

**ENGLISH TITLE TYPED IN CAPITAL LETTER OF EACH WORD,  
REPRESENT THE CONTENTS OF TEXT, BOLD, CENTER, ITALIC,  
TIMES NEW ROMAN 12PT**

***Bahasa Indonesia title typed in a capital letter at the beginning of each word except  
for connecting words (title case), bold, italic, centered, Times New Roman 12pt***

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**Abstract.** *These instructions give you guidelines for preparing papers for KALPATARU. Use this document as a template using Microsoft Word on A4 size paper (210 mm x 297 mm), Times New Roman (TNR) 10pt, single space, line spacing before 0pt and after 0pt, justify, center, with line indent, left 4cm and right 4cm. Abstract length is no more than 200 words, summarising the content, aim of research, methodology, a brief statement about the research, and its result or prospect. Abstract written in one paragraph, not in mathematical form, question, or conjecture. Written continuously without references, quotations, or abbreviations, and be independent. The abstract does not include pictures, tables, elaborate equations, or references. The electronic file of your paper will be formatted further at KALPATARU.*

**Keywords:** *Consists of 3-5 phrases. Typed in a capital letter at the beginning of each word. Words separated with commas.*

**Abstrak.** Instruksi ini menjadi panduan penulisan pada KALPATARU. Gunakan dokumen ini sebagai *template* penulisan dengan software Microsoft Word pada kertas ukuran A4 (210 mm x 297 mm), Times New Roman (TNR) 10pt, spasi 1, line spacing before 0pt dan after 0pt, justify, center, menggunakan line indent kiri 4cm dan kanan 4cm. Abstrak tidak lebih dari 200 kata, yang memaparkan permasalahan pokok yang dibahas; tujuan penulisan; metode yang digunakan; pernyataan singkat tentang kegiatan yang telah dilakukan; serta hasil atau prospeknya. Abstrak ditulis dalam satu paragraf, bukan dalam bentuk matematis, pertanyaan, atau dugaan. Ditulis tanpa acuan, kutipan, singkatan, serta bersifat mandiri. Abstrak tidak mencantumkan gambar, tabel, atau kutipan pustaka. Dokumen elektronik naskah disesuaikan dengan gaya selingkung yang diacu oleh KALPATARU.

**Kata kunci:** Terdiri atas 3-5 frasa. Diketik dengan huruf kapital di setiap awal kata. Kata dipisahkan dengan koma.

## 1. Introduction

Scientific papers can be written in Indonesian or English. A native speaker of the language must check manuscripts written in English to be grammatically correct before the manuscript is submitted. The collected Indonesian or English manuscripts are in a neat appearance according to the KALPATARU template.

This document is written in a specific format that will be applied to your manuscript. The introduction includes background, problem formulation, objectives, scope (material and area), theoretical basis/concept/literature review, and literature review.

The manuscript is typed using Times New Roman (TNR) 12pt font, 1.5 spacing. The left and bottom margins are 3 cm, while the top and right margins are 2.5 cm. The number of pages is 15-20 pages, with the number of pages of tables, images/graphs, photos, and attachments at most 20% of the total pages of the manuscript.

The citation method is written in *Cite Them Right 12<sup>th</sup> Edition – Harvard (no “et-al.”)* style format. Citations in the body of the article include the name, year, and page of the source, for example: (Binford 1995:155) \*All forms of citation must be listed in the Bibliography and adapted to reference manager software (Mendeley, JabRef, or Zotero).

## 2. Method

A basic explanation of the research/study stages consists of data collection techniques, data analysis, and data interpretation.

## 3. Result and Discussion

The results present data relevant to the study's main theme in descriptions, narratives, diagrams, pictures, and/or tables. Avoid lengthy descriptive-narrative presentations and replace them with illustrations in the form of pictures, graphs, photos, diagrams, and/or maps, but with explanations and legends that are easy to understand.

The discussion is the result of analysis, correlation, and data synthesis. Always use illustrations or images of the best quality.

**3.1 Result**  
(sub-chapters may be written with other titles related to the content)

**3.1.1 Subchapter**  
(if there is any)

**3.1.2 Subchapter**  
(if there is any)

**3.1.3 Subchapter**  
(if there is any), and so on

This section displays a tabulation of data from research results following the methodology. Analysis and evaluation of the data follow the formula resulting from the theoretical studies being carried out.

**3.2 Discussion**  
(sub-chapters may be written with other titles related to the content)

**3.2.1 Subchapter** (if there is any)

**3.2.2 Subchapter** (if there is any)

**3.2.3 Subchapter** (if there is any), and so on

In this section, discuss the analysis and evaluation results, apply the

comparison method, and use equations, graphs, pictures and tables to make it more straightforward. Describe the interpretation of the results of the analysis and discussion to obtain answers, added value, and benefits related to the problem and research objectives.

## Table

The table should have a title and follow the experimental details in a legend that can be understood without reading the manuscript. The table title is short and precise, placed at the top, aligned left, and written using TNR 10pt font. Tables are numbered sequentially using Arabic numerals (1,2,3,4, and so on).

Example:

**Table 1.** Distribution of forts in the research area

No	Name of Fortress	Location	Condition	Type
1.	Ngofakiaha	Makian Island	Relatively intact	Klein Fort
2.	Puwati	Makian Island	Ruins	Redout
3.	Wailoa	Makian Island	Ruins	Redout
4.	Tafasoho	Makian Island	Ruins	Klein Fort
5.	Nassau/Moti	Moti Island	Ruins	Klein Fort
6.	Redout Moti	Moti Island	Structure fragments	Redout

*Source: Research report 2014*

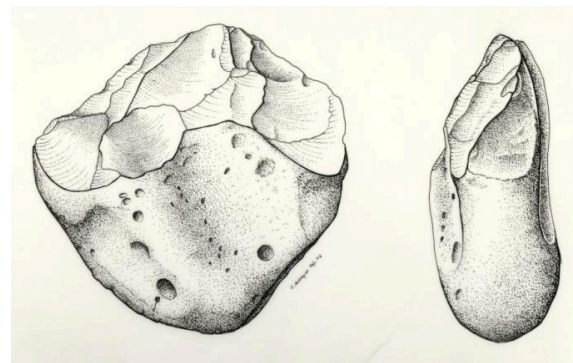
## Figures

Figures include illustrations, sketches, photos, charts, graphs, diagrams, and maps. The title is placed at the bottom of the image, in the center, and written using TNR 10pt font. The source of the image must be included below the image title.

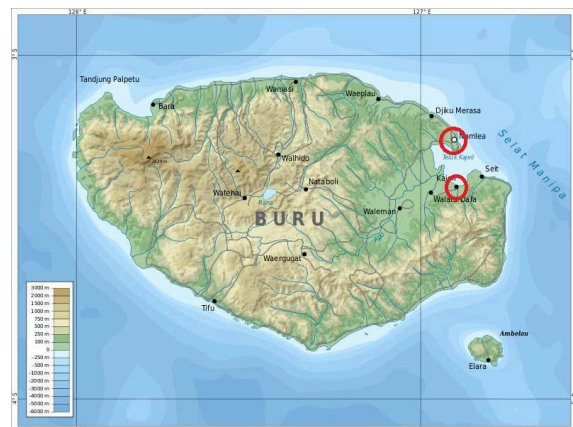
All images are displayed in color and numbered sequentially using Arabic numerals (1,2,3,4, and so on). Images are presented with good resolution. For photos, the minimum resolution is 600x800 pixels.



**Figure 1.** Banda Volcano  
(Source: Author, 2020)



**Figure 2.** Stone tools sketch  
(Source: Research team, 2020)



**Figure 3.** Buru Island  
(Source: Bakorsutanal, 2020)

#### 4. Conclusion

This section includes conclusions on the results of the discussion. The conclusion is arranged in the form of a coherent and systematic paragraph. Some things to pay attention to are as follows:

- In conclusion, remember the consistency triangle problem-goal-conclusion to check and recheck.
- The conclusion is the final part of a scientific paper, obtained from the analysis and discussion of the phenomenon being studied, not a re-writing of the discussion and a summary.
- The conclusion is presented briefly in a complete sentence or by conveying the conclusion points sequentially.
- The conclusion must answer the problem question expressed in the introduction.

**Suggestion** (if included in the conclusion)

Suggestions can be in the form of academic recommendations or concrete follow-up to the conclusions obtained.

#### Acknowledgment

Describe the names of people or institutions who made a real contribution to the manuscript.

\*\*\*\*\*

#### References

The citation method is written based on *Cite Them Right 12<sup>th</sup> Edition – Harvard*. Citations must use the reference manager (*Mendeley*, *Jabref*, or *Zotero*) to make citing writing a bibliography easier and avoid the risk of plagiarism. The order in the bibliography is written alphabetically.

The literature has at least 10 references, with 80% primary references, namely scientific journal articles, proceedings, research reports, theses, and dissertations. The rest are secondary references, namely books, newspaper articles, electronic media, and others. Remember that **you need to include a page number if you quote or paraphrase**. To refer to a single page, use the abbreviation **p**. To refer to more than one page, use the abbreviation **pp**.

The bibliography is written using Times New Roman, 10pt font. The number of references listed in the body of the manuscript must match the number of bibliography at the end of the manuscript.

**If the referenced literature is contained in a journal article, for example:**

*In text citation:*

Author's family name, year of publication, p. page number)

(Alifah, 2018, pp.130-135)

(Ferdianto et al., 2022, p. 150)

(Shirazi, 2010)

*In Reference list :*

Author's family name, Initial(s) (Year of publication) 'Title in single quotes', *Journal Title in Italics*, volume number(issue number), pp. article's page in journal. Available at: article's DOI.

Alifah, A. (2018) 'Analisis Phytolith Dan Starch Untuk Studi Arkeologi Lingkungan', *Kalpataru*, 26(2), p. 137. Available at: <https://doi.org/10.24832/kpt.v26i2.308>.

Ferdianto, A., Suryatman, Fakhri, Hakim, B., Sutikna, T. and Lin, S.C. (2022) 'The effect of edge serration on the performance of stone-tip projectiles: an experimental case study of the Maros Point from Holocene South Sulawesi', *Archaeological and Anthropological Sciences*, 14(8), p. 152. Available at: <https://doi.org/10.1007/s12520-022-01620-4>.

Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks', *European Journal of Teacher Education*, 33(3), pp. 323–326.

Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks', *European Journal of Teacher Education*, 33(3), pp. 323–326. Available at: <https://libezproxy.open.ac.uk/login?url=https://search.ebscohost.com/log...> (Accessed: 27 January 2023).

*In text citation:*

(Groeneveldt, 1960, p. 28)  
(Bellwood, 2001, pp. 121-123)  
(Goddard and Barret, 2015, p19)

Author's family name, Initial(s) (Year of publication), *Book Title in italics*. City: Publisher name.

Groeneveldt, W. P. (1960). *Historical Notes on Indonesia and Malaya Compiled from Chinese Source*. Jakarta: C.V. Bhratara.

Bellwood, P. (2001) *Prasejarah Kepulauan Indo-Malaysia*. Revisi. Jakarta: Gramedia Pustaka Utama.

Goddard, J. and Barrett, S. (2015) *The health needs of young people leaving care*. Norwich: University of East Anglia, School of Social Work and Psychosocial Studies.

*In text citation:*

(Franklin, 2012, p. 28)

Franklin, A.W. (2012) 'Management of the problem', in S.M. Smith (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83–95.

*In text citation:*

(Zuraidi et al., 2022, p. 111)

Author's family name, Initial(s) (Year of publication), 'Title in single quotes', in *Proceeding Name in Italic*, City: Publisher name, pp. article page. Available at: article's DOI.

Zuraidi, M.F., Ramli, Z., Sauman, Y. and Nasir, M.N.M. (2022) 'Prehistoric Archeology in Baling, Kedah: A Review of Chronology, Cultural Evolution and Environment', in *Proceedings of the 9th Asbam International Conference (Archeology, History, & Culture In The Nature of Malay) (ASBAM 2021)*. Dordrecht: Atlantis Press, pp. 110–116. Available at: <https://doi.org/10.2991/assehr.k.220408.015>.

*In text citation:*

(Simanjuntak, 2010)  
(Roberts and Ackerman, 2013)

Contributor's family name, Initial(s) (Year of publication), "Title in double quotes", *Name of media in italic*, release date. Available at: [url] (Accessed: mm dd, yy).

Simanjuntak, T. (2010) “Menunggu Kejutan dari Gua Harimau Halaman all - Kompas.com,” *KOMPAS.com*, 28 October. Available at: <https://tekno.kompas.com/read/2010/10/29/04111639/menunggu.kejutan.dari.gua.harimau?page=all> (Accessed: August 7, 2023).

Roberts, D. and Ackerman, S. (2013) 'US draft resolution allows Obama 90 days for military action against Syria', *The Guardian*, 4 September. Available at: <http://www.theguardian.com/world/2013/sep/04/syria-strikes-draft-resolut...> (Accessed: 9 September 2015).

**If the referenced library is a website, for example:**

*In text citation:*

(Author's family name, year of publication)

(Litha, 2010)

(Robinson, 2007)

*In Reference list :*

Contributor's family name, Initial(s) (Year of publication), "Title in double quotes", *Name of media in italic*, news release date. Available at: [url] (Accessed: mm dd, yy).

Litha, Y. (2023) "20 tahun temuan fosil manusia purba liang bua, penelitian belum tuntas," *VOA Indonesia*, 10 October. Available at: <https://www.voaindonesia.com/a/tahun-temuan-fosil-manusia-purba-liang-bua-penelitian-belum-tuntas/7304144.html> (Accessed : February 3, 2023).

Robinson, J. (2007) *Social variation across the UK*. Available at: <https://www.bl.uk/british-accent-and-dialects/articles/social-variation...> (Accessed: November 21, 2021).

**If the referenced literature is a thesis /dissertation, for example:**

*In text citation:*

(Author's family name, year of publication, p. page number)

(Jati, 1998, pp. 20–25)

*In Reference list :*

Author's family name, Initial(s), (Year of publication), *Title in italic*, Type of thesis, Publisher Institution.

Jati, S.S.P. (1998) *Situs-situs gua prasejarah di Jawa Timur: kajian pola hubungan budaya dan lingkungan*. Unpublished Thesis. Universitas Indonesia.

**If the referenced literature is in the form of a research report, for example:**

*In text citation:*

(Author's family name, year of publication, p. page number)

(Aziz et al., 2005, p. 32)

Tim Penelitian, 2020, p. 23)

*In Reference list :*

Author's family name, Initial(s), Author's family name, Initial(s), Author's family name, Initial(s) (Year of publication), *Report Title in italic*, Publisher City.

Aziz, F., Kurniawan, I., Sudjarwadi, S., Van den Bergh, G.D., Brumm, A., Jatmiko, Tode Solo, J. and Dadang (2005) *Laporan Penelitian: Penelitian Fauna Vertebrata Cekungan Soa Matamenge, Kabupaten Ngada, Flores*. Bandung.

Tim Penelitian (2020) *Laporan Penelitian Arkeologi: Hubungan Waruga dengan pola etnografi di Sulawesi Utara*. Manado.