



GUIDELINE FOR MANUSCRIPT WRITING & TEMPLATE

A. GENERAL GUIDELINES

Before you submit an article, please make sure you have:

1. Read the Publication Ethics,
2. Understand the Peer Review Process,
3. Read the Copyright Notice,
4. Conform your manuscript to the Quanta journal template.

Manuscript articles submitted to the Quanta: Kajian Bimbingan dan Konseling dalam Pendidikan must be based on the latest research results, either with a Quantitative, Qualitative or R&D approach, or Literature Review related to problems in the field of guidance and counseling services in schools (education). Manuscripts have never been published or are not in the status of having been accepted for publication in other journals.

Language Editing & Style. Manuscripts can be written in **Indonesian** or **English**. Authors are advised to maintain the accuracy of the manuscript, for example through the use of proofreader/translator services. The language and writing style used will be considered as one of the aspects of manuscript assessment. Authors are responsible for avoiding plagiarism at all costs. The Journal Editor checks manuscripts for similarity using computer software (e.g. Turnitin), with a tolerance of no more than 20%.

Article length. Manuscripts consist of a minimum of **4000 words** and a maximum of **8.000 words**. Articles are typed in Microsoft Word with 1 space, font size 11.5 for subtitles, 10.5 for body paragraphs and 9.5 for tables, figures/graphics, in one column with .doc, .docx, or .rtf format (not in pdf format). Page numbers are not required.

Contents of Articles. The manuscript part of the article consists of two parts, the main part includes (1) Introduction; (2) Methods; (3) Results and Discussion; (4) Implications and Contributions; (5) Research and Suggestions; (6) Conclusion. The concluding section includes: Acknowledgments, Author Contribution Statement, Declaration of Competing Interests, Ethical Approval Statement, and References.

Manuscripts can be uploaded via the Quanta journal link using the author's username that has been registered in the open journal system. The journal editors have the authority to modify or correct spelling, writing, and sentence structure errors.

Citation Styles. Citation uses **APA 7th Edition**. The citation style uses references from the **last 7 years** consisting of **50% of citations from national journals** and **50% from international journals**. Citation is recommended using reference managers (Mendeley, Zotero, and EndNote).

Citation:

Citations using APA 7th Edition. These citations include only the author's last name and date of publication. When paraphrasing, you must cite the source in the text of your writing. Put the author's last name and year of publication in parentheses, or if you put the author's name anywhere in the sentence, put the year of publication in parentheses next to the author's name. Citation using reference management applications (Mendeley, Zotero, and EndNote).

In-text citations can take two forms: parentheses and narration. Both types are automatically generated when citing sources with Scribbr's APA Citation Generator. Citations refer to the example below:

- One-author citations:
Parenthetical citation: According to new research ... (Smith, 2021).
Narrative citation: Smith (2021) notes that...
- Two-author citation:
Parenthetical citation: According to new research ... (Smith & Jones, 2022).
Narrative citations: Smith & Jones (2022) note that ...
- Three or more author citations:
Parenthetical citation: According to new research ... (Smith et al, 2022).



Narrative citation: Smith et al. (2022) noted that ...

- When paraphrasing, there are several ways to place quotations in the text, such as the following:

The quote at the beginning: Leskowitz (2021) explains that the development of educational program's needs...

Center quote: ... learning is important (Leskowitz, 2021) because it is a process of self-knowledge.

End quote: ... the role of education affects the progress of the nation (Leskowitz, 2021).

- When citing multiple works within the same parenthesis, citations are presented in alphabetical order, separated by semicolons.

See the following example:

Student development is influenced by several factors (e.g., resilience, expectations, core self-evaluations, social support) both from the family and from the environment (Alschuler et al., 2022; Arrewasikporn et al., 2019; Farber et al., 2020; Lee et al., 2021; Lynch et al., 2019; Madan & Pakenham, 2022), the environment is a factor that exerts a great influence on student development.

Title

The title should be clear and specific, identify the content of the article, not use implicit terms and where possible, be a statement of the main results or conclusions presented in the manuscript. Abbreviations should be avoided in the title.

Witty or creative titles are welcome, but only if relevant and within the measure. Consider if a title meant to be thought-provoking might be misinterpreted as offensive or alarming. In extreme cases, the editorial office may veto a title and propose an alternative

Authors

All names are listed together and separated by commas. Provide exact and correct author names as these will be indexed in official archives.

Affiliations

Affiliations should be keyed to the author's name with superscript numbers and be listed as follows: Institut/University/Organization, Country (without detailed address information such as city zip codes or street names).

E.g. : Universitas Negeri Malang, Kota Malang, Indonesia

Abstract

As a primary goal, the abstract should render the general significance and conceptual advance of the work clearly accessible to a broad readership. In the abstract, minimize the use of abbreviations and do not cite references. Minimum **100 words** and **Maximum 150 words**, written in English.

Tips:

- Background of study
- Aims and scope of the study
- Methods
- Result and findings
- Conclusions
- Research contribution

Keywords

All article types: you may provide up to 5 keywords; at least 3 are mandatory. All keywords separated by semicolons

Corresponding Author:

Corresponding Authors should be marked with a superscript. Include the email and contact address of the primary author. Example of author correspondence:

* Korespondensi Penulis: Prio Utomo, ✉ prio.utomo@aecindonesia.org

Alamat: Jl. Babakan Loa No.11, Pasirkaliki, Kec. Cimahi Utara, Kota Cimahi, Jawa Barat 40514, Indonesia

B. MANUSCRIPT TEMPLATE (Substance Of Article Content)**Title of Article (14 pt bold)**First Author^{1*}, Second Author², Third Author³¹ Affiliation, City, Country (9 pt Normal)² Affiliation, City, Country (9 pt Normal)³ Affiliation, City, Country (9 pt Normal)Email: First Author¹, Second Author², Third Author³

ARTICLE INFO	Received: 24 May 2023; Revised: 13 June 2023; Accepted: 13 August 2023
KEYWORDS	ABSTRACT
Keyword 1; Keyword 1; Keyword 1; Keyword 1:	<i>Minimum 100 words and Maximum 150 words. Abstract: Reflects the substance of the overall content of the article and makes it possible to help readers determine the relevance to their interests and decide whether or not to read the full document. The abstract consists of statements about (1) Background of the research; (2) Purpose and scope of the research; (3) Methods; (4) Results and findings; (5) Conclusion; (6) Contribution of the research. The title and abstract are written in Indonesian and English, each in one single-spaced paragraph.</i>
KATA KUNCI	ABSTRAK
Kata kunci 1; Kata kunci 1; Kata kunci 1; Kata kunci 1;	Abstrak Minimal 100 kata dan Maksimal 150 kata. Abstrak: Mencerminkan substansi dari keseluruhan isi artikel dan memungkinkan untuk membantu pembaca menentukan relevansi dengan minat mereka dan memutuskan apakah akan membaca dokumen lengkap atau tidak. Abstrak terdiri dari pernyataan tentang (1) Latar belakang penelitian; (2) Tujuan dan ruang lingkup penelitian; (3) Metode; (4) Hasil dan temuan; (5) Kesimpulan; (6) Kontribusi penelitian. Judul dan abstrak ditulis dalam bahasa Indonesia dan bahasa Inggris, masing-masing dalam satu paragraf satu spasi (9 pt Normal)

Containing backgrounds of the problem, depiction and further scrutiny of the problem or the gap between what is idealized and what is the reality, supported by relevant theories and recent research, and objective of the study. The problem should offer a new research value or benefit as an innovative endeavor, and the contribution of research to science (guidance and Counseling) (10,5 pt, Normal).

The introduction section contains:

- Research background.** This section explains (1) the urgency of the importance of the problem (topic) that the author is researching (introducing the topic); (2) explaining why the topic that the author is researching is important to research/discuss.
- Literature review.** This section describes the results of previous research related to the research topic and relates it to the current **State of the Art**.
- Gap analysis.** This section explains (1) what has been done so far related to the research problem; (2) what needs to be done related to the research problem that occurs (GAP Analysis).
- Distinction (differentiating value), advantages of research and Novelty.** This section explains (1) new findings as a differentiating value from previous research; (2) the rationale for why research is important to do.
- Research objectives.** Explain the purpose and focus of the discussion examined in the research (research objectives).
- Research Contribution.** This section explains the contribution of research to science (in the field of guidance and counseling) both from a theoretical and practical point of view.

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DOI: <https://doi.org/10.22460/quanta.v7i3.3918>

2. METHOD (11,5 pt, Bold)

This section contains explanation of the research approach, subjects of the study, conducts of the research procedure, use of materials and instruments, data collection and analysis techniques. These are not theories. In the case of statistical uses, formulas that are generally known should not be written down. Any specific criteria used by the researcher in collecting and analyzing the research data should be completely described, including the quality of the instruments, material of the research, and procedure of data collection. (10.5 pt, Normal).

The method provides an explanation of:

2.1. Research design

Describe the research design (approach) used and research methods;

2.1. Location and Year of Research

Describe the research implementation (place, location, and year), if the research uses a literature review explain the research procedure and its scope;

2.2. Population and Sampel

Sample or Research Subject. Describe the population, sample or subject studied, if the research uses a literature review explain the source of data;

2.3. Instruments and Data Collection

Explain the types of instruments and data collection techniques;

2.4. Data Analysis.

Describe the type of research data analysis and data analysis process;

2.5. Research Procedures.

Explain the procedure for conducting research

3. RESULTS AND DISCUSSION (11,5 pt, Bold)

For ease of reading and comprehension, findings are presented first followed by discussion. The Findings sub-title and Discussion sub-title are presented separately. However, if the results and discussion of the research cannot be separated, then the results and discussion of the research can be combined (10,5 pt, Normal).

3.1 Results (10,5 pt, Bold)

Results of data analyses can be presented in tables, graphs, figures or any combination of the three. Tables, graphs, or figures should not be too long, too large, nor too many. The author is advised to use decent variation in presenting tables, graphs, or verbal description. All displayed tables, figure and graphs should be referred to in the text. Tables, figures and graphs are the most effective way to present results. The captions should be able to stand alone, so that figures and tables can be understood without the need to read the entire manuscript. In addition, the data presented should be easy to interpret (10,5 pt, Normal).

General Style Guidelines for Figures

Figures help readers visualize the information you are trying to convey. Often, it is difficult to be sufficiently descriptive using words. Images can help in achieving the accuracy needed for a scientific manuscript. For example, it may not be enough to say, "The surface had nanometer-scale features." In this case, it would be ideal to provide a microscope image.

For images, be sure to:

- The figures should be simple, but informative;
- The figures should uphold the standards of a scholarly, professional publication;
- Consider labeling important items
- Indicate the meaning of different colors and symbols used
- Do not include postage stamps or currency from any country, or trademarked items (company logos, images, and products), and;
- Avoid choosing a figure that already appears within the text of the manuscript.

Example of image presentation:



Figure 1. Process of Group Guidance Implementation (10 pt, Normal)

General Style Guidelines for Tables/Charts

Tables or Charts are a concise and effective way to present large amounts of data. Author should design them carefully so that author clearly communicate research results to busy researchers.

The following is an example of a well-designed table/charts:

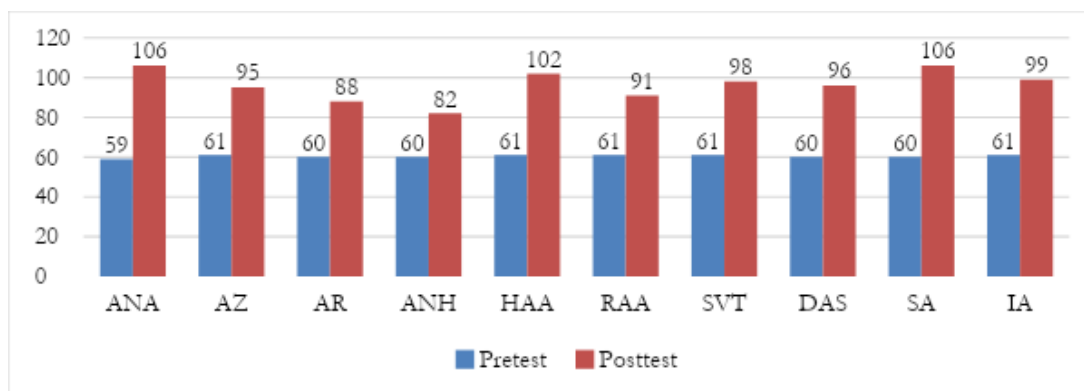
- Clear and concise legend/caption
- Data divided into categories for clarity
- Sufficient spacing between columns and rows
- Units are a provided font type and size are legible
- The tables, or graphic should be simple, but informative;
- The table or graphic should uphold the standards of a scholarly, professional publication;

Example of table presentation:

Table 1. Pretest and Posttest Control Group Design (10 pt, Normal)

Groups	Pre-test	Treatment	Post-test
Experiment Group	O1	X	O2
Control Group	O3	Y	O4

Example of graphical presentation:



Graph 1. Development of Student Achievement Motivation (10 pt, Normal)

The research results are presented in full and according to the scope of the research. And presented in the form of theoretical descriptions both qualitatively and quantitatively. Research results can be interpreted following the provisions and truth of the research results (10,5 pt, Normal).

3. 2 Discussion (10,5 pt, Bold)

The discussion is intended to provide interpretation and meaning to the research results in accordance with the theories and references used. The discussion is not solely used to present the findings. Interpretation should be enriched by referring, comparing, or contrasting with previous research findings published in reputable journals, not predatory journals. Integration of findings into existing bodies of theory or knowledge, development of new theories, or modification of existing theories is encouraged (10,5 pt, Normal).

The discussion section contains:

- a. Answering the research problem: supporting and defending the answer with results;
- b. Compare with relevant research results: (1) what distinguishes your results from previous research, (2) state the limitations of the study conducted;
- c. Describe the significance of your research findings (findings);
- d. State the Major Findings of the Study;
- e. Explain the Meaning of the Findings and Why the Findings Are Important;
- f. Support the answers with the results. Explain how your results relate to expectations and to the literature, clearly stating why they are acceptable and how they are consistent or fit in with previously published knowledge on the topic;
- g. Relate the Findings to Those of Similar Studies;
- h. Consider Alternative Explanations of the Findings;

4. RESEARCH IMPLICATIONS (11,5 pt, Bold)

This Research implications are the result or impact of the results of a study (guidance and counseling areas). The implications of this research can be used as a comparison with previous studies. In this section, researchers explain the implications in the form of the impact of research results that can be used as a contribution to science. Researchers can explain the implications of research results such as (1) theoretical implications; (2) practical implications; (3) managerial implications; (4) methodological implications (10,5 pt, Normal).

5. CONCLUSIONS (12 pt, Bold)

The conclusion can present statements about what was expected as proposed in the "Introduction" and what has happened as reported in the "Findings and Discussion" so that there is congruence. Prospects for enrichment of research findings and potential development for future research can be added (10,5 pt, Normal).

In the end of the conclusion, the researcher is encouraged to provide authoritative advice and recommendations to policymakers about what is expected or should happen. Suggestions and recommendations describe specific actions that should be taken. Relate the recommendations to the objectives of the policy brief and the nature of the research.

ACKNOWLEDGMENTS (11,5 pt, Bold)

Contains a brief description to recognize the contribution of certain colleagues, institutions, or agencies that have helped the author's efforts. This section contains the author's gratitude to all parties involved and contributing to the research implementation process (10,5 pt, Normal).

Acknowledgments can also be made to sponsors, funders, resource persons, institutions and others who played an important role in the research. Authors can name people but must seek permission from the person or organization to mention them in the acknowledgements (10,5 pt, Normal).

AUTHOR CONTRIBUTION STATEMENT (11,5 pt, Bold)

The author contribution statement briefly describes the duties and contributions of each author. The author contribution statement is intended to explain the role and contribution of the author in preparing and completing the article (research). (10,5 pt, Normal).

Authors can list the initials of the name for each author, without periods, but separated by commas (e.g. AR, TD). If there are two authors with the same initials, use their middle initials to distinguish them (e.g. DEF, DSF). (10,5 pt, Normal).

REFERENCES (11,5 pt, Normal)

The references contains reference sources with at least 80% of the literature published in the last **7 years**. Literature sources are recommended to come from books, national journals and/or international journals. References (theoretical studies) are not recommended to quote from Internet sources, unless they are related to problems reported on the Internet. (10,5 pt, Normal).

The number of references sources is at least **40 references**. Writing references and citations with APA Style 7th Edition. Writing a references using reference managers (Mendeley, Zotero, and EndNote).

References writing example (APA Style 7th Edition):

Books:

Harris, A. (2019). Teaching and learning in the effective school. Routledge.

Paris, D., & Alim, H. S. (Eds.). (2017). Culturally sustaining pedagogies: Teaching and learning for justice in a changing world. Teachers College Press.

Kurtz, S., Draper, J., & Silverman, J. (2017). Teaching and learning communication skills in medicine. CRC press.

Book Chapters:

Suffragettes. (2016). In J. Palmowski (Ed.), A dictionary of contemporary world history (4th ed.). Oxford University Press. <https://prospero.murdoch.edu.au/record=b2902355>

Yura, P. (2020). 'Good or bad': How people think of me is not important. In B. Rudy & H. Dion (Eds.), Mental health policy (pp. 368-389). University of Life Press.

Blog Post:

Rutledge, P. (2019, March 11). The upside of social media. The Media Psychology Blog. <https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/>

Conference and Proceedings Session:

Davidson, R. J. (2019, August 8–11). Well-being is a skill [Conference session]. APA 2019 Convention, Chicago, IL, United States. https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf

Nguchi, A. (2014). Robotics as a learning tool for educational transformation. In Proceedings of 4th international workshop teaching robotics, teaching with robotics & 5th international conference robotics in education (Vol. 18, pp. 27-34). https://www.terecop.eu/TRTWR-RIE2014/files/00_WFr1/00_WFr1_04.pdf

Froyd, J. E., Wankat, P. C., & Smith, K. A. (2012). Five major shifts in 100 years of engineering education. Proceedings of the IEEE, 100 (Special Centennial Issue), 1344-1360. <https://ieeexplore.ieee.org/document/6185632>

Mandel, L. (Ed.). (2012). Coherence and Quantum Optics: Proceedings of the Third Rochester Conference on Coherence and Quantum Optics Held at the University of Rochester, June 21–23, 1972. Springer Science & Business Media. <https://www.barnesandnoble.com/w/coherence-and-quantum-optics-l-mandel/1117300373>

Data Set:

O'Donohue, W. (2017). Content analysis of undergraduate psychology textbooks (ICPSR 21600; Version V1) [Data set]. Inter-university Consortium for Political and Social Research. <https://doi.org/10.3886/ICPSR36966.v1>

Dissertation From a Database:

Horvath-Plyman, M. (2018). Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition (Publication No. 10937367). [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global. <https://eric.ed.gov/?id=ED591473>

E-books:

- Bransford, J. D., Brown, A. L., & Cocking, R. R. (2005). How people learn: Brain, mind, experience and school. <https://www.nap.edu/catalog/9853/how-people-learn-brain-mind-experience-and-school-expanded-edition>.
- Eckes, T. (2000). The developmental social psychology of gender. Lawrence Erlbaum Associates. <https://lib.ugm.ac.id/443/record=b1600608>

Edited Book Chapter:

- Zeleeke, W. A., Hughes, T. L., & Drozda, N. (2020). Home-school collaboration to promote mind-body health. In C. Maykel & M. A. Bray (Eds.), Promoting mind-body health in schools: Interventions for mental health professionals (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

Film or Video:

- Docter, P., & Del Carmen, R. (2015). Inside out [Film]. Walt Disney Pictures; Pixar Animation Studios.

Journal article:

- Cheung, J. M. Y., Bartlett, D. J., Armour, C. L., Laba, T. L., & Saini, B. (2018). To drug or not to drug: A qualitative study of patients' decision-making processes for managing insomnia. Behavioral Sleep Medicine, 16(1), 1-26. <https://doi.org/10.1080/15402002.2016.1163702>
- Edwards, A. A., Steacy, L. M., Siegelman, N., Rigobon, V. M., Kearns, D. M., Rueckl, J. G., & Compton, D. L. (2022). Unpacking the unique relationship between set for variability and word reading development: Examining word- and child-level predictors of performance. Journal of Educational Psychology, 114(6), 1242–1256. <https://doi.org/10.1037/edu0000696>

Online Magazine Article:

- Thomson, J. (2022). Massive, strange white structures appear on Utah's Great Salt Lake. Newsweek. <https://www.newsweek.com/mysterious-mounds-great-salt-lake-utah-explained-mirabilite-1741151>

Online Dictionary Entry:

- American Psychological Association. (2021). Internet addiction. In APA dictionary of psychology. Retrieved April 24, 2022, from <https://dictionary.apa.org/internet-addiction>

Online Newspaper Article:

- Roberts, S. (2020). Early string ties us to Neanderthals. The New York Times. <https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

Open Educational Resource:

- Fagan, J. (2019). Nursing clinical brain. OER Commons. Retrieved January 7, 2020, from <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

Podcast Episode:

- Santos, L. (Host). (2017.) Psychopaths and superheroes (No. 1) [Audio podcast episode]. In The happiness lab with Dr. Laurie Santos. Pushkin Industries. <https://www.happinesslab.fm/season-2-episodes/episode-1>

Preprint Article:

- Latimier, A., Peyre, H., & Ramus, F. (2020). A meta-analytic review of the benefit of spacing out retrieval practice episodes on retention. PsyArXiv. <https://psyarxiv.com/kzy7u/>

Press Release:

- American Psychological Association. (2020, March 2). APA reaffirms psychologists' role in combating climate change [Press release]. <https://www.apa.org/news/press/releases/2020/03/combating-climate-change>

Print Magazine Article:

- Nicholl, K. (2020). A royal spark. Vanity Fair, 62(5), 56–65, 100.

Print Newspaper Article:

Reynolds, G. (2019). Different strokes for athletic hearts. The New York Times, D4.

Radio Broadcast:

Hersher, R. (2020). Spring starts today all over America, which is weird [Radio broadcast]. NPR. <https://www.npr.org/2020/03/19/817237429/spring-starts-today-all-over-america-which-is-weird>

Report by a Group Author:

World Health Organization. (2014). Comprehensive implementation plan on maternal, infant and young child nutrition. https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1

Report by Individual Authors:

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). How playful learning can help leapfrog progress in education. Center for Universal Education at Brookings. https://www.brookings.edu/wp-content/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf

Report by a Group Author:

World Health Organization. (2014). Comprehensive implementation plan on maternal, infant and young child nutrition. https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1

Song or Track:

Nirvana. (2017). Smells like teen spirit [Song]. On *Nevermind*. DGC.

TV Series Episode:

Dippold, K. (Writer), & Trim, M. (Director). (2011). Fancy party (Season 3, Episode 9) [TV series episode]. In G. Daniels, H. Klein, D. Miner, & M. Schur (Executive Producers), Parks and recreation. Deedle-Dee Productions; Fremulon; 3 Arts Entertainment; Universal Media Studios.

Webinar:

Kamin, H. S., Lee, C. L., & McAdoo, T. L. (2020). Creating references using seventh edition APA Style [Webinar]. American Psychological Association. <https://apastyle.apa.org/instructional-aids/tutorials-webinars>

Webpage:

Chandler, N. (2020). What's the difference between Sasquatch and Bigfoot? How stuff works. <https://science.howstuffworks.com/science-vs-myth/strange-creatures/sasquatch-bigfoot-difference.htm>

Webpage with an author:

World Health Organization. (2018). Climate change and health. <https://www.who.int/news-room/fact-sheets/detail/climate-change-and-health>

Webpage on a News Website:

Machado, J., & Turner, K. (2020). The future of feminism. Vox. <https://www.vox.com/identities/2020/3/7/21163193/international-womens-day-2020>

Webpage With a Retrieval Date:

Center for Systems Science and Engineering. (2020). COVID-19 dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU). Johns Hopkins University & Medicine, Coronavirus Resource Center. Retrieved May 6, 2020, from <https://coronavirus.jhu.edu/map.html>

YouTube Video:

Above The Noise. (2017). Can procrastination be a good thing? [Video]. YouTube. <https://www.youtube.com/watch?v=FQMwmBNNOnQ>