

Title page

the title page contains the article's title, authors' names, and indexing keywords. The title should be short, descriptive, and should not contain any abbreviations or subtitles.

[Maximum 12 words, Capitalize Each Word; Times New Roman 16, Single-space, Bold, Align left]

Author - List the names of all authors (preferred given names, initial(s), surnames, **no degree**, name not be shortened). [Times New Roman 13, single space, Bold]

Affiliations, complete addresses, and email address of the corresponding author [Times New Roman 10, single space, Bold]

Abstract [Times New Roman 10, single space, Bold]

The abstract should concisely summarize the manuscript of not more than 200 words and be written in 2 languages (English and Indonesian). It should briefly describe the methods, main results, and conclusions and emphasize what is novel in the work. It should preferably not contain any citations. However, if a citation is essential, the details of the reference must be given as follows [authors, journal abbreviation, volume, page]. A well-written abstract will help potential referees decide whether or not to review the manuscript based only on viewing the title and abstract.

[Times New Roman 10, single-space]

Keywords: *Maximum of 4 words separated by commas, written in lowercase except for abbreviations [Times New Roman 10, single space, italic]*

Title in Indonesian

Abstrak

The translation in Indonesian of the abstract that has been made above is written according to good and correct grammar. It is written in italic in the same format as the abstract above.

Kata kunci: *kata kunci 1, kata kunci 2, kata kunci 3, kata kunci 4*

INTRODUCTION [Times New Roman 12, bold]

The introduction section of a research paper should provide important information to the readers. It should include the background of the problem, literature review, and research objectives. The introduction should present the theoretical basis of the research interestingly so that the readers can comprehend why the research was carried out.

To understand the existing knowledge of the research problem, the introduction should consist of a discussion of relevant journal articles with citations. This will help summarize the current understanding of the problem at hand. It is important to develop a problem-solving plan and hypotheses (if quantitative) and review at least two relevant theories. Each paragraph should consist of at least three sentences.

When using quotes, references, or sources, it is recommended to use software like *Mendeley*. All quotations should be properly referenced and listed in the bibliography. Each quotation in the text must be accompanied by the source placed in brackets, including the author's last name and year of publication.

METHOD [Times New Roman 12, bold]

The research method outlines the various types and steps involved in gathering data. The methodology should provide a clear description of the research design, procedures that can be replicated, and the process for summarizing, processing, and analyzing data. Additionally, the research method should explain the activity design, scope or object of the study, materials and tools used, data collection techniques, operational definitions of research variables (in case of quantitative research), and analysis techniques.

RESULTS [Times New Roman 12, bold]

The results section of a research article presents the main findings objectively, using text, tables, and images. The author must provide the original file as a complement to the article submission, highlighting trends, patterns, and relationships in the data. The tables must not be the result of a print screen and must have certain numeric values, comparison and contrast values, and a minimum of two rows and columns. The results must be clear, and the section should also explain how the author ensures the validity and reliability of the data. The research results can be accompanied by tables, graphs, and pictures that clearly specify the source and time they were taken. The second part of the results should contain the theoretical/conceptual analysis carried out from all data collection results.

In the discussion section, the authors interpret the results based on what is already known, explaining new understanding of the problem after considering the results. The discussion contains the researcher's reflection based on literature review/previous research, showing the differences/similarities with the results of the researcher's analysis. The author should connect their research findings/results with previous observations or research results by pointing out similarities and discussing differences. The discussion should focus on the research

objectives/answering the research questions. There is no need to discuss it at length and repeatedly.

CONCLUSION [Times New Roman 12, bold]

The concluding section of a research paper provides answers or clarifications to research questions or evidence for hypotheses. Additionally, one can also include prospects for the development of research results and future research applications based on the results and discussion. The conclusion is usually presented as a short paragraph or in the form of bullet points if it's quantitative.

REFERENCES [Times New Roman 12, bold]

The bibliography of your article should include a minimum of 25 references, preferably from the latest journal sources (80%) published within the last 5-10 years. You should use Mendeley software to write the literature in APA style. Ensure that every reference used in the article is written in the bibliography and that every item in the bibliography is referenced in the article. If there are any oral sources, resources, or informants, include them as well. Arrange the written sources, such as articles in journals, books, and other printed sources, in alphabetical order without separating or grouping them by books, journals, or proceedings. You cannot use references from your thesis in the journal article. (Annita & Susanto, 2021; Doerr, 2019; Irwandi, 2023; Lai & Chung, 2021; Salemink et al., 2022)(Doerr, 2019; Irwandi, 2023; Lai & Chung, 2021; Salemink et al., 2022; Widharta, 2022)

Examples of how to write a reference:

- Amoako-Hene, K., Nortey, S., & Bodjawah, E. K. (2022). Museums in Ghana: Visitor education, experiences, and satisfaction. *International Journal of Cultural and Art Studies*, 9(2), 117–131.
<https://doi.org/https://doi.org/10.24821/ijcas.v9i2.6170>
- Annita, A., & Susanto, Y. B. (2021). Effectivity of asynchronous learning on theoretical compared to theoretical-practical courses at film department universitas multimedia nusantara. *International Journal of Creative and Arts Studies*, 8(2), 123–131. <https://doi.org/10.24821/ijcas.v8i2.6305>
- Doerr, A. (2019). *Exploring place as a producer of localized art styles and its role in a contemporary global art world* [University of Louisville].
<https://doi.org/https://doi.org/10.18297/etd/3209>
- Irwandi. (2023). *Bersiap dengan masa depan AI fotografi*. Kompas.id.
<https://www.kompas.id/baca/foto/2023/03/10/bersiap-dengan-masa-depan-ai->

fotografi

Lai, M.-K., & Chung, S. W. (2021).

TranScent in stillness:

Exploring the feasibility of

using incense art with virtual reality for meditation. *ARTECH 2021: 10th International Conference on Digital and Interactive Arts*, 1–7.

<https://doi.org/https://doi.org/10.1145/3483529.3483535>

Salemink, O., Corrêa, A. S., Sejrup, J., & Nielsen, V. (2022). *Global art in local art worlds: Changing hierarchies of value, 1st edition*. Routledge.

Page setup

Paper size must be set to A4 (210x297 mm) with the margin setting as follows:

- Top: 2,5 cm;
- Bottom: 2,5 cm;
- Left: 2,2 cm;
- Right: 2 cm.

Set the Section Start to Continuous with the vertical alignment to the top with the header and footer as follows:

- Header: 1,25 cm;
- Footer: 1,25 cm.

Paper title

Title uses 12-point, aligned to the center, linespace exactly at single point with a bold font style, and initial letters capitalized. All formulas or special characters in any form are not permitted.

Paper subtitle

If a subtitle, it should be added on the same line as the title preceded by a colon (:). Use 12-point type for the subtitle, aligned to the center, linespace single-point with a bold font style, and initial letters capitalized. All formulas or special characters in any form are not permitted.

Authors

Author(s) name(s) should be aligned to the center with linespace exactly at 11-point Bold. The name of the institution and email must be 11 points with exactly The text must be set to 11 points for the name of the Author. There should be a spacing before 24 points.

Affiliations

Affiliation(s) should appear aligned to the center including organisation, address and e-mail. The linespace must be of exactly 11-point with 11-point of font size and the font style set to italic.

Keywords

Keywords should appear justified, with a linespace exactly of 11-point, a hanging indent of 2-centimeters, spacing before of 48-point, no spacing after and font size of 11-point.

Abstract

Abstract should appear justified, with a linespace exactly of 11-point, a hanging indent of 0-centimeters, spacing before of 0-point and after of 6-point, and font size of 11-point.

Section

This section must be set in two columns. Each column must be 7,6-centimeter wide with a column spacing of 0,8-centimeter. The section text must be set to 12-point, justified and linespace set to single. Section, subsection, and sub subsection first paragraph should not have the first line indent, other paragraphs should have a first line indent of 1-centimeter.

Section Titles

The heading of a section title must be 12-point bold in First letter-capitals, aligned to the left with a linespace single point, hanging indent of 1-centimeter and with an additional spacing of 10-point before (not applicable to the first title section of the paper) and 6-point after. All formulas or special characters in any form are not permitted.

Subsection Titles

The heading of a subsection title must be 12-point bold with initial letters capitalized, aligned to the left with a linespace exactly at 13-point, hanging indent of 1,0-centimeter and with an additional spacing of 12-point before (not applicable right after a section title) and 11-point after. All formulas or special characters in any form are not permitted.

Sub Subsection Titles

The heading of a sub subsection title should be in 12-point bold with initial letters capitalized, aligned to the left with a linespace exactly at 12-point, hanging indent of 1,0-centimeter and with an additional spacing of 10-point before (not applicable right after a subsection title) and 12-point after. All formulas or special characters in any form are not permitted.

Tables

Please ensure that you follow the instructions for creating a table as detailed in Table 1. Above the table, you must provide the table title and data source. Note that not all of the lines in the table will be displayed. Use Times New Roman font size 11 with 1/single spacing when typing the table. Articles should be typed upright or italicized depending on the language used. If the sentences/words in the table are arranged in one line, ensure that they are centered. Refer to the example provided in Table 1.

Table 1. Title, Source/Description/Year

No.	Column 1	Column 2	Column 3
1.	Text 1	Text 1	Text 1
2.	Text 2	Text 2	Text 2
3.	Text 3	Text 3	Text 3

If a sentence or word in the table spans multiple lines, it should be left-aligned. See example in Table 2.

Table 2. Title, Source/Description/Year

No.	Column 1	Column 2	Column 3
1.	Example sentences in table, row 1.	Example sentences in table, row 1.	Example sentences in table, row 1.
2.	Example sentences in table, row 2.	Example sentences in table, row 2.	Example sentences in table, row 2.
3.	Example sentences in table, row 3.	Example sentences in table, row 3.	Example sentences in table, row 3.

Figures

Please take note of the following guidelines for submitting illustration photos:

- Illustration photos, if any, should be sent in JPEG format with the plate number included in the file name. Accompanying the photos should be clear photo descriptions.
- The source of the image/photo/illustration must be clearly stated, including the year it was taken.
- Captions on images/photos/illustrations should be typed in Times New Roman font, size 10, with single spacing and centered. The words Image/Photo/Illustration must be numbered and should not be abbreviated (e.g. Fig. 1).
- Articles should be typed upright or italicized, depending on the language used.
- Writing captions should end with a period.
- It is recommended to use text boxes for the captions.
- Make sure that images/photos/illustrations are research objects and not just documentation of the author's research process.
- Examples of illustrative photos should be labeled as "Figure 1" and so on.



Figure 1: This caption has one line so it is centered.



Figure 2: This caption has more than one line so it has to be set to justify.

Please note that the word “Figure” is spelled out.

Reference Text and Citations

References and citations should follow the APA Style (Autor, date) System Convention (see the References section) and using Mendeley. As example you may consider the citation (Amoako-Hene et al., 2022). Besides that, all references should be cited in the text. No numbers with or without brackets should be used to cite or to list the references. References should be set to 12-point, justified, with a single linespace and hanging indent of 1,25-centimeter.

Copyright Form

For the mutual benefit and protection of Authors and Publishers, it is necessary that Authors provide formal written Consent to Publish and Transfer of Copyright before publication of the Book. The signed Consent ensures that the publisher has the Author’s authorization to publish the Contribution. The form should be completed and signed by one author on behalf of all the other authors. The form will be sent together with the proofreading process.

Conclusions

The conclusions section shows the answer or clarification of the research questions and opportunities for future research.

Acknowledgements

If any, should be placed before the references section without numbering.

References

The reference must consist of 80% from relevant and recent primary sources (such as the article of journal or conference from last 5 – 10 years). **The reference must be written in APA style and using reference manager software (Mendeley Software).**

Writing the script and the citations referred to in this manuscript are recommended to use a reference manager such as Mendeley. To use Mendeley in writing literature or bibliographies and citations, you can use the following methods:

1. Run Mendeley Desktop.
2. Click the Tools menu >> Install LibreOffice Plugin.
3. Run LibreOffice Writer, the Mendeley toolbar will appear.
4. Open the document to be cited.
5. Start citing by clicking the "Insert Citation" toolbar, typing a reference name in the small window that appears or clicking "Go to Mendeley".
6. Continue by selecting the cited references, clicking "Cite" on the Mendeley toolbar.
7. Look back at your Libre Office, automatically references have been added.
8. To add a bibliography or library, click "Insert Bibliography" on the LibreOffice toolbar.
9. Done.