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Authors Submission Checklist

All manuscripts must meet the following criteria to be processed into the peer-review stage. Failure to meet the following criteria may increase the processing time of the manuscript or even rejection.

Write OK if the authors have confirmed that the manuscript meets the criteria. If the author cannot fulfill these criteria, give a reason, and write in the checklist with highlighted text.

1	Template and Layout	Authors Claim & Comment	Editors Comment
1.1	Have used the latest JoA template (latest update March 2022)	√	
1.2	Introduction, Literature Review Methods, Result, Discussion, and Conclusion are written in a separate section.		
1.3	Not using Bullet / Numbering in the manuscript text.		
1.4	The length of the text is between 6 and 12 pages.		
2	Title and Authors Information		
2.1	The title is written briefly, describing the contents and contributions of the manuscript. The title also does not use abbreviations or acronyms except the standard ones. The title consists of a maximum of 14 words.		
2.2	All authors have been written in the manuscript and also in the OJS system. One of the authors who corresponded through the OJS system was determined as the correspondence authors.		
2.3	All authors must include e-mails in the manuscript and the OJS system.		
2.4	Affiliation information is written in 1 line in the text, at least showing the name of the institution and country. Full Address information should be written in 1 line bellow affiliation information.		
2.5	The title of the manuscript is written using 'Capitalize Each Word', except conjunctions using lowercase.		
2.6	The place and time of research do not need to be included in the title unless the research is specific to a particular time and place.		
3	Abstracts and Keywords		
3.1	Abstract consists of 200 to a maximum of 250 words.		
3.2	Abstracts are arranged in a structured manner. Consisting of Background, Objective, Methods, Results, and Conclusion		
3.3	The number of keywords minimal 5 words		
3.4	All keywords must be written in the abstract.		
3.5	Keywords are arranged in alphabetical order.		
3.6	A combination of all keywords represents the content, contribution, or purpose of the text.		
3.7	Keywords can be in the form of research subjects' category. Avoid using adjectives as keywords in the text.		

4	Introduction		
4.1	Has explained the context/object of research and must focus following the scope of the title.		
4.2	Has explained why this research is important.		
4.3	It has included the existing research gap, explaining the unique differences between this study compared to similar previous studies.		
4.4	Has written research objectives/contributions explicitly.		
4.5	The length of this section is between 300 – 700 words.		
5	Literature Review		
5.1	This section is optional. This section may only be available if the explanation related to previous research is not sufficient if it is only shown in the introduction. If this section exists, you must cite at least 6 recent papers that are closely related to the title of the paper.		
6	Research Method		
6.1	Has cited a source who helped the authors in the selection of methods.		
6.2	Has explained how data is obtained.		
6.3	The procedure has been written chronologically and clearly.		
6.4	The authors have written how the results will be measured, tested, and evaluated.		
7	Results and Discussion		
7.1	Results		
7.1.1	The results of the study are written in logical sequences, according to the research flow.		
7.1.2	The results of the study are presented in the form of narrative/textual, tables, or images in the form of graphs or diagrams. Avoid displaying raw data.		
7.2	Discussion		
7.2.1	An explanation of the results and in-depth analysis has been written.		
7.2.2	A comparison of results with other studies has been written.		
7.2.3	Limitation of study or threat to validity has been written.		
8	Conclusion		
8.1	It has been explicitly written down the contribution of the manuscript and the answers to the research questions.		
9	Acknowledgments		
9.1	If it is funded research, information on the funders agency must be provided along with the contract number (if any).		
10	References		
10.1	Always use automatic citation tools for managing your references. make sure that you already double-check the citation metadata, automatic citation tool usually has metadata errors. Use Mendeley to		

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10.2	Make sure all information related to the reference is written completely (eg Who, Where, and When). Check from the primary source for this information. write the name of the journal without abbreviations. please include DOI if it's available.		
10.3	Have cite a minimum of 15 references. a minimum of 80% comes from journal articles/conferences. a minimum of 80% must be published in the last 5 years.		
10.4	More than 50% of the references must come from credible sources. for example JoA, ScienceDirect, IEEE Explorer, ACM Digital Library, Springer Link, Scopus, Clarivate Analytics, and Indonesian national accredited journals (SINTA 1/2).		
11	Tables and Figures		
11.1	Already using the appropriate format in displaying images and tables.		
11.2	The image or graph must be self-explanatory, so it does not depend on the text.		
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11.4	Images do not have copyright issues.		
11.5	All images and tables have been referenced in the manuscript.		
11.6	The maximum number of images and tables is respectively 6. giving the reason to the editor if you need to display more than the recommended amount.		
12	Languages		
12.1	There are no spelling mistakes, typos, and grammatical errors. You can use tools such as Grammarly or recommendations provided by MS Word for language checking.		
12.2	Use direct and short sentences. Long sentences do not make writing more professional; they only confuse readers.		

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Abstract (Times New Roman, 11 bold)

(Times New Roman 11) The carefully prepared abstract allows readers to quickly and accurately identify the basic content of the document, determine that it is relevant to their interests, and decide whether to read the document in its entirety. The abstract should be rich in content and completely self-explanatory. It should have a clear statement on the discussed issues/main points/topics, theories, methods/research methods, and point out the (expected) main findings/results. The length of the abstract should be between **150 and 250** words. The abstract should be typed in a space indented 1.5 cm from the left and right, and written in the past tense. Standard terminology should be used and the use of abbreviations should be avoided. No literature should be cited. The keyword list provides an opportunity to add keywords that are used for indexing and abstract services in addition to the keywords that already exist in the title. Using keywords wisely may increase the convenience for interested parties to find our articles.

Keywords— 3 - 8 keywords from the paper (Times New Roman 11)

Introduction (Times New Roman 14 bold)

(Times New Roman 11) The concerns in the article are important to the field of language, literature or language teaching. The main text format consists of a flat left-right columns on **A4 paper (quarto)**. The margin text from the **left, right, top, and bottom 2.5 cm**. The manuscript is written in Microsoft Word, single space, minimum **6 pages** and **maximum 15 pages**. The paragraph is indented first line 0.75cm, and do not leave a space between paragraphs.

The title of the article should be clear and appropriate for the content of the manuscript. It should be the fewest possible words that accurately describe the content of the paper (max 12 words). Omit all waste words such as "*A Study of ...*", "*Investigations of ...*", "*Implementation of ...*", "*Observations on ...*", "*Effect of....*", "*An Analysis of ...*", "*Design of...*" etc. Indexing and abstracting services depend on the accuracy of the title, extracting from the

keywords useful in cross-referencing and computer searching. An improperly titled paper may never reach the audience for which it was intended, so please be specific. Organization and citation of the bibliography are made in **APA (American Psychological Association) Format**. The terms in foreign languages are written italics. Authors are suggested to present their articles in the section structure: **Introduction - Literature Review - Research Method - Results and Discussion - Conclusion - Acknowledgements (if any) - References**.

Introduction should provide meaningful purpose(s) to the manuscript. It should provide a clear background, a clear statement of the problem, and the new value of research which it is innovation. It should be understandable to colleagues from a broad range of scientific disciplines.

Literature Review (Times New Roman 14)

(Times New Roman 11) It provides the relevant literature on the subject and the difference(s) of the manuscript from other papers so that it is an innovative one or presenting novelty. It must be appropriate and adequate.

Research Method (Times New Roman 14 bold)

(Times New Roman 11) It provides the proposed approach or solution, and describes the steps of the research, and the method used to support the analysis. The techniques used are appropriate for the collection and analysis of the data. The research method should be set systematically. It explains research chronological, including research design, research procedure (in the form of algorithms, Pseudocode or other), how to test and data acquisition. The description of the course of research should be supported by references so that the explanation can be accepted scientifically.

Results and Discussion (Times New Roman 14 bold)

(Times New Roman 11) The research results and the comprehensive discussion are deeply and clearly presented. Results can be presented in figures, graphs, tables and others that make the reader understand easily. The discussion must be clearly and deeply conducted. The discussion can be made in several sub-chapters.

Conclusion (Times New Roman 14 bold)

(Times New Roman 11) This section must be based on the findings. In this section, the prospect of the development of research results and application prospects of further studies (based on result and discussion) can be added.

Acknowledgements (if any) (Times New Roman 14 bold)

(Times New Roman 11) Indicate sources of funding or help received in carrying out your study and/or preparing the manuscript.

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Please use a APA 6th Edition formatting style.

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