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Article Title (Lustria 14pt, Capital, Bold, Spasi 1.15, Center Align)
(SubTitle, Lustria 12pt, Sentence Case, Regular)

First author¹, Second author², Third author³

(Lustria 10pt, Capitalize Each Word, Spacing 1,15, Regular)

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Abstract [Lustria 11 pt, Bold, Italic, English]

An abstract is an important instrument of a research article to help readers understand resumes, summaries and other terms. The abstract is the essence of a research article. The abstract should contain the background of the problem, research objectives, methods used, description of research results, conclusion of results written in refined Indonesian language rules. (Abstract writing using Indonesian 150-250 words: Lustria 10 pt, Spacing 1.15, Regular, and Justify)

Keywords: keyword #1; keyword #2; keyword#3 [Lustria 8pt, Single, Italic, English]

INTRODUCTION (Lustria 12pt, Capital, Bold)

The introduction is a scientific article that begins, containing in detail how to build a sustainable research process. In general, the introductory section contains; background on issues, problems, urgency, novelty of research, literature review, research rationalization, research objectives and contributions. Article writing begins on the second sheet after writing the abstract. (Article length between 800-1500 words: Lustria 11pt, Spacing 1,15, Sentence Case, Regular, Justify)

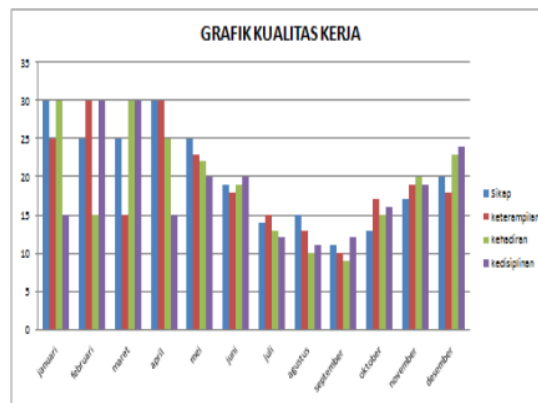


Figure 1. Explanation of the image

(Source: Description of the source the image was taken from) Lustria 11pt, Center

METHOD (Lustria 12pt, Kapital, Tebal)

This section contains research methods, data sources and research systematics used. Methods are always related to approaches and disciplines or theories. Writing systematics explains how part by part is presented in scientific research. Research systematics are used to explain to readers how to think and research flow. (Lustria 11pt, Spacing 1,15, Sentence Case, Regular, Justify)

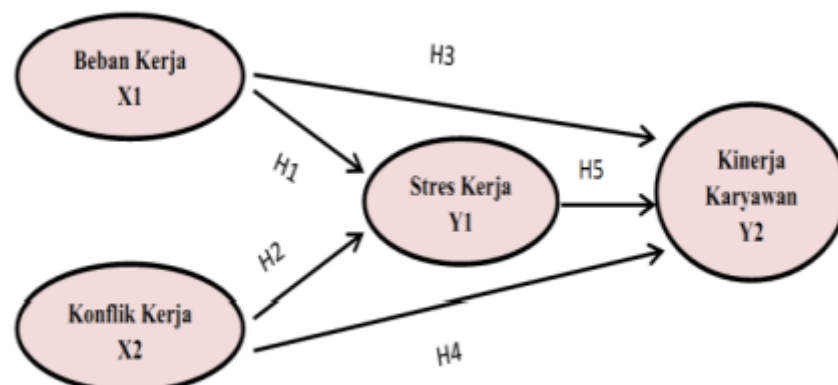


Chart 1. Example of a Research Mindset Scheme

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RESULTS AND DISCUSSION (Lustria 12pt, Capital, Bold)

This section presents the results of research analysis and explains the results of data processing, interpreting findings logically and linking them to relevant reference sources (can be equipped with tables, graphs/images or charts). (Lustria 11pt, Spacing 1,15, Sentence Case, Regular, Justify)

CONCLUSION (Lustria 12pt, Capital, Bold)

The conclusion is the closing part of a research article. The conclusion is not a summary of the previous chapters. The conclusion describes the answer to the research question or the formulation of the problem that is the aim of the research. The description of the conclusion no longer requires written sources or references. In addition, recommendations are outlined that are useful practically and theoretically for further research. (Maximum 100 words used in 1 paragraph: Lustria 11pt, Spacing 1,15, Sentence Case, Regular, Justify)

BIBLIOGRAPHY (Lustria 12pt, Capital, Bold)

The bibliography contains sources cited in the body of the article and does not contain sources that are not referenced in the body of the article. The minimum bibliography number is 20 references, and a period spanning the last 10 years is recommended for primary sources. The format for writing citations and bibliography used in the Journal of Applied Administrative and Social Studies (EVOKASI) is APA 6th Edition (American Psychological Association), and we strongly recommend authors to use a citation manager such as Mendeley or Zotero. (Lustria 11pt, Spacing 1,15, Sentence Case, Regular, Justify)

For Academic Journals: (APA Style)

Krasnova, H., Widjaja, T., Buxmann, & Benbasat, I (2022). Electronic Records Management Implementation: Factors Affecting Organizational Readiness. *Journal of Information and Knowledge Management*, 21(1), 76-84.

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Enrico, A., Aron, R., & Oktavia, W. (2021). *Technology-Based Electronic Archive Management*. New York: McGraw-Hill Education.

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Hashina. 2021. What is Management? Definition, Elements and Functions. Available at: <https://tirto.id/apa-itu-manajemen-pengertian-elemen-dan-functionnya-gala>. March 28, 2022.

Official Government Documents:

Law Number 43 of 2009 concerning Archives.