# author’s instruction for preparing papers for ijieTAP

This article illustrates preparation of your paper using MS-WORD. All papers should be submitted as MS-WORD documents. The paper size is limited to 8 ½ inches (width) x 11 inches (height). Pages should be numbered and the abstract should not exceed 150 words. Paper margins are left - 0.8 inches, right - 0.8 inches, top – 1.3 inch, bottom - 0.5 inches, header – 0.8 inch and footer – 0.5 inch, respectively. The paper begins with a title in bold, which uses 14pt Times New Roman. This is followed by the details for each author in 10pt Times New Roman. The body of the paper should be typed in 10pt Times New Roman. If you have any questions on the format, please direct your queries to our office at [ijietap.office@pnu.edu](mailto:ijietap.office@pnu.edu).

**Keywords:** after writing the abstract; maximum six keywords; can be listed; in the manuscript

### **1. INtroduction**

All major headings should be numbered, capitalized, and in 12 pt. bold. All sub headings should be numbered and in 10 pt. bold. The first paragraph of each section should not be indented.

All subsequent paragraphs should be indented as here with no line spacing between paragraphs. One line space (10 pt.) should follow each section.

**1.1 Double Blind Review Policy**

Note that the Journal conducts the double blind review process. The reviewers should not know who the authors are. Therefore, any information on who the authors might be needs to be excluded. It includes the names, affiliations, any mention to authors’ previous works and acknowledgements.

**1.1.1 Third-Level Heading**

The first paragraph after any section title should not be indented as here with one line space before the paragraph. Leave one blank space between the sub sub-heading and text

The second and all subsequent paragraph should be indented as here with no line spacing before the line. Avoid using more than three levels of headings.

### **2. ABBREVIATIONS**

Abbreviations that are used for the first time in the text must be defined. The abbreviations that include periods should not have spaces (e.g., “M.B.B.S.,” not “M. B. B. S.”). Do not use abbreviations in the title, abstract and keywords.

### **3. Equations**

The symbols used in the equation must be defined before the equation appears. Equations should be numbered consecutively beginning with (1) to the end of the paper. The number should be enclosed in parenthesis and set flush right in the column on the same line as the equation. An extra line of space should be left above and below a displayed equation or formula. Equation number should be right justified. All the units used in this journal must follow Système International (SI) for units of measurement.

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|  | (1) |

### **4. figures and tables**

All figures should be positioned at the top of the page whenever possible. All figures should be numbered consecutively and captioned; the caption should be centered under the figure as shown in Figure 1. All text within the figure should be no smaller than 10pt. There should be a minimum of one line space between figures and text.

Figure

Figure 1. Title of Figure

All tables should be numbered consecutively and captioned; the caption should be centered above the table as shown in Table 1. All the text in the body of the table should be no smaller than 10 pt. There should be a minimum one line space between tables and text.

Table 1. Title of Table

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| Format for Table | |  | |
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### **5. Editorial decision**

The different types of editorial decisions are (1) Accept submission (2) Revision required (3) Resubmit for review (4) Decline submission. The authors have to strictly follow the guidelines of each decision before giving any comments to the editorial team.

**5.1 Accept submission**

This decision indicates that the submission complies with the guidelines of Journal and accepted by Journal. The authors must submit the final version with their names and affiliations by email to the editor-in-chief (Prof. Gyu M. Lee, glee@pnu.edu), so that it will be edited by copy editor and/or layout editor for the production. The final version must be prepared as the template requires. Otherwise, it will cause the delay in production.

**5.2 Revision required**

This decision indicates that authors need to do some minor changes in the submission based on the comments of the reviewer. The revised manuscripts need to be submitted within the suggested time period. The revision also must be blind-review ready. Please use the template for the revision. The responses to the reviewer’s comments must be included at the end of the manuscript.

**5.3 Resubmit for review**

This decision indicates that authors need to do some major changes in the submission based on the comments of the reviewer.

The revised manuscript needs to be submitted within the suggested time period. The revision also must be blind-review ready. Please use the template for the revision. The responses to the reviewer’s comments must be included at the end of the manuscript.

**5.4 Decline submission**

This decision indicates that Journal refuse to publish your works. Before the review process starts, the editors may desk-reject your submissions without reviews in various reasons. (Non-compliance of the guidelines of Journal, Unfit with the scope and focus of Journal, Lacks in methodological and theoretical rigor, etc.).

### **6. CITING REFERENCES**

Within the text, references should be cited giving the last name of the author(s) and the year of publication of the reference. The year should always be enclosed in parentheses; whether or not the name of the authors(s) should be enclosed within the parentheses depends on the context. For example, Guinet (1993) or (Guinet *et al.,* 1993).

References should be listed together at the end of the paper. References should be arranged in alphabetical order according to the last name of the author, or the last name of the first-named author for papers with more than one author. Refer to the examples shown below.

### **references**

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**APPENDIX A – AN EXAMPLE OF MODELLING**

Authors including an appendix section should do so before References section. Multiple appendices should all have headings in the style used above. They will automatically be ordered A, B, C etc.