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How to Operate Word: Moving an Article Draft into A Journal Template

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ABSTRACT

Submitting papers to journals is an activity that is often carried out by authors. Before the submission process, there is one step that must be carried out by the author, namely the article template. Article templates are an activity to customize our writing to match the journal template. The purpose of this study is to demonstrate step-by-step the creation of templates for articles that will be submitted to journals. The step-by-step analysis is provided to make it easier for first-time authors to do journal templates using Microsoft Word. This research makes it possible to make it easy to do article templates by utilizing the Microsoft Word application. Ms. Application Word is used because it is free and can be used offline. As a practical example, we did an article template into the ASEAN Journal of Science and Engineering (AJSE) template. How to set the format for tables, images, paragraphs, title paragraphs, and copy and paste articles is discussed in detail in this study.

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1. INTRODUCTION

Writing is one of the most important activities nowadays. Writing is the process of creating a note, information, or story using a script. Writing can be done on work media using tools such as pens or pencils (Chandler, 1992; Farinosi *et al.*, 2016). In addition, writing can also be done by utilizing technology, such as computers or laptops. Utilizing technology to make writing can make it easier for authors compared to having to write manually using paper and pen or pencil (MacArthur, 1996; Yundayani *et al.*, 2019). Writing usually aims to provide information from a set of data or facts, to persuade or convince someone, to educate, and to entertain. There are several types of writing including writing in the form of journals, fiction, fables, descriptions, autobiographies, scientific papers, poetry, and letters.

Scientific writing is a type of writing that is mostly made by students, lecturers, or researchers. Even so, in several countries such as the Philippines, many high school students have been assigned to write scientific papers. Scientific writing or what is commonly abbreviated as scientific work is a written report that presents the findings or research of the author (Kuteeva, 2011). In several types of scientific writing, assessment or analysis must be based on theories that have been channeled by world experts so that the results are worthy of accountability. The results of the assessment or analysis can be used as a reference for other researchers or authors in the future. Types of scientific writing include scientific articles, papers, papers, theses, theses, and dissertations (Putri & Saputra, 2021).

In writing scientific papers, especially papers, several rules must be considered, namely the structure of the paper. The paper structure generally consists of an introduction, methods, results, discussion, conclusions, and references (Martin, 2003). The term that is often used to refer to the structure of a paper is IMRAD. In addition, the paper also contains the title, author name, author affiliation, author email, abstract, and keywords used. Papers that have been written by the author will generally be published in a journal. Journal is the term given to publishers who publish scientific works. Scientific journals are always accompanied by a volume number, issue number, and year of publication (Ley, 2009). Every paper that will be submitted to the journal must first go through a template process. The template for each journal is different.

In this study, we will thoroughly discuss the steps for doing the template, starting from how to download the template from one of the journals, how to copy and paste the initial writing into the template, and how to adjust the spacing of the writing to match the template. Research discussing writing has been carried out by many previous researchers, as can be seen in **Table 1**. However, there is still little or no one who researches how to do a template paper when it is submitted to a journal. Therefore, this research was conducted to make it easier for authors or researchers to do templates.

Table 1. Previous studies.

No	Title	Authors	Result	Citations	Ref
1	Pengembangan keterampilan menulis siswa SMAN 1 Semaka melalui web sekolah	Suprayogi, S., Pranoto, B. E., Budiman, A., Maulana, B., and Swastika, G. B.	Combination of Content Language Integrated Learning (CLIL) approaches and school website media effectively improve scientific writing skills popular students of class XI SMAN 1 Semaka	132	Suprayogi <i>et al.</i> (2021)

Table 1 (continue). Previous studies.

No	Title	Authors	Result	Citations	Ref
2	Pelatihan penggunaan Mendeley untuk referensi dalam menulis karya ilmiah bagi guru SMA Handayani Pekanbaru	Pahmi, P., Ardiya, A., Syahfutra, W., Wibowo, A. P., Niah, S., and Febtiningsih, P.	Writing training very useful in helping educators become more productive teachers to write more many scientific works	69	Pahmi et al. (2018)
3	Pentingnya Penerapan Budaya Literasi Membaca dan Menulis Terhadap Prestasi Peserta Didik Di Sekolah Dasar	Kusuma, M. W., Larasati, W., Risma, F. V., Sari, N., and Agustin, U. V. S.	Indonesia's literacy level ranks 62 out of 70 countries, so there is a need to increase literacy culture, both reading and writing literacy.	3	Kusuma et al. (2022)
4	The importance of writing	Klimova, B. F	Students' interest in writing using two languages is very high, but the role of the teacher to assist in the process of developing formal writing skills is also very much needed.	178	Klimova (2012)
5	How to write your first research paper	Kallestinova, E. D.	Seven rules allow authors to prepare well-structured and comprehensive manuscripts for publication submissions. In addition, there are several revision strategies, where each strategy is a step that can help the author improve the quality of the manuscript.	122	Kallestinova (2011)

2. METHODS

2.1. Analysis tool preparation

In doing templating several applications must be prepared such as Ms. Word, pdf, or google docs. In this study, we used the Microsoft Word application. Ms. Word is an application that is used to assist in making paper and also as an application that can simplify the template process. Using Ms. This word is because many authors are familiar with this application. In addition, Ms. Word also provides convenience in customizing template formats compared to Google Docs. Another advantage of Ms. This Word is the work done offline so it doesn't get disturbed if the network in the surrounding environment is bad, but it will be different if you use Google Docs. **Figure 1a** shows the logo image of Ms. Word, while **Figure 1b** shows the initial appearance of Ms. Word.

2.2. Preparation of analytical materials

In addition to preparing tools or applications, in doing templating you also have to prepare several materials, namely journal templates and paper manuscripts. The journal template is

obtained from the journal we are going to go to. While paper manuscripts are scientific writings resulting from research that has been carried out by the authors. **Figure 2** shows an example of a template from the ASEAN Journal of Science and Engineering (AJSE), and **Figure 3** shows an example of a raw paper manuscript before the template process.

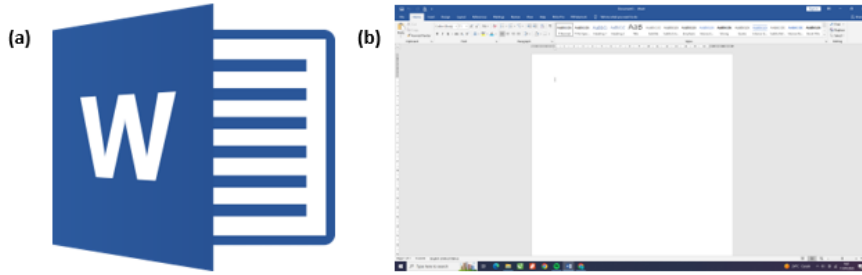


Figure 1. (a) Microsoft Word logo, dan (b) Microsoft Word initial appearance.

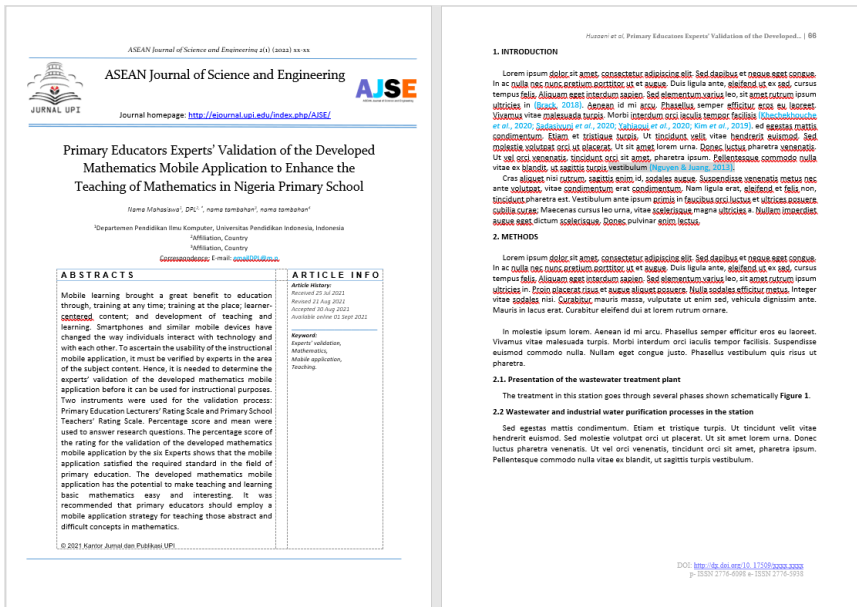


Figure 2. ASEAN Journal of Science and Engineering (AJSE) template start page.

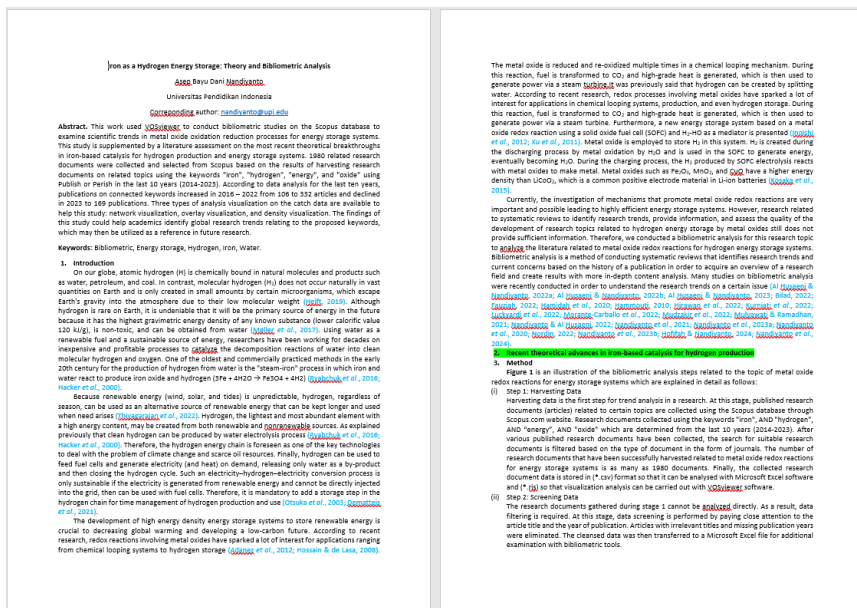


Figure 3. Example of a paper manuscript.

3. RESULTS AND DISCUSSION

In conducting article templates, several steps must be taken, such as downloading the journal template and setting the format of tables, images, and paragraphs. However, please note that each journal template that is owned by a journal is different from one another. Even so, the steps taken and the applications used are generally the same.

To simplify the article template process, you can "copy" the writing in the initial manuscript, then "paste special" into the journal template that has been downloaded. However, this method only applies to writing that does not contain formulas and other mathematical terms. Therefore, it is necessary to make manual adjustments by the author so that the writing format matches the journal template that has been downloaded. The following are steps on how to set the writing format to match the journal template manually using the Microsoft Word application.

3.1. How to download a template on the journal website

The first step that must be taken when going to template the paper to be made is to download the template that matches the journal to be addressed. The steps taken to download a template for a journal are not much different. In this study, we used the ASEAN Journal of Science and Engineering (AJSE) template as an example. Following are the steps to download the template for the AJSE journal:

- (i) Open the journal website by typing the name of the journal in the Google or Chrome search field (see **Figure 4**). After that press "enter".

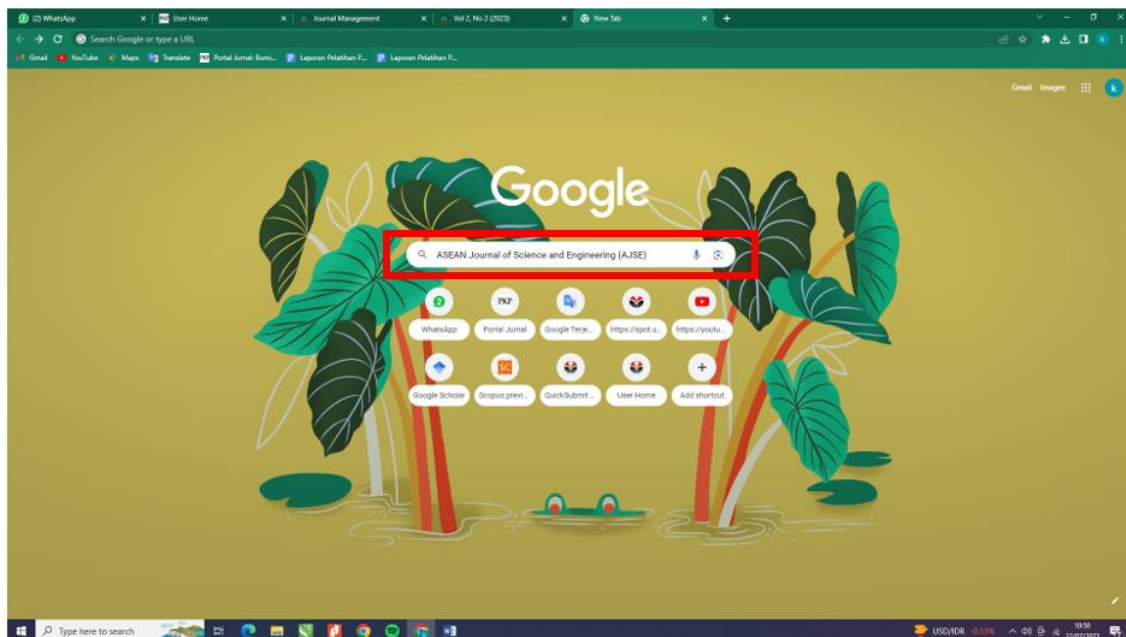


Figure 4. Journal search in the Google search field.

- (ii) Click the name of the journal that matches the search keywords (see **Figure 5**).
- (iii) Then you will be taken to the main page of the intended journal website (see **Figure 6**).
- (iv) After entering the main page of the journal website, in "author guidelines", there is "article template" (see **Figure 7**).
- (v) Click "article template", then download the available article template (see **Figure 8**).
- (vi) After the download process is complete, you can open the downloaded template using Ms. Word (see **Figure 9**).

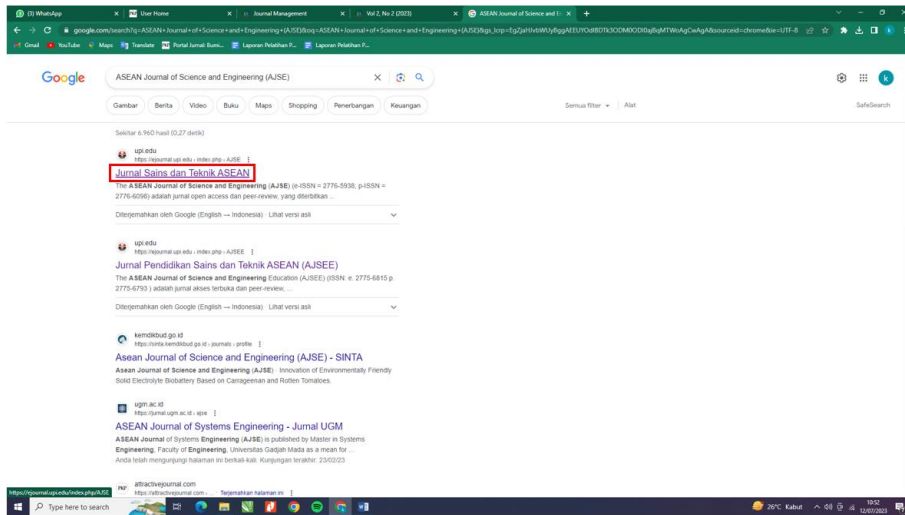


Figure 5. Click on the name of the journal ASEAN Journal of Science and Engineering (AJSE).

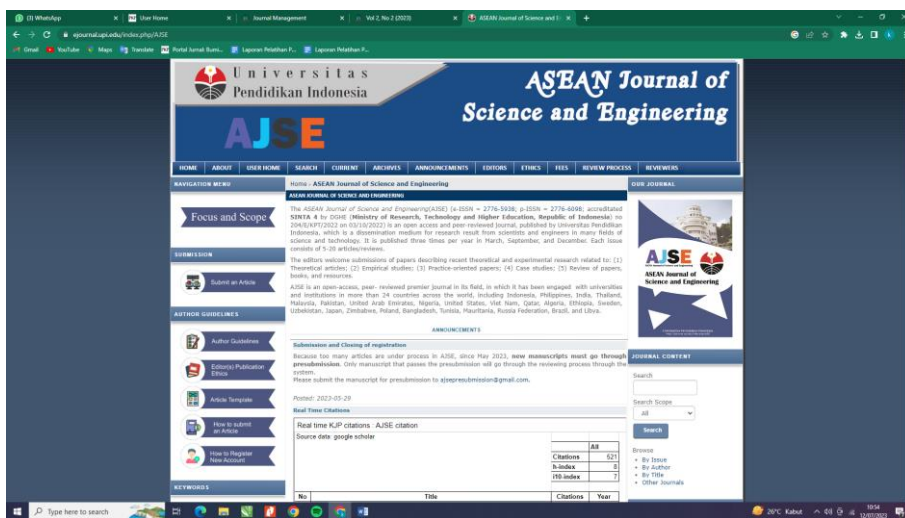


Figure 6. ASEAN Journal of Science and Engineering (AJSE) main page.



Figure 7. Position of "Article Template" on the journal website of the ASEAN Journal of Science and Engineering (AJSE).



Figure 8. Download the ASEAN Journal of Science and Engineering (AJSE) journal article template.

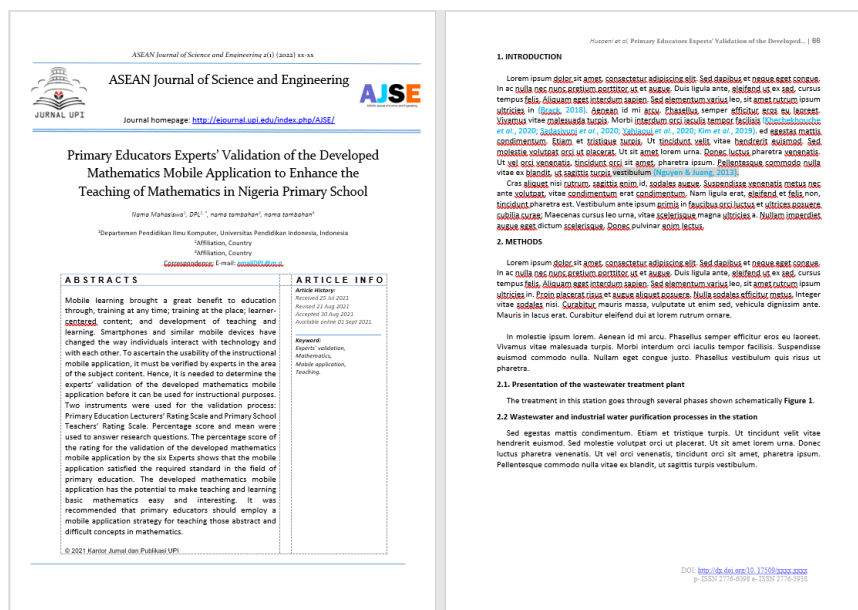


Figure 9. Display of the ASEAN Journal of Science and Engineering (AJSE) journal article template.

3.2. Paper template layout format

In some journals, the template paper layout must be different. However, the layout paper format is generally as shown in **Table 2**. To find out the paper layout format in **Table 2** in Microsoft Word is as follows:

Table 2. Paper template layout format.

No.	Name	Format Description
1	Margins	Top: 2.54 cm Left: 2.54 cm Bottom: 2.54 cm Right: 2.54 cm
2	Orientation	Potret
3	Size	A4 210 x 297 mm
4	Columns	One

- (i) Open the Microsoft Word application on your device (see **Figure 10**).

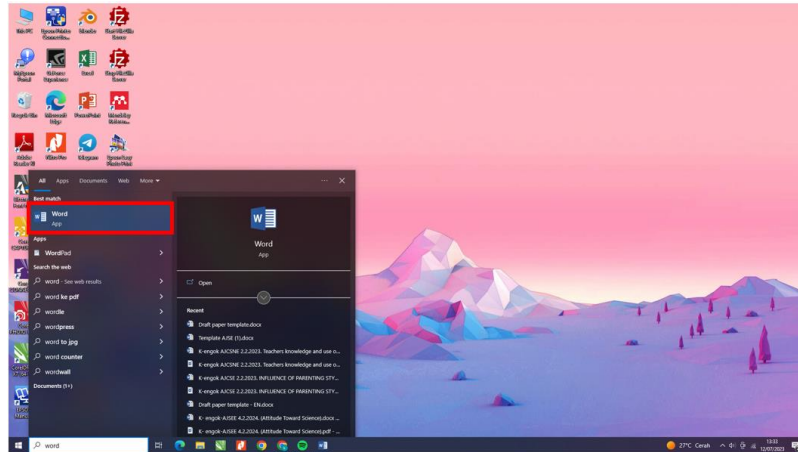


Figure 10. Open Ms. Word application.

- (ii) Go to the page layout (see **Figure 11**).

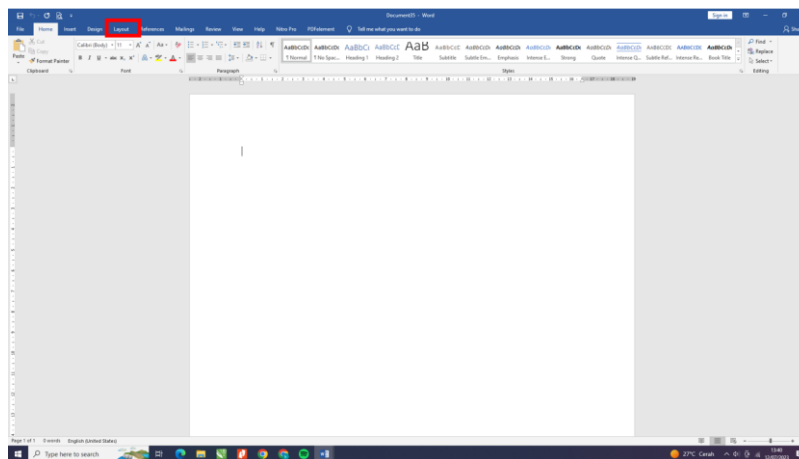


Figure 11. "Layout" position in Microsoft Word.

- (iii) Click "margins" to find out the left, right, top, and bottom format of the paper (see **Figure 12**).

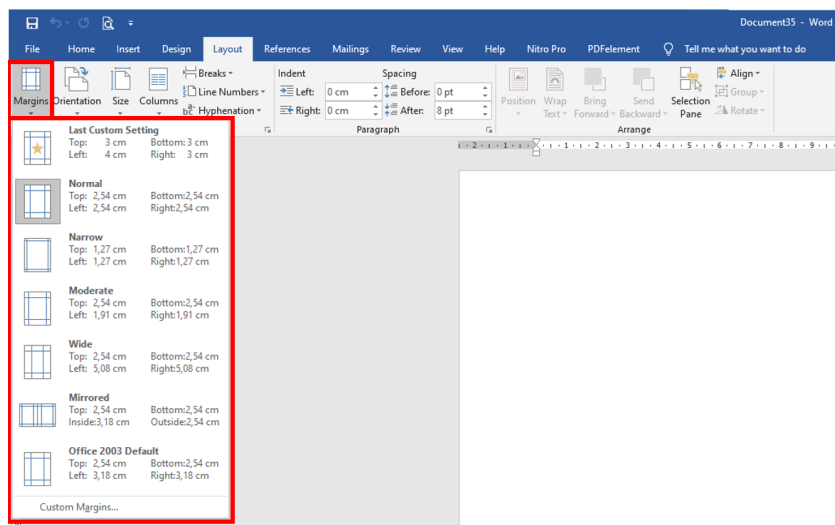


Figure 12. "Margins" position in Microsoft Word.

- (iv) If you want to change the paper margin format, go to the “custom margins” page (see **Figure 13**). After that, a display will appear to change the format of the paper margins, as shown in **Figure 14**.

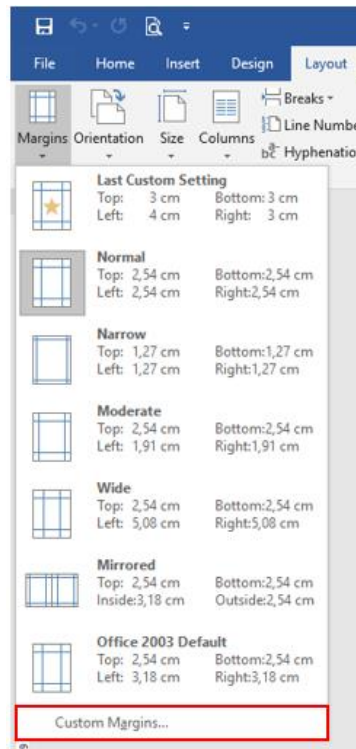


Figure 13. “custom margins” position.

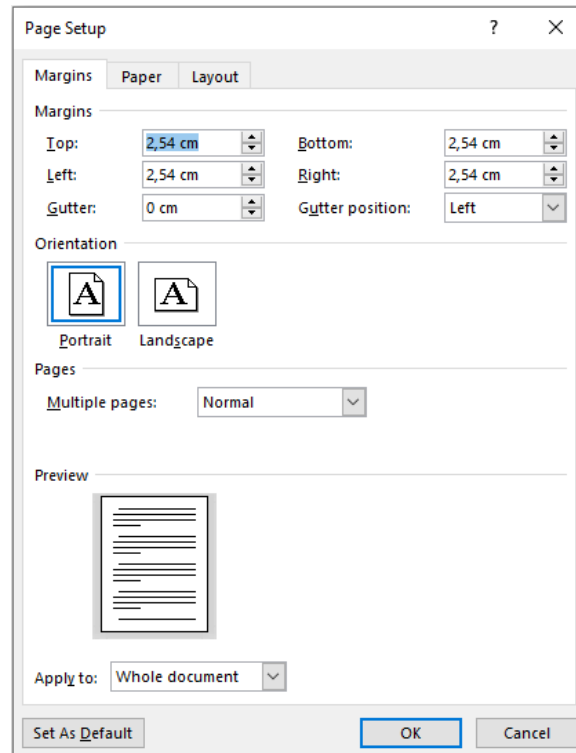


Figure 14. Display for setting the format of paper margins on Ms. Word.

- (v) Click "orientation" to set the paper format whether portrait or landscape (see **Figure 15**).

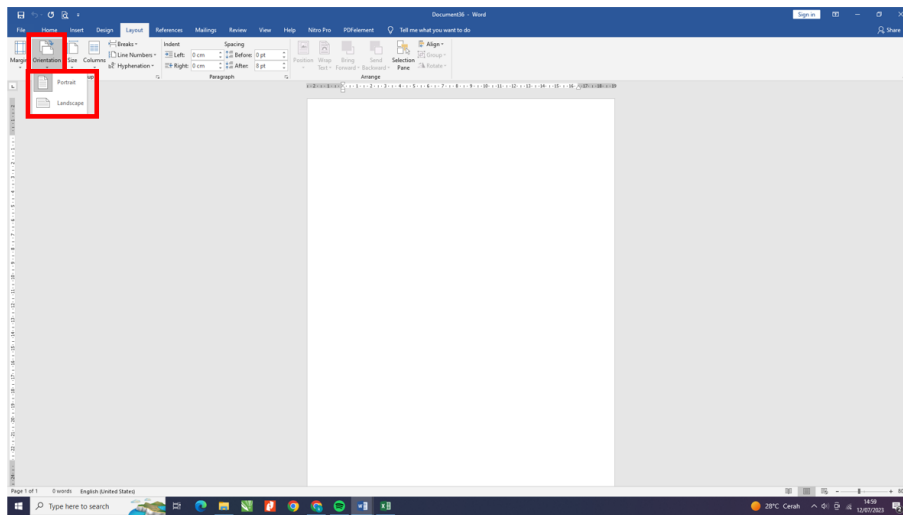


Figure 15. Display for setting the format of paper margins on Ms. Word.

(vi) Click "size" to find out the paper size that is being used (see Figure 16).

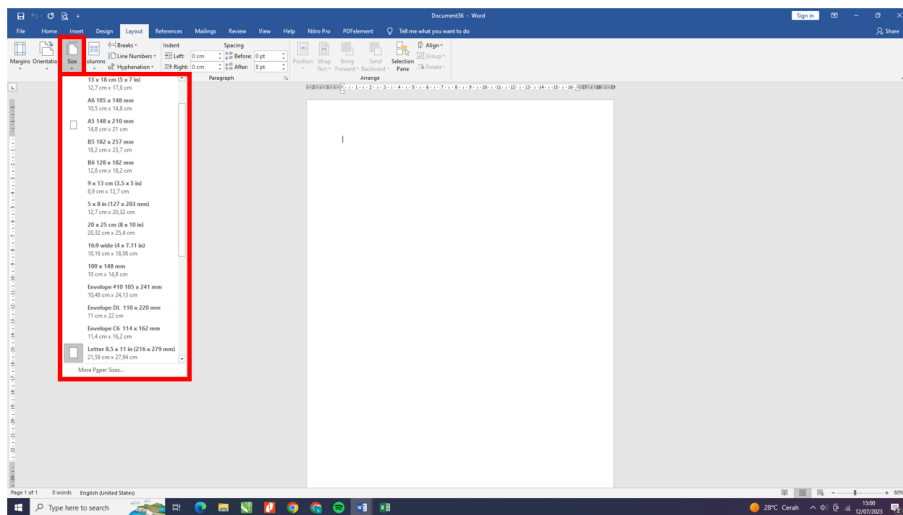


Figure 16. Display for setting the format of paper margins on Ms. Word.

(vii) Click "columns" to find out the column format of the paper (see Figure 17).

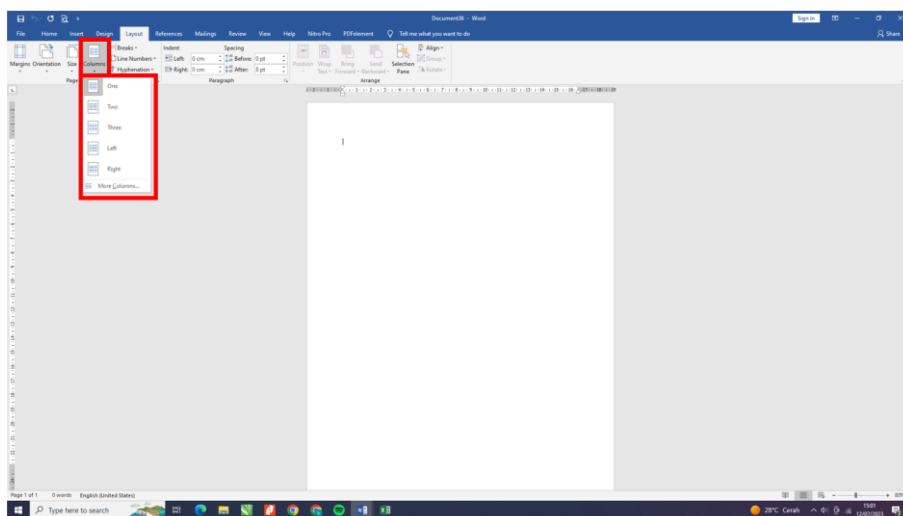


Figure 17. Display for setting the format of paper margins on Ms. Word.

3.3. Table Format on the Journal Template

The table format on the template for each journal is different. However, for setting the format using a Microsoft application, the steps are the same. The following are the steps to set the table format in the ASEAN Journal of Science and Engineering (AJSE) template (see Figure 18).

Table 1. The COD and BOD values for the last week of the month (final clarification output).

FINAL CLARIFICATION OUTPUT									
Day N°1		Day N°2		Day N°3		Day N°4		Day N°5	
COD	COD	COD	COD	COD	COD	COD	COD	COD	COD
mg/	mg/	mg/	mg/	mg/	mg/	mg/	mg/	mg/	mg/
130	36	162	44	153	28	160	32	167	39

Figure 18. Table writing in ASEAN Journal of Science and Engineering (AJSE) template.

- (i) Block the entire table that has been created as shown in Figure 19. How to block the entire table, you can use the arrow on the top left of the table (see Figure 19).

No	Parental Personality	Always	Sometimes	Never	Mean
1	I am usually outgoing and sociable.	211(55.8)	136(36.0)	31(8.2)	2.48
2	I prefer to spend time with others rather than be alone	290(76.7)	56(14.8)	32(8.5)	2.68
3	I tend to be organized and disciplined in my daily life.	46(12.2)	128(33.9)	204(54.0)	1.58
4	I am generally calm and relaxed, even in stressful situations.	88(23.3)	86(22.3)	204(54.0)	1.69
5	I enjoy taking risks and trying new experiences.	85(22.5)	91(24.1)	202(53.4)	1.69
6	I am compassionate and empathetic towards others.	82(21.7)	108(28.6)	188(49.7)	1.72
7	I am assertive and confident in expressing my opinions.	100(26.5)	139(36.8)	139(36.8)	1.90
8	I value routine and consistency in my daily activities.	106(28.0)	156(41.3)	116(30.7)	1.97
9	I am open-minded and receptive to new ideas and perspectives.	76(20.1)	120(31.7)	182(48.1)	1.72
10	I am emotionally stable and rarely experience mood swings.	66(17.5)	87(23.0)	225(59.5)	1.58
Weighted Mean					1.90
Decision rule: Introvert=00-1.49, Extrovert=1.50-3.00					Note: The figures in parentheses are in percentages

Figure 19. Block table.

- (ii) After that, set the Table "font" format to match the template rules. The table format must be as shown in **Table 3**.

Table 3. Table format based on the ASEAN Journal of Science and Engineering (AJSE) template.

No.	Format	Format Description
1	Typeface	Calibri (body)
2	Font size	
	Header	11.0
	Body	10.5
3	Place the writing	
	Header	Center
	Number	Center
	Isi	Left or Justify
4	Writing color	Automatic or Black
5	Table layout	Center
6	Line spacing	Single (1.0)
7	Space before paragraph	0
9	Space after paragraph	0
10	Table Color	No Color
11	Border Table	
	Header	Bottom and Top
	Body	Bottom and Top

- 1) To set the table format to match what is shown in **Table 3**, open the "home bar" on Ms. Word as shown in **Figure 20**.

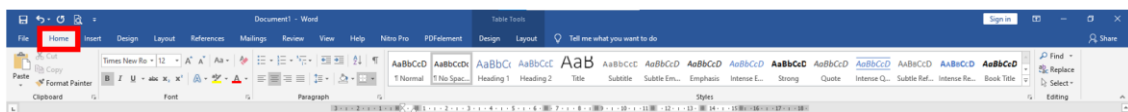


Figure 20. Home bar position.

- 2) To set all Table fonts, go to "font". After that, set the typeface by clicking on the letter column as marked by No. 1 in **Figure 21**. Writing size settings can be done in the size column as marked by No. 2 in **Figure 21**. While the color settings as shown by No. 3 in **Figure 21**.

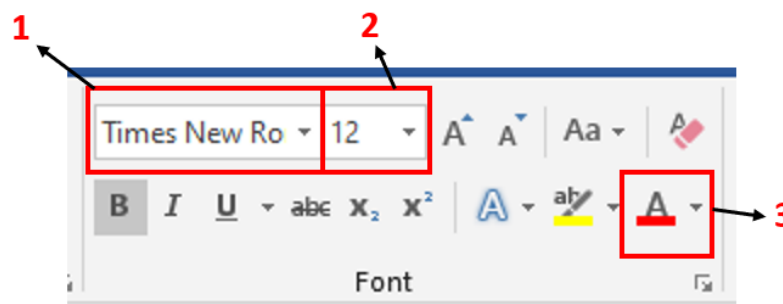


Figure 21. Table font settings.

- 3) To set the position of the text in the table, you can do it in the "paragraph" column as shown in **Figure 22**. Likewise, by adjusting the table layout, you can do it in the "paragraph" column. But before you set the table position, make sure you have blocked the entire table.

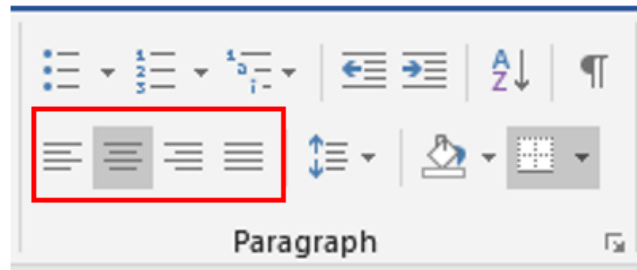


Figure22. Paragraph column position.

- 4) Table border settings and writing spacing settings are set in the "paragraph" column.
Figures 23 – 24 show the steps for setting the table spacing.
 a) Open the detail paragraph column by clicking on the down arrow marked red.

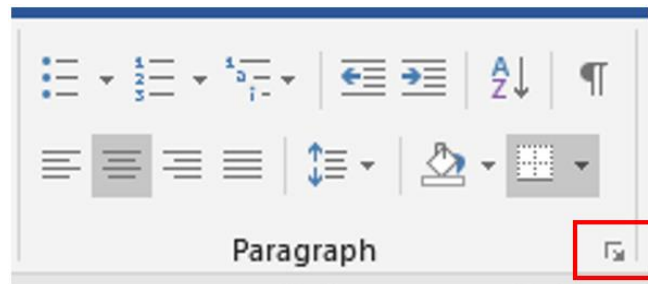


Figure 23. Open the detail column paragraph.

- b) Adjust all the text spacing according to **Table 3** and **Figure 24**. When finished, click "ok" as marked in blue.

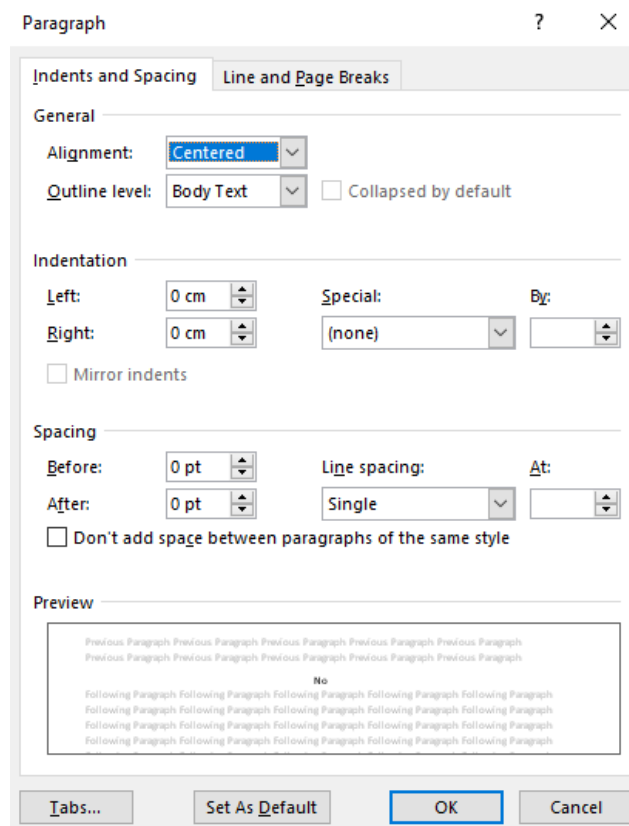


Figure 24. Writing spacing.

3.4. Figure format on the journal template

The figure format on the ASEAN Journal of Science and Engineering (AJSE) template is placed in the middle, with space after the paragraph of 8 pt. and the space before the paragraph is 0 pt. Setting the Figure format to match the template can be done with the Figure block then clicking "paragraph details" as shown in **Figure 23**. Then adjust the spacing and position of the table. An example of the Figure format in the ASEAN Journal of Science and Engineering (AJSE) template is shown in **Figure 25**.



Figure 1. Schematic diagram of the physicochemical treatment process in the station of the textile industrial unit.

Figure 25. Example of writing Figure on the ASEAN Journal of Science and Engineering (AJSE) template.

3.5. Paragraph setting

For every written work that will be formatted according to the journal template, besides having to arrange tables and figures, the author must also set the paragraph format of the writing that has been made. An example of writing a paragraph format on the AJSE template is shown in **Table 4**.

Table 4. Format paragraph.

No.	Name	Format Description
1	Line spacing	Single
2	Alignment	Justify
3	Indentation	
	Special: First Line	0.48 cm
	Left	0 cm
	Right	0 cm
4	*Space after paragraph	8 pt

* Space after paragraph is used if after the paragraph there is a paragraph title, table, or image.

- (i) Line spacing settings. To set line spacing you can open the "home bar" (see **Figure 20**). After that, you can enter the "detailed paragraph" column (see **Figures 23** and **24**). If so, you can set the "line spacing" column as marked by number 1 in **Figure 26**.
- (ii) Setting the alignment. Setting the alignment is the same as how to set the line spacing. It is just that to set this alignment what is changed is the "alignment" column as marked by number 2 in **Figure 26**.
- (iii) Setting the first line. To set the first line of a paragraph is also the same as how to set the spacing and line alignment. The setting for the first line is still in the paragraph column in the Ms. Word application menu bar. To set the first line, you just need to change the "special" column to "first line" and the "By" column is filled with the value "0.48 cm" as shown in **Figure 26** marked with the number 3.
- (iv) Settings after paragraphs are the same as setting line spacing, alignment, and first line. You only need to fill in the "After" column in the "Spacing" section with the value "8 pt" as shown in **Figure 26** which is marked with number 4.

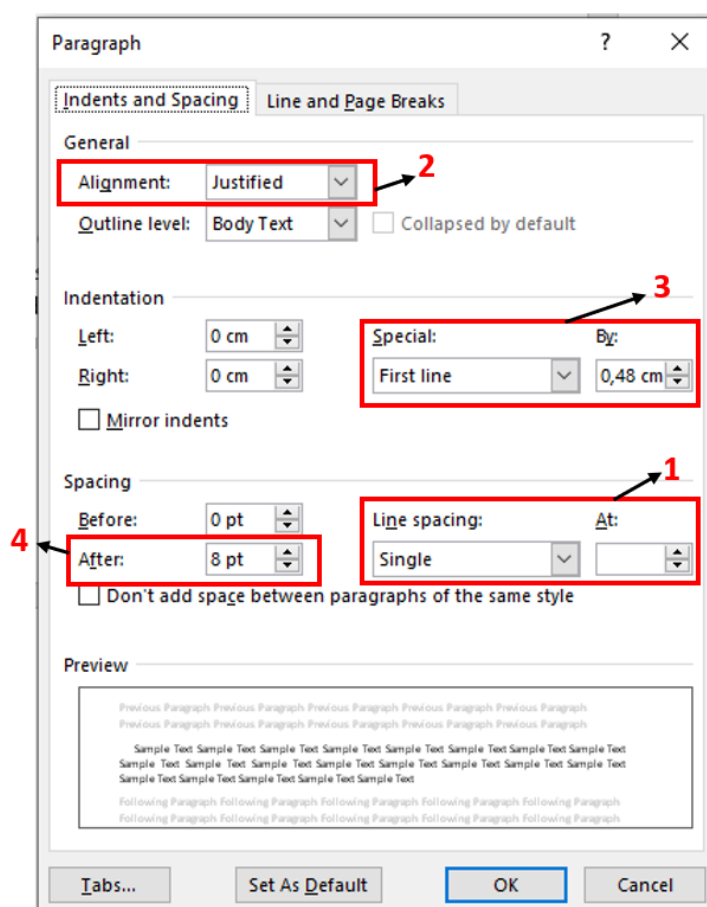


Figure 26. Line spacing setting.

3.6. Paragraph title setting

In writing subtitles based on the AJSE template example, subtitles are written in bold with size 12, Times New Roman font type, Alignment Justify (see **Figure 26** Number 2), and use a space after paragraph of 8 pt (see **Figure 26** Number 4). To set the format for writing subtitles, you can do this in the "home bar" menu (see **Figure 20**). To set the type and size of the font used can be done on the "font" menu (see **Figure 21**). Meanwhile, setting the alignment and space can be done on the "paragraph" menu (see **Figure 23**).

3.7. Reference settings

Reference is the most important thing in an article. Having references can strengthen the opinions that we write and can provide evidence that what we write is not the result of essays (Shi & Jiang, 2022). Therefore, we must be careful when carrying out the process of referencing templates.

References have many types that can be used. In the AJSE journal template which is used as an example in this study, the type of reference used is the "APA" type. An example of an APA format reference is as follows.

"Klimova, B. F. (2012). The importance of writing. *Paripex-Indian Journal of Research*, 2(1), 9-11."

In addition, references must be written alphabetically by name, namely from "A - Z". To carry out the sorting process automatically using the "sort" feature provided by Microsoft Word (see **Figure 27**).

The format for writing references in the AJSE journal template is shown in **Table 5**. How to set the reference format can be done in the "menu bar" in the "font" and "paragraph" columns. The steps for setting it are the same as the steps for setting paragraphs, tables, and images that have been described previously.

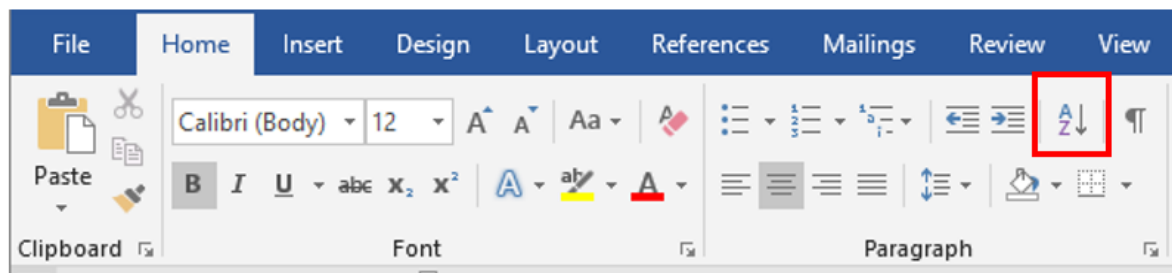


Figure 27. The "sort" feature on Ms. Word.

Table 5. Format for writing references.

No.	Name	Format Description
1	Font	
	Font type	Calibri (body)
	Font Size	12
	Font Color	Black or Automatic
2	Alignment	Justify
3	Space After Paragraph	8 pt
4	Space Before Paragraph	0 pt
5	Special: Hanging	0.75 cm
6	Indentation	
	Left	0.04 cm
	Right	0 cm
9	Line spacing	Single

4. CONCLUSION

Based on the results and discussion above, it can be concluded that Microsoft Word is an application that can provide convenience when creating article templates. Its offline nature and widely used by various groups are the main reason Ms. Word is often used in the process of creating article templates. Several parts must be considered in the template-making process, namely the format in tables, images, and references. Every distance, size, and shape

of pictures, tables, and references must match the journal template that has been downloaded. In addition to table formats, figures, and references. Writing formats such as the typeface used, size, and color must also be considered. References used in writing papers that will be submitted to journals must also come from journals. This research is expected to provide convenience for authors who will carry out the process of making article templates.

5. AUTHORS' NOTE

The authors declare that there is no conflict of interest regarding the publication of this article. Authors confirmed that the paper was free of plagiarism.

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