

PEDOMAN PENULISAN ARTIKEL JOURNAL OF CIVICS AND MORAL STUDIES

(Article Title, About 15-20 Words, Gives an Overview of the Research That Has Been Done, Times New Roman Letters 11, Space 1, *Spacings after 6 pt*)

First Author's Name (Times New Roman 11, Bold, space 1)

Affiliation (University origin) and e-mail address (Times New Roman 10, space 1, *spacing after 6 pt*)

Second Author's Name, and so on

Affiliation (University origin)

Abstract

(Times New Roman 10, Bold, spacing 1, spacing before 12 pt, after 2 pt)

The abstract contains a brief description of the problem and objectives of the research, the methods used, and the results of the research. The pressure of abstract writing is mainly on the results of the research. Abstracts are written in Indonesian and English. Abstract typing is done with a single space with a narrower margin than the right and left margins of the main text. Keywords should be included to describe the area of the problem being researched and the main terms underlying the research implementation. Keywords can be single words or combinations of words. The number of words in abstract is 150-200 words. The number of keywords is 3-5 words. These keywords are necessary for computerization. The search for research titles and abstracts is made easier with these keywords.

Keywords: content, format, article.

INTRODUCTION (TIMES NEW ROMAN 10, BOLD, SPACE 1, SPACING BEFORE 12 PT, AFTER 2 PT)

The introductory section mainly contains: (1) research problems and previous research studies on similar problems; (2) insight and problem-solving plans; (3) formulation of research objectives; (4) A summary of theoretical studies related to the problem being studied. In this section, sometimes there is also expectations for the results and benefits of the research. The introduction is about 2-3 pages long and typed with 1.5 spaces (or follow the requirements of writing the scientific journal in which the article is to be published).

For articles that will be published on the Unesa *ejournal*, the detailed rules for article format follow the provisions of the article format in *the ejournal*. The article format in this Handbook is the agreed general format for the Unesa *ejournal*, which is the encompassing style of *the Unesa ejournal*.

The template for this article format was created in MS Word 2007, and is subsequently saved in rtf format. The template file formats this article and can be downloaded on <https://journal.unesa.ac.id/index.php/jcms>. This template allows article writers to prepare articles according to the rules relatively quickly and accurately, especially for the needs of electronic articles uploaded to the Unesa *ejournal*.

Body text using font: Times New Roman 10, regular, spacing 1.15, spacing before 0 pt, after 0 pt

RESEARCH METHODS

Basically this section explains how the research was conducted. The subject matter of this section is: (1) research design; (2) population and sample (research target); (3) data collection techniques and instrument development; (4) and data analysis techniques. For research that uses tools and materials, it is necessary to write the specifications of the tools and materials. The equipment specifications describe the sophistication of the tools used while the material specifications describe the types of materials used.

For qualitative research such as classroom action research, ethnography, phenomenology, case studies, and others, it is necessary to add the presence of researchers, research subjects, informants who help along with ways to explore research data, the location and duration of research as well as descriptions of checking the validity of research results.

It is best to avoid organizing the writing into "child sub-headings" in this section. However, if it is unavoidable, the way it is written can be seen in the "Results and Discussion" section.

RESULTS AND DISCUSSION

This section is the main section of the research article and is usually the longest section of an article. The results of the research presented in this section are "clean" results.

Data analysis processes such as statistical calculations and hypothesis testing processes do not need to be presented. Only the results of the analysis and the results of hypothesis testing need to be reported. Tables and graphs can be used to clarify the presentation of research results verbally. Tables and graphs should be commented on or discussed.

For qualitative research, the results section contains detailed sections in the form of sub-topics that are directly related to the research focus and categories.

The discussion in the article aims to: (1) answer the formulation of the problem and research questions; (2) indicate how the findings were obtained; (3) interpreting/interpreting findings; (4) relate the results of the research findings to the established knowledge structure; and (5) to give rise to new theories or modifications of existing ones.

In answering the formulation of the problem and research questions, the results of the research must be concluded explicitly. The interpretation of the findings is carried out using existing logic and theories. Findings in the form of realities in the field are integrated/associated with the results of previous research or with existing theories. For this purpose there must be a reference. In the emergence of new theories, old theories can be confirmed or rejected, some may need to modify theories from old ones.

In an article, sometimes it is inevitable to organize the writing of research results into "subheadings". The following is how to write the organizing format, which shows how to write special things that cannot be separated from an article.

Abbreviations and Acronyms

Common abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not need to be given an abbreviation. However, acronyms that are not very well known or acronyms made by the author need to be given an abbreviation. For example: The MiKiR (Interactive, Collaborative, and Reflective Multimedia) learning model can be used to practice mastery of problem-solving skills. Do not use abbreviations or acronyms in article titles, unless it is unavoidable.

Units

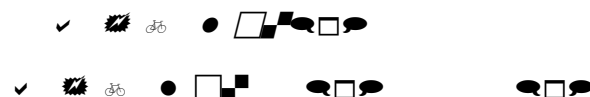
The writing of units in the article pays attention to the following rules:

- Use SI (MKS) or CGS as the main unit, with SI system units more expected.
- Avoid merging SI and CGS units, as this can lead to confusion, as the dimensions of the equation can become unequal.

Do not mix unit abbreviations with complete units. For example, use the unit "Wb/m²" or "webers per square meter", not "webers/m²".

Equations

You should write the equation in a Times New Roman font or a Symbol font. If there are multiple similarities, number the equation. The number of equations is made in order, placed on the far right, namely (1), (2), and so on. Use the sign () to make the equation more concise. Use *italic fonts* for variables, bold fonts for vectors.



Figures and Tables

Place the table label on top of the table, while the image label is at the bottom of the table. Write down specific tables, such as Table 1, when referencing a table. Unlike the title of the image or chart that is placed below it, the title of the table is placed on top of the table. References to these tables are made by clearly mentioning the table and its numbers, for example table 1, table 2, and so on. An example of how to write a table and its descriptions are listed in the table.

Table 1 Table Format

Table Heads	Table Column Header	
	Sub-Column Heads	Sub-Column Heads
Contents	Table contents	Table contents

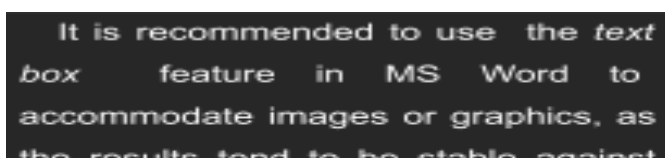


Figure 1 Example image caption

Citations and References

One of the characteristics of scientific articles is that they present the ideas of others to strengthen and enrich the ideas of the author. The ideas that have been expressed by others are referred to (referenced), and the source of reference is included in the Bibliography.

The bibliography must be complete and in accordance with the references presented in the body of the article. That is, the sources written in the Bibliography are actually referenced in the body of the article. Instead, all references that have been mentioned

in the article should be included in the Bibliography. To show the quality of scientific articles, the list included in the Bibliography must be quite large. The Bibliography is arranged alphabetically and the way it is written is adjusted to the rules specified in the journal. The rules for writing citations, references, and Bibliography follow this guidebook.

The presentation of other people's ideas in the article is done indirectly. The ideas cited are not written like the original text, but are summarized or concluded. For example, Suharno (1973:6) states that speed consists of forward movement as strong and as much as possible, the ability of movement to intermittent contraction of muscles or a group of muscles, the ability of muscle reactions or a group of muscles in a rapid tempo due to stimuli.

Reference is the mention of the source of the idea written in the text as (1) an acknowledgment to the owner of the idea that the author has committed "borrowing" instead of plagiarism, and (2) notifying the reader of who and where the idea was taken. The reference contains the name of the author whose opinion is cited, the year the source of the information was written, and/or without the page number where the referenced information was taken. The author's name used in the reference is only the last name. References can be written in the middle of a sentence or at the end of a citation sentence.

References are written and separated from the citation sentences with open brackets and closing brackets (check the examples below). The reference written in the middle of the sentence is separated by the word that precedes it and the word that follows it by distance. The reference written at the end of the sentence is separated from the last word of the quotation sentence by being spaced, but not separated by periods. The author's name is written without spacing after the opening bracket and followed by a comma. The year of publication is written after a comma and is spaced. Pages of books or articles after the year of publication, separated by colons without spacing, and closed with brackets without spacing. For example: scientific writing is factual writing that the author uses to provide knowledge/information to others (Riebel, 1978:1).

If the author's name has been mentioned in the text, the year of publication of the source of the information is written immediately after the author's name. Or, if the author's name still wants to be mentioned, this reference is written at the end of the text. For example: according to Riebel (1978:1), scientific writing is factual writing used by the author to provide knowledge/information to others.

The names of the two authors in the same work are followed by the word 'and'. Semicolons (;) are used for

two authors or more than two authors with different works. For example: a scientific paper is a factual writing that the author uses to provide knowledge/information to others (Riebel and Roger, 1980:5). If two authors are involved in two different works, an example of a scientific paper is a factual writing that the author uses to provide knowledge/information to others (Riebel, 1978:4; Roger, 1981:5).

If there are more than two authors, only the name of the first author is written. The rest of the author's name is replaced with 'et al' (and friends). The writing 'et al' is separated from the author's name, which is mentioned by a distance, followed by a period, and ended with a comma. For example: reading is an interaction activity between the reader and the writer whose presence is represented by the text (Susanto et al., 1994: 8).

Bibliography Writing

The Bibliography is a list of written works that the author reads in preparing his article and then uses it as a reference. In scientific articles, the Bibliography must exist as a complement to references and reference source instructions. The writing of the Bibliography follows the rules in this Guidebook.

Acknowledgments

If you need to thank a specific party, such as a research sponsor, state it clearly and briefly, avoiding flowery expressions of gratitude.

CONCLUSION

Conclusion

The conclusion presents a summary of the description of the results and discussion, referring to the purpose of the research. Based on these two things, new points of thought were developed which are the essence of the research findings.

Suggestions

Suggestions are compiled based on the findings of the research that has been discussed. Suggestions can refer to practical actions, the development of new theories, and/or advanced research.

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(Written with Times New Roman 10, Regular, space 1, spacing before 6 pt, after 6 pt).

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