

**Article title in sentence case, maximum 15 words  
(Georgia, 14pt Bold, Single-spaced)**

**Author<sup>1\*</sup>, Author<sup>2</sup>, etc. (Georgia 12, Bold, Single-spaced)**

<sup>1</sup>Author Affiliation/Institution  
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<p><b>Abstract</b></p> <p><b>Background:</b> The abstract should be written in Georgia 10 font, containing 200–250 words. Use single spacing and remove space after paragraphs. The abstract should include background, research objectives, methods, research results, and conclusions. The background should be briefly described as an introduction to the abstract.</p> <p><b>Purpose:</b> The research objective must be clearly stated.</p> <p><b>Methods:</b> The methods section should include the type of research, approach, sample or informants, data collection methods, and data analysis.</p> <p><b>Results:</b> The results should be concise and clear.</p> <p><b>Conclusions:</b> The conclusion must address the research objective. The abstract must not contain citations or ambiguous sentences. Foreign terms, abbreviations, or words from local languages should be briefly explained in parentheses.</p>	<p><b>Keywords:</b></p> <p>Five words or phrases          Represents the          research theme</p>
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 Bifakhlina, F., Perdana, F., & Prasetyadi, A. (2025). Optimalisasi Tableau untuk pengelolaan visualisasi data oleh data analyst di Kapanlagi Youniverse. *Informatio: Journal of Library and Information Science*. 5(2). 111-125 DOI: <https://doi.org/10.24198/inf.v5i2.62097>

## INTRODUCTION

The manuscript should be typed using Georgia font, size 12, with 1.15 line spacing. Each paragraph should contain a maximum of four sentences, and the total word count should range between 5,000 and 7,000 words in .doc format. Foreign or local terms should be italicized and followed by their Indonesian equivalent or a brief explanation in parentheses.

The introduction should include the background of the problem, a literature review that supports the statement of scientific novelty, a clear statement of the novelty, problem formulation, hypothesis (if any), and research objectives. The introduction must be written as a single section without subheadings. The entire article should be presented in essay format, meaning there should be no numeric or alphabetical formatting to separate sections or indicate new parts. If numbering or bullet points are necessary, they should be integrated into the paragraph as follows: (1) one, (2) two, and (3) three.

All book citations must be included in-text and listed in the references. In-text citations should follow this format: (Author's last name, year: page) or (Author's last name, year). For example, for a single author book: (Yanto, 2017); for up to five authors in a proceeding: (Wilson, Grizzle, Tuazon, Akyempong, & Cheung, 2011); for a journal: (Yusup, Subekti, & Rohanda, 2016); and for six or more authors: (Lin et al., 2010). For institutional or organizational citations: (UNESCO, 2017). Direct quotations should be enclosed in quotation marks, for example: "....." (Fadly, Piyu, & Rindra, 2020), or Adinda (2018) stated that "....." Indirect quotations should be paraphrased, for example: the research by Michael and William (2015) shows that.... Footnotes are only allowed for interviews.

The article must be the original work of the author(s) and must not have been published elsewhere. The manuscript

should be presented narratively (without numbering before section titles), and the use of subheadings should be avoided.

Please pay attention to sentence structure (Subject, Predicate, Object, and Description) in both active and passive voice. When constructing sentences or paraphrasing, avoid using words such as what, where, how, why, which, unless followed by a question mark. The manuscript should reflect completed scientific work, so avoid uncertain expressions such as possibly, maybe, perhaps, if only, and similar terms. Words like therefore, which, because, whereas, thus, in, for, not should not be used at the beginning of a sentence. These words may only appear in direct quotations or verbatim statements from informants

## RESEARCH METHODS

The research method section of the article should explain the type of research, research subjects and objects, time and location of the study (omit location if it is a literature review), research instruments, sampling techniques, data collection methods, and data analysis procedures.

Compile informant data in a table. Mention the initial of the informants' full name, mention the role in research, and mention the order of informants in the research article.

## RESULTS AND DISCUSSION

The results section presents the main findings of the research. The presentation of results and discussion should be systematic, including only data or information relevant to the research objectives. The discussion explains the findings obtained from the research.

The author should organize, analyze, evaluate, interpret, and compare the findings with previous research. Consistency must be maintained

throughout the article, from the title to the references.

Tables and figures must be accompanied by adequate explanations and include a number and title. Table numbers and titles should be placed above the table, while figure numbers and titles should be placed below the figure. Each table or figure must include a source below it. Tables should be formatted without vertical borders and use Georgia font. Figures must be in greyscale with a resolution of more than 300 dpi and submitted as separate files from the manuscript.

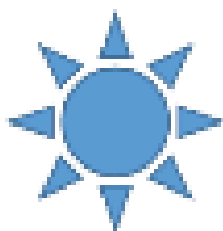
Data presented in tables or figures must be accompanied by narrative text and presented in an easily understandable format. Do not repeat in detail the data already presented in tables or figures. Table 1 is an example of the article table.

**Table 1. Informants’ data (Georgia, 10pt Bold)**

No.	Name Initial	Profession	Initial in Article
1.	YW	Librarian	Informant 1
2.	YT	Librarian	Informant 2

Source: Research Data, 2025

Example of a Figure:



**Figure 1. Title of Image, Diagram, Flowchart (Georgia, 10pt Bold)**

Source: Research findings, 2022

If the discussion includes quotes from informants, they should be indented one tab to the right and single-spaced. A maximum of 7 direct quotes from

interviews may be included, each enclosed in quotation marks. Example:

“Yes, that’s right, I participated in the event last year. It was a great success. The event was also managed by a very experienced team.” (Informant 1. Interviewed, month date, year).

Subheadings in the results and discussion section are allowed. The entire content should be written in essay format, without numeric or alphabetical formatting to separate or indicate new sections.

## CONCLUSION

The conclusion should provide a clear and concise narrative answer to the research questions and objectives. Conclusions should be written in a single paragraph, not in bullet points, and should not be expressed using statistical language. At the end of the conclusion, the author may include the limitation of the research and recommendations for future research based on the findings.

## Acknowledgments (Georgia, 10pt)

In this section, you can acknowledge any support given which is not covered by the author contribution or funding sections. This may include administrative and technical support, or donations.

## Author Contributions

If there is only a single author in the article, this section is not necessary. For research articles with several authors, a short paragraph specifying their individual contributions must be provided. Please turn to the [CRediT taxonomy](#) for the term explanation. Authorship must be limited to those who have contributed substantially to the work reported.

The following statements should be used “Conceptualization, X.X. and Y.Y.; methodology, X.X.; software, X.X.; validation, X.X., Y.Y. and Z.Z.; formal analysis, X.X.; investigation, X.X.; resources, X.X.; data curation, X.X.; writing—original draft preparation, X.X.; writing—review and editing, X.X.; visualization, X.X.; supervision, X.X.; project administration, X.X.; funding acquisition, Y.Y. All authors have read and agreed to the published

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NOTE: X.X., Y.Y., and Z.Z. are the initials of the author’s name.

### AI Declaration

The authors declare that artificial intelligence (AI) tools, such as ChatGPT (OpenAI) and Grammarly, were used solely to assist with language editing, grammar correction, and improving the clarity of the manuscript, and were not involved in the study design, data collection, analysis, interpretation, or generation of scientific conclusions; all AI-assisted content was carefully reviewed and validated by the authors, who take full responsibility for the integrity and accuracy of the work. If no AI tools were used, the authors confirm that the manuscript was prepared entirely without the assistance of artificial intelligence.

### Data Availability Statement

In this section, please provide details regarding where data supporting reported results can be found, including links to publicly archived datasets analyzed or generated during the study. Please refer to [Data Availability Policy](#). Also, the author can write “[The data is available by request to the author](#)” if the data is not available publicly. If the study did not report any data, you might add “[Not applicable](#)” here.

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Please add: “[This research received no external funding](#)” or “[This research was funded by NAME OF FUNDER, grant number XXX](#)” and “[The APC was funded by XXX](#)”. Check carefully that the details given are accurate and use the standard spelling of funding agency names at

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## REFERENCES

The reference list should be arranged alphabetically, without numbering, and should not be separated by source type (books, online sources, etc.). The formatting must follow the **American Psychological Association (APA) 6th Edition** style. Authors are encouraged to use citation management software such as **Mendeley, Zotero, EndNote**, or other similar tools when compiling the reference list.

Only sources cited in the article should appear in the reference list—not all materials read by the researcher. A minimum of **15 references** is required, with sources published within the **last 10 years**. At least **80% of the references must be journal sources** with **60% must be international journal articles**. Authors are also required to cite **at least two articles** from *Jurnal Informatio* archive available on its website.

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- UNESCO. (2017). *Education for sustainable development goals and learning objectives*. Paris: UNESCO.
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- Yanto, A. (2017). *Pengantar ilmu perpustakaan*. Bandung: Unpad Press.
- Yusup, P. M., Subekti, P., & Rohanda. (2016). Pemetaan jenis dan ruang lingkup pencarian informasi pekerjaan penduduk miskin

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