Editor note: Use the following template to submit, however, there will be a layout editing step that will create the Galleys before publishing on the website.

Paper's title must be brief, informative and indicates the main point(s) of the paper no more than 20 words, capitalize first letter only (Sentence case)

[1]First Author, [2]Next Author, [3]Last Author
[1]Author's affiliation (department, faculty, institution name), address, postcode, city, country
[2]Author's affiliation (department, faculty, institution name), address, postcode, city, country
[3]Author's affiliation (department, faculty, institution name), address, postcode, city, country
Corresponding author: example@example.com

ABSTRACT
Abstract should be factual and concise. It shall contain research problems, methods (for the research report article) and results. Minimum length is 100 words and maximum 200 words.

Keywords:
Write alphabetically in minimal 3 maximum 5 words

1. Introduction

Introduction (2-3 pages) includes background, research problems, and objectives of the research. The introduction section ends with an emphasis on items to be discussed. Introduction consists of background of the study explaining the actual phenomenon that has been investigated, supported by **reference and previous studies** that have been done individually or in a group or team. The author must also explain the existence of this research compared to those previous studies. Introduction consists of problem(s) (one problem that is becoming the focus of the study is even better), purpose of the study, research significance, and theory used to solve the problem(s). All sources that are cited or paraphrased should be all written in the references list. Introduction does not allow subchapter.

2. Method

The methods section describes actions to be taken to investigate a research problem and the rationale for the application of specific procedures or techniques used to identify, select, process, and analyze information applied to understanding the problem.
The methodology section of a research paper answers two main questions: How was the data collected or generated? And, how was it analyzed? The writing should be direct and precise and always written in the past tense.

3. Results and discussion (This part is excluded for the non-research articles)

3.1. Subchapters

Result of the study is written in the form of subchapter(s), no numbers are necessary. The title of the subchapter is written in the form of a capital letter for the initial word.

3.2. Sub-subchapters

If there is another sub-subchapter inside the subchapter the format writing of the sub-subchapters is written in Capital letter for the initial letter and italic.

Figures and Tables

All figures and tables should be centered and numbered consecutively. Type *Figure* in style box. The caption should be typed in lowercase. Choose the center if the caption fits on one line.

Figure 1 - Figure title/description

All tables should be numbered with Arabic numerals. Every table should have a caption. Headings should be placed above tables, left justified. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately. Below is an example which the authors may find useful.

Table 1 - Table's Title

An example of a column heading	Column A (*t*)	Column B (*t*)
And an entry	1	2
And another entry	3	4
And another entry	5	6

Dividers are lines that frame the top and bottom of the table and, or mark the different parts of a table. They are often used for division or emphasis within the body of a table.

4. Conclusion

Conclusion is a brief summary of findings and discussion. It is strongly recommended to avoid mere repetitive statements from the previous sections. Besides, the writer should address the suggestions.

5. Acknowledgements (if any)

Acknowledgements enable you to thank all those who have helped in carrying out the research. Careful thought needs to be given concerning those whose help should be acknowledged and in what order. The general advice is to express your appreciation in a concise manner and to avoid strong emotive language.

6. References

Reference list format is based on APA (American Psychological Association) Seventh Edition style. Reference list should appear at the end of the article and includes **only** literatures actually cited in the manuscripts. References are ordered alphabetically and chronologically. Make sure your references are **80% taken from journal papers**. It is strongly recommended to use **References Tools** such as **Mendeley**. When writing a reference list, please use the following conventions:

Sample:

Alexie, S. (1992). The business of fancydancing: Stories and poems. (For Book)

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. Social Services Review, 81, 453-484.

Zacharek, S. (2008). Natural women. *The New York Times*. Retrieved on 12 February 2013, from http:// www. nytimes. Com /2008/ 04 /27/ books/ review/ Zachareck.

Appendix (optional)

This section is for your Appendix