

# AUTHOR GUIDELINE

Paper must be submitted according to this guideline:

1. Paper must be submitted online through the journal website. Author must log in to submit the paper. Online registration is free of charge.
2. Paper's length is between 6 to 10 A4 pages (210 mm x 297 mm) with paper's format according to the provided template, including images, tables, and does not include an appendix. The paper must be written using Microsoft Word (.doc/.docx) with an upper margin 19 mm, left and right margin 14.32 mm, and 43 mm for lower margin.
3. Article title, Keywords, and Abstract are written in English.
  - a. The maximum words count for the title is 12 words with the following requirements: font size is 20pt, single spacing, justified, and bold. If the title is too long, the editor has the right to edit the title without changing the meaning when the script is ready to be printed, without the author's approval.
  - b. To write the title of the article, it is recommended to use English in accordance with the rules. If there are words in foreign language, they are written in italic.
  - c. Article begins with an abstract. Abstract may not contain images or tables and written at the beginning of paragraphs, justified, using 9pt TNR style, bold, and single spaced. Abstract is written in English and cannot be more than 250 words. It must describe the essence of the whole article's contents.
  - d. Keywords contain four to eight words, separated by commas, justified, using TNR 9 letters, and using single space. Keywords are carefully chosen, so that they are able to reflect the concepts contained in the article and help increase the accessibility of the article.
4. The body of the text must follow these following rules:
  - a. Written in two-column format with 4.22 mm (0.17") space between the column, left and right justified, using TNR 10 letters and single space. 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. Acknowledgements may be presented after the conclusion. Reference is placed at the end of the article. The required chapter titles are Introduction and Conclusion. The title of the main content chapter explains the research method, but you do not have to use the title "Method" or "Methodology". Result and Discussion may be written in one chapter or in a separated chapter.
5. Maximum Heading is made in 3 levels:
  - a. *Heading 1*: Level 1 heading must be in small caps, placed in the middle and using uppercase Roman numeral. Level 1 heading that may not use numbering are "Acknowledgment" and "Reference". For example "I. INTRODUCTION".
  - b. *Heading 2*: Level 2 heading must be typed in italic, adjacent to the left header and numbered with uppercase alphabet. For example: "C. *Heading Section*".

- c. *Heading 3*: Level 3 heading must be spaced, italic, and numbered with Arabic numeral followed with right parentheses. Level 3 heading must end with a colon. The contents of level 3 section is following the heading's title in the same paragraph. For example, this section begins with level 3 heading.
6. Images and tables must be centered. Large images and tables can be stretched in both columns. Each table or image that includes a width of more than 1 column must be placed at the top or bottom of the page. Images are allowed to be colored and numbered using Arabic numerals. Image caption is written in 8pt TNR. One row image captions are placed centered, while multi-row caption are left and right justified. Image caption is placed after the related image.
7. Mathematics equations must be written clearly, numbered in sequence, and completed with the information needed.
8. Page number, header and footer are not used. All hypertext link and bookmarks will be deleted. If the paper needs to refer to the e-mail address or URL in the article, the full address or URL must be typed in a normal font.
9. Quotes and references are written according to the IEEE standard (see the template on the IJITEE UGM website)
  - a. The quotes are numbered in the format [1], [2], [3], ... according to their order.
  - b. Wikipedia, personal blog, and non-scientific websites are not allowed.
  - c. The main reference must be within the last 5 years.
10. More detailed writing instruction can be seen and downloaded from the IJITEE UGM website in the template section.