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Indonesian Journal of Urban and Environmental Technology urbanenvirotech



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TITLE TITLE

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MANUSCRIPT HISTORY ABSTRACT (one single space, 11 pt) (one single space, 11 pt) The abstract is written with Calibri Light font size 10, single spacing. The abstract Received should summarize the content of the paper, including the aim of the research,20... methodology and results, and the conclusions, significance and impact study of the Revised paper. It should not contain any references or displayed equations. The abstract 20... should be 150-250 words. Keywords should be written in no more than 5 (five) Accepted words or phrases. For example: 20... Aims: This study was aimed to Available online Methodology 20.... and results: **KEYWORDS** (one single space, 11 pt) keyword1, keyword2, keyword3, keyword4, keyword5 Conclusion, significance impact study:.....

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1. INTRODUCTION

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The journal is published 2 (two) times a year, i.e. April andOctober. Title must be brief, clear, specific and informative which reflect the article content. The length of the title maximum 20 words. Each word of the title should be started with capitalized letter. Name of author(s) are written as for references. Academic tittle of the authors should not be included.Name of institution(s)where the research was conducted must be accompanied with full address including institution/department, city, country, and only one corresponding author e-mail.

Manuscripts should be prepared in Microsoft Word format, except for Graphs using Microsoft Excel program and Figures using JPEG or PDF format. The manuscript is written with Calibri light font size 11, 1.5-spaced, left and right aligned, on one-sided pages and on A4 paper (210 mm x 297 mm) with the upper margin of 3.5 cm, lower 2.5 cm, left 3.5 cm and right 2.5 cm. The manuscript including the graphic contents and tables should be between 12 to 20 pages. Manuscripts are written in English and used standard scientific usage. Authors whose first language is not English should consult the manuscript with English editing service before submit it to Indonesian Journal of Urban and Environmental Technology (Urbanenvirotech).

Introductiondescribes a brief background of the research, novelty, state of the arts, and objective(s). It should be written efficiently and supported by references. Extensive discussion of relevant literatures should be included in the discussion, not in the introduction.

Manuscripts must be original, have not been published previously in any scientific journal, that manuscripts are not being submitted for publication elsewhere, and will not be submitted to any media during the review process, unless the authors have officially withdrawn the manuscripts from **Urbanenvirotech**. The statement must be stated in **a statement of originality and copyright release form** (Form A). **Urbanenvirotech** uses Similarity Check powered by Turnitin to prevent any suspected plagiarism in the manuscripts.

Manuscripts content should be arranged as the following order: Title, Name of the author(s) and

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their institutions (affiliation), Abstract, Introduction, Research Methodology, Results and Discussion,

Conclusion, Acknowledgment (if any), References. Form A and the manuscripts (size of the file

should not be bigger than 2 MB) should be submitted electronically through online

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2. RESEARCH METHODOLOGY

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Method should consist of research design, subject characteristics, data collection process and data

analysis. If necessary, it should raise ethical issues particularly when dealing with human participant.

Appropriate statistical methods should be used, although the biological mechanism should be

emphasized. The statistical model, classes, blocks, and experimental unit must be designated.

Consultation with a statistician is recommended to prevent any incorrect or inadequate statistical

methods.

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2.1 Manuscript Review and Editorial Policy

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The suitability of manuscripts for publication in **Urbanenvirotech** is judged by peer reviewers and editorial board. All the review process are conducted in blind review. Chief Editor handles all

correspondence with the author and makes the final decision as to whether the paper is

recommended for acceptance, rejection, or needs to be returned to the author for revision.

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2.2 Manusript Process

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Chief Editor and Section Editors will evaluate the submitted papers on pre-qualification step for

suitability of further review process (Figure 1). The manuscripts will be evaluated by two or three

qualified peer reviewers selected by Chief Editor and Section Editors. The peer reviewers should

examine the manuscript and return it with their recommendation to the Chief Editor or Section

Editors as soon as possible, usually within 3 weeks. If one of peer reviewers recommend rejection,

the Chief Editor will ask Section Editors to decide the acceptance or rejection of the paper.

Papers needing revision will be returned to the authors, and the author must return the revised

manuscript to the Chief Editor via OJS of **Urbanenvirotech**. Chief Editor send the revised manuscript

to Section Editors to check whether the manuscript is revised as suggested by peer reviewers.

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Sections Editors could give recommendation to Chief Editor that the manuscript should return to authors, accept, or reject within 2 weeks. After acceptance by Section Editors, manuscript is forwarded to technical editor to be layout for editorial board meeting. Chief Editor would send an acceptance letter announcing the publication issue attached with manuscript reprint to authors. There are three steps of revision process by authors:

- 1) revision manuscript to accommodate peer reviewer suggestions within 2-4 weeks;
- 2) revision to accommodate Section Editors suggestions within 2-4 weeks (if any); and
- 3) revision to accommodate editorial meeting suggestions within 1 weeks (if any).

Manuscripts that exceed the revision deadline will be withdrawn. Authors may request for extension to Chief Editor before the revision expires.

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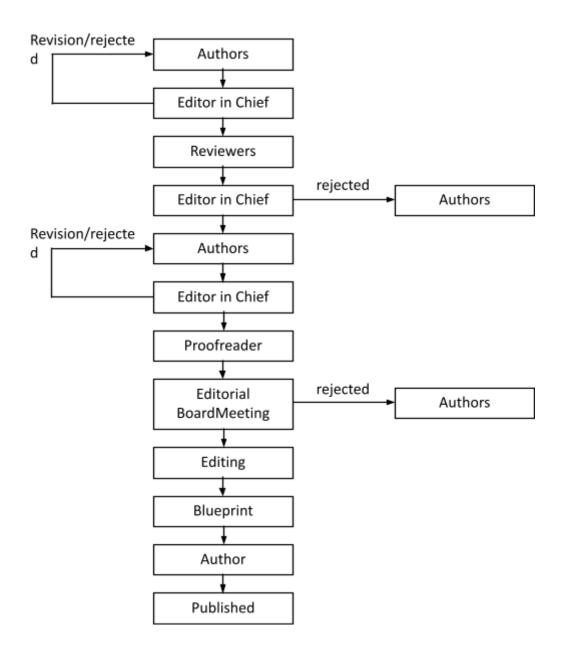


Figure 1 Manuscript Process

The time interval from the date the manuscript is submitted to the acceptance for publication varies, depending on the time required for review and revision. Manuscripts are rejected usually for 3 general reasons:

- 1) The topic of manuscript does not fit in the journal scope and may be better suited for publication else- where.
- 2) The substance of the manuscripts does not meet **Urbanenvirotech** standards; the data may be

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incomplete; the methodology used is not appropriate; lack of novelties and no advancement of

the existing knowledge; or there are no consistency among objectives, research design/method,

evidence, and conclusion.

3) Manuscript are not written following **Urbanenvirotech** guidelines in Instruction to Authors.

These manuscripts may be rejected without review process.

Manuscripts could also be rejected in the review process if authors do not revise the manuscripts

as suggested by reviewers and editorial board, also do not give response/rebuttal against the

suggestions. If manuscript is rejected, the author will be notified by Chief Editor with a statement of

reasons for rejection. The author may appeal to Chief Editor if he or she believes an unfair judgement

has been made which enclose the author's reasons. Chief Editor will review and discuss the reasons

with Section Editors responsible for the manuscript, and later decide whether to accept or deny the

appeal.

The author(s) will receive the final version of the manuscript as a PDF file. PROOF of all

manuscripts will be provided to the corresponding author. The PROOF should be read carefully,

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2.2.1 Abbreviations/Terms/Notations/Symbols

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The use of abbreviations is permitted, but the abbreviation must be written in full and complete

when it is mentioned for the first time and it should be written between parentheses. Terms/foreign

words or regional words should be written in italics. Notations should be brief and clear and written

according to the standardized writing style. Symbols/signs should be clear and distinguishable, such

as the use of number 1 and letter I (also number 0 and letter 0).

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2.2.2 The Reaction or Mathematical Equation

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The reaction or mathematical equation should be positioned symmetrically on the column, marked

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by sequential numbers written on the right corner within brackets. If the writing of equation takes more than one line, numbers should be written on the last line. Letters used as mathematical symbols in the text should be written in italics such as x. Equations in the text should be referred to as abbreviations, for example Eq.(1)

The example of formulation is:

$$K_{f} = \iint [B_{i}^{T}(A)_{ABD}B_{i} + B_{i}^{T}(B)_{ABD}B_{o} + B_{o}^{T}(B)_{ABD}B_{i} + B_{o}^{T}(D)_{ABD}B_{o}]|J|c$$
(1)

Equation (1) is obtained using a Style format as the following: Variable: Calibri light Italic and LC Greek: Symbol Italic. Format size: Full 10 pt, Subscript/Superscript 8 pt, Subsubscript/Sub-super-script 6 pt, Symbol 11 pt and Sub-symbol 9 pt. Elaboration of mathematical equation or formula need not be written in detail; write only the most important part, the method used, and the final result

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3. RESULTS AND DISCUSSION

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Data should be presented in tables or figures when feasible. There should be no duplication of data in tables and figures. Suficient and comprehensive data followed with some index of variation (e.g., SD, SE) and significance level (e.g., P<0.01) should be presented to give a complete information and allow the reader to interpret the results of the experiment. The text should explain or elaborate the tabular data, but numbers should not be repeated extensively within the text.

Discussion should be consistent and should interpret the results clearly and concisely, mechanism and their significance, supported with suitable literatures. The discussion should show relevance between the results and the field of investigation and/or hypotheses. Tables, Graphs, and Figures should be placed after the References of the manuscript. Use page numbers and line numbers.

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3.1 **Table**

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Tables should be prepared using Microsoft Word Table function, select Insert>Table and follow the instruction. Please do not separate cells into rows and columns by using tabs and spaces. Table 1 shows the example of the table constructed correctly:

- a. Tables should be clear and could stand alone (giving a complete information and could be understood without referring to the body of manuscript).
- b. Caption for the table is written below it. The caption is written in font size 11 and placed as in

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the example. If caption has 2 paragraph should be aligned left instead of center.

- c. No dot at the end of the caption of table. The line-height should be 1 instead of 1.5.
- d. Text inside the table 10 pt, Calibri Light, one single space, aligned left instead of center.
- e. All tables should be cited in the text and should not duplicate data already given in the text or in figures.
- f. The caption should be brief and clear. Only the initial word is capitalized, typed above the table, and numbered using Arabic number.
- g. Separating lines should be made horizontal (three lines) to separate head of column (treatment) and data, and closing line. Do not put vertical line/border.
- h. Data should be completed with standard deviation (SD), standard error (SE), or coeficient of variation (CV) to figure out its variation.
- i. Footnote for statistical analysis should be written: "Means in the same column/row with different superscript differ significantly (P<0.05) or highly significant (P<0.01)".
- j. Each abbreviation or symbols should be de-scribed in footnote.

Table 1 This is an example of the the table constructed correctly

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Light		CO ₂ removal	Carbon transfer	Carbon fixation
intensities	CO ₂	efficiency	rate	rate
(lux)	Concentration	(%)	(gCO ₂ .L ⁻¹ .h ⁻¹)	(h ⁻¹)
2500	2%	16.05	40.43	32.62
	5%	19.03	35.32	25.87
	7%	10.13	24.78	17.90
4000	2%	33.58	70.72	39.50
	5%	39.03	81.53	38.39
	7%	18.05	39.85	24.48

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3.2 Figure and Graphic Content

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Figures must have good resolution. Preferred format for figures are Word, JPEG, and PDF. Minimum resolution is 300 dpi for grayscale figures and 600 dpi for line art. We suggest authors to prepare figures/images in black and white color.

- a. Graphic contents are placed symmetrically on the page and there is one blank single space line between the graphic content and the paragraphs (Figure 2). A graphic content is placed immediately after it is referred to in the body of the text and is numbered in Arabic numerals.
- b. Caption for the graphic content is written below it and there is one blank single space line between it and the graphic content. The caption is written use Calibri light font size 10, single

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space and placed as in the example. If caption has 2 paragraph should be aligned left instead of center.

- c. No dot at the end of the caption of figure. The line-height should be 1 instead of 1.5.
- d. Symbols and description of Figure and Graphic should be defined in tittle that would give a complete information and could stand alone.
- k. Figures should be prepared one column (8 cm wide) or full-page width (17 cm wide). Use Calibri light font types only, 8pt, one single space for text inside the figures, aligned left instead of center.
- e. Please also remove unnecessary backgrounds and grid lines from graphs.
- f. For bar charts, should be made in 2-dimension and should use stripes as fill paterns, not a solid or block shading. Each axis should have a description and a unit.
- g. For line graphs, use a minimum stroke weight of 1 point for all lines. If multiple lines are to be distinguished, use solid, long-dash, short-dash, and dotted lines; avoid the use of gray or shaded lines. Please use the following symbols to identify curves and data points: \Box , \blacksquare , \circ , \triangle , Δ , \Diamond , \bullet , +, and \times .
- h. Use coordinats to show the location of sampling/research study instead of the map.

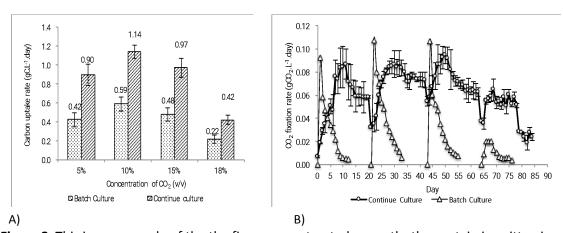


Figure 2 This is an example of the the figures constructed correctly, the captain is written in one single spaceA) bar charts 2-dimension and should not use solid or block shading as fill patterns, remove unnecessary backgrounds and grid lines from graphs B) For line graphs, use a minimum stroke weight of 1 point for all lines and use the following symbols to identify curves and data points:

$$\Box$$
, \blacksquare , \circ , \triangle , Δ , \Diamond , \blacklozenge , +, and \times

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3.3 Additional Notes
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Headings should be written in capital letters, aligned left instead of center and

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include: ABSTRACT, INTRODUCTION, RESEARCH METHODOLOGY, RESULTS AND DISCUSSION, CONCLUSION, ACKNOWLEDGEMENT, REFERENCES.

Sub-heading, the first letter for each word should be capitalized, and bold. Sub-sub-heading, only
the first word should be capitalized, written at the beginning of the paragraph, bold, and
followed by full stop. The following text should be typed double hit from the sub-sub-heading.

- Units of measurements use International System (IS).
- Decimal to separate value in tables or texts should be written using dot (.).

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3.4 References

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We suggest authors to use reference management software like EndNote (http://endnote.com/downloads/styles), Mendeley (https://www.mendeley.com/features/reference-manager/), etc., to prepare citations and the list of references.

- References should come from primary sources of no more than 10 years old, a minimum of 80% of references are from reputable international journals and/or accredited national journals.
- Citing a citation from secondary sources, such as Morris (2005) in Rinanti et al. (2016), and using 'Anonym' as reference are not allowed.
- The electronic publications are only allowed to use, if those are published by a competent source, such as journal and government or private institution. The accessed date should be put after the last sentence.
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- References should be listed alphabetically by the author(s) last name(s) and the year of publication. For books, the order is all author(s), year, title of the book, name and place of publisher. For journals, author(s), year, title of the article(s), journal name, volume and number of publication, and pages. Journals should be abbreviated according to the conventional abbreviation used by Pubmed (http://www.ncbi.nlm.nih.gov/nlm- catalog/journals). For article in a book: author(s), year, title of the article, editor(s), book title, name and place of publisher.

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CONCLUSION

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Conclusion should be written briefly in **single paragrap**h, but reflects the experimental results

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obtained.

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5. ACKNOWLEDGEMENT (if any) to person(s) or institution(s) who help the experiment should be stated.

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The authors express gratitude to the

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6. REFERENCES

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