



The Title Must be in the Form of Words that Accurately Describe the Contents of the Paper

(No need to include a place description)

First Author^{*1}, Second Author², Third Author³

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Abstract: Written in English which includes background, research objectives, research methods, and research results accompanied by conclusions written briefly. Maximum abstract length of 200 words in one paragraph, Arial Font, 11 font sizes, Space 1.0.

Keywords: Word 1; word 2; word 3; word 4 (Capitalize Each Word)

(Keywords are sorted alphabetically, keywords that are entered are the words contained in the abstract)

INTRODUCTION

The manuscript is written in good and correct English. Articles must use the Grammarly tool. Arial font format, 11 font sizes, justify and spaced 1.0, No need to use bullets and numbering. The introduction consists of background, and supporting theories from several libraries that form a clear theoretical basis and purpose of renewal.

The journal is created using the Docx format (Ms. Word). Journal has written a maximum of 15 pages. Then you can send it to the Almana Website through the Almana journal address at the following link:

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- Title: 11 font sizes, Center, Bold, UPPERCASE
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- Text content: 11 font sizes, justify
- Abstract: 11 font sizes, justify
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- Table contents: 10 font sizes
- Reference: 11 font sizes, justify.
- Space: 1.0
- Margin:
 - o Left: 3 cm.
 - o Right: 3 cm.
 - o Above: 3,5 cm.
 - o Bottom: 3 cm.

This introduction chapter is written with only one chapter, without additional titles.



METHODS

Describe the method in detail. If the method refers to a standard procedure, write the standard (reference library). And describe and explain the types of related research, the subject, and objects of the study, the time and location of the study, how to take samples, collect data, and analyze data.

RESULTS AND DISCUSSION

Findings obtained from research results must be written down and published clearly. No data was agreed on over and over, the results were supported by well-prepared and illustrated data.

Existing tables or figures are presented with explanations. The table consists of 3 horizontal lines. The image shown can be seen clearly. Writing numbers and the title of the table are placed above the table, while the number and title of the image are placed below the picture. Complete the existing tables and figures with the source below each table/figure.

Example of table format:

Table 1. Test Results of the Fourth Week of Effects

Weekly		N	Mean Rank
Rt	End	2705	4116.33
	Early	5935	4413.55
	Total	8640	

Source: data that has been processed by the author (2018)

Example image format:

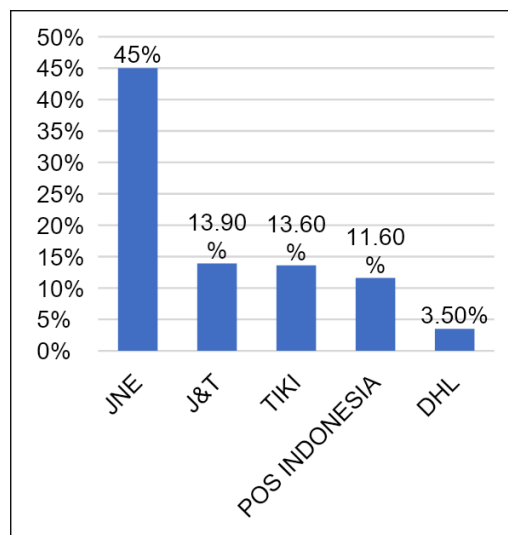


Figure 1. Top Brand Courier Service Category 2018

Source: Top Brand Award (2018)



CONCLUSION

The contents of the conclusions are represented in one paragraph, not points, and expressed not in statistical sentences. This conclusion is written briefly and answers the issues raised in the study.

REFERENCES

The bibliography is written using the Mendeley application, with the APA style citation system, Arial letters, 11 font sizes, justify, and 1.0 spaced. The bibliography is arranged alphabetically. The source of quotations is a maximum of 5 years ago.

Example:

- Mulyasana, D., & Yustika, M. (2022). The Development Strategy Micro, Small, and Medium Enterprise of Bandung City Reviewing from Quality Management. *Almana: Jurnal Manajemen dan Bisnis*, 6(3), 491-500.
- Sugiyono. (2019). *Metode Penelitian Kuantitatif, Kualitatif dan R&D*. Alfabeta: Bandung.
- Vincent, V., & Tamba, I. F. U. (2022). Level of Employee Loyalty from Generation Z. *Almana: Jurnal Manajemen dan Bisnis*, 6(2), 249-257.