

Article Title

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Abstract: *This is a new author guidelines and article template of Monas journal. Article should be started by title of article followed by Authors Name and Affiliation Address and abstract number of words 100-250. Special for the abstract section, single spacing should be used between lines in this article. Abstract written in Indonesian and English. The abstract should be typed as concise as possible and should be composed of: problem statement, objective, method, scientific finding result, and short conclusion. The abstract should only be typed in one paragraph and one-column format.*

Keywords: *keywords contain three to five words/phrases separated with coma.*

INTRODUCTION

The introduction contains the background, theoretical basis, problem identification, ideas/innovations/reviews that will be discussed as well as the objectives of the research/study/development in the form of a narrative without a special subtitle. The introduction is written using Times New Roman font, size 11, 1 space. The way the source is written in the text needs to clearly indicate the author's last name and year of publication. Example: (Darwis, 2015).

When writing a manuscript for this journal, each author must ensure that the manuscript is original from his or her own scientific work and that plagiarism in any form is not permitted and check it using a similarity identification application (similarity checker) independently.

The journal editor has absolute authority to reject or ask the author to make necessary changes to the writing of the manuscript according to suggestions from reviewers and peer-reviewer activities using the Double Blind Review system. In particular, non-substantive changes to research material can be adjusted by referring to writing and language guidelines as

well as journal templates. However, improvements to the substance are carried out in consultation with the author according to the reviewer's suggestions.

Paper must be prepared and written on A4 size paper (21cm x 29.7cm) using a bottom and left border of 2.5 cm and 2 cm for the top and right border of the writing. The scope/area of journal writing is Knowledge Management, Human Resources Management, Environment & Sustainable Development, Regional Government, Public Sector Innovation, Public Policy.

Manuscripts are research results that can be written in Indonesian or English. Manuscripts must contain at least 35,000 – 40,000 characters (without spaces) including figures and tables. Writing systematics at least consists of: introduction, method, results and discussion, conclusions and suggestions and bibliography. You can add a thank you note before the bibliography section.

Manuscripts must be written in two columns with the provision that the columns are spaced 1 cm between columns with right-left alignment (justify) in Times New Roman font size 11 and the indent on the first line is 1 cm with 1 space. When inserting an

image, the image title is placed below the image with the numbering 1, 2, 3 etc. Example:

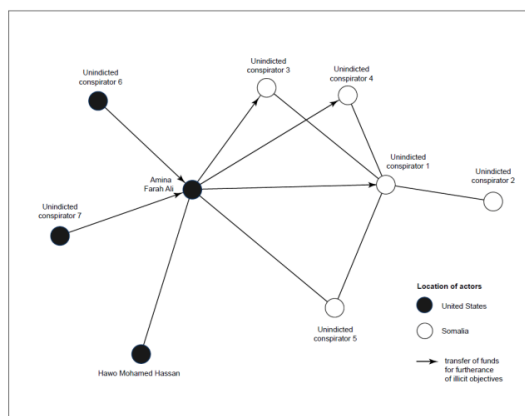


Figure 1. BPSDM DKI Jakarta

When inserting a table, the table title is placed above the table with the numbering 1, 2, 3 etc. Example:

Table 1. Training Alumni

No	Name	Organization
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Headings are mostly used in four levels. Writing headings in 5 levels or more is not permitted. The technique for writing headings is as follows:'

~ Heading1/Heading 1: section title, small capital letter at the beginning of the word, left aligned, bolded, Times New Roman 11 (1 pica), single spaced, Roman number followed by a period.

~ Heading/Heading 2: section title, left aligned, bold, Times New Roman font size 11, single spaced, capital number followed by a period.

~ Heading/Heading 3 is not recommended, however, it is still acceptable with the format: sentences per section, left indent 7.5 mm, hanging indent 7.5 mm, italicized, Times New Roman 11 font, single spaced, given numbers in small capital letters at the beginning of words.

In the torso part, pictures and tables that are relevant to the research may be added with the following conditions for writing pictures and tables:

1. Must be written in black and white and legible when printed;
2. If you want to add color because of the need for explanation/description, you must consider the readability aspect when printed as well as the size and composition on the page, including harmony in the two-column writing style. In the body, mathematical or statistical formulas or formulas that are relevant to the research can be given, provided that mathematical or statistical formulas are written according to needs and are informative and made clearly and neatly according to appropriate writing procedures and rules.

RESEARCH METHOD

The research method contains the type of research/study/development, time and place, targets/aims, research subjects, procedures, instruments and data analysis techniques as well as other matters related to the research method.

RESULT AND DISCUSSION

Results are the main part of the research, containing: clean results without data analysis process, and hypothesis testing results. Results can be presented with tables or graphs, to clarify the results verbally

Discussion is the most important part of the entire content of a scientific paper. The discussion must include answering problems, interpreting findings, integrating findings from research into existing bodies of knowledge and developing new theories or modifying existing theories.

CONCLUSION

The conclusion can be a generalization of findings according to the research problem, and can also be a recommendation for next steps. Suggestions can be input for future researchers, and can also be implications of recommendations from research findings.

ACKNOWLEDGEMENT

If there is, thanks are addressed to official institutions or individuals as funders or who have made other contributions to the research.

REFERENCES

It is recommended to write a bibliography using bibliography management software such as Mendeley in APA style format. The bibliography is sorted according to the first letter of the author's name (A-Z). All references referred to in the text must be written in the bibliography. The bibliography is prioritized in the form of articles taken from the latest journals/publications of at least (minimum) 80% of the 20 (twenty) libraries in the last 10 years. DOI URL link for the referred manuscript to be included in the bibliography list.

When quoting and citing references, citations originating from Wikipedia, personal blogs, or websites that are not specialized in scientific activities and academic activities are not permitted so that they are not counted as citations.

Example of writing a bibliography:

Bartunek, J. M., & Rynes, S. L. (2014). Academics and practitioners are alike and unlike: The paradoxes of academic-practitioner relationships. *Journal of Management*, 40(5), 1181–1201.

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