

COVERING LETTER

First author*¹⁾, Second author ²⁾, etc. [Times New Roman 10]

The manuscript has a main author and co-authors. Author names should not contain academic titles or ranks. Indicate the corresponding author clearly for handling all stages of pre-publication and post-publication. It consists of full-name authors and co-authors. **A corresponding author** is willing to handle correspondence at all stages of refereeing and publication, and post-publication.

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Title [Times New Roman 12 pt, Bold]

Abstract

The English version of the abstract is written in English in the past tense. Abstract written using Times New Roman 11pt, spaced 1.5, Italic, with text length between 150-250 words. The abstract briefly describes the background, objectives, implementation methods, results and conclusions.

Keywords: in alphabetical order, consisting of 3-5 words

Introduction

The introduction is written in Times New Roman 11pt, 1.5 spacing. The introduction contains the background, problems, problem-solving plans and the activities' objectives. The introduction must convey that the contents of the text are in order to support the application of science and technology. Activity objectives contain indicators of activity success that can be measured. Manuscripts are presented narratively (without numbering in front of the subtitles), and exposure in the form of subtitles is avoided. The number of introductory words is not more than 1,000 words.

Materials and Methods

Materials and Methods are written in Times New Roman 11pt, Spacing 1.5. The method describes in detail the types/designs of activities carried out, the place and time of implementation, methods and implementation steps, and measurement of success indicators to monitor and evaluate the implementation of activities. The number of words for materials and methods is not more than 500.

Results and Discussion

Results and discussion are written in Times New Roman 11pt font, 1.5 spacing and must be written in the same part. They should be presented continuously, starting from the main result to the supporting results and equipped with a discussion. This section must show the acuity of the analysis and synthesis carried out critically, including a description of the findings of the work that discusses incisive answers to the research hypothesis, its relation to previous concepts or theories, compares them critically with the work of others, and corroborates or corrects to the previous findings. The unit of measurement used should follow the prevailing international system. All figures and tables should be active and editable by an editor. The discussion should explore the significance of the results of the work. Please highlight the differences between your results or findings and the previous publications by other researchers. Explain and describe:

1. Terms of models (for services, new skills, and socio-cultural engineering), dimensions and specifications (for goods/equipment) that become the main output or focus of activities that are used as solutions provided to the community, either directly or indirectly.
2. Documentation relevant to services or goods as the main output or focus of the Community Service Center (PkM) activities includes photos, tables, graphs, charts, pictures, and so on. Each documentation must be given a discussion explaining the products/activities carried out in the documentation.
3. The advantages and disadvantages of the output or the main focus of the activity when viewed in terms of its suitability with the conditions of the community at the location of PkM activities.
4. The level of difficulty in implementing activities (training, mediation and consultation, education and advocacy) as well as in the production of goods and opportunities.

Figures must be guaranteed to be printed clearly, resolution and line size (graphics) must be sure to be printed clearly. Figures/tables/diagrams/schematics should be placed in columns between groups of text, or if they are too large, they should be placed in the middle of the page.



Figure 1. Figure tittle



Figure 2. Figure title

The table is created with a line width of 1 pt, and a table caption is placed above the table. Table descriptions consisting of more than two lines are written using one space. Table lines are prioritized only for horizontal lines, while vertical lines are omitted. Each table should be “called up” in the text and given a discussion explaining the contents of the table.

Table 1. Table title

Number	Variable 1	Variable 2	Variable 3
1.	Data	data	Data
2.	Data	data	Data
3.	Data	data	Data
4.	Data	data	Data
5.	Data	data	Data

[Source: if there are any]

Table 2. Table title

Number	Var 1	Var 2	Var 3	Var 4	Var 5	Var 6	Var 7	Var 8
1.	data	data	data	Data	data	data	data	Data
2.	data	data	data	Data	data	data	data	Data
3.	data	data	data	Data	data	data	data	Data
4.	data	data	data	Data	data	data	data	Data
5.	data	data	data	Data	data	data	data	Data

[Source: if there are any]

The number of results and discussion words is not more than 2,000 words.

CONCLUSION

The conclusion is written in Times New Roman 11pt, Spacing 1.5. Contains a summary of the implementation of activities and the achievement of success indicators according to the activity's objectives. Suggestions (if any) are made based on the implications of the conclusions. The number of conclusion words is not more than 100 words.

ACKNOWLEDGEMENTS (if there are any)

Acknowledgements are written in Times New Roman 11pt, Spacing 1.5. The author expresses his gratitude to the funder of the activity (if there is a contract number, it can be included as the year of acquisition). Acknowledgements can also be addressed to parties who play an important role in carrying out activities and making articles.

REFERENCES

Reference is written in Times New Roman 11pt, Spacing 1. Writing the bibliography using a reference management application (such as Mendeley, Endnote, Zotero, etc.) with the American

Psychological Association (APA) 6th edition system. Only the libraries referenced in the text are listed in the bibliography. Minimum 20 bibliographies provided that 80% come from primary sources in the last ten years. All references mentioned must be written in the order of references arranged from A to Z.

In text:

Cocoa is one of the functional foods in Madiun (Ariyantoro et al., 2019). Widodo et al. (2019) research results require an environmentally friendly approach to prevent bad pollution, which is done by increasing public awareness and business people in managing liquid waste by creating an integrated wastewater treatment system.

In the References:

- Ariyantoro, A. R., Anam, C., Kawiji, K., Minardi, S., Zulfa, F., Purnomo, D., Muzayana, E., Atmaja, R. P., & Widiatmoko, C. (2019). IbM Pengembangan Produk Cokelat Couverture dengan Penambahan Pangan Fungsional di Desa Randualas Kecamatan Kare Kabupaten Madiun. *PRIMA: Journal of Community Empowering and Services*, 3(2), 50–55. <https://doi.org/10.20961/prima.v3i2.37835>
- Widodo, T., Budiastuti, M. T. S., & Komariah, K. (2019). Water Quality and Pollution Index in Grenjeng River, Boyolali Regency, Indonesia. *Caraka Tani: Journal of Sustainable Agriculture*, 34(2), 150–161. <https://doi.org/10.20961/carakatani.v34i2.29186>