**WRITING GUIDELINES OF SUSTAINABILITY SCIENCE AND RESOURCES JOURNAL**

This guideline provides the format to write literature review manuscript that can be used by authors to write their manuscripts in SSR Journal. Literature review is an objective, critical summary of published research literature relevant to a topic under consideration for research, which in SSR Journal is related to sustainability and SDGs. The manuscript published to SSR Journal is written in English, can be American or British spelling, as long as consistently used. The manuscript should use paper size A4 (210 x 297 mm) with top & bottom margins are 3 cm and right & left margins are 2 cm.

The manuscript should not exceed 5000 words, excluding keywords, tables, figures, footnotes, references and appendices and written within one column. All parts of the manuscript should be single-spaced and typed in Times New Roman with font size 12. The manuscript should be submitted with editable formats (e.g., MS Word).

The manuscript should contain reliable and clear information. The manuscript should be related to sustainability and SDGs, which are:

|  |  |
| --- | --- |
| 1. No poverty
 | 1. Reduced inequalities
 |
| 1. Zero hunger
 | 1. Sustainable cities and communities
 |
| 1. Good health and well-being
 | 1. Responsible consumption and production
 |
| 1. Quality education
 | 1. Climate action
 |
| 1. Gender equality
 | 1. Life below water
 |
| 1. Clean water and sanitation
 | 1. Life on land
 |
| 1. Affordable and clean energy
 | 1. Peace, justice and strong institution
 |
| 1. Decent work and economic growth
 | 1. Partnerships for the goals
 |
| 1. Industry, innovation and infrastructure
 |  |

Submission Checklist:

1. Cover letter
2. Title page
3. Full manuscript (max 5000 words)
4. Acknowledgement
5. Supplementary materials (if any)
6. Declarations

In using this template, please also refer to the guidelines stated in SSR Journal’s website or kindly check it on <https://journalssr.com/index.php/ssr/submission>

**COVER LETTER**

Day, dd-mm-yyyy

To Editor-in-Chief

Sustainability Science and Resources (SSR) Journal

Subject: Submissions of Review for Publications in Sustainability Science and Resources

Dear Editor of SSR Journal,

Following to the subject above, I/we\* would like to submit a Review manuscript entitled [input manuscript title] by [input author(s)’s name] for consideration of publication in Sustainability Science and Resources Journal.

This manuscript is related with sustainability and/or Sustainable Development Goals (SDGs) which is [input the SDGs that is related with the manuscript] and explains about [input a brief explanation of the manuscript: summarize the manuscript’s problem/gap and main manuscript’s findings].

Kindly address all correspondence concerning to this manuscript to [email address]. I/We\* look forward to hearing from you in due course. Thank you for your consideration of this manuscript.

Sincerely,

[Signature of Corresponding Author]

[Corresponding Author Name]

[Corresponding Author Address]

[Corresponding Author Email]

Notes:

\*Choose the one that is suitable.

**Title Page**

**TITLE, MAXIMUM 15 WORDS, AVOID ABBREVIATIONS AND EQUATIONS (TIMES NEW ROMAN 12, UPPERCASE, CENTERED, BOLD)**

(enter for two single-spaced, 12 pt)

Main Author’s Name1, Second Author’s Name 2, Corresponding Author’s Name\* (Times New Roman 12, Centered)

1Affiliation names, address, city, country

2Affiliation names, address, city, country

\*Affiliation names, address, city, country (Times New Roman 12, Centered, If all authors come from one affiliation, no need to input superscript 1,2,etc)

(enter for two single-spaced, 12 pt)

Received: dd-mm-yyyy, Accepted: dd-mm-yyyy, Published: dd-mm-yyyy (Fill by editors)

**Manuscript (without Author Details)**

**TITLE, MAXIMUM 15 WORDS, AVOID ABBREVIATIONS AND EQUATIONS (TIMES NEW ROMAN 12, UPPERCASE, CENTERED, BOLD)**

*(enter for two single-spaced, 12 pt)*

 **ABSTRACT (TIMES NEW ROMAN 12, UPPERCASE, CENTERED, BOLD)**

Abstract should be written in Times New Roman, font size 12 pt, single-spaced, one column and justified. Abstract consists of a brief paragraph that reflects all aspects of the manuscript, such as the manuscript’s background, objectives, methods, results, discussion and conclusions. References and mathematical equations should be avoided, meanwhile abbreviations must be defined at the first mention in the Abstract itself. American or British spelling is allowed as long as it is consistently used. Abstract should not exceed more than 300 words.

**Keywords**: input a maximum of seven keywords, Times New Roman 12

*(enter for two single-spaced, 12 pt)*

**INTRODUCTION (TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

Introduction should be written in Times New Roman, font size 12 pt, single-spaced, one column and justified. Introduction explains the topic and the scope of related literature that is being reviewed. If there are any exclusions in reviewing the literature, Author to also write it in the introduction section. Sufficient background and the objectives of reviewing the literature is also written in this section.

Introduction should consist of the problems/gaps that want to be solved/discussed and the importance of those problems/gaps to be solved/discussed. The objectives consist of concise statements that want to be achieved in this manuscript. Author(s) can also write the expected output of this manuscript in the introduction.

**METHODS (TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

Methods should be written in Times New Roman, font size 12 pt, single-spaced, one column and justified. Methods explain the methodology/approach used in this manuscript including the data or materials’ sources. Describe the data or materials used in this manuscript, the place, and the time (day, month, or year) related to this manuscript. It is also recommended to Author to explain why the selected methodology is used.

**RESULTS AND DISCUSSION (TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

Results and Discussion should be written in Times New Roman, with a font size of 12 pt, single-spaced, one column, and justified. Author to present, explain and discuss the review’s results. The results should be described concisely and can be presented by text, table(s), figure(s), or graph(s). It is best that the results are described to answer the manuscript’s objectives. Any symbols used in the results must be described clearly, and any abbreviations must be defined at the first mention. Results and discussion can be written as two separate sections.

All tables must be provided in editable text in Times New Roman, font size 11 pt, not as images. Number and caption of each table are required at the top of each table. The caption must be written in Times New Roman, font size 11 pt, and the number should be consecutive throughout the article. If the tables have sources, the sources must be written below each table. Tables can be placed next to the relevant text in the article. All symbols and abbreviations must be explained concisely below each table prior to the table’s source (if any). Vertical rules and shading in table cells must be avoided.

*(enter for one single-spaced, 12 pt)*

Table 1. Forest wood production

|  |  |
| --- | --- |
| Forest wood type | Forest wood production per year (m3) |
| 2018 | 2019 | 2020 |
| Round wood | 47966365 | 45840236 | - |
| Sawn wood | 2078551 | 2529113 | 2581435 |
| Plywood | 4213557 | 4157686 | 3862923 |

Source: Badan Pusat Statistik, 2022.

*(enter for one single-spaced, 12 pt)*

All figures in the manuscript must be numbered and captioned below each figure. The caption must be written in Times New Roman, font size 11 pt, centered on the figures, and the number should be consecutive throughout the article. Ensure all figures are clear and readable with appropriate sizes and sufficient resolutions. Explanation of all symbols and abbreviations used in each figure must be provided after the caption. If the figures have sources, the sources must be written below the figures/graphics/illustrations prior to the caption. Place each figure closer to the relevant texts in the article.

*(enter for one single-spaced, 12 pt)*



Source: Badan Pusat Statistik, 2022

Figure 1. Forest wood production

*(enter for one single-spaced, 12 pt)*

 All equations must be numbered on the right side of each equation and placed in the relevant text throughout the article. Please create all equations as editable forms using the word processor, not as images copied from other sources. Explanations of all symbols, letters, and numbers in each equation must be provided immediately below the equation.

*(enter for one single-spaced, 12 pt)*

 (1)

*(enter for one single-spaced, 12 pt)*

Use footnotes sparingly with consecutive numbering throughout the article. Footnotes menu in word processor software can be used to create the footnotes in the text. Do not use footnotes for referencing purposes. Please also use logical connections and transitions to connect sources.

**CONCLUSIONS (TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

The main conclusions should be explained concisely in a short paragraph describing the problem/gap, the objectives and the key findings of the review. Conclusions should not explain about rewriting or summarize the discussion of the manuscript. Authors can also write their suggestion based on the review’s results/findings on this section.

**REFERENCES (TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

References should be written in Times New Roman, font size 12 pt, single-spaced, one column and justified. Please use Harvard reference formatting style. Every reference cited in the text must be presented in the reference list and vice versa. The reference list must be in alphabetical order. Unpublished sources and personal communications should not be included in the reference list, but might be footnoted in the text.

Please ensure all data presented in the references are correct. Be careful with errors when copying references. Using reference management software (e.g., EndNote) is recommended to generate the references. All online materials (e.g., book, journal, article, report, blog, data, etc) must present DOI or web link where the material is available and the accessing date. The examples of citation and references can be seen in SSR Journal’s website on <https://journalssr.com/index.php/ssr/about/submissions>

**APPENDICES (TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

Include all relevant appendices.

**ACKNOWLEDGEMENTS (TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

Acknowledgements should be written in one paragraph in Times New Roman, font size 12 pt, single-spaced, one column, justified and not more than 100 words. This section consists of list all funding sources, individuals and institutions that help and facilitate the study financially, technically and substantively.

**SUPPLEMENTARY MATERIALS** (if any) **(TIMES NEW ROMAN 12, UPPERCASE, JUSTIFIED, BOLD)**

Supplementary materials can be published with the article. The format and layout of published supplementary materials will appear as they are submitted. Each supplementary material must be consecutively numbered and captioned.

**DECLARATION**

Day, dd-mm-yyyy

To Editor-in-Chief

Sustainability Science and Resources (SSR) Journal

Subject: Declaration of Review for Publications in Sustainability Science and Resources

Dear Editor of SSR Journal,

Following to the subject above, I/we\* would like to declare that the Review manuscript entitled [input manuscript title] by [input author(s)’s name] is original and the work and/or words of others used in the manuscript has been appropriately cited or quoted. Also, the manuscript is written under all related-parties’ consents. The submitted manuscript has not been published before and is not currently being considered for publication elsewhere.

All authors have followed publication ethics in the making of this manuscript and agree to participate in publication process as well as to open all data and materials if needed. As Corresponding Author, I confirm that the manuscript has been read and approved for submission by all the named authors.

I/We\* know of no conflicts of interest associated with this publication, and there has been no significant financial support for this work that could have influenced its outcome. (Please use this statement if there are no competing interests)

I/We\* declare the following financial interests/personal relationships which may be considered as potential competing interests, that are …. (Please use this statement if there are any potential competing interests. Authors to write the potential competing interests)

Sincerely,

[Signature of Corresponding Author]

[Corresponding Author Name]

[Corresponding Author Address]

[Corresponding Author Email]