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## 1. INTRODUCTION

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The journal is published 2 (two) times a year, i.e. April and October. 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 title 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)**.

Introduction describes 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elsewhere, and will not be submitted to any media during the review process, unless the authors have officially withdrawn the manuscripts from **Urbanenvirotech**.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

## 2. RESEARCH METHODOLOGY

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.

## 2.1 Manuscript Review and Editorial Policy

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.

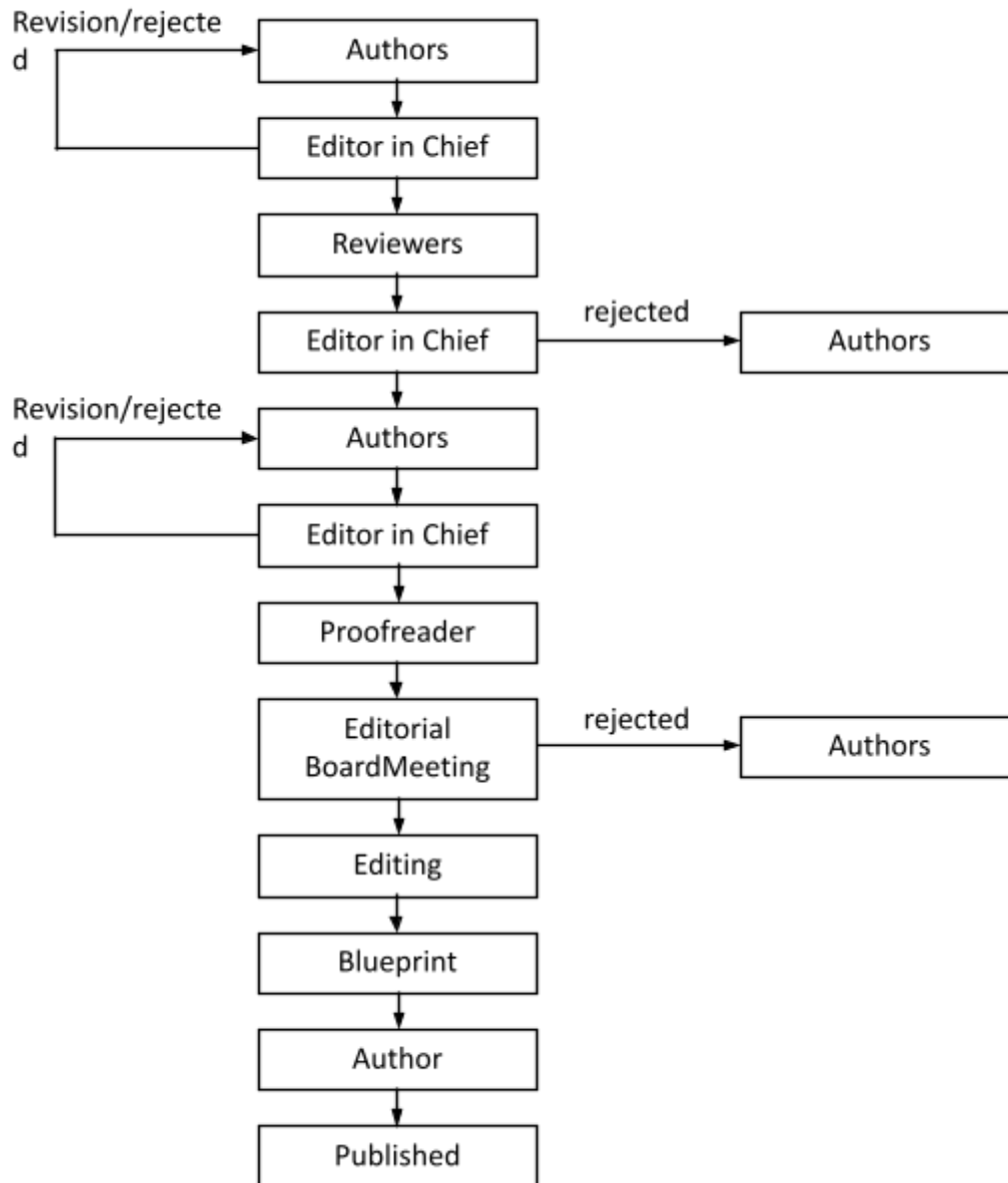
## 2.2 Manuscript Process

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.

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There are three steps of revision process by authors:

- Manuscripts that exceed the revision deadline will be withdrawn.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



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:

3) Manuscript are not written following **Urbanenvirotech** guidelines in Instruction to Authors.  
These manuscripts may be rejected without review process.

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, checked against the typed manuscript, and the corrections may be returned within 3 days. Authors submitting manuscripts should understand and agree that copyright of manuscripts published are held by **Urbanenvirotech**. The statement to release the copyright to **Urbanenvirotech** is stated in Form A. Copyright encompass exclusive rights to reproduce and to distribute any part of the journal articles in all form and media. The reproduction of any part of this journal, its storage in databases and its transmission by any form or media will be allowed only with a written permission from **Urbanenvirotech**.

### 2.2.1 Abbreviations/Terms/Notations/Symbols

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 l (also number 0 and letter O).

### 2.2.2 The Reaction or Mathematical Equation

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

The example of formulation is :

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

### 3. RESULTS AND DISCUSSION

Data should be presented in tables or figures when feasible. There should be no duplication of data in tables and figures. Sufficient 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.

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

- 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 coefficient 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.

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Light intensities (lux)	CO <sub>2</sub> Concentration	CO <sub>2</sub> removal efficiency (%)	Carbon transfer rate (gCO <sub>2</sub> .L <sup>-1</sup> .h <sup>-1</sup> )	Carbon fixation rate (h <sup>-1</sup> )
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

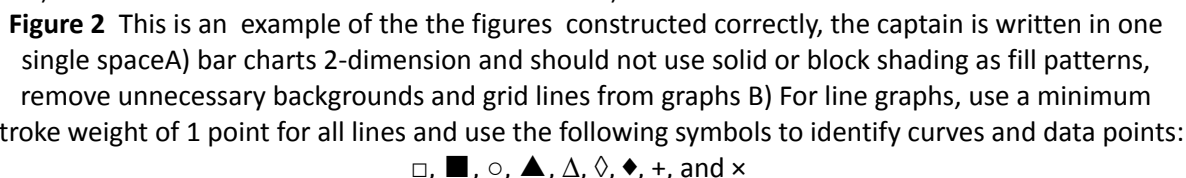
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Figures must have good resolution. Preferred format for figures are Word, JPEG, and PDF. Minimum resolution is 300 dpi for grayscale figures and 600 dpi for line art. We suggest authors to prepare figures/images in **black and white color**.

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- 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 title 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 patterns, not a solid or block shading. Each axis should have a description and a unit.
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- h. Use coordinates to show the location of sampling/research study instead of the map.



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

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

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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### Style for Book

M.J. Carr, C.E. Lymer, J.M. Cowley (Ed.), *Electron Diffraction Technique*, Vol.1, International Union of Crystallography/ Oxford University Press, New York, 2015, p.122.

M.J. Adams, B.J. Briscoe, S.K. Sinha, in: D. Dowson, C.M. Taylor, T.H.C. Childs, M. Godet, G. Dalmas (Eds.), *Dissipative Processes in Tribology*, Tribology Series, Vol. 27, Elsevier, Amsterdam, 2014, p.223.

D. Palik (Ed.), *Handbook of Optical Constants of Solid II*, 3<sup>rd</sup> ed., Academic Press, New York, 2011, p.151-180.

### Style for Journal

Barakat, M. A. 2010. New Trends in Removing Heavy Metals from Industrial Wastewater. *Arabian Journal of Chemistry*. 4(4): 361-377. DOI:.....

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H. Yamagishi, A. Hiroe, H. Nishio, K. Miki, K. Tsuge, Y. Tawada, U.S. Patent No. 5264710, 23 Nov. 2013

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### Style for Dissertations

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Wang, C., X. Zhou, W. Zhang, , Y. Chen, A. Zeng, F. Yin, J. Li, R. Xu, and S. Liu. 2011. Study on Preparing Fatty Acids by Lipase Hydrolysis Waste Oil from Restaurants. *Power and Energy Conference*, Jakarta, Indonesia. DOI:.....

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R.D. Nicholson, *International Structures In Nickel-based Transition Joints After Long Term Service*, Report RD/M/N1131, Central Electricity Generating Board, Marchwood, 2008.