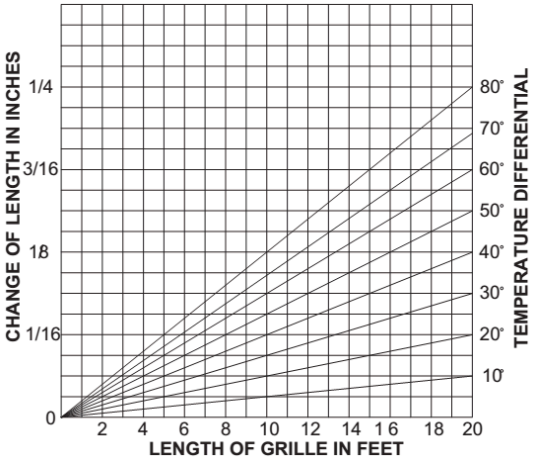

Figure 1. Place the caption below this figure

4. EQUATIONS

Use equation editor for special high-quality fonts for all mathematical equations in the text. Italic type font shall be used as variable except for Greek symbols. Equation must be written in the manuscript and not in the picture form. The equation paragraph is center-aligned, with a proper numbering written in parentheses form. Each symbol appear in the equations must be defined.

Example:

$$Z = c0 + c1\,X1 + c2\,X2 + c3\,X3 + c4\,X4 \qquad (1)$$

where Z is ……

5. CITATION AND REFERENCES

This manuscript applied IEEE style for citation and references. The order of the used references are numbered based on their first appearance in the text. Citation number must be written consecutively inside the square brackets [1]. The citation placed in the end of the sentences [2]. This only applied for the citation number, as described on [3]. Do not use “Ref. [3]“ or ”reference [3]”. Except for the citation in the beginning of the sentences, “Reference [3] shows that ……”.

The Bibliography section of this document shows the example of the reference list. The name of authors of the used references should be written properly. Do not use “et . al” in this section, except there are more than six authors in the used reference. The reference that still undergo review process but not published yet should be labelled as “unpublished” [4]. The reference that has

been peer reviewed and accepted to a certain journal and still in publication process should be labelled as “In Press” [5]. The tittle of the reference should be written in sentence form, capitalize only the first letter of the reference tittle. The exception can be applied for the name of countries, places, languages & nationalities, people’s name, abbreviation (if any), etc. [6]

6. DISCUSSION

Leading zero must be used before a decimal point: “0.25” not “.25”. Using International System of Units (SI) such as “cm^3” are preferable than “cc”. Indicate the dimension by “0.1 cm × 0.2 cm”, not “0.1 × 0.2 cm”. The correct abbreviation for second is “s’ not ‘sec”. When expressing range of number, write them as “7 to 9” or “7-9”, not “7~9”. Units that are spelled in the paragraph must be written completely, write “…. a few henries,” not “…. a few H”.

7. CONCLUSION

In the end, the Authors are responsible for the grammatical accuracy of the manuscript. The Authors are suggested to do a spelling and grammar check before submitting the manuscript.

Prefixes like “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words, they must be followed by base words, usually without hyphens.

ACKNOWLEDGMENT

Write only essential acknowledgments in this part clearly.

BIBLIOGRAPHY

Minimum 10 references from journal/proceeding published in the last ten years. Author should write the DOI/URL of each reference used (if any).

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SIMILARITY CHECK BY THE EDITOR

Each manuscript submitted to POTENSI will go through similarity check. If the similarity index result of the manuscript is more than 25%, editor will notify authors to revise their manuscript and resubmit it through the website of POTENSI: Jurnal Sipil Politeknik.