AUTHOR GUIDELINES

Authors should follow these guidelines when submitting the manuscripts.

1. Manuscripts should be submitted online by one of the authors of the manuscript through JNTETI website.
2. Length of the article must be between 6 to 10 pages of A4 (210 x 297 mm) articles which format must follow the provided template including figures and tables format. The article is written on Microsoft Word (.docx) with margins: 19 mm (top); 14.32 mm (left and right); and 43 mm (bottom).
3. Title corresponds to the language in which the article is written. Assumed the article is written in Indonesian, the title is in Indonesian, and vice versa. It also applies to Intisari (only for Indonesian article) and Abstract (only for English articles).
4. Title consists of 12 words at most. It is written in 20pt Times New Roman (TNR) and bold typeface, single-spaced, and justified. Prior to publication, the editors have the right to edit the title, in a way, without altering its meaning and without authors' permission if it exceeds the predetermined requirement.
5. Abstract and *Intisari* appear at the beginning of the article. Abstract and *Intisari* must not contain figures, tables, and citation numbers. Abstract is written in English, while *Intisari* is in Indonesian. The paragraph begins with "Abstract" and "Intisari" followed by an em dash (—) and then the content. Abstract and *Intisari* are written in 9pt Times New Roman and bold typeface, justified, and single-spaced. The length of Abstract and *Intisari* is between 250-300 words. Abstract and *Intisari* should represent the essence of the article's content (including introduction, methodology, and result).
6. Keywords contain four up to eight words separated by a comma, written in 9pt Times New Roman, justified, and single-spaced. Keywords are carefully selected so they can represent the concept presented in the article and help the accessibility of the article in question.
7. The body of text must comply with the following rules:
   a. Written in two column format with 4.22 mm (0.17") space between the columns, in 10pt Times New Roman, justified, and single-spaced. Margins are set as follows: top = 19 mm (0.75"); bottom = 43 mm (1.69"); left = right = 14.32 mm (0.56").
   b. The systematics of article writing must contain four main parts: (1) Introduction, (2) Main Content (Methodology and others), (3) Result and Discussion, and (4) Conclusion. Acknowledgments may be presented after Conflict of Interest section or Author Contributions section (if any). Reference is placed at the end of the article. The required chapter titles are Introduction and Conclusion. Results and Discussion may be written in one chapter or in a separate chapter.
   c. The maximum heading is made in 3 levels:
      - Heading 1: Level 1 heading must be in small caps, centered, and using uppercase Roman numeral. For example, "I. Introduction". Level 1 headings not labeled with numbers are "Acknowledgment" and "Reference".
      - Heading 2: Level 2 heading must be in italics, adjacent to the left header, and numbered with an uppercase letter. For example: "*C. Heading Section*".
      - Heading 3: Level 3 heading must be spaced, italic, and numbered with Arabic numerals followed with right parentheses. Level 3 heading must end with a colon. The contents of the level 3 heading are immediately following the heading's title in the same paragraph. For example, "*3) Heading 3:* This section begins with a level 3 heading".

d. Figures and tables are centered. Large figures and tables can be stretched in both columns. Each table or figure that includes a width of more than 1 column must be placed at the top or bottom of the page. Figures are allowed to be colored and numbered using Arabic numerals. Figure caption is written in 8pt Times New Roman. Single-row figure captions are centered, while multi-row captions are justified. Figure caption is placed after the associated image.

e. Tables must be created in Microsoft Word and are not screen capture results in image file formats, such as .jpg and .png format.

f. Mathematical equations must be written clearly, numbered in sequence, and completed with the information needed. Mathematical equations are not screen capture results and must not be in image file formats, such as .jpg and .png format.

g. Algorithms and program listings are written as parts of a paragraph and are not regarded as figures or tables. Algorithms and listing programs must not be in screen capture image format, such as .jpg or .png.

h. Use of language:
   - The article must be written in good Indonesian or English. The article written in Indonesian must conform with Pedoman Umum Ejaan Bahasa Indonesia (PUEBI), including the numbering system. The numbering system in English article adheres to English numbering system.
   - Non-Indonesian words or untranslatable non-Indonesian words in Indonesian articles are italicized, so are non-English words or untranslatable non-English words in English article.

i. Page number, header, and footer will be added by the Editorial teams. All hypertext links and bookmarks will be deleted. If the article must refer to the email address or URL in the article, the full address or URL must be typed in a standard font.

j. Quotes and references are written according to IEEE standards (see the template on the JNTETI UGM website)
   - Quotes are numbered in the format [1], [2], [3], ... according to their order.
   - Wikipedia, personal blog, and non-scientific websites must not be cited and used as references.
   - The main reference should be within the last 5 years.

k. A more detailed writing instruction can be seen and downloaded from the JNTETI UGM website in the template section.

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JNTETI Editorial Board

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