

BULETIN POS DAN TELEKOMUNIKASI

AUTHOR GUIDELINES

POLICES

Focus and Scope

Scientific work/Manuscript that can be published in the Buletin Pos dan Telekomunikasi is in the form of academic papers, research reports, surveys, research briefings, and degree theses, analysis of secondary data, thoughts, theoretical/conceptual/methodological reviews in the field of:

- a. Post: including policy, technology and standardization of postal equipments and services.
- b. Telecommunications: including policy, standardization, market, resources, security, infrastructure and technology either wireless or wired telecommunications, both voice and data communications.

Publication Frequency

Buletin Pos dan Telekomunikasi is published twice a year, i.e., Every June and December.

Peer Review Process

- a. Every Submitted manuscript will go through double blind review process.
- b. The review process considering the novelty, objectivity, methodology, scientific impact, conclusions, and references
- c. Reviewers have to provide written feedback in a timely manner on the benefits of scientific and scientific value of the work
- d. Avoid personal comments or criticism
- e. Notify the editor immediately if unable to review in a timely manner and if possible, provide the names of other potential reviewers
- f. Pay attention to ethical concerns, such as the substantial similarity between the last text and any text papers published or submitted to another journal.
- g. Ensure that articles published comply with the standards of the journal
- h. Protect readers from incorrect or flawed research and studies that cannot be validated by others
- i. The review process focuses on the following aspects:
 - The suitability of the topic of the article.
 - The fulfillment of required standards.
 - The research methodology.
 - The benefits of research for the development of technologies and policies in Postal and Telecommunications.

GENERAL REQUIREMENTS

Actuality

Buletin Pos dan Telekomunikasi prefers articles addressing actual or hot issues in the society, and avoids articles discussing old or less-attractive matters to the public.

Straightforward Language

Buletin Pos dan Telekomunikasi prefers articles showing ideas or thoughts in clear and unambiguous statements. The usage of poorly understood languages leads to confused readers.

Novelty and Innovation

Buletin Pos dan Telekomunikasi finds articles having novelty. Novelty can be observed as an original idea which has not been published by others, or as an upgrade of existing methods/theories/concepts, using actual and accurate data.

Original Idea/Thought

Buletin Pos dan Telekomunikasi is opened for original ideas/thoughts and is closed for plagiarism

Article submission

At least one author must have an account at <http://online.bpostel.com>. The manuscript is submitted through the website after logging in. All ongoing processes can be monitored through the author's account. If the authors finds any problems or difficulties, please contact the editor via email at redaksi@bpostel.com.

PREPARING MANUSCRIPTS

Template

For paper submission, authors should follow BPostel Journal template that can be found at:

<https://online.bpostel.com/index.php/bpostel/pages/view/files>

Copy and paste your paper contents to the template. Paper not prepared in accordance with author guidelines and template with number of mistakes will have to be pre-rejected by Editor.

If your article includes any Videos and/or other Supplementary material, this should be included in your supplementary file at initial submission for peer review purposes.

Word Processing Software

The submission should be in Microsoft Office (.doc/.docx). It should be prepared in A4 paper (210 mm x 297 mm) using 21 mm for left and right margin, 23 mm for top margin, and 20 mm for the bottom margin. No need to alter page number in this template as the page number will be reordered at preprinting process. The whole manuscript body should be in one column, using font type Times New Roman (TNR), font size 11, first line indent 5 mm, and 1.15 line spacing. 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.

THE STRUCTURE OF MANUSCRIPT

The manuscript should contain at least 4.000 words and should not exceed 20 pages including embedded figures and tables, and appendices (if any). The article should be structured with the following order:

Title

Every first letter on the title should be in capital and bold. The title is placed on the first page, with a maximum of 15 (fifteen) words, Times New Roman font, and size 16. The title must reflect the article contents, effective, does not contain abbreviations, nor any ambiguous meanings.

Author Name, Address, and Email Address

The author's full name is typed under the title of the paper without academic title as well as academic position. The author's institution name, institution address, and email address are written under the author's name. If the author is more than one person and comes from different institutions, use superscripts to distinguish.

Abstract

The abstract contains the essence of the article and includes a brief content summarizing background, objectives, methods, and study results or findings. The abstract is written in one paragraph, should consist of 150-200 words, and written in Times New Roman font of size 9 (nine) with single line spacing.

Keywords

Keywords are 3-5 words or phrases and contain essential words of the paper and do not contain

abbreviations. The keywords should be placed under the abstract.

Introduction

It includes Background, Research Problems, and Research Objectives.

Literature Review

It describes the literature review/study, including relevant theoretical studies and previous research results in order to develop hypotheses or research propositions and research models (if necessary)

Method

It contains the design/model, variable's measurements and operational definitions, samples and data, place and time, data collection techniques, and data analysis techniques/methods

Result and Discussion

It contains research analysis and the findings of the research. Results should be clear, concise and not in the form of raw data. Discussion should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature. BPostel will do the final formatting of your paper.

Conclusion

It includes a summary of the results and should lead the reader to important matter of the paper. The conclusion may consist of author suggestions, recommendations, as well as research implication. Write conclusion, suggestion and/or recommendation in narrative form (avoid of using bulleting and numbering)

Acknowledgment

It is highly recommended to acknowledge a person and/or organizations helping author(s) in many ways. Sponsor and financial support acknowledgments should be included in this section. Should you have lots of parties to be acknowledged, state your acknowledgments only in one paragraph. Avoid of using bulleting and numbering in this section

References

- References must be written in APA-Style format and it is mandatory to use a reference manager application, such as Mendeley, Zotero, EndNote, etc.
- The number of references are not less than 10 with at least 8 primary references. Primary references are include journal, thesis, dissertation and all kinds of research reports. All references must published within last 7 years
- When references are obtained from the internet, it is not allowed to cite from wikipedia, personal blog, or non-scientific website. The website must be reliable
- Bibliography must be sorted by author name in ascending order
- Authors are not allowed to include a reference in the form of footnotes or endnotes.

ADDITIONAL REQUIREMENTS

Heading

Authors are allowed to write heading up to level 3. The provision should follow these rules:

- Heading 1: Times New Roman 11, bold, left-aligned
 - Heading 2, Heading 3: Times New Roman 11, left aligned
 - Numbering using Arabic numerals, with the following format:
 - 1. (Style : BPostel Heading 1)
 - 1.1 (Style : BPostel Heading 2)
 - 1.1.1 (Style : BPostel Heading 3)
-

Should you needs more numbering style, please refer to this rule:

- a.
 - 1).
 - a).
 - b).
- 2).
- b.

It is prohibited to use "bullets" in entire manuscript.

Figure

Each figure has to be accompanied with a clear and concise caption and a sequential number indicating the order of figures. Figure's number does not include chapter/section number (e.g., Figure 1, Figure 2, etc.). The number and title are written below the figure with the center position (center justified). The image source is enclosed in brackets following the figure title. The image resolution should be at least be 300 dpi and can easily understood with a size proportional to the page size.

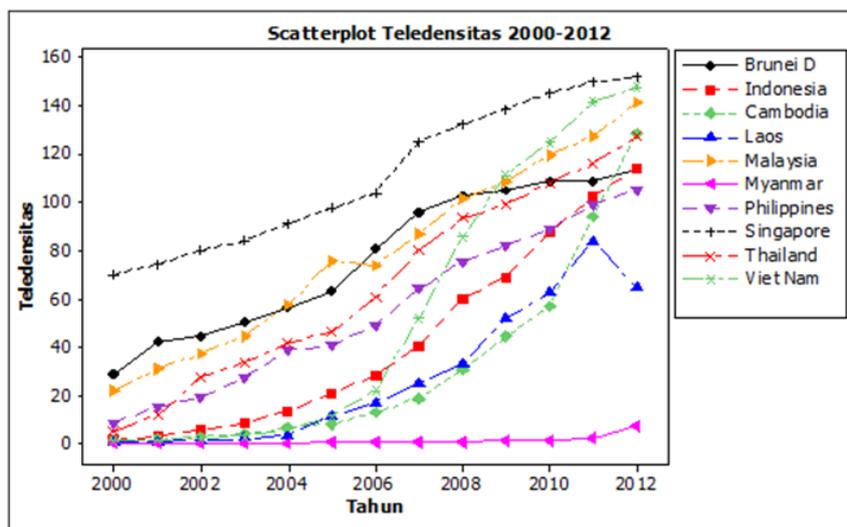


Figure 1. Teledensity of ASEAN countries 2000-2012 (ITU-D ICT statistics, 2013)

Table

Each table has to be accompanied with a clear and concise caption and a sequential number indicating the order of tables. Table's number does not include chapter/section number (for example, Table 1, Table 2, etc.). The table number and title are written above the table with the center position (center justified). The table should be presented without vertical lines. The table source is placed under the table with the left position (left-justified). Tables must be editable

Table 1. The Channeling of VHF Television

Channel No.	Frequency Cap	Video Frequency (MHz)	Audio Frequency (MHz)
4	174 – 181	175,25	180,75
5	181 – 188	182,25	187,75
6	188 – 195	189,25	194,75
7	195 – 202	196,25	201,75
8	202 – 209	203,25	208,75
9	209 – 216	210,25	215,75
10	216 – 223	217,25	222,75
11	223 – 230	224,25	229,75

Source: (Direktorat Spektrum Frekuensi Radio dan Orbit Satelit, 2005)

Mathematical Equation/Formula

The mathematical equation should be written clearly, and must be numbered without including the number of chapters and equipped with information as needed.

The examples of writing bibliography in APA style

Book with a single author

Latan, H. (2012). *Structural Equation Modeling, Konsep dan Aplikasi menggunakan program Lisrel 8.80* (Kesatu., p. 37). Bandung: CV Alfabeta

Book with more than one author

Sarwono, J., & Budiono, H. (2012). *Statistik Terapan, Aplikasi Untuk Riset Skripsi, Tesis dan Disertasi menggunakan SPSS, AMOS dan Excel* (Kesatu., p. 56). Jakarta: PT Elex Media Komputindo.

Translation

Cushing, B.E (1991). *Sistem Informasi Akuntansi dan Organisasi Perusahaan*. Edisi ke 3. Diterjemahkan oleh : Kosasih. Jakarta : R. Erlangga

Thesis, Disertation

Basit, A. (2009). *Dimensioning of LTE Network Description of Models and Tool , Coverage and Capacity Estimation of 3GPP Long Term Evolution radio interface*. Helsinki University of Technology

Journal (printed version)

Ariansyah, K. (2013). Proyeksi Pertumbuhan Jumlah Pelanggan Radio Trunking Terrestrial dengan Analisis Runtun Waktu. *Buletin Pos Dan Telekomunikasi*, 11(1), 77–92.

Journal (online version)

Ariansyah, K. (2015). Estimasi kebutuhan spektrum untuk memenuhi target rencana pita lebar Indonesia di wilayah perkotaan. *Buletin Pos Dan Telekomunikasi*, 13(2), 115–132. doi:10.17933/bpostel.2015.130202

Proceeding

Liu, Y., Yan, S., & Yang, O. (2012). Cooperative Spectrum Detection Technology. In *Proceedings of the 2nd International Conference on Computer Application and System Modeling* (pp. 324–327). Paris, France: Atlantis Press. doi:10.2991/iccasm.2012.81

Oline Documents

Creswell, J. W. (2003). *Research Design : Qualitative, Quantitative. and Mixed Methods Approaches*. Sage Publications, Inc. Sage Publications, Inc. Retrieved September 12, 2013, from http://isites.harvard.edu/fs/docs/icb.topic1334586.files/2003_Creswell_A Framework for Design.pdf

Website

McCall, T. (2015). Understanding the Chief Data Officer Role. Retrieved November 15, 2015, from <http://www.gartner.com/smarterwithgartner/understanding-the-chief-data-officer-role/>

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ETHICAL STATEMENT

Title of article : _____

Complete List of Author(s) : _____

I (We) hereby confirm that:

1. The article I(we) have submitted to the Buletin Pos dan Telekomunikasi for review is original, has been written by the stated author(s) and has not been published elsewhere.
2. The article is not currently being considered for publication by any other journal and will not be submitted for such review while under review by this journal.
3. The article contains no libelous or other unlawful statements and does not contain any materials that violate any personal or proprietary rights of any other person or entity.
4. We have obtained written permission from copyright owners for any excerpts from copyrighted works (if any) that are included and have credited the sources in our article.
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Date : _____
