

The title of the article is written concisely, informatively and reflects the content of the research with no more than 16 words (Sentence, left, bold, 14pt.)

## Usulan Tata

**First Author<sup>1\*</sup>, Second Author<sup>2</sup>, Third Author<sup>3</sup> (Arial 11 pt.)**

<sup>12</sup> Department of Industrial Engineering, City, Province, Country (Arial 9)

<sup>3</sup> Department of Industrial Engineering, City, Province, Country (Arial 9)

\* Corresponding author: [author@email.com](mailto:author@email.com) (Arial 9)

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### ABSTRACT

The abstract should be 150-200 words in length and written in a English. An abstract is a self-contained and short synopsis that describes a more significant work. It should be clear, informative, descriptive, and provide a clear statement of the problem or objective, the proposed approach or solution, point out major findings, and conclusions. The abstract should be written in the past tense. Standard nomenclature should be used and abbreviations should be avoided. No literature should be cited. The abstract should be accompanied by keywords. This guide is written as a standard format for ease Journal Operations Excellence and guidelines in softcopy format can be directly used as a template for writers (10pt).



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## 1. Introduction (Arial 11pt)

The main text format consists of a flat left-right column on A4 paper (quarto). The margin text from the left, right, and bottom are 2.5 cm, the top is 3 cm. The manuscript is written in Microsoft Word, single space, Arial 10pt and maximum 12 pages, which can be downloaded at the website: <https://publikasi.mercubuana.ac.id/index.php/oe/index>.

The article's title should be the fewest possible words that accurately describe the content of the paper. Indexing and abstracting services depend on the accuracy of the title, extracting from it keywords useful in cross-referencing and computer searching. An improperly titled paper may never reach the audience for which it was intended, so be specific.

The Introduction should provide a clear background, a clear statement of the problem, the relevant literature on the subject, the proposed approach or solution, and the new value of research which is innovation. It should be understandable to colleagues from a broad range of scientific disciplines. The organization and citation of the bibliography are made in APA style. The text should be divided into sections, each with a separate heading or numbered consecutively. The section/subsection headings should be typed on a separate line. **Authors are suggested to present their articles in the section structure: Introduction - Methods - Results and Discussion – Conclusion.**

Literature review that has been done author used in the chapter "Introduction" to explain the difference of the manuscript with other papers, that it is innovative, it is used in the chapter "Research Method" to describe the step of research and used in the chapter "Results and Discussion" to support the analysis of the results. If the manuscript was written, really have high originality, which proposed a new method or algorithm, the additional chapter after the "Introduction" chapter and before the

"Research Method" chapter can be added to explain the theory and/or the proposed method/algorithm briefly.

The introduction section of your research paper should include the following: General introduction, Problem definition, Literature review, Gaps in the literature, Problem solution, Study motivation, Objectives, and Significance of your work.

## 2. Methods

In the Methods section, you were explaining research chronologically, including research design, research procedure (in the form of flowchart, algorithms, or other), how to collect data acquisition. The description of the course of research should be supported references so that the explanation can be accepted scientifically.

The methods section that follows the introduction section should provide a clear description of the experimental procedure and the reasons behind specific experimental methods. The methods section should be elaborate enough so that the readers can repeat the experimental procedure and reproduce the results. The scientific rigor of the paper is judged by your materials and methods section, so make sure you elaborate on all the fine details of your experiment. Explain the procedures step-by-step by splitting the main section into multiple sub-sections. Order procedures chronologically with sub-headings. Use past tense to describe what you did since you are reporting on a completed experiment. The methods section should describe how the research question was answered and explain how the results were analyzed. Clearly explain various statistical methods used for significance testing and the reasons behind the choice.

The methods section of your research paper should include the following: Assumptions, Experimental setup, Data collection, Data analysis, and Statistical testing.

## 3. Results and Discussion

The results and discussion sections are one of the challenging sections in your article. The purpose of the Results section is to present the key results of your research. Results and discussions can either be combined into one section or organized as separate sections depending on the journal's requirements to which you are submitting your research paper. Use subsections and subheadings to improve readability and clarity. Number all tables and figures with descriptive titles. Present your results as figures and tables and point the reader to relevant items while discussing the results. This section should highlight significant or interesting findings along with P values for statistical tests. Be sure to include negative results and highlight the potential limitations of the paper. The reviewers will criticize you if you don't discuss the shortcomings of your research. This often makes up for a great discussion section, so do not be afraid to highlight them.

Your research paper's results and discussion section should include the following: Findings, Comparison with prior studies, Limitations of your work, Casual arguments, Speculations, and Deductive arguments.

### 3.1 Tables and Figures

Tables and Figures, as originals of good quality and well contrasted, are to be in their final form, ready for reproduction, pasted in the appropriate place in the text. Try to ensure that the size of the text in your figures is approximately the smaller size as the main text (9 point). Tables and Figures are presented center, as shown in Table 1 and Fig. 1, and cited in the manuscript and should appear before it.

Table 1 Trend of maturity level in PMO (Arial 9pt)

No	Functions	Maturity Level Y-1	Maturity Level Y-2	Scale
1	PMO provide specialized service to project managers	1	2	3
2	PMO provide information about active projects to management	2	3	3
3	PMO monitor and control project performance	2	3	3
4	PMO provide trainings to project members	2	2	3

5	PMO manage and collect data and project documents	2	3	3
6	PMO manage one or more project	1	1	3
7	PMO conduct project audit	2	3	3
8	PMO conduct post-review of project management	1	2	3

Source: Hutapea et al, 2023 (Arial 8pt)

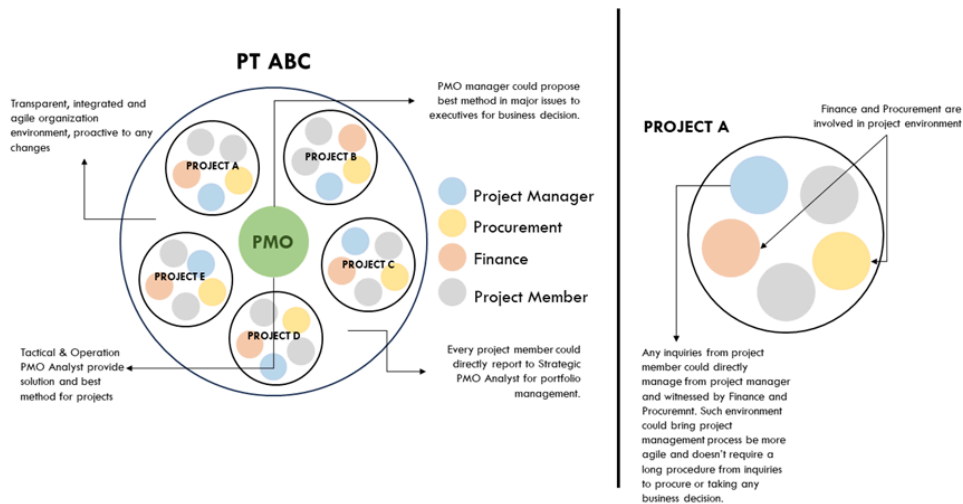


Fig. 1 Proposed project .... (Hutapea et al, 2023) below the figure (Arial 9pt).

### 3.2 Formatting the text

The text of your paper should be formatted as follows: 10-point Arial, the text should be set to single line spacing, paragraphs should be justified. The first paragraph after a section or subsection should not be indented; subsequent paragraphs should be indented by 5 mm. The use of sections to divide the text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections the formatting shown in Table 2 should be used.

**Table 2** Formatting sections, subsections and subsubsections.

	Font	Spacing	Numbering
Section	11-point <b>Arial bold</b>	6 mm before 3 mm after	1, 2, 3, etc.
Subsection	10-point <b>Arial bold</b>	6 mm before 3 mm after	1.1, 1.2, 1.3, etc.
Subsubsection	10-point <i>Arial Italic</i>	6 mm before 3 mm after	1.1.1, 1.1.2, 1.1.3, etc.

#### Subsection 1

Content of sub section 1

##### **Sub-subsection 1.1**

Content of sub-sub section 1.1

### 3.2 Colour Illustrations

You are free to use colour illustrations for the online version, but any print version will be printed in black and white unless special arrangements have been made with the publisher. Please check whether this is the case. If the print version will be black and white only, you should check your figure captions carefully and remove any reference to colour in the illustration and text. In addition, some

colour figures will degrade or suffer loss of information when converted to black and white, and this should be considered when preparing them.

### 3.3 Equations and Mathematics

Equations should be centred and should be numbered with the number on the right-hand side.

$$z_{ij}^k = z_{ij1}^k + tz_{ij}^k (z_{ij3}^k - z_{ij1}^k) \quad (1)$$

## 4. Conclusion

The conclusion is somewhat similar to the introduction. You restate your aims and objectives and summarize your main findings and evidence for the reader. You can usually do this in one paragraph with three main key points and one strong take-home message. You should not present any new arguments in your conclusion. You can raise some open questions and set the scene for the next study. It is an excellent place to register your thoughts about possible future work. Try to explain to your readers what more could be done? What do you think are the next steps to take? What other questions warrant further investigation? Remember, the conclusion is the last part of the essay that your reader will see, so spend some time writing the conclusion so that you can end on a high note.

The conclusion section of your research paper should include the following: overall summary and further research.

### Acknowledgments (Arial 11pt)

(Arial 10pt). Acknowledgment, if any, must be written after the conclusion and before references. Generally, it is to thank the parties who have contributed to the role of someone/institution/funding that has participated in motivating the publication of the article.

### References (Arial 11pt)

(Arial10). References should be prepared in general accordance with the APA (American Psychological Association) style. The author must be use of Mendeley as reference manager at styling the bibliography. The primary references are international/national journals or proceedings. All references should be to the most relevant, up-to-date sources and the minimum of references are 15. References should be those of the last ten years publication unless they are key references. Online references will be hyperlinked to their original source, only if possible.

Below are some examples of different citations. Please note that if you have a break problem because of a website, you should manually choose a break point by inserting a space into the citation.

Afifi, A., May, S., & Clark, V. A. (2003). *Computer-aided multivariate analysis*. CRC press. (Books)

D'Hont, S. (2017), *The Cutting Edge of RFID Technology and Applications for Manufacturing and Distribution*, available at: [http://www.ti.com/rfid/docs/manuals/whtPapers/manuf\\_dist.pdf](http://www.ti.com/rfid/docs/manuals/whtPapers/manuf_dist.pdf) (accessed: 15 July 2018). (if available online)

Hugos, M. H. (2024). *Essentials of supply chain management*. John Wiley & Sons. (Books)

Kilibarda, M., Zečević, Z. and Tadić, S. (2016), *TQM Approach of logistic providers business*, in Papić, Lj. (Ed.), *Dependability and Quality Managament 2016*, Proceedings of The International Conference in Belgrade, Serbia, DQM Research Canter, Kragujevac, pp. 514-521. (Proceedings)

Ludvigsson, M. (2016), *Investigation of the RFID Technology*, Ph.D. Dissertation, Department of Technology, Örebro University, Örebro, Sweden. (Dissertation)

Palange, A., & Dhatrak, P. (2021). Lean manufacturing a vital tool to enhance productivity in manufacturing. *Materials Today: Proceedings*, 46, 729-736. (Proceedings)

- Park, A., & Li, H. (2021). The effect of blockchain technology on supply chain sustainability performances. *Sustainability*, 13(4), 1726. (Journals without doi)
- Sandhu, M. A., Al Ameri, T. Z., & Wikström, K. (2019). Benchmarking the strategic roles of the project management office (PMO) when developing business ecosystems. *Benchmarking*, 26(2), 452–469. <https://doi.org/10.1108/BIJ-03-2018-0058> (Journals with doi)

## Appendix (Arial 11pt)

(Arial 10pt). If the paper provides attachments.