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TITLE OF ARTICLE, BRIEF AND CONCISE, ARTICULATING CONTENTS

Sub Title (Write a title between 5 to 12 words, straightforward, informative and describes the entire content of the article)

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Abstract

Abstract must reflect the substance of the whole contents of the article and enable to help readers to determine relevance with their interest and decide whether or not to read the full document. The abstract consists of a statement about the background, objective of the study or focus of discussion, method or important research steps, findings, and implication. Title and abstract are written in Indonesian and English, each in one paragraph, single spacing, and in total about 150-250 words, Right and left protrude 1 cm, wuth Cambria 10pt, single spacing..

Keywords: word 1; word 2; word 3; word 4; word 5. *(Iclude at least 3 to 5 keywords, arranged alphabetically)*

Abstrak

Title in Indonesian. The abstract in the Indonesian version is written using standard Indonesian with enhanced spelling, left and right indented 1 cm.

Kata kunci: kata 1; kata 2; kata 3; kata 4; kata 5. *(antara 3 sampai 5 kata, disusun secara urut alfabetik)*

INTRODUCTION

Present the contents of the article in Cambria (Heading) font, size 11pt and spacing 15pt and after 6pt. 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 endeavour, written more or less 25% of the whole body including the title and abstract.

- a. First Sub Chapter (*Cambria* 11, Regular)
 - 1. Second Chapter(*Cambria* 11, Regular)
 - a) Third Sub Chapter (*Cambria* 11, Regular)

METHODS

This section must be written out briefly, concisely, clearly, but adequately so that it can be replicated. 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. This section should be written not more than 10% (for qualitative research) or 15% (for quantitative research) of the body.

FINDINGS

For ease of reading and comprehension, **findings are presented first followed by discussion**. The Findings sub-title and Discussion sub-title are presented separately. This section should occupy the most part, minimum of 60%, of the whole body of the article.

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 and graphs should be referred to in the text. The format of tables is shown in Table 1. Tables do not use column (vertical) lines and row (horizontal) lines are used only for the head and tail of the table. The font of the table entry may be reduced. Figures in the table should not be over-repeated in the narration before or after the table.

If you need to include any table, figure, image, or other illustration, please provide a high-resolution picture file as an attachment for your submission file. We will be very happy, however, if you can convert such illustration into narratives and do not include any picture in your paper.

Table 1. Length Weight of Sections

No	Name	Length in Percent
1	Introduction	20% Maximum (incl. title and abstract)
2	Method	10 Up to 15% for quantitative research
3	Findings and Discussion	60% Maximum
4	Conclusion and References	10% Approx

Figures are written in the following format. For scripts written in Indonesian, thousands are written out using periods; for example: 1200300 is written as 1.200.300. Decimal points are marked with a comma followed by two number digits; e.g.: 12,34. For figures lower than 1, the zero must be written; e.g.: 0,12.

For scripts written in English, thousands are marked using commas; e.g.: 1200300 is written as 1,200,300. Decimal points are marked with a period followed by two number digits; e.g.: 12.34. For figures lower than 1, the zero is not needed; e.g.: .12.

For mathematical symbols or notations, the alphabet is italicized, but Greek letters are written upright using the correct symbols. The equal sign is given a punch space before and after; e.g. (English format): $r = .456$; $p = .008$. For statistical values having degrees of freedom such as t , F , atau Z , the figure of the degree of freedom is written in braces such as $t(52) = 1.234$; $F(1, 34) = 4.567$. Statistical calculation for hypothesis testing should be completed with effect sizes; for example: the t -test using Cohen's d , the F -test using partial eta squared, or other post-hoc tests in line with the references under consideration.

For qualitative research, data from interviews, observations, text interpretations, etc. are condensed or summarized into brief substantial resume or summary to be reported. These substantial findings can be presented in descriptive tables to facilitate ease of reading. Excerpts or extracts from interviews, observation results, texts, and others containing answers to research questions are presented in the discussion as authentic evidence.

DISCUSSION

Intended to give interpretation and meaning to the results of the study in accordance with the theories and references that are used. It is not merely used to present findings. Interpretation should be enriched with referencing, comparing, or contrasting with findings of previous research published in reputable, not predatory, journal. It is advisable to integrate findings into collection of theories or established knowledge, development of a new theory, or modification of existing theories. Implications of the research findings are given.

Quoting

It is advised not to use too many direct quotations. Should one be used, however, it is written in the (“...”) format in the paragraph for quotation of fewer than 40 words. For a direct quotation of more than 40 words, it is written in a separate block (outside the paragraph), half an inch indented from the left margin, with no quotation marks, and followed by (name of the author, year: page number).

For a core statement taken from a number of references, all the sources should be acknowledged in an alphabetical order using a semicolon (;); e.g. (Kochhar, 2011; Aldhaheri, 2017; Mulyani, Meirawan, & Rahmadani, 2020). For translated sources, author of the source book, year of the translation, and title of the source book are mentioned. In the case of referencing two sources with the same author and year, the lower-case letters are used after the year; e.g.: (Anderson, 2019a) and Anderson (2019b).

CONCLUSION

Conclusion is intended not only to repeat findings. It contains substantialization of meaning. It can present a statement of what is being expected as proposed in the “Introduction” and what has happened as reported in the “Findings and Discussion” so that there is compatibility. An addition can be made concerning the prospects of enriching the research findings and developing the potentials for future research.

REFERENCES

Reference entry is arranged in the alphabetical order by APA (American Psychological Association) Style 7th Edition. The references used must use primary reference sources such as 80% of journals and proceedings and 20% of secondary reference sources (books) published in the last 10 years. References are written in Bodynote APA 7th Edition format, using a bibliography management application such as: Mendeley or Zotero. The author is obliged to list all the references in the valid way according to the original sources and DOI (digital object identifier), particularly for entries from journals. In the case of cities of publication, differences should be made in writing cities of the USA and cities outside the USA. For example, cities in the USA are listed together with the initials of the state; e.g.: for Boston of Massachusset: Boston, MA.

Examples of reference entries:

(Type: book, author = publisher)

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th Ed.). Washington, DC: Author.

(Type: e-book)

Northouse, Peter G., (2018). *Leadership: Theory and Practice*.(Eighth ed).
~~<https://www.amazon.com/Leadership-Practice-Peter-G-Northouse-ebook/dp/B0>~~

7C6CH5G4/ref=sr_1_12?dchild=1&keywords=education+management+e-book&qid=1611586629&s=books&sr=1-12 . Newbury Park, California : SAGE Publications.

(Type: edited book, two editors or more)

Allen, Stuart., Allen, Danielle K., & Gower, Kim (Eds.). (2020). Handbook of Teaching with Technology in Management, Leadership, and Business. Cheltenham, UK : Edward Elger Publishing.

(Type: book section)

Anderson, G. & Chang, E. (2019). Competing Narratives of Leadership in Schools: The Institutional and Discursive Turns in Organizational Theory. In M. Connolly, D. Eddy-Spicer, C. James and S. Kruse (Eds.). The SAGE Handbook of School Organization. London: Thousand Oaks, CA: Sage, pp. 119-138.

(Type: book, one author)

Kochhar, S. K. (2011). School Administration and Management. New Delhi, India: Sterling Publisher Private Limited.

(Type: book, in English translated into Indonesian, original title intact)

Sallis, Edward., (2012). Total Quality Management in Education. (Ahmad Ali Riyadi & Fahrurrozi, Trans.). Yogyakarta: IRCiSoD. (Original work published 2005).

(Type: book, Indonesian, not translation, original title retained, followed by translation)

Machali, Imam., & Hidayat, Ara., (2019). The Handbook of Education Management: Teori dan Praktik Pengelolaan Sekolah/Madrasah di Indonesia. [The Handbook of Education Management: Theory and Practice of School / Madrasah Management in Indonesia]. Jakarta: Prenadamedia Group.

(Type: book, two authors)

Wheeler, John J., & Richey, David Dean. (2018). Behavior Management: Principles and Practices of Positive Behavior Supports (What's New in Special Education) (Fourth ed.). New York, USA: Pearson.

(Type: journal article, online)

Aldhaheeri, A. (2017), Cultural intelligence and leadership style in the education sector, International Journal of Educational Management, 31 (6), 718-735. doi: 10.1108/IJEM-05-2016-0093

(Type: journal article, three authors)

Mulyani, heni., Meirawan, Danny., & Rahmadani, Annisa. (2020). Increasing School Effectiveness Through Principals' Leadership And Teachers' Teaching Performance, Is It Possible?. Cakrawala Pendidikan: Jurnal Ilmiah Pendidikan, 39(2), 279-292. doi: doi.org/10.21831/cp.v39i2.28864

(Type: journal article, 3-7 authors, all full names written)

Syamsuddin., Kadir, Abdul., Samrin., Andriani, Yunita. (2020). The Influence of Quality of Work Life (QWL) on Employees' Organizational. *Manageria: Jurnal Manajemen Pendidikan Islam*, 5(2), 257-254. doi: 10.14421/manageria.2020.52-15

(Types: prosiding)

Mohamed A. Mansur, Salem., & Jia, Gouzhu., (2019, 25-27 May). Transformational Leadership and Individual Creativity: an Integrated Approach of Empowerment as a Mediator. Paper presented at the 2nd International Seminar on Education Research and Social Science (ISERSS). <https://www.atlantis-press.com/proceedings/iserss-19/125911128>

(Type: document, report: institution, government, organization)

Kemendikbud RI. [The Ministry of Education and Culture of the Republic of Indonesia]. (2019). *Buku Konsep dan Pedoman Penguatan Pendidikan Karakter (PPK)*. Indonesia, JKT: Author.

(Type: document, legal texts, original terms written followed by translation)

Permendikbud RI 2019 No.6. *Pedoman Organisasi dan Tata Kerja Satuan Pendidikan Dasar dan Menengah*. [Guidelines for the Organization and Work Procedures for Primary and Secondary Education Units].

Appendix

Appendixes are optional. An appendix should not be longer than two pages.