

GUIDELINES FOR AUTHOR

Makara Journal of Science

I. FOCUS AND SCOPE

MAKARA JOURNAL OF SCIENCE publishes original research or theoretical papers, notes, and minireviews on new knowledge and research or research applications on current issues in basic sciences (biology, chemistry, and physics). The journal is published by the Directorate of Research and Community Engagement, Universitas Indonesia.

II. HOW TO SUBMIT MANUSCRIPTS

Authors are requested to submit their manuscripts by e-mail (editor_mss@ui.ac.id) or electronically by using the MJS online submission system available at <http://journal.ui.ac.id/science>. This site will guide authors through the submission process. The editorial office will acknowledge receipt of the manuscript. In case of difficulty, please contact the editorial office (editor_mss@ui.ac.id or makara.jsci@gmail.com). Editors will decide, within 14 days, whether to further process the paper for the refereeing stage.

When submitting a manuscript, the corresponding author must confirm the following in writing:

1. All authors listed have read and approved the material being submitted.
2. The text and findings reported therein are wholly the work of the authors and those acknowledged.
3. The manuscript submitted or the data contained therein has not been published or accepted for publication in any other journal and is not under consideration for publication elsewhere.

Revisions

Papers may be returned to authors for revision. Authors will be given up to eight weeks after receipt of the reviewers' comments to revise their papers. Revisions must be submitted within eight weeks via e-mail to the editorial office (editor_mss@ui.ac.id) or through the online submission system under the heading "Submit Manuscript Online". Please refer to the user manual for information about online submission. A paper will be automatically rejected if the revision is not submitted within eight weeks.

Resubmissions

Papers may be rejected, but authors are allowed to resubmit them, provided that significant improvements have been made. Resubmissions will be treated as new submissions.

III. FILE FORMATS

Prepare the text in Microsoft (MS) Word (version 7.0 or later).

Type the body paragraphs of the manuscript with size 10 Times New Roman font, single-spaced, left and right aligned, on one-sided pages and on A4 paper (210 mm x 297 mm) with the upper margin of 3.5 cm, the lower 2.5 cm, and the left and right each 2 cm, for the generation of text, tables, and figures. The last two items should be placed after the References section.

The text of the manuscript (including title page, abstracts, main text, and references) followed by tables and figures should be in a single word file. Each figure should be labeled with a figure number.

Manuscripts that do not follow the "File Formats" and "Organization and Styles of Manuscripts" are not suitable for editorial review or publication and will be returned to the authors.

IV. ORGANIZATION AND STYLES OF MANUSCRIPTS

1) Articles:

Articles are full-length research reports that contain detailed descriptions of experimental or theoretical work with clear interpretation and discussion of the theoretical and/or experimental results and data. Articles should be structured under the section headings Abstract (English and Indonesian), Introduction, Materials and Methods, Results and Discussion, Conclusion, Acknowledgment, and References.

Title page

The organization shown below should be followed (in the order given):

- a. Title of the paper (title case, 14 pt, bold, centered)
- b. Author name(s) (12 pt)
- c. Author affiliation(s) (10 pt)
- d. Address(es) of the institution(s) at which the work was performed (10 pt)
- e. Name, postal and e-mail addresses, and phone and fax numbers of the corresponding author to whom the revision or galley proofs of the paper are to be sent (10 pt).

The title should be brief and should not exceed 20 words. The affiliation address for each author should be indicated by superscript Arabic numbers (1, 2, 3, etc.).

Abstract (12 pt, bold)

Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. The abstract should be written in English and in Bahasa Indonesia (10 pt).

Keywords (10 pt, italics)

Immediately after the abstract, provide a maximum of 5 keywords written in alphabetical order. Please avoid general terms, multiple concepts (avoid, for example, *and* or *of*), and abbreviations. Only abbreviations firmly established in the field are eligible (10 pt).

Introduction (12 pt, bold)

The Introduction presents the purpose of the studies reported and their relationship to earlier work in the field. It should not be an extensive review of the literature. Use only those references required to provide the most salient background to allow the readers to understand and evaluate the purpose and results of the present study without referring to previous publications on the topic (10 pt).

Materials and Methods (12 pt, bold)

The Materials and Methods sections should be brief, but they should include sufficient technical information to allow the experiments to be repeated by a qualified reader. Only new methods should be described in detail. Cite previously published procedures in References (10 pt).

Results and Discussion (12 pt, bold)

The Results section should include the rationale or design of the experiments as well as the results of the experiments. Results can be presented in figures, tables, and text. Reserve extensive discussion of the results for the Discussion section (10 pt).

The Discussion section should be an interpretation of the results rather than a repetition of the Results section. The Results and Discussion sections may be combined into one section when substantial redundancy cannot be avoided if they are put into two separate sections or when a long discussion is not warranted (10 pt).

Conclusions (12 pt, bold)

Four basic steps to take in writing a conclusion: Summarize your research, spell out your contribution, state the limitation of your study, and suggest potential areas of further research, or what did the researcher discover? Collect and summarize the most important results & their implications, the status of the problem should be briefly reviewed before the new findings are presented.

Acknowledgments (12 pt, bold)

Place Acknowledgments, including information on the source of any financial support received for the work being published (10 pt).

References (12 pt, bold)

The References section must include all relevant published works, and all listed references must be cited in the text. References should be written in the order of they appear in the text (10 pt).

Within the text, cite listed references, by their list number in square brackets (e.g., [1, 4, 10]), not by author name/year. The author(s) must check the accuracy of all reference numbers, as the MJS will not be responsible for incorrect in-text reference citations.

Abbreviate journal names according to the PubMed Entrez Journals database (available at <http://www.ncbi.nlm.nih.gov/entrez/>).

Follow the styles shown in the examples below for books, specific chapters in books, and journal articles, respectively:

- [1] Madigan, M.T., Martinko, J.M., Stahl, D.A., Clark, D.P. 2010. Brock Biology of Microorganisms, 13th ed. Benjamin Cummings. San Francisco. pp. 42-59.
- [2] O'Brien, P., Revaprasadu, N. 2013. Solid-State Materials, Including Ceramics and Minerals. In Reedijk, J., Poepelmeier, K. (eds.), Comprehensive Inorganic Chemistry II, 2nd ed. Elsevier. United States. pp. xxxvii–xxxviii.
- [3] Kwon, J.W., Kim, S.D. 2014. Characterization of an antibiotic produced by bacillus subtilis JW-1 that suppresses *Ralstonia solanacearum*. J. Microbiol. Biotechnol. 24(1): 13-18, <http://dx.doi.org/10.4014/jmb.1308.08060>.

References to papers accepted for publication but not yet published should show the journal name, the probable year of publication (if known), and they should state "in press."

The following types of references are not valid for listing in the References section:

- a. unpublished data
- b. personal communication manuscripts in preparation or submitted pamphlets
- c. abstracts
- d. patents
- e. newsletters
- f. material that has not been subjected to peer review.

References to such sources should be made parenthetically in the text (e.g., J.J. Favier et al. 1986. Abstr. Proceedings of the Eight International Conference on Crystal Growth, York, UK, p. 50).

Tables

Tables should be typewritten separately from the main text and preferably in an appropriate font size to fit each table on a separate page. Each table must be numbered with Arabic numerals (e.g., Table 1, Table 2) and include a title. Place footnotes to tables below the table body and indicate them with superscript lowercase letters (a, b, c, etc.), not symbols. Do not use vertical rulings in the tables. Each column in a table must have a heading, and abbreviations, when necessary, should be defined in the footnotes.

Figures

Figures should be provided separately from the main text. Use Arabic numerals to number all figures (e.g., Figure 1, Figure 2) according to their sequence in the text. The figure number must appear well outside the boundaries of the image itself. Multipart figures should be indicated with uppercase and bold font letters (**A**, **B**, **C**, etc.) without parenthesis, both on the figure itself and in the figure legends.

2) Notes

Notes are intended for papers containing brief research notes, reporting techniques and findings that are too narrow in scope to justify the work as an original research article; or constructive criticisms of research papers that have appeared in the journal or elsewhere. Notes are also intended for addenda to the regular papers that have been previously published in the MJS. Notes should be arranged in the same way as Articles, except that the Introduction, Results, and Discussion sections should be in a combined section with no section headings. The abstract should not exceed 100 words. The main text should follow the logical flow of a structured article and should not exceed 1,200 words; the total number of figures and tables should not exceed 4. Notes should be approximately 3 to 4 printed pages long. The References section is identical to that of Articles. Notes are also subjected to review.

3) Minireviews

Minireviews should be divided into sections with appropriate headings. The format of the References section is identical to that of the Articles section. The MJS is happy to publish compact Minireviews that highlight topics of

emerging interest and summarize developments in rapidly advancing areas. A Minireview should occupy no more than 3 printed journal pages, including display items and references.

Reviews will be subjected to an independent peer review, and the Editor-in-Chief may request changes or decide not to proceed with publication.

V. NOMENCLATURES, UNITS, ABBREVIATIONS, AND SYMBOLS

Nomenclatures and abbreviations for chemical and biochemical agents, microorganisms, enzymes, proteins, and genes should follow the Instruction to Authors for journals published by the American Society for Microbiology (available online at <http://journals.asm.org/>).

All abbreviations should be defined on their first use in the text only; do not repeat the definition of abbreviations thereafter. Note that the MJS uses the following specific design styles:

- a. American spelling (e.g., labeling, sulfur, nonspecific, antiviral)
- b. SI units (System International d'Unites)
- c. g/mL (i.e., backslash for "per," rather than g mL^{-1})
- d. Km, Vmax, I0 (i.e., subscripted, non-italicized)
- e. Centrifugal force should be preferably expressed as $\times\text{g}$, rather than rpm
- f. L-amino acid, D-amino acid (i.e., LD in small caps)
- g. natto, kimchi (i.e., foreign-named bioproducts in lowercase letters and italicized)

VI. DATA FORMATS

Manuscripts reporting new nucleotide and amino acid sequences should be accompanied by substantial additional experimentation to characterize the gene(s) and product(s) concerned, and/or substantial comparable analysis. A sequence alone is unlikely to be acceptable. Papers reporting new sequence data will not be published unless the sequence has an accession number from a recognized nucleotide database. GenBank/EMBL/DDBJ accession numbers should be included in the manuscript no later than the modification stage of the review process. The accession numbers should be included in a separate paragraph at the end of the Materials and Methods for Articles or at the end of the text for Notes (e.g., The GenBank/EMBL/DDBJ accession number of the sequence reported in this paper is A00000).

VII. MANUSCRIPT CHECKLIST

It is hoped that this list will be useful during the final checking of your manuscript prior to submitting it to the journal for review. Ensure that the following items are present:

- a. One author designated as corresponding author
- b. Telephone and fax numbers and e-mail address of the corresponding author
- c. Page and line numbers
- d. All tables (including title, description, and footnotes) and figures are provided in a single file with the main text for initial submission.
- e. References are in the correct format for this journal.
- f. All references mentioned in References are cited in the text and vice versa.

EDITORIAL POLICY

Makara Journal of Science

I. ORIGINALITY, AUTHORSHIP, AND COPYRIGHT

The manuscripts submitted for publication must be research works written in English that have not been previously published and are not being considered for publication elsewhere. All the authors must have agreed to the submission and to the order of their names on the title page. They must also have agreed that the corresponding author may act on their behalf throughout the editorial review and publication process. The corresponding author is responsible for obtaining such agreement.

Requests for changes in authorship (order of listing or addition or deletion of names) after submission should be accompanied by signed statements of agreement from all the parties involved. To maintain and protect the publisher's ownership and rights and to protect the original authors from misappropriations of their published work, author(s) are required to sign a Journal Publishing Agreement and send it to the editorial office (editor_mss@ui.ac.id or makara.jsci@gmail.com).

II. PERMISSION

The author is responsible for acquiring the permission(s) to reproduce any copyrighted figures, tables, data, or text that are being used in the submitted paper. Authors should note that text quotations of more than 250 words from a published or copyrighted work will require grant of permission from the original publisher to reprint. The written permission letter(s) must be submitted together with the manuscript.

III. EDITORIAL REVIEW AND REVISION

All papers will be critically read by at least two anonymous reviewers, selected for their competence in the subject area of the paper. Acceptance of the paper will depend upon its scientific merit and suitability for the journal. A paper may be accepted in its original form or subject to revision.

The reviewers' (and editor's) suggestions will be conveyed to the author, who will then have an opportunity to revise the paper. A manuscript returned to an author for revision can be held for a maximum of eight weeks.

The accepted paper will be edited by native English speakers. The cost of language editing service is currently free.

IV. PROOFS

Galley proofs (PDF format) for an accepted article will be sent by e-mail to the corresponding author for copyediting corrections. The core content of an article cannot be changed at this time. It is the author's responsibility to check the entire manuscript, including tables, figure legends, and cited reference numbers, not just the items queried. The proofs should be corrected and mailed to the editorial office within 48 hours of receipt in order to expedite publication. Only one set of corrections will be accepted. In other words, it is important to ensure that all of your corrections are sent to us in one communication.

V. REPRINTS

Five free reprint copies of the published article will be shipped to the corresponding authors in Indonesia only, approximately two weeks after the issue is printed. Authors, including overseas authors, who wish to purchase reprints, are required to complete the Reprint Order Form, which will be sent with the galley proofs to corresponding authors. This form must be returned together with the corrected galley proofs. Reprints are supplied only in multiples of 30 for a fee of US\$50 per 30 copies, inclusive of shipping charges.

PUBLICATION ETHICS

Makara Journal of Science

I. RESEARCH MISCONDUCT POLICY OF MJS

The purpose of this policy is to prevent any misconduct related to research conducted for the journals and to suggest the fundamental principles and structural procedures in relation to research integrity deliberation required to ensure research ethics.

II. THE RANGE OF RESEARCH MISCONDUCT

Research misconduct suggested in this policy pertains to fraud and refers to data fabrication, falsification, plagiarism, and improper authorship.

1. "Fabrication" refers to any act involving the creation of false information about non-existing data or findings.
2. "Falsification" refers to artificial manipulation of the research materials/equipment/process or randomly modification/deletion of data resulting in distorted research contents or research results.
3. "Plagiarism" refers to acts of pirating others' ideas, research contents, and research results without justifiable approvals or quotations.
4. "Improper authorship" refers to cases where the person who has contributed to research contents or research results is scientifically and technically unqualified as an author or where someone who has not contributed to the research contents or research results scientifically and technically but has been listed as an author merely to express gratitude or courtesy.
5. Intentional acts to disturb a fraud investigation about themselves or others or the acts which can be harmful to informants.
6. Unfair evaluation regarding research of others or a disclosure or pirating of research ideas or research results acquired during the evaluation process.
7. Severely aberrant acts that cannot be accepted in the community of the field of scientific and technology.

III. HOW DOES THE JOURNAL ADDRESS MISCONDUCT IN THE PUBLISHING PROCESS?

Editors and publishers have an ethical obligation to:

1. Support the quality and ethics of the review process (pre-publication: weed out; prevent)
2. Ensure the correctness of the published literature (post-publication: correct; communicate)
3. Educate (prevent)

Editors/journals have an ethical obligation to respond to and address ethical allegations that may arise about published papers or papers in review. Systems and procedures are in place for investigating and addressing situations of misconduct, including cooperation with investigations from institutions or funding bodies.

IV. HOW DO EDITORS ADDRESS AN ALLEGATION OF PUBLICATION MISCONDUCT?

1. The first course of action is usually to contact and discuss the issue with the authors (and reviewers).
2. The author's university, institution, funding agency, and/or government agencies will be notified.
3. Investigation has typically been seen as the responsibility of research institutions and funding agencies; it is NOT usually the journal's domain.

V. POSSIBLE SANCTIONS

If there is evidence of misconduct/fraud:

- Prior to publication (during review): The manuscript can be withdrawn from review.
- Post-publication (literature correction) The journal may publish *Retraction*, *Note of Editorial Concern*, *Errata/Correction* with the author or authors' (some or all) signature or editorial of an appropriate statement about the situation. The paper can be "marked" in the literature/PubMed.
- Editors determine whether retract or correct after considering whether the case is fraud or an honest mistake. They consider the intent And then extent to which the data is incorrect/misleading.
- Author may be banned from submitting to the journal.
- Editors may, in some cases, provide information for other editors/publishers.
- Editors may publish of an editorial in the journal to discuss the issue generally and raise awareness of the issue.