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## **AUTHOR GUIDELINES**

### **GUIDING PRINCIPLES**

An acceptable manuscript will meet the following general criteria: it reports a worthwhile contribution to science, sound methodology was used and is explained with sufficient detail so that other capable scientists could repeat the experiments. Conclusions are supported by data, manuscripts is concise, well written, and understandable. Use the reference with a minimum of 10 years of updated journal year.

### **MANUSCRIPT FORMAT**

Manuscript should be uploaded to JITEK journal system and arranged in JITEK standard format, Title, Authors, Address and Email, Abstract, Keywords, Introduction, Materials and Methods, Result and Discussion, Conclusion, Acknowledgment and References. Typed at one side of white paper of A4 size, in single column, 1.5 space line, 10 point Times New Roman font and should be given line numbers. Margins on all four sides are 2 cm.

### **MANUSCRIPT TITLE**

The title of the paper should be concise and informative. Avoid abbreviations and formula where possible. It should be written clearly and concisely describing the contents of the research.

### **AUTHORS**

Manuscript has main author and co authors with full name of the author and co-authors (no abbreviation), includes address (es) and email addresses clearly.

### **ABSTRACT**

The abstract comes after title page in the manuscript. Abstract must be integrated and independent which is consist of introduction and purpose, methods, results, conclusion and suggestion. However the abstract should be written as a single paragraph without these headers. For this reason, References should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. Abstract must be written no more than 300 words which has no reference and accompanied keywords.

### **KEYWORDS**

The keywords should be avoiding general and plural terms and multiple concepts. Do not use words or terms in the title as keywords. These keywords will be used for indexing purposes. Keywords should not more than 5 words or phrases in alphabetical order.

### **INTRODUCTION**

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Explain how you addressed the problem and clearly state the aims of your study. As you compose the introduction, think of readers who are not experts in this field. Introduction must be written using 750 until 1000 words



## **MATERIALS AND METHODS**

It should be mention time and place of research in first part. All materials and methods that used such chemical for analysis, treatment and experimental design must be stated clearly and briefly. State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lays the foundation for further work. a Calculation section represents a practical development from a theoretical basis. Materials and methods must be written using 400 until 600 words.

## **RESULTS AND DISCUSSION**

Result and discussion must be written in the same part. They should be presented continuously start from the main result to the supporting results and equipped with a discussion. Unit of measurement used should follow the prevailing international system. All figures and tables placed separately at the end of manuscript pages and should be active and editable by editor.

## **CONCLUSION**

Conclusion should be explained clearly. Conclusion and suggestion must be written using 40 until 80 words. And there is no suggestion if not required.

## **ACKNOWLEDGEMENT**

State the grant source and the person to whom the grant was given. Name the person to help you work.

## **REFERENCES**

The author-year notation system is required and completed. All reference mentioned should be written down in reference using American Psychological Association (APA) style and arranged from A to Z. Articles have 10 recent references or over and 80% is journal. The most of references are primary ones (last five years). Unpublished data and personal communication should not be cited as literature citations. "In Press" articles that have been accepted for publication may be cited in references. Include in the citation the journal in which the "in press" article will appear and the publication date, if a date is available.

### **Example**

#### *Reference to a Journal Publication:*

Jaya, F., Purwadi, & Widodo, WN. (2017). Honey addition in kefir whey drink in term of organoleptic quality, colour, & turbidity. *Jurnal Ilmu dan Teknologi Hasil Ternak*, 12 (1), 16-21.  
<http://dx.doi.org/10.21776/ub.jitek.2017.012.01.3>

#### *Reference to a Book:*

Bolda, M. L., Tourte, L., Klonskyk, K. M., & de Moura, R. L. (2005). *Sample cost to produce fresh market raspberries*. Berkeley, US: University of California Cooperative extension.

#### *Reference to a Chapter in an Edited Book:*

Tuong, T. P., & Bouman, B. A. M. (2003). Rice production in water-scarce environments. In W. Kijne, R. Barker, & D. Molden (Eds.), *Water productivity in agriculture: Limits and opportunities for improvement* (pp. 53–67). Manila, PH: CAB International.



*Reference in Proceeding:*

Hapsari, L. & Masrum, A. (2011). Diversity and characteristics of banana (*Musa acuminata*) diploid AA cultivars group collection of Purwodadi botanic garden. In D. Widyatmoko, D. M. Puspitaningtyas, R. Hendrian, Irawati, I. A. Fijridiyanto, J. R. Witono, R. Rosniati, S. R. Ariati, S. Rahayu, & T. Ng Praptosuwiryo (Eds.), Conservation of tropical plants: Current condition and future challenge. Paper presented at Proceedings of Seminar Cibodas Botanic Garden 159th Anniversary, Cibodas (pp. 225-229). Cibodas, ID: Indonesian Institute of Sciences



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1. Masuk Ke Login

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3. Isi Username dan Password yang Akan Anda Gunakan Untuk Mendaftar

4. Isi Setiap Column yang Ada

5. Centang Semua Pilihan Kecuali Reviewer

6. Klik Register

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6. Klik Register



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dan "Password" Anda
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The image shows two screenshots of the JITEK OJS website. The top screenshot is the login page, and the bottom screenshot is the user home page. Red boxes and numbers 1-4 highlight key elements:

- 1. Login link in the navigation menu.
- 2. Username and Password input fields.
- 3. Login button.
- 4. New Submission button in the user home section.

4. Klik "New Submission"



5. Centang Semua Pilihan yang Ada

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- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

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**6**

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- My Profile
- Log Out

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- View
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**Journal Content**

7. Klik "Choose File" untuk Mencari File (Naskah) pada Hard Drive Komputer Anda

8. Klik "Upload" Untuk Mengupload File Dari Komputer ke OJS

9. Klik "Save and continue"

HOME > User > Author > Submissions > New Submission

### Step 2. Uploading the Submission

- 1. Start
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- 5. Confirmation

To upload a manuscript to this journal, complete the following steps.

- On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
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### Submission File

No submission file uploaded.

Upload submission file **7** **Choose File** No file chosen **8** **Upload**

**9** **Save and continue** Cancel

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10. Isi Semua Colomn yang Ada
11. Apabila Nama Author (Penulis) Pada Naskah Lebih dari 1, Klik “Add Author” Kemudian Isi Identitas Author

12. Isi Judul, Abstract Dan Keyword Sesuai Dengan Naskah Yang Di Upload

13. Isi Semua Colomn
14. Klik “Save and continue”

The screenshot displays the submission form for the journal. The form is divided into several sections, each with a red box and a number indicating the step:

- 10**: The **Authors** section, containing fields for First Name, Middle Name, Last Name, Email, ORCID ID, URL, Affiliation, Country, and Bio Statement. A red box highlights these fields.
- 11**: The **Add Author** button, highlighted with a red box.
- 12**: The **Title and Abstract** section, containing fields for Title and Abstract. A red box highlights these fields.
- 13**: The **Indexing** section, containing a field for Keywords. A red box highlights this field.
- 14**: The **References** section, containing a field for References. A red box highlights this field.

At the bottom of the form, there are two buttons: **Save and continue** and **Cancel**, both highlighted with red boxes. A note below the buttons states: "\* Denotes required field".

The right sidebar contains various tool logos and sections:

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At the bottom of the page, there is a footer with the following information:

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15. Klik “Choose File” Jika Ada File Lampiran (Word, Jpg, Png) Yang Akan Di Sertakan Pada Naskah Tetapi Tidak Terlampir Pada Naskah Yang Sudah Di Upload (Jika Tidak Ada Boleh Di Kosongkan)
16. Klik “Upload” Untuk Mengupload File
17. Klik “Save and continue”

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- 4. Upload Supplementary Files
- 5. Confirmation

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	Title	Original file name	Date uploaded	Action
No supplementary files have been added to this submission.				

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