

## SUBMISSION POLICIES THE ASIAN JOURNAL OF TECHNOLOGY MANAGEMENT

# **Submission Preparation Checklist**

Please read and follow these instructions carefully; doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The Publisher reserves the right to return manuscripts that are not prepared in accordance with these instructions.

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- Griginality Article
- Manuscript has been adopted to format Author Guideline The Asian Journal of Technology Management
- The manuscript doesn't contain plagiarism, falsification and fabrication of data
- Must not be submitted to another publication and not be under review for publication elsewhere during The Asian Journal of Technology Management review process
- Must not be accepted for publication elsewhere
- Must follow the requirements, term and conditions specified by The Asian Journal of Technology Management
- The submission file is in Open Office, Microsoft Word, RTF, or WordPerfect document file format.



Author is not allowed to withdraw submitted manuscripts, because the withdrawal is waste of valuable resources that editors and referees spent a great deal of time processing submitted manuscript, money and works invested by the publisher.

However, manuscript withdraw is only permitted within two weeks from the date it was initially submitted to jurnal, or prior to the peer-review processes whichever is earlier. Authors may write to Editor requesting for a withdraw of a manuscript that has been previously submitted for intended publication in The Asian Journal of Technology Management.

If author requests withdrawal of his/her manuscript when the manuscript is still in the peerreviewing process, jurnal has the right to reject the paper without taking into account the status of the referee's evaluation. the author and his/her affiliation will be blacklisted for publication in this journal. Even, his/her previously published articles will be removed from our online system. However, it is unethical to withdraw a submitted manuscript from one journal if accepted by another journal.

## **Copyright Notice**

Authors who publish with The Asian Journal of Technology Management (AJTM) agree to the following terms:

- 1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
- 2. Authors are able to enter into separate, additional contractual arrangements for the nonexclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
- 3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

## **Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

## Author fees

AJTM does not charge for Article Processing Charges (APCs) or submission charges.

## Author Guideline

Manuscripts should be written concisely as possible, consistent, and straightforward. The maximum length of the article is 15 pages in A4 size paper (around 3000-6000 words) including figures, tables, and appendix. The margin used are (left and right = 2.5cm, top = 2.5cm, and bottom = 3cm), while the letter type used is Garamond 12pt. The manuscript must be written in English following the APA (The American Psychological Association) style.

### 1. Manuscript Preparation

All submitted articles must be written in good English. In your submission, please state that: (i) The article has not been published elsewere before; (ii) It is not being considered concurrently for publication elsewhere; and (iii) The research reported in the manuscript was conducted in accordance with general ethical guidelines. Manuscripts must comply with the following guidelines, failing which they may be returned for revision before entering the review process.

For submission, please go to *http://journal.sbm.itb.ac.id*. Please also indicate the corresponding author. If we do not acknowledge receipt of your submission within four weeks, please contact the Editor. Authors should retain copies of all manuscripts, as *AJTM* will not return them after completion of the review process.

### 2. Manuscript Stytle

Manuscripts should be written concisely as possible, consistent, and straightforward. The maximum length of the article is 15 pages in A4 size paper (around 3000-6000 words) including figures, tables, and appendix. The margin used are (left and right = 2.5cm, top = 2.5cm, and bottom = 3cm), while the letter type used is Garamond 12pt. The manuscript must be written in English following the APA (The American Psychological Association) style.

The AJTM requires the manuscript is presented in several sections:

Introduction; Literature Study or Hypothesis Development; Methodology; Finding and Discussion; Conclusion References

#### 2.1. Title

Title: Brief, effective, and reflective of the manuscript; font size 14, bold and centralised, capitalise each content word in the title.

#### 2.2. Author

Author(s): Full name(s), affiliation(s), e-mail and postal address(es) all in font size 11. For multiple authors, please indicate the corresponding author using an asterisk. Author affiliations, acknowledgements and information on research grants may be written in a footnote (indicated by superscript symbols, font size 10) on the title page. This footnote should not be part of the consecutive numbering of footnotes of the paper. See the following example:

#### 2.3. Abstract

Abstract: Concise, informative, not more than 200 words, font size 10, the word 'abstract' is italic, typed in font size 10.

#### 2.4. Keywords

Keywords: Not more than six in alphabetical order; the word 'keyword' should be italic. Separate each key words by using a comma.

#### 2.5. Tables and Figures

Tables and Figures should be numbered separately and sequentially using Arabic numerals. Each Table and Figure should be given an informative title. Tables and Figures should be presented on separate pages at the end of the manuscript. Tables should be submitted as data - .doc, .rtf, Excel file- Tables submitted as image data are not accepted, for they cannot be edited for publication. Figures which are provided electronically must be in tif, .gif or .pic file extensions. All figures and graphics must also be supplied as good quality originals. Please indicate the position of each

Table and Figure in the text as follows:

Example: INSERT TABLE 1 ABOUT HERE

#### 2.6. References

References should be listed at the end of the manuscript (before Tables and Figures), arranged alphabetically by the family name or the main name of the first author. For the same author, or for the same set of authors, references should be arranged chronologically. If there is more than one publication in the same year for the same author(s), the letters 'a', 'b', etc., should be added to the year and used for the in-text citation as well.

#### Journal

Adhiutama, A., Shinozaki, & M., Yoshikubo, S. (2009). Innovation Toilet and Barriers of Diffusion in Developing Country Case Study: TOTO Electronic Bidet Seat Toilet. *The Asian Journal of Technology Management*, 2(2), 88-97.

#### Book

Wibisono, D. (2006). Manajemen Kinerja: Konsep, Desain dan Teknik Meningkatkan Daya saing Perusahaan. Jakarta: Penerbit Erlangga. ISBN: 979 781 540 4.

#### Thesis or Dissertation

Hermawan, P. (2009). *Drama-theoretic Analysis of Dilemmas of Negotiation and its Application*.[Dissertation]. Jepang: Tokyo Institute of Technology.

#### **Electronic Resources**

Howard, N. (1995). Confrontation Analysis: How to Win Operations Other than War. CCRP Publication. *Washington DC: Departement of Defence. Available at www.dodccrp.org.* [accessed 20 Oktober 2011].

#### 3. Final Submission of the Article

Authors must revise their paper within one week of receiving reviewer is comments. Once accepted for publication, the final version of the manuscript must be provided by login to *http://journal.shm.itb.ac.id.* The manuscript will be considered to be the definitive version of the article. The author must ensure that it is complete, grammatically correct and without spelling or typographical errors.

### Additional information APA Style:

#### a) Print

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of article. *Title of Journal. volume(issue)* (if issue numbered), pages.

Bass, M. A., Enochs, W. K., & DiBrezzo, R. (2002). Comparison of two exercise programs on general well-being of college students. *Psychological Reports*, *91*(3), 1195-1201.

#### b) Electronic - with DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of article. *Title of Journal. volume(issue)* (if issue numbered), pages.doi: *number* 

Stankus, T. (2008, September). Turning meat, poultry, eggs, and dairy products Into nutraceuticals through increasing their conjugated linoleic acid levels, part one: Reviewing the literature of benefits claimed for conjugated linoleic acids in human health. *Journal of Agricultural & Food Information*,9(3), 229-255. doi:10.1080/10496500802286152

#### c) Electronic - without DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of article. *Title of Journal. volume(issue)* (if issue numbered), pages. Retrieved from (database name or URL).

Turner, L., Hunt, S., DiBrezzo, R., & Jones, C. (2004, June). Design and implementation of an osteoporosis prevention program using the health belief model. *American Journal of Health Studies,* 19(2), 115-121. Retrieved from Academic Search Premier data base.

#### Article in a Popular Magazine

#### a) Print

Author last name, Author First Initial. Author Second Initial. (Publication Year, Month Day). Title of article. *Title of Magazine, volume*, pages.

Holloway, M. (2005, August). When extinct isn't. Scientific American, 293, 22-23.

#### b) Electronic - without DOI

[Note: Popular magazines with DOIs are rare.]

Author last name, Author First Initial. Author Second Initial. (Publication Year, Month Day). Title of article. *Title of Magazine. volume*, pages. Retrieved from (database name or URL).

Holloway, M. (2005, August). When extinct isn't. *Scientific American, 293*, 22-23. Retrieved from Academic Search Premier database.

#### Article in a Newspaper

#### a) Print

Author Last Name, Author First Name or initials. (Publication Year, Month Day). Title of article. *Title of Newspaper*, p. (single page) OR pp. (multiplepages).

Gorman, J. (2005, April 29). Deep in the swamp, an 'extinct' woodpecker lives. New York Times, p. A18.

#### b) Electronic - without DOI

[Note: Newspaper articles with DOIs are rare.]

Author Last Name, Author First Name or initials. (Publication Year, Month Day). Title of article. *Title of Newspaper*, p. (single page) pp. (multiple pages). Retrieved from (database name or URL).

Gorman, J. (2005, April 29). Deep in the swamp, an 'extinct' woodpecker lives. *New York Times*, p. A18. Retrieved from Lexis Nexis Academic.

#### Review

#### a) Print

Reviewer Last Name, Reviewer First Initial. Reviewer Second Initial. (Publication year). Title of Review (if separately titled). [Review of the book/motion picture/play *Title of work being reviewed*]. *Journal or Magazine Name, volume, pages.* 

Horowitz, M. and J. Krebs. (2005) [Review of the motion picture *Crash*]. Sound & Vision, 70(9), 106.

#### b) Electronic - with DOI

Reviewer Last Name, Reviewer First Initial. Reviewer Second Initial. (Publication year). Title of Review (if separately titled). [If needed - add - Review of the book/motion picture/play Title of Work being reviewed]. Journal or Magazine Name, volume, pages. doi:number

Heinze, J. (1996). The ants revisited. [Review of Social Evolution in Ants.] Nature 380: 682. doi:10.1038/380682a0

#### c) Electronic - without DOI

Reviewer Last Name, Reviewer First Initial. Reviewer Second Initial. (Publication year). Title of Review (if separately titled). [Review of the book/motion picture/play *Title of Work being reviewed*]. Journal or Magazine Name, volume, pages. Retrieved from: [database name or URL].

Atkinson, M. (2005, May 3). [Review of the motion picture *Crash*]. *Village Voice Online*. Retrieved from http://www.villagevoice.com/film/0518 ,atkinson2,63638,20.html

Entire Booka) Print(i) single author:Author last name, Author First Initial. Author Second Initial. (Publication Year). *Title of book*. Place: Publisher.

Cochran, R. (1996). Our own sweet sounds: A celebration of popular music in Arkansas. Fayetteville, AR: University of Arkansas Press.

#### (ii) multiple authors or edited work:

First Author last name, First Author First Initial., First Author Second Initial. & Second Last Name, Second Author First Initial. Second Author Second Initial.(Eds.). (Publication Year). *Title of book.* Place: Publisher.

Donovan, T., Gatewood, W., & Whayne, J. (Eds.). (1995). *The governors of Arkansas*. (2nd ed.). Fayetteville, AR: University of Arkansas Press.

#### b) Electronic - with DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of book. [Electronic version]. doi: number

Rhoads, Robert A. & Howard, J.P.F. (1998) *Academic service learning : a pedagogy of action and reflection*. [Electronic version from Wiley Interscience]. doi:10.1002/tl.7300

#### c) Electronic - without DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). *Title of book*. [Electronic version]. Retrieved from (database name or URL).

Paludi, M. A., & Barickman, R. (1991) *Academic and workplace sexual harassment: A resource manual.* [Electronic version]. Retrieved from netLibrary.

#### **Book Chapter**

#### a) Print

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of chapter. In Editor First Initial. Editor Second Initial. Editor Last Name (Ed.), *Title of book* (pages of chapter). Place: Publisher.

West, E. (1997) The Exhausted west: a last look at landscape. In J.P. Rhonda (Ed.), *Thomas Jefferson and the changing West: from conquest to conservation* (pp. 240-64). Albuquerque, NM: University of New Mexico Press.

#### b) Electronic - with DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of chapter. In Editor First Initial. Editor Second Initial. Editor Last Name (Ed.), *Title of book* (pages of chapter). [Electronic version]. doi: *number* 

Gonzales, K.P., Jovel, J.E., & Stoner, C. (2004) Latinas: The new Latino majority in college. In Anna Ortiz (Ed.), *Addressing the unique needs of Latino American students* (pp. 17-27). doi: 10.1002/ss.113

#### c) Electronic - without DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of chapter. In Editor First Initial. Editor Second Initial. Editor Last Name (Ed.), *Title of book* (pages of chapter). [Electronic version]. Retrieved from (database name or URL).

Arnold, E. T. (1995) Donald Harington. In J. Giles & W. Giles (Eds.), *Dictionary of literary biography, volume 152: American novelists since World War II, fourth series* (pp. 82-91). [Electronic version]. Retrieved from Gale Literature Resource Center.

## Entry in a Reference Source

#### a) Print

Author Last Name, Author First Initial. Author Second Initial. (if there is no author move entry title to first position) (Publication year). Title of article or entry. In *Work title*. (Vol. number, pp. pages). Place: Publisher.

"Ivory-billed woodpecker." (2002). In *The new encyclopædia britannica*. (Vol. 5, p.). 15th ed. Chicago, IL: Encyclopædia Britannica.

## b) Electronic

Author Last Name, Author First Initial. Author Second Initial. (if there is no author move entry title to first position) (Publication year). Title of article or entry. In *Work title*. Retrieved from (database name or URL).

Ivory-billed woodpecker. (2006). In *Encyclopædia britannica online*. Retrieved from http://search.eb.com/eb/article-9043081

## Published Conference Paper

## a) Print

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of the paper. In Editor First Initial. Editor Second Initial. Editor Last Name (Ed.), *Title of Conference Proceedings* (pp. pages). Place: Publisher.

Woods, R. B. (2000). The Rhetoric of Dissent: J. William Fulbright, Vietnam, and the Crisis of International Liberalism. In M.J. Medhurst. & H.W. Brands (Eds.), *Presidential rhetoric: Critical reflections on the Cold War linking* 

rhetoric and history, 4th Annual Conference, 1988 (pp. 187-298). College Station, TX: Texas A&M University Press.

## b) Electronic- with DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of the paper. In Editor First Initial. Editor Second Initial. Editor Last Name (Ed.), *Title of Conference Proceedings* (pp. pages). doi: *number* 

Chongqang, W. Daneshmand, M. (2008). On object identification reliability using RFID. In *Third International Conference on Communications and Networking in China, 2008. ChinaCom 2008.* (pp. 768 - 773). doi: 10.1109/CHINACOM.2008.4685137

## c) Electronic - without DOI

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of the paper. In Editor First Initial. Editor Second Initial. Editor Last Name (Ed.), *Title of Conference Proceedings* (pp. pages). Retrieved from (database name or URL).

#### Government Document a) Print

Country/State/Country/Municipality. Name of Issuing Agency. (Publication year). *Title of document*. (additional identifying information – document number, Congress number, etc.). Place: Publisher.

United States. Executive Office of the President. (2006). The Federal response to Hurricane Katrina: Lessons learned. (PREX 1.2:K 15). Washington DC: GPO.

## b) Electronic

Country/State/Country/Municipality. Name of Issuing Agency. (Publication year). *Title of document*. (additional identifying information – document number, Congress number, etc.). Retrieved from: (url).

United States. Congress. House. Committee on Energy and Commerce. (2007). Renewable fuels infrastructure. (H. Rpt. 110-306, pt. 1, Y1.1/8:110306/PT.1.).Retrievedfrom: http://purl.access.gpo.gov/GPO/LPS85462

## ERIC Document

## a) Print / Microform

Author last name, Author First Initial. Author Second Initial. (Publication Year). *Title of the document*. (Report No. if available). Place: Publisher. (ERIC Document Reproduction Service No. ED1234567).

Salmani-Nodoushan, M. A., & Alavi, S. M. (2004). *APA style and research report writing*. Tehran: Zabamladeh Publications. (ERIC Document Reproduction Service No. ED490068).

## b) Electronic

Author last name, Author First Initial. Author Second Initial. (Publication Year). *Title of the document*. Retrieved from: ERIC database (ED1234567).

Salmani-Nodoushan, M. A., & Alavi, S. M. (2004). APA style and research report writing. Retrieved from ERIC database (ED490068).

## Unpublished Thesis or Dissertation

## a) Print

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of thesis. (Unpublished doctoral dissertation / Unpublished master's thesis). University Name, Location.

Linn, J.A. (2003). Active or avoidant: Two methods of resisting persuasion. (Unpublished doctoral dissertation). University of Arkansas, Fayetteville, AR.

## b) Electronic

Author last name, Author First Initial. Author Second Initial. (Publication Year). Title of thesis. (Doctoral dissertation / master's thesis). Available from: (database name or url). (*If available from ProQuest:* UMI No. 12-12345)

Linn, J.A. (2003). Active or avoidant: Two methods of resisting persuasion. (Doctoral dissertation). University of Arkansas, Fayetteville. Available from ProQuest Dissertations and Theses database. (UMI No. 31-2381)

## Web Page

## Electronic

Page Author Last Name, Page Author First Initial. Page Author Second Initial. Page title [nature of work - web site, blog, forum posting, etc.]. (Publication Year). Retrieved from (URL)

Sabo, G., et al. Rock art in Arkansas [Web site]. (2001). Retrieved from http://rockart.uark.edu/

### MORE ABOUT APA:

https://owl.english.purdue.edu/owl/resource/560/10/



# **Exclusive License Form**

The Asian Journal of Technology Management (**Print ISSN**: 1978-6956; **Online ISSN**: 2089-791X), recommends that you keep a copy of this completed form for reference purposes. Please ensure that this document is completed as fully and accurately as possible and has been signed.

THE ASIAN JOURNAL OF TECHNOLOGY MANAGEMENT IS UNABLE TO PUBLISH YOUR WORK UNTIL A COMPLETED AND SIGNED JOURNAL ARTICLE RECORD FORM HAS BEEN RECEIVED. PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS.

Article Title:		

#### 1. Author Detail Total number of authors: \_\_\_\_\_

a.	First Author
----	--------------

Title (tick relevant box)	Professor	Dr.		Mr.	Mrs.	Ms.		
Name:	(aurnama)			/first pa	mal		I	
Oracaization	(surname)			(first nai	ne)			
Organization:								
Address:								
Country/State:	Pos			ost/Zip Code				
Telephone:	Fax			X				
Email:								

#### b. Second Author

Title (tick relevant box)	Professor		Dr.		Mr.		Mrs.	Ms.	
Name:	(surname)				(first )	name)			
Organization: Address:					(IIISCI	iunic)			
Country/State: Telephone:	Post/ Zip Code								
Email:				107					

#### 2. Copyright Transfer Agreement

I/We hereby assign world-wide copyright of the article named above (the Work) in all forms of media, to the publisher, *The Asian Journal of Technology Management*. I/We understand that *The Asian Journal of Technology Management* will act on my/our behalf to publish, reproduce, distribute and transmit the Work.

This assignment of copyright to *The Asian Journal of Technology Management* is done so on the understanding that permission from *me/us* is not required for journal SBM ITB to be able to reproduce, republish or distribute copies of the Work in whole or in part. I/We will ensure that all such copies carry a notice of copyright ownership and reference to the original journal publication. I/We warrant that the Work has not been published before in its current or a substantially similar form and is not under consideration for another publication, does not contain any unlawful statements and does not infringe any existing copyright. I/We warrant that publication approval form has been obtained for studies of named organizations and people.

All authors have received a final version of the Work, take responsibility for the content and agree to its submission. I/We also warrant that I/We have obtained the necessary permission from the copyright holder/s to reproduce in the article, in all media in all countries, and transmit via all reputable third parties, any materials including tables, diagrams or photographs not owned by me/us. I/We acknowledge that *The Asian Journal of Technology Management* will ensure fair and faithful representation of my/our Work in all media and will take the necessary steps to protect the Work from unlawful copying.

Signed by/on behalf of the author(s) (either hand written or scanned)				
Date:	Month: Year:			

Please fax or mail or email this "exclusive license form" to *The Asian Journal of Technology Management* (ISSN: 1978 6956) c/o School of Business and Management Bandung Institute of Technology JI. Ganesha 10 Bandung 40132 Indonesia Web-page: *http://journal.sbm.itb.ac.id/index.php/ajtm/index* Email: *ajtm@sbm.itb.ac.id* Phone: +62-22-2531923 Fax: +62-22-2504249/+62-22-2510102