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Title Guidelines for Writing Articles for Berbakti

(*No more than 16 words, Calisto MT font, 16pt size, bold, Capitalize Each Word*)

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ABSTRACT

The abstract must be written in English in a single paragraph, using Calisto MT 10 pt font and single spacing, with a word count of 150–250 words. The abstract must concisely, clearly, and comprehensively reflect the entire content of the article, so that readers can understand the essence of the community service activity without having to read the entire manuscript. The abstract must include at least: (1) the background or problem underlying the activity, (2) the objectives of the community service activity, (3) the implementation methods, (4) the main results obtained, and (5) the conclusions or general impact of the activity. The abstract must not contain citations, uncommon abbreviations, tables, figures, or overly technical descriptions. The abstract must emphasize the tangible contributions of the activity to the partners or the target community.

INTRODUCTION

The introduction should constitute 15–20% of the total manuscript. The introduction should include (in order) the background of the problem, a review of previous community service literature (state of the art) as the basis for the article's scientific novelty, a statement of scientific novelty, and proposed solutions to the problem addressed. The objectives of the study must be stated at the end of the introduction.

The introduction must include citations from relevant previous research or community service studies that support the arguments and proposed solutions. The margins should be 2.54 cm (right, left, top, bottom), and A4 paper should be used. This section is written

using Calisto MT font size 11 regular, with 1.0 line spacing. Each paragraph should begin with a 5-digit indent, or approximately 1 cm from the left edge of each margin column.

In-text citations must include *the author's* name and publication year and be formatted **in blue** as follows: To simplify the citation process, use a *reference management* tool such as *Mendeley* to avoid errors in citing sources and writing references in the article's bibliography. (Note: Citations follow *APA 7th edition style*) (Panis et al., 2024) .

Note for authors: Article length should be between 10 -12 pages, including the reference list, notes, and tables. Articles may be written in ***Indonesian or English***. Each article will be checked for similarity using the plagiarism detection software: Turnitin

IMPLEMENTATION METHODS

The implementation method section is written in paragraph form and systematically describes the design of the community service activity. The description of the methods must include at least: (1) the type or design of the activity, (2) the targets or partners of the activity, (3) the location and time of implementation, (4) the materials, tools, or media used, (5) the stages of implementation, (6) data collection techniques, (7) evaluation instruments, and (8) data analysis techniques. This section is written using Calisto MT font size 11 regular, with single spacing. The target audience or activity partners are described in detail, including the number of participants, their characteristics, and the rationale for their selection. The location and time of implementation are clearly stated. The materials, tools, media, or equipment used must be listed in detail, including their source or origin if necessary.

The implementation stages are presented in a logical sequence, starting from problem identification, program planning, coordination with partners, activity implementation, monitoring, evaluation, and follow-up. If necessary, the activity stages may be supplemented with tables, flowcharts, or supporting illustrations. Data collection may be conducted through observation, interviews, questionnaires, documentation, tests, or other relevant instruments. Data analysis is explained briefly and clearly, using either a quantitative descriptive, qualitative descriptive, or combined approach.

Implementation methods may involve a single method or a combination of several methods, depending on the program's needs, including public education, training, mentoring, consultation, dissemination of science and technology, mediation, science and technology simulations, science and technology substitution, advocacy, or other relevant methods. The author should explain the rationale for selecting these methods and their suitability for the issues and needs of the partners.

RESULTS AND DISCUSSION

The Results and Discussion section presents the main findings from the implementation of the community service activity, along with a scientific analysis of those findings. Results may be presented in the form of quantitative data, qualitative data, or a combination of both, depending on the design and methods used in the activity. The results data may include pretest and posttest scores, questionnaire results, observations, interviews, documentation, evaluation forms, partner participation rates, program achievements, or other relevant forms of data. This section is written using the Calisto MT font, size 11, regular, with 1.0 line spacing.

The results of the community service project must be presented clearly, systematically, and with a focus on findings that are directly relevant to the project's objectives. The presentation of results may be supported by tables, figures, graphs, or relevant documentary photos. Each table and figure must be numbered, titled, and referenced within the text. Tables and figures must be of good quality and easy to read. If a table is large, the font size may be adjusted proportionally so that it fits on the page and remains clearly legible. Table titles and figure captions should be written using the Calisto MT font, size 10, regular style, with single spacing; the text should be blue, and the names "Table 1" and "Figure 1" should be in bold.

The discussion section includes an interpretation, analysis, and interpretation of the results obtained from the activity. The discussion should not merely restate the data, but must explain the significance of the findings, the extent to which the activity's objectives were achieved, the factors that supported or hindered implementation, and the impact of the activity on partners or the target community. Activity results should be compared or linked to theory, previous research findings, and/or relevant similar community service activities to demonstrate the contribution of the implemented program.

Authors should highlight the changes, improvements, or tangible impacts resulting from the activities, whether in terms of knowledge, skills, attitudes, behavior, or the partners' capacity. If there were limitations in implementing the activities, these should be mentioned appropriately as points for reflection to inform future program development.

The results and discussion section may be divided into several subsections as needed; however, authors should avoid excessive use of nested numbering. This section is recommended to constitute the main body of the article, comprising approximately 40–60% of the total manuscript content.

Table 1. Experimental Design

Group	Pretest	Treatment	Posttest
Experiment 1 (Oral Attributional Feedback)	T1	Xa	T2
Experiment 2 (Attributional Feedback Posts)	T1	Xb	T2
Experiment 3 (Feedback Attributional Confirmation)	T1	Xc	T2
control (without treatment)	T1	-	T2

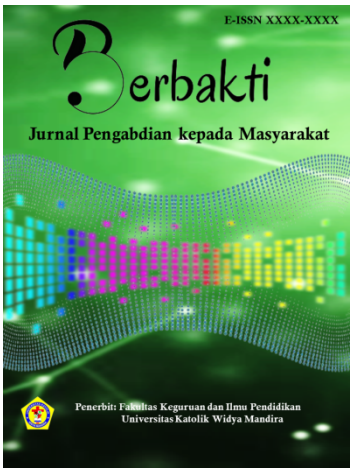


Figure 1. Stages of Activity Implementation.

CONCLUSION

The conclusion should be concise, clear, and to the point, based on the results and discussion, and should directly address the objectives of the community service activity. This section highlights the main findings, benefits, and impacts of the activity on the partners or target community without repeating the detailed data or discussion. The conclusion should be written in paragraph form, not as a list of bullet points. In the final section, the author may add practical implications or brief recommendations as follow-up for the development of future community service programs, the expansion of the target audience, or the refinement of the implementation model in the future . This section is written using the Calisto MT font, size 11 regular, with 1.0 line spacing.

ACKNOWLEDGMENTS

When addressing grant providers or institutions that have supported the implementation of the PkM activity, avoid excessive expressions of gratitude.

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AUTHOR CONTRIBUTIONS

Describe each author's actual contributions to the community service activity and manuscript preparation. Use full names or initials consistent with the author list. Roles may include conceptualization, methodology design, activity coordination and implementation, data collection and processing, analysis, visualization, supervision, drafting, and manuscript review and editing. List only the roles actually performed by each author.

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