

## Author Guidelines

### 1. GENERAL

Manuscripts submitted to *Jurnal Neutrino: Jurnal Fisika dan Aplikasinya* must be original work that has not been published or under consideration for publication elsewhere. The journal welcomes submissions written in English. Manuscripts should be no more than 10 pages in length inclusive of tables, figures and illustrations.

Manuscript should be typed using word processors (Microsoft Word or Open Office) software. Please use the template provided for Microsoft Word 2003 and Microsoft Word 2007.

Manuscript submitted to this journal should follow the heading below, except for the review article: ***Title; Authors Name; Authors Affiliation; Abstract; Keywords; Introduction; Methods; Results and Discussion; Conclusions; Acknowledgments; and References.***

**Signed Copyright Transfer Agreement (CTA) form** originally (scan the document after signed): **[CTA Download](#)**

### 2. MANUSCRIPT TEMPLATE

Manuscript should be prepared according to the following author guidelines in the MS Word article template: [gdurl.com/5j13/download](http://gdurl.com/5j13/download)

### 3. GUIDELINE FOR ONLINE SUBMISSION

Author should first register as Author and/or is offered as Reviewer through the following address: <http://ejournal.uin-malang.ac.id/index.php/NEUTRINO/user/register>

Author should fulfil the form as detail as possible where the star marked form must be entered. After all form textbox was filled, Author clicks on "Register" button to proceed the registration. Therefore, Author is brought to online author submission interface where Author should click on "New Submission". In the Start a New Submission section, click on "Click Here": to go to step one of the five-step submission process". The following are five steps in online submission process:

1. **Step 1 - Starting the Submission:** Select the appropriate section of journal "*Articles*". Thus, author must check-mark on the submission checklists. Author may type or copy-paste Covering Letter in Letter to Editor.
2. **Step 2 – Uploading the Submission:** To upload a manuscript to this journal, click Browse on the Upload submission file item and choose the manuscript document file (.doc/.docx) to be submitted, then click "Upload" button until the file has been uploaded. ***File size maximum 2MB***
3. **Step 3 – Entering Submission's Metadata:** In this step, detail authors metadata should be entered including marked corresponding author. After that, manuscript title and abstract must be uploaded by copying the text and paste in the textbox including keywords.
4. **Step 4 – Uploading Supplementary Files:** Supplementary file should be uploaded including Covering/Submission Letter, and Signed Copyright Transfer Agreement Form. Therefore, click on Browse button, choose the files, and then click on Upload button.
5. **Step 5 – Confirming the Submission:** Author should final check the uploaded manuscript documents in this step. To submit the manuscript to Jurnal NEUTRINO, click Finish Submission button after the documents is true. The corresponding author or the principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web address site.

### 4. REVIEWING OF MANUSCRIPTS

The research article submitted to this online journal will be peer-reviewed at least 2 (two) reviewers. Decision for publication, amendment, or rejection is based upon their reports/recommendation. If two or more reviewers consider a manuscript unsuitable for publication in this journal, a statement explaining the basis for the decision will be sent to the authors within three months of the submission date.

### 5. REVISION of MANUSCRIPTS

Manuscripts sent back to the authors for revision should be returned to the editor without delay. Revised manuscripts can be sent to editorial office through the Online Submission Interface. The revised manuscripts returned later than two months will be considered as new submissions.

### 6. MANUSCRIPT PREPARATION GUIDELINES

#### 6.1 Manuscript Heading, Font and Spacing

Manuscript should be typed using word processors (Microsoft Word or Open Office) software. The body of the text is a set of body text paragraphs defined as follows:

- 12pt Times New Roman.
- A4 (i.e., 210 x 297mm) paper size
- two-column format
- Lines are one-half spaced, justified.
- Page numbers should be included in the text located in footer section of each page.
- Margin format : Top (2.5 cm), Botton (2.5 cm), Left (2.5 cm), Right (2 cm)

## 6.2 Tables

Tables are sequentially numbered with the table title and number above the table. Tables should be centered in the column OR on the page. Tables should be followed by a line space (12pt). Elements of a table should be single-spaced, however double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be in 10pt bold. Tables are referred in the text by the table number. eg: Table 1. Do not show vertical line in the table. There is only horizontal line should be shown within the table.

## 6.3 Figure

Figures are sequentially numbered commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows:

- Ensure that figures are clear and legible with typed letterings.
- Black & white or colored figures are allowed.
- If a figure spans two columns, it should be placed at the top or bottom of a page.
- Hard copy illustrations should, preferably, be scanned and included in the electronic version of the submission in an appropriate format as follows:
  - ✓ BMP - Microsoft bitmap file
  - ✓ JPG

If figures cannot be scanned, the original should be placed in its location within the manuscript using wax or colorless glue.

The following files are permissible:

- ✓ Microsoft Graph
- ✓ Microsoft Draw

## 6.4 Equations

Equations should be numbered serially within parentheses as shown in Equation (1). Equation should be prepared using MS Equation Editor (not in image format). The equation number is to be placed at the extreme right side.

## 6.5 Units, Abbreviations and Symbols

SI units are preferred. Define abbreviations and symbols at the first time as they are introduced in the text.

## 6.6 Abstract and Keywords

All manuscripts should be accompanied by an abstract, of word limitation (100- 200 words), written in English, one spacing and 12 pt Times New Roman format. The abstract should not only indicate the subject and scope of the paper but also summarize the author's conclusion along with at least three (3) keywords that could be useful for information-retrieval purposes.

## 6.7 Title

This is your opportunity to attract the reader's attention. Remember that readers are the potential authors who will cite your article. Identify the main issue of the paper. Begin with the subject of the paper. The title should be accurate, unambiguous, specific, and complete. Do not contain infrequently-used abbreviations. The title of the paper should be in 16 pt bold Times New Roman and be centered. 15 words in maximum. The title should have 0 pts space above and 14 pts below.

## 6.8 Authors Name and Affiliations

Write Author(s) names without title and professional positions. Do not abbreviate your last/family name. Always give your First and Last names. Write clear affiliation of all Authors. Affiliation includes: name of department/unit, (faculty), name of university, country. Please indicate Corresponding Author (include email address) by adding asterisk (\*) in superscript behind the name. Author names should be in 12 pt Times Roman with 12 pts above and 12 pts below.

## 6.9 Introduction

In Introduction, Authors should state the objectives of the work at the end of introduction section. Before the objective, Authors should provide an adequate background, and very short literature survey in order to record the existing solutions/method, to show which is the best of previous researches, to show the main limitation of the previous researches, to show what do you hope to achieve (to solve the limitation), and to show the scientific merit or novelties of the paper. Avoid a detailed literature survey or a summary of the results.

## 6.10 Methods

Materials and methods should make readers be able to reproduce the experiment. Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. Do not repeat the details of established methods.

## 6.11 Results and Discussion

Results should be clear and concise. The results should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your results or findings and the previous publications by other researchers.

The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature. In discussion, it is the most important section of your article. Here you get the chance to sell your data. Make the discussion corresponding to the results, but do not reiterate the results. Often should begin with a brief summary of the main scientific findings (not experimental results). The following components should be covered in discussion: How do your results relate to the original question or objectives outlined in the Introduction section (what)? Do you provide interpretation scientifically for each of your results or findings presented (why)? Are your results consistent with what other investigators have reported (what else)? Or are there any differences?

### 6.12 Conclusions

Conclusions should answer the objectives of research. Tells how your work advances the field from the present state of knowledge. Without clear Conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the journal. Do not repeat the Abstract, or just list experimental results. Provide a clear scientific justification for your work, and indicate possible applications and extensions. You should also suggest future experiments and/or point out those that are underway.

### 6.13 Acknowledgment

Recognize those who helped in the research, especially funding supporter of your research. Include individuals who have assisted you in your study: Advisors, Financial supporters, or may other supporter i.e. Proofreaders, Typists, and Suppliers who may have given materials.

### 6.14 References

Reference should be 80% of primary sources (journals, proceedings) and 20% of secondary (books etc.). It is arranged sequentially based on the serial number on the citation and writtend using *Vancouver* style. Citation of references is used by writing the name of the author or write numbers referenced library at the end of a sentence. Please use a reference software like Mendeley, Zotero, etc to make the citation work easier.

### Example

#### *For print Journal:*

1. McInnes D, Snowdon J. Severe depression in old age. *Medicine Today*. 2002 Dec;3(12):40-47.

#### *For books:*

2. Cheers B, Darracott R, Lonne B. *Social care practice in rural communities*. Sydney: The Federation Press; 2007.

#### *For online article/electronics journal:*

3. Lemanek K. Adherence issues in the medical management of asthma. *J Pediatr Psychol* [Internet]. 1990 [cited 2010 Apr 22];15(4):437-58. Available from: <http://jpepsy.oxfordjournals.org/cgi/reprint/15/4/437>

#### **For Theses (printed) :**

4. Author. Thesis Title. Place of Publication: Publisher; Year.

#### *For Online Thesis:*

5. Author. Thesis title [type of thesis on the internet]. Place of publication: Publisher; Year [dirujuk 2010 Mar 24]. Available from: Name of database/web address

#### *For Internet References:*

6. Author. Title of publication [type of medium – Internet]. Place of publication (if available): Publisher (if available); Date of publication – year month day (supply year if month and day not available) [updated 2010 Feb 10; cited 2010 Apr]. Available from: web address.

#### *For published conference paper:*

7. Author(s) of paper – Family name and initials. Title of paper. In: Editor(s) Family name and initials, editor(s). Title of conference; Date of conference; Place of conference. Place of publication: Publisher's name; Year of publication. p. Page numbers.

#### *For Proceedings:*

8. Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. *Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology*; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996. P.61

#### *For Electronic Journal (online article) with DOI:*

9. Fletcher D, Wagstaff CRD. Organisational psychology in elite sport: its emergence, application and future. *Psychol Sport Exerc*. 2009;10(4):427-34. doi:10.1016/j.psychsport.2009.03.009.

### 7. Author Fee (Page Charge)

Jurnal Neutrino (Jurnal Fisika dan Aplikasinya) Since manuscript submission year 2016 , Authors should pay some processing fees **“Indonesian author: 250.000.00-“ and “Interntional author: US\$30.00– (thirty US Dollar)”** per accepted article for article processing and DOI maintenance once their article has been accepted.

## Publication Ethics And Malpractice Statement

**Neutrino Journal: Jurnal Fisika dan Aplikasinya (ISSN 1979-6374/EISSN:2460-5999)** is a peer-reviewed journal published by Physics Department Faculty of Sains and Technology, Islamic State University. This statement clarifies ethical behaviour of all parties involved in the act of publishing an article in this journal, including the author, the chief editor, the Editorial Board, the peer-reviewer and the publisher. This statement is based on COPE's Best Practice Guidelines for Journal Editors.

### **Ethical Guideline for Journal Publication**

The publication of an article in a peer-reviewed Neutrino journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society. Physics Department Faculty of Sains and Technology, Islamic State University neutrino journal takes its duties of guardianship over all stages of publishing extremely seriously and we recognize our ethical and other responsibilities. We are committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions. In addition, the Physics Department Faculty of Sains and Technology, Islamic State University and Editorial Board will assist in communications with other journals and/or publishers where this is useful and necessary.

### **Publication Decisions**

The editor of the Neutrino journal is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

### **Fair play**

**An editor** at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

### **Confidentiality**

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### **Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

## **Duties of Reviewers**

### *Contribution to Editorial Decisions*

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

### *Promptness*

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

### *Confidentiality*

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

### *Standards of Objectivity*

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

### *Acknowledgement of Sources*

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### *Disclosure and Conflict of Interest*

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

## **Duties of Authors**

### *Reporting standards*

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

### *Data Access and Retention*

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

### *Originality and Plagiarism*

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

### *Multiple, Redundant or Concurrent Publication*

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

### *Acknowledgement of Sources*

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

### *Authorship of the Paper*

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

### *Hazards and Human or Animal Subjects*

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

### *Disclosure and Conflicts of Interest*

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

### *Fundamental errors in published works*

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

### **REVIEWER ACKNOWLEDGEMENT**

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