

Guidelines for Authors

BEFORE YOU BEGIN

Ethics in Publishing

You will be required to accept the International Journal of Technology Ethics Statement for Authors when you submit your paper to the journal. The statement covers authorship, originality and conflicts of interest. [Please read this statement to ensure your submission complies.](#)

Note that conference proceedings are a form of publication.

To verify originality, your article may be checked by the originality detection service [Ithenticate](#).

Changes to Authorship

If you wish to add, delete or rearrange the authors of your accepted paper:

- *Before online publication:* The corresponding author should contact the Journals Manager, and provide (a) the reason for the change, and (b) the written consent of all co-authors, including the authors being added or removed. Please note that your paper will not be published until the changes have been agreed.
- *After online publication:* Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

Copyright

If your paper is selected for publication you will be expected to sign our copyright assignment form. Where necessary you must obtain permission to publish material protected by copyright.

Author Rights

For the rights of the author to reuse your work, please refer to our [Publication Ethics and Policy](#) page.

Role of the Funding Source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Publishing Policy

If your paper is accepted for publication, you will be able to access and download the published article online on the website. Under the Open-Access policy, IJTech does not levy any processing charges (submitting, peerreviewing, editing, publishing, maintaining and archiving) for authors to submit their research paper in publishing regular edition.

Language

Papers must be in good, grammatically correct English, and if your paper cannot be understood it will be rejected. If English is not your native language you should seek the help of a English Language Editing or professional translator.

Author(s) can select one of the available service according to their specific needs, terms and condition. See: <http://ijtech2.eng.ui.ac.id/about/11/editorial-policy>.

Submission

Articles should be submitted via online submission, and comply with the instructions below. This journal has no page charges.

Revision

Major corrections cannot be undertaken by either the editor or the publishers; if your paper is not prepared in accordance with these instructions it may not be considered further. Where requested to do so in the course of the peer review process, author(s) must revise their papers within two weeks of the request; otherwise the contribution will be considered withdrawn.

PREPARATION

Use of Word Processing Software

The preferred format for electronic versions is Microsoft Word, though the author(s) will be asked to upload the PDF version upon the submission process. Please supply only the final version of your file (with no hidden text), to avoid any risk of old versions of the text being used in error.

File Format

In order to ensure a smooth and fast publication process and in order to avoid discrepancies in the printouts, please follow the journal format. Author(s) are recommended to use the manuscript submission Template, see [Author Guidelines section](#).

Graphical Abstract

A graphical abstract delivers the primary point of the paper at the very beginning, which improves the reader's interpretation of the paper. A graphical abstract serves as a promo for the main event—your paper. Most readers skim through hundreds of text research paper abstracts, looking for the handful of papers relevant to their interests. The graphical abstract format is a simple JPEG or PNG image that occupies a single column.

Article Structure

Papers should be well structured; **they must comprise:**

- **Title:** of no more than 100 characters (or ≤ 20 words). Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Abstract:** no more than 300 words briefly specifying the context, aims of the work, methods used, the main results obtained, and the conclusions drawn. Citations must not be included in the Abstract.
- **Keywords:** up to 5 keywords (in alphabetical order) which will enable subsequent abstracting or information retrieval systems to locate the paper.

Main text: for clarity this should be subdivided into:

- **Introduction:** describing the background of the work and its aims.
- **Methods:** a brief description of the methods/techniques used (the principles of these methods are unnecessary described if readers can be directed to easily accessible references or standard texts).
- **Results:** describes clear experimental results obtained, using tables or figures. Highlight any trends or points of interest.
- **Discussion:** Discuss significance of the results of the work, often in the concluding paragraph, not repeat the Results. Shows the positioning of the present research compared to previous similar research result (if available)
- **Conclusions:** a brief explanation of the significance/contribution and implications of the work reported.
- **Acknowledgement:** List those individuals who provided help during the research, including grants received from any institution (please provide detail grants number, year).
- **References:** these should be to accessible sources. Please ensure that all work cited in the text is included in the reference list, and that the dates and authors given in the text match those in the reference list. References must always be given in sufficient detail for the reader to locate the work cited (see below for formats). Note that your paper is at risk of rejection if there are too few (< 10) or too many (> 25) references, or if a disproportionate share of the references cited are your own (self-citation).

Supplementary Material: Appendices and other Supplementary Material are permitted.

Nomenclature and Units

Please take care that all terminology and notation used will be widely understood. Abbreviations and acronyms should be spelled out in full at their first occurrence in the text.

SI units are strongly recommended. If non-SI units must be used, SI equivalents (or conversion factors) must also be given. Please use the spellings 'litre' and 'metre' (a 'meter' is a measuring instrument).

Please use a decimal point rather than a comma in numbers (i.e. 3.142 not 3,142).

Write equations in dimensionless form or in metric units. Please use italic letters to denote variables (in text or in displayed equations).

Artwork

All figures should be embedded correctly positioned within your Word files, and should also be supplied as separate graphics files in their original formats. EPS, TIFF or PSD formats are preferred. Use a minimum of 300 dpi.

Figures should appear in numerical order, be described in the body of the text and be positioned close to where they are first cited. Each figure should have a caption which describes the illustration, and that can be understood independently of the main text. The caption should be given in the text, and not on the figure itself.

Because figures may be resized in the course of production please use scale bars and not magnification factors.

Tables

Please submit tables as editable text and not as images. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical lines.

Make sure all figures and tables will fit inside the text area.

References

Citations in text

- Use surname of author and year of publication: Jones (2002) or (Jones, 2002).
- Insert initials only if there are two different authors with the same surname and same year of publication.
- Two or more years in parentheses following an author's name are cited in ascending order of year, and two or more references published in the same year by the same author are differentiated by letters a, b, c, etc. For example: Brown (1999, 2002, 2003a, 2003b).
- Only two authors can be cited as Booth and Reinelt (1993) or (Booth & Reinelt, 1993).
- The abbreviation "*et al.*" should be used in the text when there are more than two co-authors of a cited paper. For example: Hwang, S.A., Hwang, S.J., Park, S.R., Lee, S.W., 2016, can be written as Hwang et al. (2016) or (Hwang et al., 2016).
- Different references cited together should be in date order, for example: (Smith, 1959; Thomson & Jones, 2008; Green et al., 2015).
- If a paper has been accepted for publication but has not been published the term "(in press)" should be used instead of a date.
- Please double-check: **every citation in the text must match up to an entry in the reference list and vice-versa.**

Reference links

We use digital object identifiers (DOIs) to link references to the source material. This can only be done if the data provided in the references are correct. Please be very careful, especially when copying references, to ensure that surnames, journal/book titles, publication year and pagination are all correct. Please include DOIs if available.

List of References

References should be listed alphabetically at the end of the paper. Although "*et al.*" is preferable in the text, in the list of references **all authors should be written.**

Journal reference style:

Berawi, M.A., 2017. Stimulating Innovation and Creativity: The Way Forward. *International Journal of Technology*, Volume 8(1), pp. 1-4

Zeng, R.J., Lemaire, R., Yuan, Z., Keller, J., 2004. A Novel Wastewater Treatment Process: Simultaneous Nitrification, Denitrification and Phosphorus Removal. *Water Science and Technology*, Volume 50(10), pp. 163-170

Book reference styles - (i) article in compilation; (ii) multi-author work; (iii) standard reference; (iv) report; (v) thesis:

- (i) Cheng, J.J., 2010. Biological Process for Ethanol Production. In: *Biomass in Renewable Energy Processes*, Cheng, J.J., (ed.), CRC Press, Taylor & Francis Group, Boca Raton, Florida, USA, pp. 211-233
- (ii) Lampman, G.M., Pavia, D.L., Kriz, G.S., Vyvyan, J.R., 2010. *Introduction to Spectroscopy*. 4th Edition. USA: Brooks/Cole
- (iii) *United States Environmental Protection Agency (US EPA)*, 1991. Health and Environmental Effect Document for Methylcyclohexane. Office of Health and Environmental Assessment, Cincinnati, OH, USA
- (iv) Sobsey, M.D., Pfaender, F.K., 2002. *Evaluation of the H₂S Method for Detection of Fecal Contamination of Drinking Water*. Report WHO/SDE/WSH/02.08, Water Sanitation and Health Programme, WHO, Geneva, Switzerland
- (v) Taa, P.D.S., 2010. *Effects of Installation of Group Pile due to Slab Uplift of Nailed-slab Resting on Expansive Subgrade*. Master's Thesis, Graduate Program, Universitas Gadjah Mada, Yogyakarta, Indonesia

Online references

These should specify the full URL for the reference and give the date on which it was accessed. Please check again to confirm that the work you are citing is still accessible:

BASIN (Boulder Area Sustainability Information Network), 2005. Current Theme: Watershed. National Sanitation Foundation Water Quality Index. Available online at http://bcn.boulder.co.us/basin/watershed/wqi_nsf.html, Accessed on December 25, 2015

References in languages other than English

These should be accompanied by an English translation of the article title:

Badan Perencanaan, Pengembangan dan Pengendalian Universitas Indonesia (BP3UI), 2015. Laporan Pra-Audit Kesehatan Daerah Tangkapan air Kampus UI Depok (*Pre-Audit Report of Campus UI Depok Catchment Area Health*), Report for Board of Planning, Development and Control, Universitas Indonesia, Indonesia (unpublished)

SUBMISSION CHECKLIST

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Instruction for Authors for further details of any item.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'. Please refer to line editing agent which recommended by International Journal of Technology. See: <http://ijtech2.eng.ui.ac.id/about/11/editorial-policy>
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa

- Permission has been obtained for use of copyrighted material from other sources (including the Internet)

AFTER ACCEPTANCE

Use of the Digital Object Identifier

The DOI is a unique set of letters and numbers which can be used to cite and link to your paper online. The DOI is assigned to your paper when the first proof is generated, and it will not change, meaning you can cite an Uncorrected Proof immediately using the DOI.

Proofs and Copyright

Proofs will be sent by e-mail to the listed corresponding author. Any corrections must be returned within one week of receipt and should only cover typesetting errors. All corrections and the signed copyright form must be returned to us in one communication. Proofreading is the sole responsibility of the authors.

Offprints

After publication, the Corresponding Author will receive one copy of the journal. The online published article can be freely accessed and downloaded from the website.

Author's Discount

IWA Publishing journal authors are entitled to a 25% discount on IWA Publishing books and reports.

AUTHOR INQUIRIES

For further advice please contact:

Managing Editor, International Journal of Technology, Faculty of Engineering, Universitas Indonesia, Kampus UI Depok, 16424, INDONESIA

Tel: +62 (21) 78888430 ext 118; Fax: +62 (21) 78888076; [E-mail](#)