**Author Guidelines**

The editor of Jurnal Poli-Teknologi welcomes article submissions in accordance with the following guidelines:

1. Articles have not been published or accepted for publication, or are being considered for publication elsewhere. In addition to the manuscript, a written statement should be attached which clarifies that the article is original and does not contain any elements of plagiarism.
2. Types of articles suitable for publication include the following; research reports (laboratory, field, archives), conceptual ideas, studies, theory applications.
3. Articles are written in Indonesian or English (preferable) using academic language along with standard academic writing structure and composition. Manuscripts are typed 1 spaced in an A4 paper size, between 10-20 pages in length including references, pictures, and tables.
4. Article should be in form of essay which includes:
* title (max 16 words),
* author’s name (without academic degree) with an e-mail address and institution’s name,
* abstract in English and Indonesian (max 300 words for each),
* keywords in English and Indonesian (3-5 words),
* introduction which includes background, objectives, and literature reviews/ theoretical construct (if needed) of the research. The introduction section ends with an emphasis on items to be discussed,
* methods,
* discussion,
* conclusion, and
* references.
1. Reference list format is based on IEEE style. Reference list should appear at the end of the article and includes only literatures actually cited in the manuscripts. References are ordered alphabetically and chronologically.
2. Articles should be submitted in soft files using Microsoft Word application to the Online Submission page.
3. Authors will be sent notifications of the receipt of manuscripts and editorial decisions (whether the articles are accepted or not) by e-mail. Manuscripts that are not published will not be returned to the authors.

**Online Submitting Manuscript Guidelines**

Submitting document should be done by Online Submission System in the Jurnal Poli-Teknologi E-journal portal.

First, the author should register as an author in the “Register” menu.

After registration completed, log in as an author, click in “New Submission”. The article submits stage consist five stages, such as: (1). Start, (2). Upload Submission, (3). Enter Metadata, (4). Upload Supplementary Files, (5). Confirmation.

In the “Start” column, chose Journal Section (Full Article), check all the checklists.

In the “Upload Submission” Columns, upload the manuscript files at MSWord format in this column.

In the “Enter Metadata” columns, fill out all the author data and affiliation. Following the Journal Title, Abstract and Indexing Keywords.

In the “Upload Supplementary Files” columns, allowed to upload supplementary data file or the statement letter or other else.

In the “Confirmation” columns, if all the data that you enter were right, then click “Finish Submission”.

If the author has difficulties in the submitting process via online system, please contact Editorial team at p3m@pnj.ac.id, subject “Jurnal Poli-Teknologi difficulties”.