



Original Article

Manuscript title; maximum 15 words; Written in English or Indonesian; font Arial; size 16

1st author's name and surname¹, 2nd author's name and surname², etc

Affiliation¹, Affiliation²... of the first three authors

Abstract. The abstract needs to summarize the content of the paper. The abstract should contain at least 100 and at most 200 words. Font size should be set in 9-point and should be inset 1.0 cm from the right and left margins. A blank (20-points) line should be inserted before and after the abstract.

Keywords: Please list your keywords in this section (Min 3 words) and separate by semicolon. word; another word; lower case except names.

Corresponding author: Name, E-mail, City, and Country



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Introduction *[this is formatted as Heading Level 1]*

This Word document can be used as a template for papers to be published in Journal of Counseling and Educational Research. Follow the text for further instructions on text formatting, tables, figures, citations and references. Paragraph: use this for the first paragraph in a section, or to continue after an extract.

New paragraph: use this style when you need to begin a new paragraph. All manuscripts should be prepared according to the Publication Manual of the American Psychological Association 6th ed. (American Psychological Association [APA], 2010). The full length of submission manuscript for **original research no less than 6000 words**; including references, tables and figures (Appendix—Exclude [if any]).

Writing style

The prime objective of scientific reporting is clear communication. You can achieve this by presenting ideas in an orderly manner and by expressing yourself smoothly and precisely. Establishing a tone that conveys the essential points of your study in an interesting manner will engage readers and communicate your ideas more effectively.

You must summarize the problem to be addressed, give background on the subject, discuss previous research on the topic, and explain exactly what the paper will address, why, and how. A good thing to avoid is making your introduction into a minireview. There is a huge amount of literature out there, but as a scientist you should be able to pick out the things that are most relevant to your work and explain why. This shows an editor/reviewer/reader that you really understand your area of research and that you can get straight to the most important issues.

Article on Journal of Counseling and Educational Research are subdivided into the following general sections: (1) Introduction, (2) Method, (3) Results, (4) Discussion, (5) Conclusion, (6) Acknowledgements, and (7) References.

Method *[this is formatted as Heading Level 1]*

In the Method section, you explain clearly how you conducted your study in order to: (1) enable readers to evaluate the work performed and (2) permit others to replicate your study. You must describe exactly what you did: what and how experiments were run, what, how much, how often, where, when, and why equipment and materials were used. You should maintain a balance between brevity (you cannot describe every technical issue) and completeness (you need to give adequate detail so that readers know what happened). It is both conventional and expedient to divide the Method section into labeled subsections.

Participants *[this is formatted as Heading Level 2]*

Appropriate identification of research participants is critical to the science and practice of psychology and/or social sciences, particularly for generalizing the findings, making comparisons across replications, and using the evidence in research synthesis and secondary data analysis. Identification the samples of participants major demographic characteristic for human, such as age; sex; ethnics and/or racial group; level of education; socioeconomic; generational, or immigrant status; disability status; sexual orientation; gender identity; and language preference as well as important topic-specific characteristic.

Sampling Procedures *[this is formatted as Heading Level 2]*

Describe the procedures for selecting participants, including (a) the sampling methods if a systematic sampling plan was used; (b) the percentage the sample approached that participated; and (c) the number of participants selected themselves into the sample. Describe the settings and locations in which data were collected as well as any agreement and payment made to participants. When applying inferential statistics, take seriously the statistical power consideration associated with the test of hypothesis.

Materials and Apparatus *[this is formatted as Heading Level 2]*

In preparing your manuscript, you need to tell the reader about materials (e.g., questionnaires, stimulus words) and apparatus (e.g., devices to record data, surgical implements) that you used. In general, if researchers are likely to be familiar with your materials and apparatus, you need only mention them. But if you created your own materials, you should give a very detailed depiction of them. If you are using relatively unknown materials or apparatus created by others, you should provide a description of them and indicate to the reader where to obtain them. If you used personality inventories or questionnaires, it is a good idea to indicate levels of reliability reported by previous researchers.

Procedures *[this is formatted as Heading Level 2]*

This information is likely to merge the actual procedures with the materials and apparatus because it is hard to say what the participants were doing without indicating what they were doing it with. There are some fairly standard elements in the procedure. They include, (a) variables that are manipulated and measured, including independent and dependent variables, (b) any conditions or groups that you intend to compare, (c) how participants are assigned to, or placed in, groups, (d) the role of the researcher in the session, (e) the directions that participants received, (f) the activities in which the participants engaged.

Finally, include a statement with the procedure that participants provided informed consent. When you write your own procedure section, you can determine whether to include

how you obtained informed consent. Strictly speaking, it is not part of the data collection process, so you can logically argue that it does not belong in this subsection.

Design or Data Analysis *[this is formatted as Heading Level 2]*

This section will contain information a brief information about the analysis method (for instance: a two- factor ANOVA) you have used to analyze the data collected. In qualitative research, this section enables you to tell the reader from the on-set whether your study used an ethnographic, case study, phenomenological, narrative analysis, historical inquiry, grounded theory or the generic qualitative method that does not subscribe to any specific qualitative philosophy.

Results and Discussions *[this is formatted as Heading Level 1]*

The purpose of the Results and Discussion is to state your findings and make a interpretations and/or opinions, explain the implications of your findings, and make suggestions for future research. Its main function is to answer the questions posed in the Introduction, explain how the results support the answers and, how the answers fit in with existing knowledge on the topic. The Discussion is considered the heart of the paper and usually requires several writing attempts.

The discussion will always connect to the introduction by way of the research questions or hypotheses you posed and the literature you reviewed, but it does not simply repeat or rearrange the introduction; the discussion should always explain how your study has moved the reader's understanding of the research problem forward from where you left them at the end of the introduction.

Headings, tables and figures

Headings. Please follow the formatting instructions for headings given in Table 1.

Tables. All included tables must be referred to in the main text and the table title and caption are to be positioned above the table. The captions need to be written in Times New Roman, 9pt.

Table 1. Table title. Table captions should always be positioned *above* the tables.

Heading level	Example	Font, size and style
Title (centered)	Education	Arial, 16 point, bold
1 st -level heading	Method	Arial, 12 point, bold
2 nd -level heading	Sampling Procedures	Arial, 10 point, bold
3 rd -level heading	Anxiety. Text follows ...	Arial, 10 point, bold
4 th -level heading	<i>Remark.</i> Text follows ...	Arial, 10 point, italic

Figures. Figures need to be inserted separately as a .jpg, .jpeg or .png file and must be referred to in the text, for an example see **Figure 1.** [1] Figure descriptions should be placed below the figure and written in Times New Roman, 9pt.

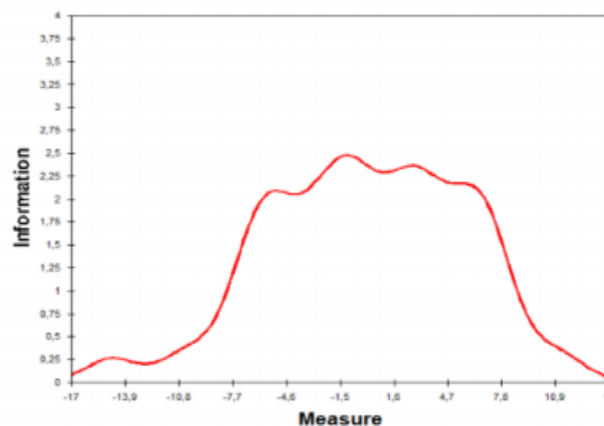


Figure 1. Test Information Function

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Equations, and formulas

Equations and formulas. All equations and formulas should be referred to in the text using consecutive numbers in parentheses, see equation (1) for an example. Displayed equations or formulas should be centered and set on a separate line with an extra space above and below. They should be numbered for reference and the numbers should be consecutive, with numbers enclosed in parentheses and set on the right margin.

$$a + b = c . \quad (1)$$

Equations and formulas should be punctuated in the same way as ordinary text but with a space before the punctuation mark.

Conclusions

The conclusion is intended to help the reader understand why your research should matter to them after they have finished reading the paper. A conclusion is not merely a summary of the main topics covered or a re-statement of your research problem, but a synthesis of key points. It is important that the conclusion does not leave the question unanswered.

Tips:

1. State your conclusions clearly and concisely. Be brief and stick to the point;
2. Explain why your study is important to the reader. You should instill in the reader a sense of relevance;
3. Prove to the reader, and the scientific community, that your findings are worthy of note. This means setting your paper in the context of previous work. The implications of your findings should be discussed within a realistic framework, and;

4. Strive for accuracy and originality in your conclusion. If your hypothesis is similar to previous papers, you must establish why your study and your results are original.

For most essays, one well-developed paragraph is sufficient for a conclusion, although in some cases, a two or three paragraph conclusion may be required. The another of important things about this section is (1) do not rewrite the abstract; (2) statements with “investigated” or “studied” are not conclusions; (3) do not introduce new arguments, evidence, new ideas, or information unrelated to the topic; (4) do not include evidence (quotations, statistics, etc.) that should be in the body of the paper.

Acknowledgements

The heading should be treated as a 3rd level heading and should not be assigned a number.

Citations and references

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. All references must be cited in body text of this document and the reference list must include all cited literature using APA Style 6th Edition. Additional reference examples may be found on the APA Style website (<http://www.apastyle.org>).

We suggest to author using reference management software. References should be the most recent and pertinent literature. Using literature (more than 20 years ago) maybe allowed at least 25% from total references who using in the manuscript.

References

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