

# GUIDELINES FOR AUTHORS (THE TITLE LENGTH MAXIMAL 100 CHARACTERS, TIMES NEW ROMAN 14 FONT)

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**ABSTRACT:** The abstract should be a minimum of 150 and no more than 250 words including a minimum three and up to five keywords and key phrases, and definitely fit in the first page of the paper. The abstract should be written in *UK only or US only English spelling* and including the general background, aims of the research, research questions, methodology used, research findings, conclusion, and keywords. This document is a sample document that gives the authors of *Journal of Sustainable Technology and Applied Science* (JSTAS) a general overview of how their first paper should look like. Papers will be printed (optional) and published via open journal system.

*Keywords: Up to five keywords arranged in alphabetical order formatting a paper (e.g. Engineering, Industrial, Knowledge, Management, Technology)*

## 1. Introduction

All papers should be submitted to the submission menu at <http://ejournal.itn.ac.id/jstas> in Microsoft Word only. Please follow these guidelines, as wrong formats will imply delays. Papers should be between 6-10 pages including appendices in size of A4 paper.

## 2. Formatting Guidelines

Sections and subsections should be numbered 1, 2, 3, ..., and 1.1, 1.2, ..., 2.1, 2.2, ... etc. Titles of section in the paper have to use font size of 12 and typeface in bold, while titles of subsection sub-subsection have to use font size of 11 and typeface in bold. Titles of sections and subsections should be in small caps except from the initial letter of every word. Use *UK only or US only English spelling*.

### 2.1 Text

All text written in paragraphs should be in Times New Romans 10, indent the first line of the paragraph by 5mm. If you need to put some emphasis in words, key terms etc. please use italics, for example *this is an emphasised text*. Do not use bold or another typeface.

#### 2.1.1 Sub-subsections

Sub-subsections, as in this paragraph, are discouraged. However, if you must use them, they should be in italics.

## 2.2 Tables

Tables presented in your manuscript should contain only horizontal rules. Each table needs a short descriptive title and a table caption above it. Tables should be numbered 1, 2, 3, ... etc. Tables and table captions must be centred. There is a special style for text within the cells of the table.

Column headings should clearly define the data presented. If necessary, suitably identified footnotes should be included below. Take care to include all the units of measurement in SI units. The table needs to be cited in the text. For example, the margins of the text are set as in Table 1. Use Page Setup to set the margins or the template provided.

**Table 1** Setup of margins

Margin	Cm
Top	3
Bottom	3
Left	3
Right	3
Header	1.25

## 2.3 Figures

Figures and images must be centred too. Make sure that the figure caption is included after the figure or image. They should be numbered 1, 2, 3, ... etc., as for example Figure 1.

You may use color figures and photographs in your paper. These will appear in color on the online version of the journal. However, please check that your color figures are legible when printed in monochrome (black and white), as this is the way they will be reproduced in the hardcopy version of the journal.



**Figure 1** Train brake shoes-manufactured by SMEs

## 2.4 Equations

It is suggested that any alphabetical letters used as symbols in equations are given in italics font to differentiate them from normal text. Try to use symbols in common use to aid understanding. An example is given in Eq. (1).

$$TLI = \frac{\left(\frac{\chi^2_{null}}{df_{null}}\right) - \left(\frac{\chi^2_{proposed}}{df_{proposed}}\right)}{\left(\frac{\chi^2_{null}}{df_{null}}\right) - 1}$$

The percent sign (%) should be used in text and in tables. Mathematical notation must be clear within the text and illustrations. All equations must be very clearly typed. Display

(separate line) equations should be aligned to the left margin. Italic type is used for letters in equations, except for trigonometric functions and logarithm abbreviations, which are plain (normal) type. Matrices and vectors are in boldface type. (If these cannot be typed in italic and boldface, italic type can be indicated by a hand-drawn straight underline and boldface by a wavy underline). Unusual and Greek symbols should be typed in the text using the Symbol capability. If no Symbol capability is possible, such special characters should be identified by name in a marginal note. (This is important; the editor may be not familiar with these symbols and may have difficulty producing the correct one without a marginal note.) For equations that might be too long to type in a 6" column, indicate appropriate breaks.

## 2.5 Page Numbering

Please do not paginate your paper. Page numbers, session numbers, and journal identification will be inserted when the paper is included in the journal publication.

## 2.6 Abbreviations

As far as possible, please avoid the use of initials, except for terms in common use. Please provide a list, in alphabetical order, of abbreviations used, and spell them out (with the abbreviations in brackets) the first time they are mentioned in the text.

## 2.7 Details

Footnotes should appear directly below illustrations, flush with the left edge, and they should be designated by small letters, rather than asterisks or numerals. Column or row heads should be footnoted only if the footnote applies to all items in the column or row. Complete source information must be provided for illustrations copied or derived from other sources. This complete information should be provided and an author-date citation should be given in a source note on the illustration. (Source notes are sized and placed like footnotes, below any footnotes for the illustration.)

If elements on an illustration are not labelled, but represent certain categories, items, or amounts, a complete key (legend) should be included. Make sure that necessary measures of statistical significance are reported with each

illustration. Designate units (percent, dollars, hours, etc.) in column and row headings (tables) or in element labels or keys (figures). Separate each figure, give numerical values for all points, bars, pie slices, etc., so that they can be readily reproduced by the typesetter, if necessary. Double-check formulae and mathematical terms and equations for consistency, readability, and accuracy. Add extra space between characters to clarify and separate the terms, and be sure that sub and superscript relationships are clear. Check for opening and closing parenthesis and brackets. Write the names of Greek and special characters in the margin.

Use tab indents or column alignment, rather than spaces, to align columns and indent headings.

### 3. Conclusions

Thank you for trying to format your paper in the way that this document describes. You will be notified once your paper is accepted. We are looking forward for your paper contribution.

### Acknowledgement

The section is not compulsory. Grants, other financial aid and special assistance may be recognized in the section.

### References

List and number all bibliographical references at the end of the paper. The references can be numbered in alphabetic order or in order of appearance in the document or using Vancouver style reference. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1].

[1] Smith, A.B., Jones, B.B and Roberts, B.C., Date, "Article Title," *Journal*, Publisher, Location, pp. 1-10

[2] Jones, B.B and Roberts, B.C., Date, Book *Title*, Publisher, Location.

Authors are responsible for the accuracy of their references. Check them carefully. Readers' questions and comments about incomplete and inaccurate References will be referred to the article authors with a follow-up by the Editor. All authors of a referenced work should be listed; et al. should not be used in the Reference list. Undefined acronyms should not be used.

### Appendices

If any mathematical proof or development is used but not critical to the exposition of the main argument of the manuscript, authors should include it in an appendix. An appendix may also be used for the mathematical material that may be beyond the level of the average reader. The uses of relevant depiction such as pictures are allowed as long as they are relevant.