JIPP
Jurnal Ilmiah Pendidikan dan Pelatihan

Volume XX Issue XX | MONTH YEAR
e-ISSN: XXXX-XXXX | p-ISSN: XXXX-XXXX
http://ejournal.selectaedukasi.id/index.php/jipp

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Abstract

The abstract should clearly present the purpose of the study, the methodology employed, the key findings, and the main conclusions. It must also highlight the novelty or contribution of the article to the fields of education, training, and human resource development, particularly in addressing contemporary challenges such as digital transformation, workforce development, social inequality, and sustainable learning systems. As JIPP emphasizes interdisciplinary and global perspectives, the abstract is encouraged to reflect the relevance of the study within diverse socio-cultural contexts, including implications for educational practices, training systems, policy development, or capacity building in both formal and non-formal settings. The abstract must be written as a single, coherent paragraph in continuous sentences and should be able to stand alone without requiring reference to the full article. Therefore, it should avoid citations, footnotes, and non-standard abbreviations. If abbreviations are necessary, they must be defined at first mention. The abstract should not contain mathematical equations, formulas, or section headings. The length of the abstract should be between 150–200 words, written using 1.0 line spacing and font size 10.

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Final revision*: dd/mm/yyyy*
Approved*: dd/mm/yyyy*
Online Access*: dd/mm/yyyy*
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How to cite: *Author, A., Author, B. (20xx). Published Title of Jurnal Ilmiah Pendidikan dan Pelatihan (JIPP), Vol(Issue), page. https://doi.org/xxxxxx*

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INTRODUCTION (Heading 1)

Jurnal Ilmiah Pendidikan dan Pelatihan (JIPP) prioritizes original research articles and scholarly works that contribute to the advancement of knowledge in education, training, and human resource development. The journal welcomes theoretically grounded and empirically rigorous studies that address contemporary issues such as educational innovation, digital transformation in learning, workforce development, vocational education, professional training, lifelong learning, social inequality in education, and sustainable development in

learning systems across diverse socio-cultural contexts.

Manuscripts may be written in either English or Bahasa Indonesia. Submissions in English must adhere to standard international academic English conventions. Manuscripts in Bahasa Indonesia should follow the official guidelines of Ejaan Bahasa Indonesia (EBI) as issued by the Ministry of Education, Culture, Research, and Technology.

All manuscripts must be typed using Calibri font size 12, with 1.15 line spacing on A4-sized paper. The length of the manuscript should range between 4,000 and 8,000 words, including references. Submissions must be prepared in Microsoft Word format (.doc or .docx).

Submitted manuscripts must be original, have not been previously published, and are not under consideration for publication elsewhere. All submissions must be free from plagiarism. The editorial team screens manuscripts using Turnitin, with a maximum similarity index of 20%, excluding references and properly cited quotations.

The Introduction section should clearly articulate the background of the study within the broader context of education, training, and human resource development. It must identify the research gap, formulate the research problem, and state the objectives and significance of the study. This section should also incorporate a critical review of relevant literature, including theoretical perspectives and prior empirical findings, particularly those reflecting interdisciplinary approaches and diverse socio-cultural contexts. The introduction should conclude with a clear research framework or analytical perspective. This section is expected to comprise approximately 20–25% of the total manuscript length.

RESEARCH METHOD (Heading 1)

This section provides details on the approach/methodology used in conducting the research. It is recommended to begin with the research approach, variables utilized, required data, data sources and selection methods, data collection and analysis methods, as well as the research limitations, as well as the reasons for choosing this method and how it is applied in this study. This section constitutes approximately 10 percent of the total length.

RESULTS AND DISCUSSION (Heading 1)

First Level Sub Title (Bold, 12 pt, heading 2)

This section encompasses the research findings that align with the research objectives and offers interpretations of these findings. The research findings are discussed, analyzed, elaborated upon, and interpreted in the context of achieving the research goals.

Second Level Sub Title (Italic dan heading 3)

The following is an example of table creation. The table should not be split across pages and must appear in full from the table title to the source, or it may be placed at the very bottom of the relevant page.

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Table 1 Table Title Written Above the Table

Bab Title	Proportion*
1. Introduction	± 25%
2. Research Method	± 10%
3. Result and Discussion	± 50%
4. Conclusion	± 15%

* The percentage of the manuscript's total page count

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The explanation of the table presents research findings consistent with the study's objectives, along with interpretations of those findings. These findings are then discussed, analyzed, elaborated, and interpreted in relation to the attainment of the research objectives.

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The text in tables or graphs is adapted to the language used in the manuscript. The table format is not in the form of an image to facilitate editing and does not use vertical lines but only horizontal lines at the top and bottom of the table. The narrative description of the table should not simply repeat the information present in the table but should be accompanied by analysis.

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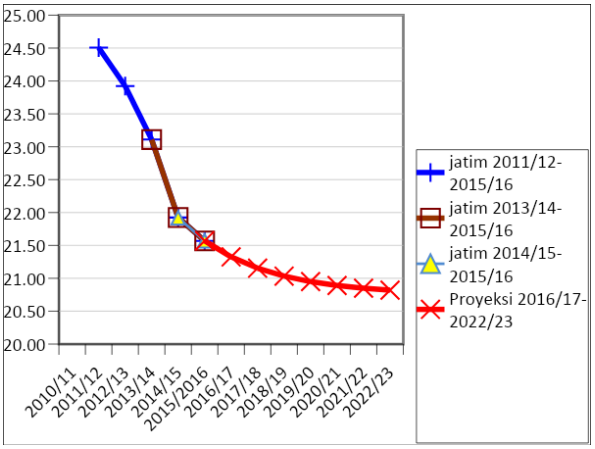


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If the research has more than one objective, it is essential to strive for consistency in presenting the results with the research problems and objectives. This section should constitute approximately 50-60 percent of the manuscript length.

CONCLUSION (Heading 1)

Conclusions are not a summary of research results but rather provide answers to the

objectives. The formulation of conclusions uses data from the discussion and is consistent with the research problems and goals. Conclusions are written in paragraph form, not in bullet points or numbering. This section should constitute approximately 5-15 percent of the overall manuscript length.

ETHICAL STATEMENT AND DISCLOSURE (Heading 1)

This study was conducted in accordance with established ethical principles, including informed consent, protection of informants' confidentiality, and respect for local cultural values. Special consideration was given to participants from vulnerable groups to ensure their safety, comfort, and equal rights to participate. No external funding was received, and the authors declare no conflict of interest. All data and information presented were collected through valid research methods and have been verified to ensure their accuracy and reliability. The use of artificial intelligence (AI) was limited to technical assistance for writing and language editing, without influencing the scientific substance of the work. The authors express their gratitude to the informants for their valuable insights, and to the anonymous reviewers for their constructive feedback on an earlier version of this manuscript. The authors take full responsibility for the content and conclusions of this article.

REFERENCES (Heading 1)

The authors must ensure that each reference in the text appears in the reference list and vice versa. Wikipedia, personal blogs, or non-scientific sites should not be used. All notes should appear as citations in anonymous citations in footnotes. The bibliography is compiled using the international standard *American Psychological Association (APA)* Style 7th edition with the assistance of applications such as Mendeley, Zotero, RefWorks, Endnote, and others.

The minimum number of references cited is 20, with a minimum of 80% from primary sources, such as articles published in scientific journals/magazines, dissertations, and theses, and a maximum of 20% from other sources, such as books, newspapers, magazines, etc.

The more up-to-date the cited references, the better. This journal requires that at least 80% of the cited references be publications from the last 10 years, and a maximum of 20% may include references older than 10 years, including classic (old) references used for historical studies.

American Psychological Association (APA) Style publishes references in a standard format. Some examples are provided below:

In-text citations:

Single author

Citation at the end of a sentence (Afdhal, 2023).

Citation within a sentence, Afdhal (2024) explains …

Two author
(Murwani & Afdhal, 2023)

Three or more author
(Afdhal et al., 2023)

Direct quotations:

Example for short quotations "…a sensitivity of the possible ways in which different cultures function and interact…" (Afdhal, 2016, p. 21).

or quotations longer than four lines, place the text in a free-standing block without quotation marks. Begin the quotation on a new line, with the entire block indented from the left margin. Indent the first line of the block an additional quarter inch. If quoting multiple paragraphs, include an indentation for the first line of each paragraph. The citation should be placed after the closing punctuation. Use block quote formatting even if part of a paragraph is shorter than four lines. Use Calibri 10 pt, single spacing. Example:

> Beberapa waktu lalu, Majelis Ulama Indonesia (MUI) mendapat pengaduan dari para perempuan anggota kepolisian dari Aceh yang tidak diperbolehkan mengenakan jilbab saat melaksanakan tugas sebagai seorang Polwan. Laporan tersebut ditanggapi MUI sebagai bentuk pelanggaran Hak Asasi manusia (HAM) dalam dunia kerja. Pelarangan penggunaan jilbab bagi polwan merupakan citra negatif kepolisian sebagai instansi penegak hukum.
> Pengaduan sama berasal dari sejumlah polwan yang bertugas di Polda Jateng. MUI menjelaskan bahwa selbelumnya para polwan tersebut sudah pernah menulis surat kepada Kapolri agar mendapat ijin mengenakan jilbab, tetapi yidak dikabulkan. Bahwak setelah itu, dikeluarkan edaran Kapolri yang menegaskan bahwa yang berseragam Polri dengan mengenakan Jilbab hanya polwan yang bertugas di Polda Nangro Aceh Darusalam (NAD) (Mantalean & Meiliana, 2022).

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