

Title

- Write your title under the bold font heading “Title”
- The title should specify for readers what your report is about, in no uncertain terms
- It is best to use generic terms in the title, unless the focus of the report is on a specific device, product, or procedure
- If you are writing a case report, then the title should designate this (for instance, “...: A Case Report”)
- If you are writing a systematic review or meta-analysis, then these terms should be used in the title

[Delete these instructions after you have used the information]

Sample of the Title

Ecological citizenship pedagogies in Indonesia. Hope and challenges

ABSTRACT

The abstract should be between 150-200 words. The title "ABSTRACT" is in Calibri, font size 12 while the contents of the abstract are in font size 11. Make sure your abstract is in single spacing and is justified.

Keywords: *State five keywords and italicize. Also in Calibri, font size 11.*

INTRODUCTION

The introduction title and content should be in Calibri, font size 12. Please make sure your article meets the word count requirement of 4000 –7000 words (excluding abstract, biodata and list of references). Your article may be returned to you if these requirements are not met.

The first paragraph in each section should be left-aligned and each following paragraph should be indented. Text should be single-spaced with no space between paragraphs.

LITERATURE REVIEW

Subheadings are italicized and left-aligned

a. For lower level headings, use a,b,c

METHODS

RESULTS AND DISCUSSION

If your article contains quotations, the quote is indented once, left and right. The following is an example of the format:

Meanwhile, some informants stated the fundamental assumption that informed newspaper double standard. According to Informant Y17, "Newspapers sometimes take side with a group that is linked to the publisher. So, others feel cheated and decide to react". Also, Informant Y15, argued that:

Media do show open support to any ethnic group which is not too good where there are multi-ethnic groups...ethnic group that is not within the interest of newspapers is usually tagged negatively and exposed on every atrocity. While an ethnic group that is close to the newspapers is usually protected and cover up on any incident (Informant Y15).

In what seems to be a new twist to the issue, some of the informants directly accused some national newspapers that are based in the South-West of double standard, which implies that the location of a newspaper has impact on its coverage and that one of the Yoruba ethnic group, Oodua People's Congress, based in the South-West, is being treated as a sacred cow.

Example of table formatting:

Table 1: Information seeking behaviours among young women

Item	Mean	Std Deviation
In information seeking I am willing to spend maximum amount of time	5.07	1.37
I am willing to pay for relevant information	4.89	1.25
In acquiring information I make use of informal resources of information as well (family, media, friends)	4.44	1.52
I plan my strategy of seeking in catalogs, databases, and internet in advance	3.88	1.47

Tables should be centered, with titles located at the top of the table. Font style and size are Calibri, 10 for both table title and table contents. Please make sure your tables are legible and do not exceed page margins.

Example of format of figures:



Figure 1: Title of figure is located at the bottom and centered

Figure titles are also in Calibri 10. The figure must be centered and must not exceed page margins.

CONCLUSION

The concluding statement should contain a summary and a suggestion. The summary should exemplify the answers provided to the hypothesis and/or research objectives or acquired findings. The summary should not contain repetition of research results and discussions, and it should instead contain a summation of research results and findings as expected in the research objective or hypothesis. The suggestions should present matters that will subsequently be conducted in relation to the research's ensuing concepts

ACKNOWLEDGEMENT (if any)

Individuals who do not meet the recommended requirements for authorship but have provided a valuable contribution to the work should be acknowledged for their contributing role as appropriate to the publication.

FUNDING STATEMENT

The funding or grant-awarding bodies are acknowledged in this separate paragraph. For single agency grant: "This work was supported by the [Name of Funding Agency] under Grant [number xxxx]. If the work does not receive funds, the author(s) should state, "This work does not receive funding."

ETHICAL APPROVAL

This section includes the appropriate ethics approval from the author(s) related to the research. If the work obtains one, please write, "This study was approved by the Ethics Committee (approval no. XYZ123)." If the work does not need any ethics approval, the author(s) should state, "There is no ethics approval needed because *REASON*."

DISCLOSURE STATEMENT

In this section, the authors need to declare any potential issues of interest that may interfere with the study's objectivity. If they have no conflict of interest, they also need to declare their absence by writing, "The author(s) do(es) not have any potential conflict of interest to disclose."

REFERENCES

References are to be put onto a **new page**. Please follow the APA format. Example:

Kotler, P. & Keller, KL. (2012). *Marketing management*. New York: Prentice Hall.

References

All references mentioned should be written down in reference using American Psychological Association (APA) style and arranged from A to Z. It should include more than 25 references obtained from primary sources (consisting of scientific journals amounting to 80% of the entire bibliography) that have been published in the last 10 (ten) years. The remaining 20% may include research articles or research reports (thesis, books, and other relevant publications). **PLEASE USE MENDELEY**

References

Book with single author

Reference:

Anderson, B. (1983). *Imagined communities*. Verso.

In-text: (Anderson, 1983)

Book with two author

Reference:

Creswell, J. W., & Poth, C. N. (2018). *Qualitative inquiry & research design: Choosing among five approaches*. SAGE Publications.

In-text: (Creswell & Poth, 2018)

Book with three author or more

Reference:

Dwee, D., Dion, H. B., & Brown, I. S. (2012). *Information behaviour concept: A basic introduction*. University of Life Press.

In-text: (Dwee et al., 2012)

Chapter or Article in Edited Book

Reference:

Hermann, M. G. (2008). Content analysis. In A. Klotz & D. Prakash (Eds.), *Research methods series. Qualitative methods in international relations* (pp. 151–167). Palgrave Macmillan.
In-text: (Hermann, 2008)

Journal Article with DOI

Reference:

Kusumaningrum, D. (2016). Interdependence versus truth and justice: lessons from reconciliation processes in Maluku. *Jurnal Ilmu Sosial dan Ilmu Politik*, 20(1), 34-49.
<https://doi.org/10.22146/jsp.17998>

In-text: (Kusumaningrum, 2016)

Journal Article with URL

Reference:

Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability*, 31(1): 24-58.
<https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31>

In-text: (Ahmann, 2018)

Newspapers article

Reference:

Fung, M. (2006, December 12). Asthma rates increasing. Winnipeg Free Press, pp. C4.

In-text: (Fung, 2006)

Newspaper article with URL

Reference:

Harris, M. (2011, August 16). Grades improve if classes start later, studies find. *The Calgary Herald.Herald*. <http://www.calgaryherald.com/>

In-text: (Harris, 2011)

Website

Reference:

Buzan, T. (2007). Mind maps. Retrieved September 3, 2009, from http://www.buzanworld.com/Mind_Maps.ht

In-text: (Buzan, 2007)

Book translation

Reference:

Mancusa, S., & Viola, A. (2015). Brilliant green: The surprising history and science of plant intelligence (*J. Benham, Trans.*). Washington, DC: Island Press.

In-text: (Mancusa & Viola, 2015)

Unpublished Thesis

Reference:

Neo, M. C. (2000). *The role of education as a process of human release from various problems of life* [Unpublished M.Appl.Psy. thesis]. University of Life.

In-text: (Neo, 2000)

Published Thesis

Reference:

May, B. (2017) *A survey of radial velocities in the zodiacal dust cloud*. Canopus Publishing.

In-text: (May, 2017)