Guidelines for Preparing Paper Manuscript for Indonesian Geotechnical Journal

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| --- |
| **ABSTRACT** Contains a short description of the paper. The abstract shall be **between 230 to 300 words**. Use abstract style to write all abstract text. The abstract should briefly summarize the essence of the paper and include background, objective, method, results, and conclusions. Avoid using abbreviations and citations.**KEYWORDS** Three to Five Keywords Separated by Semi Colon (Keyword can be a string of words or entire phrase); Second Keywords Here |

# GENERAL INFORMATION

## The Manuscript

Authors have to type their papers in a form suitable for proceedings publication. Authors shall closely follow the instruction set below in preparing their paper. Use of MSWord document processor is preferable, but not mandatory, for preparing the manuscript.

This document was prepared by MSWord and should be used as the template when using the same document processor. Every paragraph has a specific style definition. Apply the style that has been defined to the corresponding paragraph. Do not modify locally any paragraph or text except for mathematical variables in text or Latin words. Always click the style name available on this document that corresponds to each paragraph. See the Styles bar on the top or on the right side of your screen to find the correct style. The paper layout should look like this document.

The paper shall not exceed twelve pages, including appendices and references.

## Page Layout

Use an A4 (210×297 mm) size paper for preparing the paper. Set the left and right margins at 25.4 mm and, the top and bottom margins at 25.4 mm. Use one-column page layout for all sections of the paper. The page has different odd and even footers, but their headers remain the same.

## Font Type, Font Size, and Line Spacing

Use Times new roman 11 points and single line spacing for body text (Normal style). Use Times new roman 10 points for the abstract (Abstract style), the keywords (Keyword style), Heading (Heading style), the table captions (Table Caption style), the figure captions (Figure Caption style), and the references (Reference style). Use italics for titles of journals or books, parameters in mathematics except for functions (log, ln, sin, cos, max., d in d*x*, etc.). Never use the bold typeface, except to denote vectors in mathematics. Never underline any text.

Never letter spacing and never use more than one space after each word except those added automatically by the document processor. Refrain from leaving the blank line between paragraphs.

## Header and Footer

The header and footer are placed at 12.5 mm from the top and bottom margins, respectively. The header and footer are written in 10 points Times new roman type font, center aligned, single line spacing, zero spacing before and after the paragraph.

## Online Submission

Authors shall submit their papers through the link available in <https://10aygec-pit28.hatti.or.id/>

## Title

Apply Title style to the paper’s title. This style has everything needed to define the title layout (font type and size, paragraph alignment, spacing). The title shall be 16-point Times new roman type font, title case (capitalize the first character of each text, except for preposition), Center aligned, single line spacing, 20-point spacing before and after the paragraph.

## Authors and Their Affiliation

Type the name of the authors followed by their last name. Group the authors by their affiliation. If there is only one co-author and he/she has the same affiliation with that of the first author, put the word “and” to separate their names.

Apply Author style to the author paragraph. The authors are written in 11-point Times new roman type font, center-aligned, single line spacing, 20-point spacing before the paragraph.

Apply Author Affiliation style to the affiliation paragraph. The paragraph should be 8-point Times new roman type, center aligned, single line spacing, zero spacing before and after the paragraph. Author(s) affiliation should contain the following: company/institute/university, city, country (all first character should in capital), postal code, and email.

## Abstract

The abstract should be between 230-300 words. Apply Abstract style to the paragraph. It defines the abstract paragraph as 10-point Times new roman type, justified alignment, single line spacing, 6-point spacing before and after the paragraph.

## Keywords

Write between 3 to 5 keywords separated by a semicolon. Apply Keyword style to the paragraph. It defines the keywords paragraph as 10-point Times new roman type, left aligned, single line spacing, zero spacing before and after the paragraph. Keyword can be a string of words or entire phrase

## Headings

The use of two ranks of heading is preferable for the chapter and section. Apply Heading 1 and Heading 2 styles for the chapter and section headings, respectively. You may add a sub-section to have three ranks of heading and apply Heading 3 for this sub-section. Headings shall be kept with the paragraph that immediately follows.

The chapter heading is written in 11 points Times new roman, 12-point spacing before and 4-point spacing after the paragraph. By applying Heading 1 style, an all-capital character and an automatic numbering will be given to the chapter heading. The chapter heading is automatically kept with the paragraph that immediately follows.

The section heading is written in 11-point Times new roman type font, single line spacing, 12-point spacing before and 4-point spacing after the paragraph. By applying Heading 2 style, an automatic numbering will be given to the section heading. The section heading is automatically kept with the paragraph that immediately follows.

It is strongly recommended to organize the paper in chapters and sections. In rare cases, the paper may have sub-section. However, the author should try to avoid having sub-section in his/her paper. The paragraph below is an example of a sub-section heading.

### This is a sub-section heading

The sub-section heading is written in 11-point Times new roman type font, single line spacing, 10-point spacing before and 0-point spacing after the paragraph. An automatic numbering will be given when Heading 3 style is applied to the sub-section heading.

## Text

Apply Normal style to paragraphs of the text. It defines the paragraphs to be 11-point Times new roman type font, justified alignment, single line spacing, 0-point spacing before and 10-point spacing after the paragraph. Do not use blank paragraphs to get spacing between consecutive paragraphs.

You may activate line hyphenation. This gives a better paragraph format, but you will have to be careful that the sentence is hyphenated correctly.

Do not locally modify paragraph except to write mathematical parameters or symbols, Latin words, titles of journals or books.

1. Use numbering format to write lists.
2. Use this type of numbering.
3. It is done by applying paragraph numbering format that is available in MSWord.
4. Do not indent the list.

Numerals of five or more digits are grouped in three-digit blocks by spaces or commas, e.g. 10,000. Do not do that for numerals of four or fewer digits, e.g. 9000. Decimal number expressed by using a decimal point, e.g. 3.141592654 or 3.141 592 654. Pay attention not to line break numerals. To keep space-separated words on the same line, use non-hyphenated space. Press SPACEBAR while pressing CONTROL+SHIFT keys, i.e. press together the spacebar, control, and shift keys, to insert this non-hyphenated space.

Use SI unit or its derivatives to denote units.

## Equations

Use equation editor for special high-quality fonts for all mathematical equations in the text. Italic type font shall be used as variable except for Greek symbols. Type *f* but Ф for variables. Roman type font shall be used as a function, e.g. sin, exp, log, d in d*x*, ∂ in ∂*x*. Do not type *d* when you mean differential. You may have d*d*/d*x* to express differential of *d* with respect to *x*. Do not use italic type font for the unit. Type s instead of *s* for time unit in second. Type *s* for variable *s*, which you may define for distance. Type C for degree unit in Celsius, but type *C* for a variable that you may define for concentration for example.

Use bold characters to denote matrix or vector variables.

Use an appropriate symbol for degree, which you may get by inserting degree sign from Symbol toolbar available in MSWord, for example 28°C. Do not use superscripted o for degree sign. Use multiplication sign × instead of x for multiplication.

Give the definition of variables below the equation where they appear for the first time.

The equation paragraph is left-aligned, single line spacing, 0-point spacing before and 10-point spacing after the paragraph, do not add space between equation paragraphs. Apply Equation style to define the equation paragraph.

Number consecutively the equations according to their order of appearance. Place the number in parentheses; flush it to the right margin using the tab key. Refer equations by these numbers. Equation (1) and Equation (2) are examples of putting equations in the text.

 (1)

where *A* is the cross-sectional area of flow, *Q* is the discharge, *qℓ* is the lateral flow per unit length of the channel, *t* is the time, and *x* is the distance along the channel.

 (2)

where *u* is the flow velocity, Ф is a scalar variable, Γ is the diffusion coefficient, *R* is the source, and *x* is the distance along the flow.

## Tables

Tables should be located close to the first reference to them in the text and number them consecutively. Explanations should be given at the foot of the table, not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table. Tables are written in 10-point Times new roman type font. You may use a smaller font size (9 points) in tables. The table should fit within a column width of 85 mm.

Apply Table Text style to all table texts and column headings. Align column headings to the left of their column and start these headings with an initial capital. Column headings are vertically centered, single line spacing. Align all table texts to the left of their column and to the top of their row. Table texts are single line spacing, 0-point spacing before and after the paragraph.

Type table’s caption above the table. Use 10-point Times new roman type font, left aligned, single line spacing, 15-point spacing before and 4-point spacing after the paragraph, keep together with the table. Do not put a full stop (“.”) at the end of the caption. Apply Table Caption style to the table caption. See for example Table 1.

You may have two-column wide tables. For such cases, place the tables in a one-column page layout. Try to place a two-column wide table on top or bottom of a page. Place a column break before and after the tables and set the page layout accordingly. The table should fit within the type of area width of 180 mm. Table 2 shows an example of wide table placement.

Table 1. Names of styles used in the paper manuscript

|  |  |
| --- | --- |
| Styles | Uses |
| Abstract | Abstract |
| Author | Authors |
| Author Affiliation | Authors’ affiliation |
| Equation | Equations |
| Figure | Figures |
| Figure Caption | Caption of figures |
| Footer | Footer |
| Header | Header |
| Heading 1 | Chapter heading |
| Heading 2 | Section heading |
| Heading 3 | Sub-section heading |
| Heading Not-numbered | Heading for acknowledgment, references, appendices |
| Keyword | Keywords |
| List Paragraph | Numbered lists |
| Normal | Text |
| Strong | Heading of the abstract and of the Keywords |
| Table Caption | Caption of tables |
| Table Text | Texts in tables |
| Title | Title of the paper |

## Figures

Figures should be located close to the first reference to them in the text and number them consecutively. Do not make a distinction between photographs and diagrams. Figures should fit within one column width of 85 mm or within the type of area width of 180 mm. Figures, including photographs, shall be in black only.

It is preferable to format figures as a picture. When figures are edited directly in the text, place them in a drawing canvas. Do not place drawing objects on spaces created by inserting blank lines.

Set the wrapping style of figures to “in line with text”. You find this option by right-clicking the drawing canvas or the figure, select format figures or drawing canvas, and select the appropriate wrapping style on the window that appears.

Apply Figure style to the figure paragraph. This ensures that figures will have correct spacing between paragraphs. Place the figure caption underneath the figure. Apply Figure Caption style to the figure caption. The caption is written in 10-point Times new roman type font, left aligned, single line spacing, 0-point spacing before and 15-point spacing after the paragraph. Put a full stop (“.”) at the end of the caption. Figure 1 gives an example of figure pasted from a jpg file, whereas Figure 2 is an example of figure made by inserting shapes directly on a drawing canvas.

Place wide figures in a one-column page layout. Try to place them on top or bottom of the page. Place a column break before and after the figures and set the page layout accordingly. The figures should fit within the type of area width of 180 mm. Apply Figure style to the paragraph. Add caption underneath the figure and apply Figure Caption style. Example of this type is given in Figure 3.



Figure 1. Example of figure pasted into the paper from a jpg file. Set the wrapping style in line with text.

*a*

*b*

*c*

*d*

Figure 2. Example of figure edited directly on a drawing canvas.

Table 2. The maximum concentration of NO*x* for the simple terrain scenario

|  |  |  |  |
| --- | --- | --- | --- |
|  | Maximum concentration(μg/m3) | Indonesian NAAQS\*(μg/m3) | Distance to maximum(μg/m3) |
| 1-hour concentration | 15.090 | 400 | 951 |
| 24-hour concentration | 6.036 | 150 | 951 |
| Annual concentration | 1.207 | 100 | 951 |

\* The Government Decree No. 41, May 26, 1999 concerning the National Ambient Level Standard of Air Pollutant.



Figure 3. Example of wide figure. It has to fit within type area width of 180 mm.

# INTRODUCTION

The introduction must consist of the background of the study, state of the art, gap analysis and aim of the study. The background is one or two paragraph explains the reason why this study is conducted. State of the art consists of literature studies which lead to a knowledge gap among the existing studies. The state of the art should be a guide to find a novelty of the study. Gap analysis is a statement to describe finding from the state of the art and the emergence reason for a study is important to be conducted. The gap analysis must state that the study is never conducted elsewhere before. The last paragraph should contain the aim of study which is generated from gap analysis. The last sentences in The Introduction should state the possible contribution of the study to the existing literature or the existing situation.

# METHODS

The methods section should describe what was done to answer the research question, describe how it was done, justify the experimental design, and explain how the results were analyzed. Scientific writing is direct and orderly. In the methods section it is customary to use a form of the simple past tense to describe what the author did in his/her study. Passive voice is often used. Examples: Total phosphorous (TP) and total nitrogen (TN) were measured in the laboratory using standard procedures.

In the method, it is important to describe the type of research; what kind of data and how data is collected and/or selected your data; how data is analyzed; any tools or materials used in the research; the rationale for choosing these methods. The reason for selecting a method should be supported by references.

# RESULTS

The results section should include the findings of the study and ONLY the findings of the study. The findings include data presented in tables, charts, graphs, and other figures (maybe placed among research text or on a separate page) A contextual analysis of this data explaining its meaning in sentence form. The results section should simply state the findings, without bias or interpretation, and arranged in a logical sequence. Typically, most of the sentences in the results section will be in the past tense, some will be in the present tense, and very few, if any, will be in the future tense.

# DISCUSSION

The purpose of the discussion is to interpret and describe the significance of the study’s findings in light of what was already known about the research problem being investigated, and to explain any new understanding or fresh insights about the problem after study has taken the findings into consideration. To do this, follow three important suggestions: answer those questions posed in the introduction (central research questions); show how the answers are supported by the results and explain how the answers fit relative to the existing body of knowledge about the subject.

In the discussion section, the past tense is generally used to summarize the findings. But when interpreting the results or describing the significance of the findings, the present tense should be used.

# CONCLUSION

The conclusion should be written in one paragraph. The conclusion must summarize the whole paper and explain its main purpose. Important things to write in conclusion: Restate hypothesis or research question; restate major findings; the contribution of the study to the existing literature, highlight any limitations in the study and state future directions for research/recommendations.

DISCLAIMER

The authors declare no conflict of interest.

AVAILABILITY OF DATA AND MATERIALS

All data are available from the author.

ACKNOWLEDGMENTS

You may place your acknowledgments here. Write only essential acknowledgments.

Apply Heading Not-numbered style to the heading of this acknowledgment.

REFERENCES

Every text citation must be listed under the heading “References” at the end of the text. All the references used in the article must be listed in this part. In this part, all the used references must be taken from primary sources (scientific journals articles). The numbers of journal articles at least 50% of all the references and published in the last ten years. Apply Heading Not-numbered style to the heading of this reference. The reference must be in **Harvard style** and listed in alphabetical order, by surname of the first author followed by initials. All the cited references in the article taken from the other author articles should attach the reference sources. The references should use reference application management such as Mendeley, [EndNote](http://endnote.com/), or [Zotero](http://www.zotero.org/). Reference application management enables you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. Please include the DOI of the deposited dataset(s) in your main manuscript file.

References by the same single author are ordered by date, from oldest to most recent. References by more than one author with the same first author are ordered after all references by the first author alone, by surname of the second author, or if they are the same, the third author, and so on. References by the same author with the same date are arranged alphabetically by title excluding 'A' or 'The', unless they are parts of a series, in which case order them by part number. Put a lower-case letter after the year: Dawn, J. (2012a). Dawn, J. (2012b). Below are examples of how to write references:

**Website**

Asian Development Bank, 2012. *Funds.* [Online] Available at: <http://www.adb.org/site/funds/funds> [Accessed 28 June 2013].

**Book**

Chow, V. T., Maidment, D. R. & Mays, 1988. *Applied Hydrology.* New York: Mc. Graw-Hill Book Company.

**Proceeding**

Matsumoto, H., Veldhuis, J., de Wit, J. & Burgh, G., 2008. *Network Performance, Hub Connectivity Potential, and Competitive Position of Primary Airports in Asia/Pacific Region.* Athens, Air Transport Research Society Conference.

**Doctoral Dissertation or Master’s Thesis**

Pamungkas, T. Y. D., 2015. *The Issues of Track Maintenance Management In Indonesia (based on Study of the British Railways),* Yogyakarta: Master Thesis Report. Department of Civil and Environmental Engineering. Universitas Gadjah Mada.

**Journal**

Roy, V., Majumder, S. & Sanyal, D., 2010. Analysis of the Turbulent Fluid Flow in an Axisymmetric Sudden Expansion. *International Journal of Engineering Science and Technology,* 2(6), pp. 1569-1574.

**Report**

Transportation Research Board, 2010. *ACRP Report 37 - Guidebook for Planning and Implementing Automated People Mover Systems at Airports,* Washington, D.C: FAA

APPENDICES

Appendix (es) can be included here if necessary. If there are two or more appendices, use the headings as Appendix 1, Appendix 2.

Apply Heading Not-numbered style to the heading of this chapter.