Layout guide for *ACMIT* using Microsoft Word (Title)

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**Abstract.** All articles *must* contain an abstract.The abstract text should be formatted using 10-point Times or Times New Roman and indented 25 mm from the left margin. Leave 10 mm space after the abstract before you begin the main text of your article, starting on the same page as the abstract. It should be suitable for direct inclusion in abstracting services and should not normally exceed **300 words** in a **single paragraph**. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both.

1. Introduction

This section covers the sufficient background information to allow readers outside the field to understand the purpose and significance of the study/manuscript. The problem must be addressed so readers will know the importance. It includes a brief review of other key studies or literatures. State any disagreement or controversies to strengthen your manuscript quality. The aim should be explained in this section. The author should avoid informing the detailed summary results from the cited literatures.

2. Materials and Methods

This section must provide sufficient detail in order to permit other researchers to fully replicate your study. Specific information and/or procedures for new methods should be included in detail. If the method has been published, the author must indicate the reference literature. Specific information and/or procedures for new methods should be included in detail.

3. Results and Discussion

This section provides the scientific findings instead of presenting whole/raw data. The discussion should focus on exploring the significance of the work. In general, those sections should describe the results of the experiments, the interpretation of the scientific results, and the conclusions that can be generated. The author may state the weakness of the study here.

All tables and figures must be referred and discussed in the text. The tables and figures have to be numbered and given titles (tables) or captions (figures). All equations must also be numbered. Please consult the author’s guide for more detail.

These are some guidelines for the writing of the paper:

* Text should be written with font Times or Times New Roman 11 point
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The first paragraph after a section or subsection heading should not be indented; subsequent paragraphs should be indented by 5 mm.

*3.1. Figures*

Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure. The caption should be put at the bottom of the figure. Please see Figures 1-4 for examples. All figures must be referred to by their numbers in the text (e.g. see Figure 1, as shown in Figure 2, etc.), and also discussed in the text. Please highlight in the text what you want the readers to get from the figures.

|  |
| --- |
| WiderFigureShortCaption |

**Figure 1.** Figure with short caption (caption centred).

To make the figures and captions neat, they can be put inside a table in Words as follow (see Figures 2 - 4). Of course, in these cases, the tables which are used as place holders should have no borders.

|  |  |  |
| --- | --- | --- |
| WiderFigureWiderCaption | | |
| **Figure 2.** In this case simply justify the caption so that it is as the same width as the graphic. | | |
| NarrowFigeWideCap |  | NarrowFigeWideCap | |
| **Figure 3.** These two figures have been placed side-by-side to save space. Justify the caption. |  | **Figure 4.** These two figures have been placed side-by-side to save space. Justify the caption. | |

3.1.1. Figures in parts

If a figure has parts these should be labelled as (a), (b), (c) etc on the actual figure. Parts should not have separate captions.

*3.2 Tables*

Note that as a general principle, for large tables font sizes can be reduced to make the table fit on a page or fit to the width of the text. Each table should have a title which is put at the top of the table (see Table 1). But in the case that a table must be extended to multiple pages, please repeat the headers of each column in the next pages.

**Table 1.** A simple table. Place the caption above the table. Here the caption is wider than the table so we extend it slightly outside the width of the table. Justify the text. Leave 6 pt of space between the caption and the top of the table.

|  |  |
| --- | --- |
|  |  |
| Distance (m) | Velocity (ms–1) |
| 100 | 23.56 |
| 150 | 34.64 |
| 200 | 23.76 |
| 250 | 27.9 |

All tables must be referred to by their numbers (e.g. see Table 1, according to Table 2, etc.) and discussed in the text. Please highlight in the text what you want the readers to get from the tables.

The following is a slightly more complex table with a title that is narrower than the table. Centre the title across the width of the table (see Table 2 and Table 3). If it is difficult to make a table fit the page, use a smaller font. Headings should normally be in Roman (i.e., not bold or italic) type, have an initial capital and normally align left (but centered sometimes looks better); it is up to the author to choose a layout that is most useful to the reader. Columns of numbers normally align on the decimal point.

**Table 2.** A slightly more complex table with a narrow caption.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Wake Chi Sqr. (*N*=15, *df*=1) | *p* | Stage 1 Chi Sqr. (*N*=15, *df*=1) | *p* | Stage 2 Chi Sqr. (*N*=15, *df*=1) | *p* |
| **F3** | 1.143 | 0.285 | 0.286 | 0.593 | 0.286 | 0.593 |
| **Fz** | 1.143 | 0.285 | 0.067 | 0.796 | 0.067 | 0.796 |
| **C4** | 2.571 | 0.109 | 0.600 | 0.439 | 1.667 | 0.197 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table 3.** A slightly more complex table with a caption that is the same width as the table. Simply place the caption inside a row at the top of the table and merge (combine) the cells together so that you have a single table cell the width of the table. Justify the caption. | | | | | | |
|  | Wake Chi Sqr. (*N*=15, *df*=1) | *p* | Stage 1 Chi Sqr. (*N*=15, *df*=1) | p | Stage 2 Chi Sqr. (*N*=15, *df*=1) | *p* |
| **F3** | 1.143 | 0.285 | 0.286 | 0.593 | 0.286 | 0.593 |
| **Fz** | 1.143 | 0.285 | 0.067 | 0.796 | 0.067 | 0.796 |
| **Cz** | 1.143 | 0.285 | 0.077 | 0.782 | 0.286 | 0.593 |

*3.3. Equations and mathematics*

The preferred style for displayed mathematics in *ACMIT* is to center equations; however, long equations that will not fit on one line, or need to be continued on subsequent lines, should start flush left. Any continuation lines in such equations should be indented by 25 mm.

Equations should be split at mathematically sound points, often immediately before =, + or – signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line. A multiplication sign should be added to the start of turned-over lines where the break is between two multiplied terms.

3.3.1. Small displayed equations:

Some examples can be seen below:

(1)

All equations, including Equation 1, must be referred to in the text by their numbers (e.g. see Equation 1). In that way, it can be seen whether the equation is needed or not.

4. Conclusion

The conclusion should be written in straightforward style, sharp, and relevant. It must answer the aim and research objectives. The author should state the potential impacts of the study and the potential further research that can be carried out in the future.

Acknowledgement

(OPTIONAL**, no numbering**) Those who contributed to the work but do not meet our authorship criteria should be listed in the Acknowledgments with a description of the contribution. This can be for example assistance or encouragement from colleagues, special work by technical staff or financial support from organizations. Authors are responsible for ensuring that anyone named in the Acknowledgments agrees to be named.

References

Reference list section is **not numbered**. At least 40% of total literatures must be below 10 years of publication time (less than 10 years). In addition, at least 40% of total literatures must be cited from primary literatures sources that presents results of original research in formats such as articles, scientific journal, pre-publication prints of articles, book and conference proceedings. It is highly recommended to use the reference manager to organize the references such as Zotero, Mendeley or Endnote. The reference style used according to Harvard system.

A complete reference should provide the reader with enough information to locate the article concerned, whether published in print or electronic form, and should, depending on the type of reference, consist of:

* name(s) and initials;
* date published;
* title of journal, book or other publication;
* titles of journal articles may also be included (optional);
* volume number;
* editors, if any;
* town of publication and publisher in parentheses for *books*;
* the page numbers.

For *ACMIT*, please use the **Harvard style**. You can find below sample references (should be arranged alphabetically in the list), which can be cited as (Sudirman, et al., 2008) or (Green, et al., 2010) for example.

# Sample References

Green, J., Jordan, J. & Muller, B. T., 2010. An Analysis of Two Different Material in Energy Conversion. *Power and Energy,* 2(1), p. 368.

Sudirman, B., Pandjaitan, A. & Kusworo, A., 2008. *Development of a New Aeroplane Construction.* Jakarta, ACMIT Press.