[[1]](#footnote-1)

**Sub-Theme: (1-12)**

**Number and Sub-Theme**

Abstract

(Abstract must provide information on the description of topic, theoretical focus, objectives, study area, data and research methods, expected findings and significance. Abstract should be approximately 250 words in length)

Keywords

(Include approximately 5 keywords)

Here introduce the paper including Introduction, Material and Methods, Results and Discussion. The paragraphs continue from here and are only separated by headings, subheadings, images and formulas. The section headings are arranged by number.

Papers which are not submitted according to the format below will not be accepted and will not be in the proceedings. The language of the conference and all submissions is English. Page size is A4 only (letter, legal or other size pages are not accepted). Paper should be ten (10) pages or less. Authors may be required to reduce the size of larger paper.

Use the following table for the heading style and font. Use only one of the following fonts through the article. Restrict heading and subheadings to two levels only.

|  |  |  |
| --- | --- | --- |
|  | **Style** | **Font Type and Size** |
| **Title** | All capitals, Bold, Center | Calibri - 14 |
| **Subtitle** | All capitals, Bold, Center | Calibri - 12 |
| **Author(s)** | Normal, Bold, Center | Calibri - 12 |
| **Affiliation** | Normal, Italic, Center | Calibri - 11 |
| **Main heading** | Normal, Bold, Align left | Calibri - 12 |
| **Sub heading** | Normal, Italic, Align left | Calibri - 11 |
| **Text** | Normal, Justified | Calibri - 11 |

* 1. *Structure*

Files must be in MS Word only and should be formatted for direct printing. Figures and tables should be embedded and not supplied separately.

Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the ‘spellchecker’ function of MS Word. Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main text (including figures and tables), Acknowledgements, References, Appendix. Collate acknowledgements in a separate section at the end of the article and do not include them on the title page, as a footnote to the title or otherwise.

Bulleted lists may be included and should look like this:

* First point
* Second point
* And so on

Please do not alter the formatting and style layouts which have been set up in this template document. As indicated in the template, papers should be prepared in single column format suitable for direct printing.

Do not number pages on the front, as page numbers will be added separately for the preprints and the Proceedings. Leave a line clear between paragraphs.

* 1. *Tables*

All tables should be numbered with Arabic numerals and should be of a size adequate for clear understanding and placed in the text where appropriate. Every table should have a caption. Headings should be placed above tables, left justified. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately. Below is an example which the authors may find useful.

Table 1. An example of a table

|  |  |  |
| --- | --- | --- |
| An example of a column heading | Column A (*t*) | Column B (*t*) |
| And an entry | 1 | 2 |
| And another entry | 3 | 4 |
| And another entry | 5 | 6 |

* 1. *References*

References must be listed at the end of the paper. Authors must ensure that every reference in the text appears in the list of references and vice versa. Should within the main text follow the “(author, year)” format using the surname of the author only. Where there are two authors both should be listed separated by “and”. If there are three or more authors the first should be listed followed by “et al”. All and ONLY the sources referred to in the main text should be included in the references at the end of the document and should be listed alphabetically in the following format:

***Book:*** Alexander, D. (1993). Natural Disasters, UCL Press, London, United Kingdom.

***Book chapter:*** Adams, A. (2001). Tactical Decision Making in Emergency Management. In E.Jones & G. A. Smith (Eds.). Emergency Management Expertise and Decision Making, p.000-000. Mahwah, NJ: Earlbaum.

***Journal Article:*** Brown, B. (2002). An Integrated Framework for Emergency Management. Int. J. Emergency Management, Vol. 1, No. 2, pp.000-000. Inderscience, United Kingdom.

***Conference paper:*** Charles, C. (2001). Formal Representations of Complex Joint Human - Machine Systems: Operational Level Applications. In Proceedings of The Advanced Emergency Management Conference (AEMC 2001), San Diego, CA, USA.

***Websites:*** CRED. (2002). EM-DAT:OFDA/CRED International Database. Centre for Research and Epidemiology of Disasters, Brussels, Belgium. http://www.cred.be.emdat. Last Accessed 15 May 2002.

***Report:*** According to issuing agency’s regulations.

* 1. *Sections heading*

Section headings should be left justified, bold, with the first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented. All headings should have a minimum of two text lines after them before a page or column break. Ensure the text area is not blank except for the last page.

* 1. *General guidelines for the preparation of your text*

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided. Authors are to complete a final full spell check of their papers and complete virus scan using up to-date virus protection software before submission.

* 1. *File naming and delivery*

Please title your files in this order:

“SubThemeNumber\_LastNameof1stAuthor”

For example : “Theme1\_Adams.doc”

Sub theme number, please refer:

|  |  |
| --- | --- |
| **Sub Theme Number** | **Sub Theme** |
| 1 | Sustainable Rural Development |
| 2 | Rural Governance and Policy |
| 3 | Sustainable Agriculture |
| 4 | Migration and Displacement |
| 5 | Rural Natural Resource Management & Spatial Information |
| 6 | Rural Tourism and Regional Development |
| 7 | Rural Planning and Infrastructure |
| 8 | Rural Women and Development |
| 9 | Smart Village & Smart City Innovation and Development |
| 10 | Disaster & Community Resilience and Community Empowerment |
| 11 | Rural Land Management |
| 12 | Creative Kampongs for Economic Development |

* 1. *Footnotes*

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters[[2]](#footnote-2)1. The footnotes should be typed single spaced, and in smaller type size (8 pt), at the foot of the page in which they are mentioned, and separated from the main text by a one line space extending at the foot of the column.

Please do not change the margins of the template as this can result in the footnote falling outside printing range.

1. Illustrations

All figures should be numbered with Arabic numerals (1, 2, 3…). Every figure should have a caption. All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately. In MS word input the figures must be properly coded. Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed at the top or bottom of a page wherever possible, as close as possible to the first reference to them in the paper.

The figure number and caption should be typed below the illustration in 8 pt and left justified [Note: one-line captions of length less than column width (or full typesetting width or oblong) centred]. If two images fit next to each other, these may be placed next to each other to save space. For example, see Fig. 1.

F:\Travail\Seminar\IJJSS 2014 Yogyakarta\File Januari 2014\Figures A and B.tif

Figure 1. (a) first picture; (b) second picture.

1. Equations

Equations and formulae should be typed in Math type, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

 (1)

Acknowledgements

Acknowledgement is optional. Acknowledgements heading should be left justified, bold, with the first letter capitalized but have no numbers. Text below continues as normal.

**Appendix A. An example**

Authors including an appendix section should do so before References section. Multiple appendices should all have headings in the style used above. They will automatically be ordered A, B, C etc.

**References**

Adams, A. (2001). Tactical Decision Making in Emergency Management. In E.Jones & G. A. Smith (Eds.). Emergency Management Expertise and Decision Making, p.000-000. Mahwah, NJ: Earlbaum.

Alexander, D. (1993). Natural Disasters, UCL Press, London, United Kingdom.

Brown, B. (2002). An Integrated Framework for Emergency Management. Int. J. Emergency Management, Vol. 1, No. 2, pp.000-000. Inderscience, United Kingdom.

Charles, C. (2001). Formal Representations of Complex Joint Human - Machine Systems: Operational Level Applications. In Proceedings of the Advanced Emergency Management Conference (AEMC 2001), San Diego, CA, USA.

CRED. (2002). EM-DAT:OFDA/CRED International Database. Centre for Research and Epidemiology of Disasters, Brussels, Belgium. http://www.cred.be.emdat. Last Accessed 15 May 2002.

1. Corresponding author. Tel.: ; fax: .

   *E-mail address:* [↑](#footnote-ref-1)
2. 1 Footnote text. [↑](#footnote-ref-2)