

Instructions/Template for Preparing Manuscript for Journal of Vocational Studies on Applied Research (2026 Version) ← (14pt, bold)

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Abstract (← 12pt, Times New Roman)

The abstract should be clear, concise, and descriptive. The abstract should stand alone, meaning that no citation and figures and equation format in the abstract. Consider it as the advertisement for your article. The abstract should tell the prospective reader what you did and highlight the key findings. This abstract should provide a brief background of the problem (preferably 1-2 sentences), clear objective of the paper, research method in short, and a summary of results/findings (not discussion), and short conclusion. Avoid using technical jargon and uncommon abbreviations. The abstract must be accurate, brief, clear and specific. Use words which reflect the precise meaning. The abstract should be precise and honest. Please follow word limitations (should be: 150-250 words). The abstract must contain: **short backgrounds why does this research is important (if any, maximum 2-3 sentences), clear short objectives, short methods, results or findings (not discussion), and conclusion.** (← 12pt, Times New Roman).

Keywords: (← 12pt, Times New Roman)

Maximum of 5 keywords separated by semicolon (;), crucial to the appropriate indexing of the papers, are to be given. e.g.: Artificial Intelligence; Genetic Algorithm; Fuzzy Logic; ...

1. Introduction (← 12pt, Times New Roman)

In Introduction, Authors should state the **objectives of the work** at the end of the introduction section. Before the objective, Authors should provide an **adequate background** (maximum 1 paragraph), and **very short literatures survey/review** in order to record the existing solutions/method, to show which is the best of previous researches, to show the main limitation of the previous researches, to show what do you hope to achieve (to solve the limitation), and to show the scientific merit or novelties of the paper. Avoid a detailed literature survey or a summary of the results. Do not describe literature survey/review as author by author but should be presented as a group per method or topic reviewed which refers to some literatures.

One of examples of novelty statement or the gap analysis statement in the end of Introduction section (after state of the art of previous research survey):

“..... (short summary of background) (put here state of the art or overview of previous research similar to this research) A few researchers focused on There have been limited studies concerned on Therefore, this research intends to The objectives of this research are”.

or

“..... (short summary of background) (put here state of the art or overview of previous research similar to this research) A few researchers focused on There is no researcher concerned on Therefore, this research focuses on Therefore, this research is aimed to”.

etc.

2. Materials and Methods

Materials and methods should make readers be able to reproduce the experiment. Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. Do not repeat the details of established methods.

For the chemicals, please provide details of brand and purity (example: CaO (Merck, 99.5%)). All main analytical equipment / instruments should be typed clearly, including

brand, type/model, column type (if any), Gas Chromatography programming, and procedures. Example: *“The GC analysis was carried out on Shimadzu GC-17A and Varian 3900 devices in the programmed mode from 70 to 280 °C with heat rate 5 °C/min with use of a capillary column of CS-Chromatography Service of Type FS-OV-1-CB-0.25”*

3. Results and Discussions

Results should be clear and concise. **The results should summarize (scientific) findings rather than providing data in detail.** Please highlight differences between your results or findings and the previous publications by other researchers. The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

In discussion, it is the most important section of your article. Here you get the chance to sell your data. Make the discussion correspond to the results, but do not reiterate the results. Often should begin with a brief summary of the main scientific findings (not experimental results).

The following components should be covered in discussion: (a) How do your results relate to the original question or objectives outlined in the Introduction section? What is your finding of research? (**what/how**)? (b) Do you provide scientific interpretation for each of your results or findings presented? This scientific interpretation must be supported by valid analysis and characterization (**why**)? (c) Are your results consistent with what other investigators have reported (**what else**)? Or are there any differences? Comparison your results with other researcher results is required.

3.1 General Organization of the Paper

The paper will be published in JVSAR journal after the peer-reviewed process and a final decision of "Accepted" article was made by the Editor. The final paper layout will be produced by the Editorial Office of JVSAR journal. The final paper layout in PDF type, known as *“Uncorrected Proof”*, should be corrected by Author through the Proofreading by the Authors. This uncorrected article in PDF form will be pre-published first in *“Article in Press”* section. Once the uncorrected proof was corrected properly by Authors, the final

article version will be finalized and pre-published in "*In Progress Issue*" of respected volume-issue number.

Manuscript content should, in general, be organized in the following order: *Title; Authors Name; Authors Affiliation; Abstract; Keywords; Introduction; Materials and Methods; Results and Discussion; Conclusions; Acknowledgments; and References*. Please include a Covering Letter in a separated document file containing your summary of scientific findings and uploaded in Supplementary Files.

3.2. Section Headings

Three levels of heading are allowed as follows: (a) Level 1 (Heading1 format) - 12pt, Times New Roman bold, left justified; (b) Level 2 (Heading2 format) - 12pt, Times New Roman bold, left justified; and (c) Level 3 (Heading3 format) - 12pt, Times New Roman bold italic, left justified.

3.3. Body Text

The body of the text is a set of body text paragraphs defined as follows: (a) 12pt Times New Roman; (b) One-half space, defined as 12pt; (c) Spacing after the heading is 3pt; (d) Spacing before the new heading is 12pt; (e) Indentation for the first line is 1 cm.

3.4. Bullets

Bullet and numbering within body text are not allowed. All sentences should be typed in descriptive paragraph format.

Table 1. Formatting rules

Object	Font	Alignment	Space above	Space below
Title	14pt bold	centered	0pt	12pt
Author(s)	12pt bold	centered	12pt	12pt
Addresses	12pt italics	centered	0pt	0pt
Heading1	12pt bold	left	12pt	3pt
Heading2	12pt bold	left	6pt	3pt
Heading3	12pt bold italics	left	3pt	3pt
Body	12pt	justified	0pt	0pt
Bullet	12pt	justified	0pt	0pt
Table title	12pt	centered	12pt	6pt
Figure title	12pt	centered	3pt	6pt

3.5. Tables

Tables are sequentially numbered with the table title and number above the table. Tables should be centered in the column OR on the page. Tables should be followed by a line space (12pt). Elements of a table should be single-spaced, however double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be in 10pt bold. Tables are referred to in the text by the table number without location (above, below, following, etc.), e.g.: Table 1. Do not show a vertical line on the table. Only horizontal lines should be shown within the table.

3.6. Figures

Figures are sequentially numbered commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows: (a) Ensure that figures are clear and legible with typed lettering. (b) Black & white or colored figures are allowed. (c) If a figure spans two columns, it should be placed at the top or bottom of a page. (d) Hard copy illustrations should, preferably, be scanned and included in the electronic version of the submission in an appropriate format as follows: BMP - Microsoft bitmap file, WMF - Windows Metafile Format, EPS - Encapsulated Postscript. (e) If figures cannot be scanned, the original should be placed in its location within the manuscript using wax or colorless glue. (f) The following files are permissible: Microsoft Graph, Microsoft Draw.

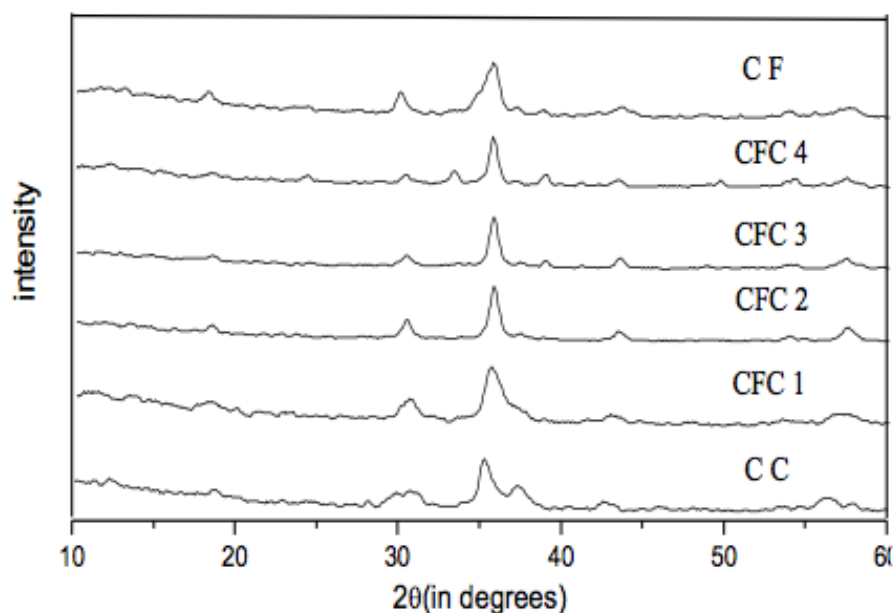


Figure 1. A sample chart/figure

3.7. Equations

Equations should be numbered serially within parentheses as shown in Equation (1). Equations should be prepared using MS Equation Editor (not in image format). The equation number is to be placed at the extreme right side. Explanation of the symbols in the equation should be presented as a descriptive paragraph after the equation, not as an item list.

$$\int_0^{r_2} F(r, \phi) dr d\phi = [\sigma r_2 / (2\mu_0)] \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

3.8. Units, Abbreviations and Symbols

Metric units are preferred. Define abbreviations and symbols for the first time as they are introduced in the text. Definition of symbols should be presented in paragraph form, not as list bullet.

4. Conclusions

Conclusions should only answer the objectives of the research. Tells how your work advances the field from the present state of knowledge. Without clear Conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the journal. Do not repeat the Abstract or just list experimental results. Provide clear scientific justification for your work and indicate possible applications and extensions. This conclusion should be provided as a paragraph. You should also suggest future experiments and/or point out those that are underway.

Acknowledgement (← 12pt, Times New Roman bold)

Recognize those who helped in the research, **especially funding supporter of your research financially or Funder of Research.** Include individuals who have assisted you in your study: Advisors, Financial supporters, or may another supporter, i.e. Proofreaders, Typists, and Suppliers, who may have given materials. Do not acknowledge one of the authors' names.

CRedit Author Statement (← 12pt, Times New Roman bold)

CRedit (Contributor Roles Taxonomy) was introduced with the intention of recognizing individual author contributions, reducing authorship disputes and facilitating collaboration.

For transparency, we encourage authors to submit an author statement in the manuscript outlining their individual contributions to the paper using the relevant CRediT roles: Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; Writing - review & editing.

Authorship statements should be formatted with the names of authors first and CRediT role(s) as the following example. CRediT offers authors the opportunity to share an accurate and detailed description of their diverse contributions to the published work.

- The corresponding author is responsible for ensuring that the descriptions are accurate and agreed by all authors.
- The role(s) of all authors should be listed, using the relevant above categories.
- Authors may have contributed in multiple roles.
- CRediT in no way changes the journal's criteria to qualify for authorship.

CRedit statements should be provided during the submission process and will appear above the acknowledgement section **of the published paper as shown further below:**

- **Conceptualization:** Ideas; formulation or evolution of overarching research goals and aims.
- **Methodology:** Development or design of methodology; creation of models
- **Software:** Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
- **Validation:** Verification, whether as a part of the activity or separate, of the overall replication/ reproducibility of results/experiments and other research outputs.
- **Formal analysis:** Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.
- **Investigation:** Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

- **Resources:** Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
- **Data Curation:** Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later reuse
- **Writing - Original Draft:** Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation)
- **Writing - Review & Editing:** Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre-or postpublication stages
- **Visualization:** Preparation, creation and/or presentation of the published work, specifically visualization/ data presentation
- **Supervision:** Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team
- **Project administration:** Management and coordination responsibility for the research activity planning and execution
- **Funding acquisition:** Acquisition of the financial support for the project leading to this publication

Example CRediT Author Statement:

Author Contributions: *V. Paramita:* Conceptualization, Methodology, Investigation, Resources, Data Curation, Writing, Review and Editing, Supervision; *T. Riyanto:* Conceptualization, Methodology, Formal Analysis, Data Curation, Writing Draft Preparation, Visualization, Software, Project Administration; *H.D. Ariyanto:* Validation, Writing, Review and Editing, Data Curation; *R. Amalia:* Investigation, Resources, Writing, Review and Editing, Validation. All authors have read and agreed to the published version of the manuscript.

References (← 12pt, Times New Roman bold)

Cite the main scientific publications on which your work is based. Cite only items that you have read. Do not inflate the manuscript with too many references. Avoid excessive self-citations. Avoid excessive citations of publications from the same region. Check each reference against the original source (authors name, volume, issue, year, Digital Object

Identification (DOI) Number). **DOI Number information must be provided (if available).** It is suggested to use Reference Manager Applications like EndNote, Mendeley, Zotero, etc. Use other published articles in the same journal as models.

NOTE: The minimum number of references should be 20 references, to make sure the adequacy of literatures cited.

All publications cited in the text should be included as a list of references. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, a reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired or can be included in the reference list.

Recommendations for references are:

- Please type all authors names. Using et al. for multiple authors is not acceptable.
- When referencing in the body of text, use 12pt Times Roman.

When preparing your reference list, the following should be avoided:

- References not cited in the text.
- Excessively referencing your work.
- Insufficiently referencing the work of others.

Examples of guideline for preparing references list is described in the last section of this author guidelines.

Citation within body text of article to reference(s) must follow name year system ("..... (Paramita et al., 2022), (Paramita et al., 2022; Bitwell et al., 2023), ... Bitwell et al. (2023), etc."). The references list must be typed according to American Psychological Association (APA) Version 6.0. **Authors should provide DOI number of each reference** especially for journal articles.

References Format:

Book

Authors Last Name(s), First Name(s) in capital shortened. (year). *Book Title*. Edition. Place: Publisher.

Engelmore, R., Morgan, A. (1986). *Blackboard Systems*. 1st Edition. Reading, Mass.: Addison-Wesley.

Journal

(Authors Last Name(s), First Name(s) in capital shortened). (year). Article Title. *Journal Title*. Volume (Issue Number: optional), page number start-page number end. DOI information.

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Bhavsar, D.S., Saraf, K.B. (2002). Morphology of PbI₂ Crystals Grown by Gel Method. *Crystal Research and Technology*, 37, 51–55. DOI: 10.1002/1521-4079(200202)37:1%3C51::AID-CRAT51%3E3.0.CO;2-N

Li, M., Xing, S., Yang, L., Fu, J., Lv, P., Wang, Z., Yuan, Z. (2019). Nickel-loaded ZSM-5 catalysed hydrogenation of oleic acid: The game between acid sites and metal centres. *Applied Catalysis A: General*. 587, 117112. DOI: 10.1016/j.apcata.2019.117112.

Conference

Clancey, W.J. (1983). Communication, Simulation, and Intelligent Agents: Implications of Personal Intelligent Machines for Medical Education. In *Proceedings of the Eighth International Joint Conference on Artificial Intelligence*, 556-560. Menlo Park, Calif.: International Joint Conferences on Artificial Intelligence, Inc.

Book Chapter

Amin, N.A.S., Istadi, I. (2012). Different Tools on Multiobjective Optimization of a Hybrid Artificial Neural Network – Genetic Algorithm for Plasma Chemical Reactor Modelling. In Olympia Roeva (Editor) *Real-World Applications of Genetic Algorithms*. Croatia: InTech Publisher.

Report

Rice, J. (1986). Polygon: A System for Parallel Problem Solving, *Technical Report*, KSL-86-19, Dept. of Computer Science, Stanford Univ.

Thesis

Clancey, W.J. (1979). Transfer of Rule-Based Expertise through a Tutorial Dialogue. *Ph.D. Dissertation*, Department of Computer Science, Stanford University.

Website (but should be avoided)

Ivey, K.C. (2 September 1996). *Citing Internet sources* URL <http://www.eei-alex.com/eye/utw/96aug.html>.