

Title page: Write your article title here clearly and concisely

Authors' Name without title

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Abstract

Abstract contains a brief description of the problem and research objectives, methods used, and the results of research. Abstract must reflect the content of the article and should be focusing primarily on the research results. Abstract must be written in a single paragraph in English max 300 words. Keywords need to be included to describe the realm of the issues, and the terms underlying the conduct of research. Keywords can be either single words or combinations of words (phrases). The number of keywords normally between 3 – 5 words. The keywords are required for computerization. Research and abstract title search made easy with these keywords.

Keywords: *keyword 1, keyword 2, keyword 3*

Introduction

Introduction must contain what the authors hoped to achieve and state the problem being investigated. The authors are encouraged to write the background of their articles in four (4) parts. First, state the empirical or theoretical problem which is the basis of your research. This could be written in one or two paragraphs.

Second, provide the recent studies in the area of your focus problem. These studies are needed to establish the state-of-the-art statement of your field of study and to identify the limitations of recent studies. This could be written in two or three paragraphs.

Third, identify the gap between the recent studies and the current empirical and theoretical aspect of your focused study. Normally, the introduction should summarize relevant research to provide context, and explain what other authors' findings, if any, are being challenged or extended. This could be written in one or two paragraphs.

Fourth, state your research question and research objectives based on the gap analysis presented in the previous paragraph. Furthermore, please state the novelty of your research. This could be written in one paragraph.

Method

In general, this section describes how the study was conducted. The subject matter of this sections are: (1) the study design; (2) the sample population or subject

of the research; (3) data collection techniques and instrument development; (4) and data analysis techniques. Please use descriptive paragraphs.

You can use these questions as a guideline to write the method: 1) Is the design suitable for answering the question posed? 2) Is there sufficient information present for you to replicate the research? 3) Does the article identify the procedures followed? 4) Are these ordered in a meaningful way? 5) If the methods are new, are they explained in detail? 6) Was the sampling appropriate? 7) Have the equipment and materials been adequately described? 8) Does it clear what type of data was recorded? 9) Have you been precise in describing measurements?

It is important to note that you do not need to use too many formulas or tables unless it is absolutely necessary to be displayed.

Results

Subheadings – Level 2

This section is the main part of the article. This is where the author/s should explain in words what he/she discovered in the research. It should be clearly laid out and in a logical sequence. The results of the research presented in this section are the result of a clean process of data analysis such as statistical calculations and testing process or other processes for the achievement of its research. State the findings of the research concisely. If you want to display a table, use the following format.

Table 1. This is the title of your table

Column 1	Column 2	Column 3
Data 1	Data 4	Data 7
Data 2	Data 5	Data 8
Data 3	Data 6	Data 9
Total	Sum Column 2	Sum Column 3

Interpretation of results should not be included in this section, unless the research required combination of both findings and discussion in one section.

Title of a table should be put above the table, as seen on Table 1, while title of image, picture, or chart should be put below the picture.

Discussion

Subheading Level 2

This section is also a major part of the research articles and is also usually the longest part of an article. Discussion of the research presented in this section are the result. The process of data analysis such as statistical calculations or other processes for the achievement of its research. Please present the discussion narratively.

Subheading Level 3

If your article presents direct quotations, excerpts from transcripts, or interview, use this format:

Use these questions as guidelines in formulating your synthesis/discussion: Are the claims in this section supported by the results, do they seem reasonable? 2) Have you indicated how the results relate to expectations and to earlier research? 3) Does the article support or contradict previous theories?

Conclusion

This part consists of two (2) sub-parts: conclusion of the article and suggestions or recommendation from the research. Conclude your article critically and logically based on the research findings. Please be careful in making generalization of the findings. You should also state your research limitation in these parts. Generally, the conclusion should explain how the research has moved the body of scientific knowledge forward.

In suggestion, please describe your recommendation for further studies regarding your research implication.

Acknowledgment

State the contributing parties or institutions which help your research. It is important to acknowledge those who help you in **funding, research facilities, or meaningful suggestions** in improving your article. If your article has been presented in a seminar or conference, you can also mention the forum in this section.

References

You are strongly encouraged to use **at least 10 references** from journal articles.

The references, as well as in-text citation, must be written in **APA** format. Please use reference manager software (i.e. Mendeley). Otherwise, you need to make sure that each reference is cited properly in the body text, and vice versa.

The sources cited should at least 80% come from those published in the last 10 years. The sources cited are primary sources in the forms of journal articles and research reports, including theses and dissertations.

Citations from journal should be at least 80% of the total references cited. Online and traceable sources are preferred. You **must provide valid DOIs** if the articles have DOIs.