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Title : The title must be short, clear and informative but not more than 20 words

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Accepted date; Approved: date; Published: date

Abstract
Text must stand alone, meaning that there are no citations to attach. Abstract also does not need to include pictures, tables and formulas. In addition, it should provide brief information to the reader about the issues discussed, objectives, methods, findings, and recommendations. In addition, the abstract must be non-technical, but clear enough for knowledgeable readers to understand the contribution of the manuscript. Abstract consists of a maximum of 200 words typed in one paragraph and one column format. (Font: Arial, 9pt, single line spacing, 1 paragraph).

Keywords: c*onsists of 3 – 5 words*

Introduction

The introduction is written sequentially containing the background, problem formulation, questions and research hypotheses (optional). If there is a literature review, it can be included in this chapter. The research objectives should be written at the end of the introduction.

Authors of the journal ASEAN Social Work Journal must be registered with at least Google Schooler and Orcid. Incoming manuscripts will be checked with a plagiarism application. Journal manuscripts range from 5000 to 7000 words. This document is typed using the Arial 10pt font, spaced 1. The citation method is written according to the American Psychological Association (APA) Style, preferably using Mendeley, Menu reference in MS Word or similar applications. Example of a quote using APA Style using Mendeley: Books (Zastrow, 2010). Part of a Book or Anthology (Bruce, 2009) Journal Article (Simpson et al., 2004). Journal Article with DOI (Habibullah, 2019). Newspaper/Magazine Articles (Setiawan, 2017). Documents on the Website (Irmayani, 2019).

Methodology

The research method must describe the method used in dealing with the problem, including the method of analysis. It should contain sufficient detail to enable the reader to evaluate the feasibility of the method as well as the reliability and validity of the findings. The method includes an explanation of the type/nature of the research, data collection techniques, research locations, research time, and data analysis techniques.

Results

The author must explain the research results (what was found) in detail. Research results are field findings carried out by researchers not more than the last 3 years. Research data should not be secondary data (taking from other studies).

1. Subsection

Heading 1: Use this style for a level one heading

Heading 2: use this style for level two heading

Heading 3: use this style for level three heading
Heading 4: use this style for level four heading

A bulleted list looks like this:

- First point
- Second point
- Third point

A numbered list can be added as follows:

1. First item
2. Second item
3. Third item

The text continues here.

2. Drawings, Tables and Schematics

All figures and tables must be cited in the main text such as Figure 1, Table 1, etc.

Example: if one image can follow the following image:

Image 1. This is an image, Schematic follows the same format. Images should be placed in the main text close to the first quoted. The title on one line must be centered.

Example: if two or more images can follow the following images:

(a) (b)

Figure 2. This is an image, Schematic follows the same format. If there are multiple panels, they should be listed as: (a) A description of what is in the first panel; (b) Explanation of what is in the second panel. Images should be placed in the main text close to the first quoted. The title on one line must be centered.

Table 1. The table should be placed in the main text close to the first quoted.

Title 1	Title 2	Title 3
Fill in table 1	data	data
Fill in table 2	data	data

Source: Include the source of the data if it comes from secondary data.

3. Mathematical/statistical formulas

Example:

$$a = 1, \quad (1)$$

The text that follows the formula doesn't have to be a new paragraph. Please punctuate the formula as plain text.

Direct quotations or verbatim quotations can follow the following format:

> Example of Quotation text. Quotes. Text quote continues here. The format of the proof is as follows: quote quote quote quote quote quote quote quote quote quote,
>
> The text continues here.

Discussion

The discussion of research results contains a discussion of research findings. Findings obtained from the results of field research with additional support from adequate data. Authors should discuss the results and how they can be interpreted from the perspective of previous research and working hypotheses. The findings and their implications should be discussed in the broadest possible context. Future research directions can also be suggested. The results of research findings must be able to complete or provide an explanation of the questions stated in the introduction. The following components should be included in the discussion: How do the results relate to the original question or objective outlined in the Introduction (what/how) section? Does the paper provide a scientific interpretation of each result or finding presented (why)? Are the results of the study consistent with what has been reported by other researchers (what else)? Or is there a difference?

Conclusion and Suggestions

Conclusion

Conclusions must reflect the answers given from the hypotheses and/or research objectives or findings obtained. Conclusions should not contain repetition of research results and discussions, and should instead contain a summary of research results and findings as expected in the research objectives or hypotheses.

Suggestions

Suggestions should present things that will be done in connection with the concept of further research. Suggestions can contain academic recommendations, concrete follow-up, or policy implications of the conclusions reached.

Acknowledgement.

As a form of appreciation for the parties involved in the writing manuscript or research. The acknowledgement of research donor can be an organization/institution, and or individual.

Author/Authors Brief Bio

Author should input a brief bio, including final education, job/position, research interests and or social work practice experiences, and recent major publications.

Example :

Reiko OGAWA
Professor, Graduate School of Social Sciences, Chiba University. Japan.
MA in International Relations (Sophia University) and MA in Development Sociology and Cultural Anthropology (Leiden University). Major in sociology and researched on migration and care. Recent publications include co-authored book "The Global Old Age Care Industry: Tapping into Migrants for Tackling the Old Age Care Crisis (Palgrave Macmillan, 2021); "Routledge Handbook of East Asian Gender Studies" (Routledge, 2020), "Use and Abuse of Trafficking Discourse in Japan", *Journal of Population and Social Studies,* 28, 106-125 (2020).

References

All references cited must be listed in the References using the American Psychological Association (APA) style and arranged from A to Z. The minimum number of references is 15 sources. This must include references obtained from primary sources (consisting of scientific journals, 80% theses and dissertations) that have been published in the last 10 (ten) years. The remaining 20% may include research articles or research reports (research reports, books, policy texts and other related publications).

Examples:

Bruce, H. (2009). Contextual Factors in Assessing Children and Adolescents. In T. Kaplan (Ed.), *Children and Adolescents with Mental Health Problems*. London: RCPsych Publications.

Habibullah. (2019). Problems and Prospects of Functional Positions of Social Workers in the Social Service of Central Java Province, *Social Conceptia*, 8, 227–240. https://doi.org/https://doi.org/10.33007/ska.v8i3.1785

Irmayani, NR (2019). Dissemination of Research Results in 2019. Center for Research and Development of Social Welfare. http://puslit.kemsos.go.id/berita/467/dissemination-hasil-penelitian-tahun-2019#sthash.bIzdNZsJ.dpbs

Setiawan, HH (2017, July 31). The New Paradigm of Social Assistance. *Kompas*. https://kompas.id/baca/opini/2017/07/31/paradigma-baru-bantuan-social/

Simpson, L, M., Stahl, A, N., Francis, & Anderson, M. (2004). Reading and Learning Strategies: Recommendations for the 21st Century. *Journal of Developmental Education*, 28, 2–15.

Zastrow, C. (2010). *Introduction to Social Work and Social Welfare: Empowering People (10th ed.)*. Brooks/Cole: Cengage Learning.