

# Instructions for Preparing Manuscripts in Jurnal Metris

**First Author<sup>1</sup>, Second Author<sup>2</sup>**

Department of Industrial Engineering, Faculty of Engineering  
Atma Jaya Catholic University, Jakarta 12930, INDONESIA.  
Email: penulis1@atmajaya.ac.id<sup>1</sup>, penulis2@atmajaya.ac.id<sup>2</sup>

**Abstract.** This article presents illustration how to prepare your paper using MS-WORD. Your manuscript should be written in Bahasa Indonesia or English. The length of manuscript should be one-spaced and not exceed 15 pages in this format using A4 single-sided papers. The title page should include the succinct title, the authors, and an abstract of around 250 words at the beginning of the manuscript. The affiliation, postal address and zip code, telephone and fax numbers as well as e-mail address should be listed below each author's name. The paper begins with a title which uses 18pt Times New Roman. This is followed by the details for each author in 10pt Times New Roman. Section titles are bolded in 11pt Times New Roman. The remainder of the paper should be typed in 10pt Times New Roman. If you have any question on the format, do not hesitate to send a message to the editors.

**Keywords:** Up to six keywords should also be included.

## 1. HEADING

Section headings should be concise and numbered sequentially, using a decimal system for subsections. Emphasized words should be italicized, but such emphasis should be sparingly used.

### 2.1 Second-Level Heading

The next level of heading is boldface with upper and lower case letters. The heading is flushed left with the left margin.

#### 2.1.1 Third-Level Heading

The third-level of heading follows the style of the second-level heading. Avoid using more than third level for heading.

## 3. EQUATION

Equations should be italicized and numbered consecutively beginning with (1) to the end of the paper, including any appendices. The number should be enclosed in parenthesis and set flush right on the same line as the equation.

$$X+Y = Z \quad (1)$$

## 4. FIGURE AND TABLE

Each figure and table should be referred in the content of your manuscript (see Figure 1 and Table 2 for illustration). Each figure should have a caption below the figure while the caption of a table should appear at the top of the table. The words in each caption should be written in the lower case except the first character of the first word. All figures should be numbered consecutively and captioned.



**Figure 1.**

The caption of a figure should appear at the bottom of the figure.

**Table 1.**

A table should have a clear caption at the top of the table.

No.	Result1		Result 2		
	Shop1	Shop 2	Shop 1	Shop 2	Shop 3
1	2.2	3.4	3.2	5.4	4.4

## CITATION AND REFERENCE

The references should be listed in the alphabetical order of the author names and in the order of the publication years within the same author's works. Each reference should be written in the order of the authors, the publication year, the title or source. Book titles, journal names and names of conference proceedings should be italicized and should have the first character of each word uppercased. The styles of references and citation should follow *Name-Years System (Harvard System)*.

## REFERENCE

1. Bridger, R.S., 1995. *Introduction to Ergonomics*. New York: McGraw-Hill. **{Book}**
2. Kroemer, K.H.E. 2003. Engineering Anthropometry. In *Occupational Ergonomics: Principles of Work Design*.(pp. 9-1 – 9-27). (Editor: Karwowski, K., Marras, W.S.). Boca Raton. Finlandia: CRD Press. **{Chapter in a Book}**
3. Iskandar, W. 2007. Design and prototype fabrication of Automated Guided Vehicle. *Tugas Akhir*. Jakarta: Universitas Katolik Indonesia Jakarta. **{Unpublished thesis}**
4. IEA. 2008. *Definition of ergonomics*. (<http://www.iea.cc>). Diakses tanggal 7 Maret 2008. **{Electronic source}**
5. Mokdad, M. 2002. Anthropometric study of Algerian farmers. *Journal of Industrial Ergonomics*, 29: 331–341. **{Journal}**
6. Widyanti, A., Aulia, Yassierli, Iridiastati, H. 2007. Pengembangan model antropometri dimensi lingkar tubuh berdasarkan data linier dengan menggunakan kombinasi pengukuran manual dan digital. *Prosiding Seminar Nasional Ergonomi* (pp. 27 – 36). Bandung: Universitas Pasundan. **{Proceeding}**

