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**Article Title *(Maximum 12 words, English, Cambrian, Italic, size 12)***

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***Abstract***

*The abstract must be written in English with single spaced Cambrian font size 11. The content of the abstract must include 200-300 words that describe three important aspects, namely the research objectives, research methods and research findings. The abstract must be written in English with single spaced Cambrian font size 11. The content of the abstract must include 200-300 words that describe three important aspects, namely the research objectives, research methods and research findings. The abstract must be written in two languages, English and Indonesian with single spaced Cambrian font size 11. The content of the abstract must include 200-300 words that describe three important aspects, namely the research objectives, research methods and research findings. The abstract must be written in English with single spaced Cambrian font size 11. The content of the abstract must include 200-300 words that describe three important aspects, namely the research objectives, research methods and research findings. The abstract must be written in English with single spaced Cambrian font size 11. The content of the abstract must include 200-300 words that describe three important aspects, namely the research objectives, research methods and research findings*

***Keywords*** *: first keyword, second keyword, third keyword, fourth keyword*

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| *Received:*  *……………….* | *Revised:*  *……………* | *Accepted:*  *…………….* | *Published:*  *……………* |

**Introduction**

Template was written as a format or layout guide for writing articles published in the Disastri Journal: Indonesian Language and Literature Education . Writers must follow writing rules, both in terms of font type, size, layout, number of words, systematics and writing references. What is no less important is that the writing follows the Indonesian Spelling Guidelines, uses the right vocabulary and follows scientific principles properly and correctly. If the article is written in English, the article must use correct grammar and have been carefully checked by a language expert ( proofreader ). In addition, writing must comply with scientific publication ethics.

The body of the article including the bibliography is written in one column, as in this *template .* The first line of the first paragraph after the sub-heading is written without indentation (in the order of writing the sub-heading). In the next paragraph, the first line is written indented by one *tab* (1.27 cm).

*Microsoft Word* software . Use *the Page Layout menu* to determine the paper size used, namely A4, the right and left *margins* or borders are 3.3 cm, the top border is 4 cm and the bottom is 3.4 cm. The spacing between lines is *single* (single) without any additions between paragraphs. The font used is **Cambria** size **12** .

Overall, the article is between **8 - 15 pages** , including bibliography. **Writing** systematics consists of **Introduction , Method , Results and Discussion ,** and **Conclusion**. The introduction contains the reasons for conducting the research which is supported by literature (theoretical) review. The Introduction section is written approximately 20% of the body of the article. Then, Method contains a brief description of the research method used (approximately 10% of the body of the article). The next section is very important, namely regarding the results and discussion . This section is written about 65% of the overall content of the article and discussion of research results must refer to the results of previous research. The conclusion is written briefly (around 5% of the body of the article) to state a brief answer to the research problem. Meanwhile, the bibliography is written in accordance with the rules issued by *the American Psychological Association* (APA), the sixth edition published in 2010 .

**Method**

This methods section must explain the research methods used, including the implementation procedures. Tools, materials, media or research instruments must be explained well. If necessary and important, there is an attachment regarding the structure of the instrument or fragments of material used just to provide examples for readers.

If there are statistical formulas used as part of the research method, it is best not to write down formulas that are commonly used. For example, there are specific provisions set by researchers in order to collect and analyze research data which can be explained in this method section. Authors are advised to provide reference sources for the methods used.

**Results and Discussion**

**Results**

In general, the research results are described first, then there is a discussion section. As in this *template* , there are separate results and discussion sub-headings.

Articles may contain tables and/or images. Tables or pictures should not be too long, too big or too many. Writers should use variations in the presentation of tables and figures. The tables and figures presented must be referenced in the text.

In the **Jurnal Disastri: Pendidikan Bahasa dan Sastra Indonesia** , the table writing is as in the following example. Table 1 explains the name of *the Style* in this article template, while Figure 1 explains the weight of the number of words in each suggested section. The table does not contain vertical lines (upright) and horizontal lines (flat) only exist at the head and tail of the table. The font size of the table contents may be reduced.

1. *Style and Function*

|  |  |  |
| --- | --- | --- |
| No | *Style* Name | Function |
| 1 | CP\_ABSTRACT BODY | Abstract |
| 2 | CP\_ABSTRACT KEYWORD | Keywords from abstract |
| 3 | CP\_AUTHOR | Writer |
| 5 | CP\_BODYTEXT | Article/paragraph text |
| 6 | CP\_FIGURE | Image naming |
| 7 | CP\_HEADING 1 | Title (Bold) |
| 8 | CP\_HEADING 2 | Sub -headings (upright, not bold) |
| 9 | CP\_HEADING 3 | Sub - subtitles ( italic ) |

*Figure* 1. Weight of written parts

**Discussion**

Discussion of research results must refer to previous research results that have been published in scientific journals. Authors are advised to refer to research results that have been published in the **Jurnal Disastri: Pendidikan Bahasa dan Sastra Indonesia**

Writing references in the body of the article and in the bibliography is based on the rules issued by *the American Psychological Association* (APA) sixth edition which was published in 2010. There are many websites that provide information about APA, for example those created by the Purdue Online Writing Lab . For online article references *,* which are written in text only by the author, the complete website address is written in the bibliography (see Purdue Online Writing Lab).

**Jurnal Disastri: Pendidikan Bahasa dan Sastra Indonesia** refers to credible sources, namely those written by experts in the field and through a review or editing process before publication. Below are several examples of writing references in the body of an article.

The first example is writing reference sources in the text. Writing can be like this (Madya, 2011) , or if there are two authors then it is written like this (Tabachnick & Fidell, 2007) . If there are more than two to five authors, all the first mentions are written, such as (Thomas-Hunt, Ogden, & Neale, 2003) and the next mentions are written (Thomas-Hunt et al., 2003) . The names of fewer than six authors are written in all, for example (Janssen, Kirschner, Erkens, Kirschner, & Paas, 2010) , but as many as six or more authors are written only by the first author, for example (Fuchs et al., 2000) .

It can also be written where the name outside the brackets, such as Madya (2011), corresponds to the statement written. If the statement is a direct quote, then the page must be included written like this example (Tobias & Duffy, 2009:23) or (Tobias & Duffy, 2009: 23-28) .

Direct quotations containing less than 40 words must be written in paragraphs (not separated) and **enclosed in** quotation marks. If a direct quotation contains 40 words or more, then this quotation is written in a block (separate from the paragraph), indented half an inch from the edge, **without** **marked with** quotation marks. It is best if the article does not contain too many direct quotes. For example, a direct quote of more than 40 words is as follows.

*... when each group member has acquired a different knowledge base and combinations of knowledge are required to solve a problem, collaborative learning (heterogeneous) could be an advantage. If group learning is desirable in school, then teachers need to structure the curriculum to allow each student to acquire a different knowledge base before instructing them in collaborative work* (Retnowati, 2012: 338).

A statement can also be the essence of several references, so the source is written by stating all the references in alphabetical order and a colon (;) to separate sources, in this way (Ritter, Nerb, Lehtinen, & O'Shea, 2007; Sahlberg, 2012; Schunk, 2012) .

It is important to note that all mentions of names follow the rule that the last name is written, regardless of the ethnic origin of the name. For example, Burhan Nurgiyantoro and Anwar Efendi are Indonesian names, written (Nurgiyantoro & Efendi, 2013) .

For translation reference sources, what is referred to is the name of the original author, the year of the translated book and the original book are all mentioned, for example see the bibliography of books from (Schunk, 2012a) original and Schunk (2012b) translation.

According to APA, the special publishing city of *the United States of America* **must** include the abbreviated name of the state in two capital letters, for example the city of New York is in the state of New York (NY), the city of Boston is in the state of Massachusetts (MA). The name of a city in other countries is simply written as the name of the city.

If the reference source is in print but has an online version, then the website address is included, for example see (Bransford, Brown, & Cocking, 2005) . This website address can be in the form of http://www or information in the form of a doi ( *digital object* *identifier* ). Currently, most scientific periodicals or *electronic books* already have this information.

Next is a discussion of reference sources published by the government. There are two types, the first is books/reports/articles written by teams or agents from government agencies; the second is statutory regulations ( *legal documents* ). For the first type, the writing is the same as a book/report/article published by any agency. Researchers must be able to identify who the team that compiled/authored the book/report/article is (mention their names if any), which is sometimes not written explicitly. If there is no name of the book writing team, please state the publishing institution. The following is the writing order for the first type:

Author , AB or Name of Department/Agency. (YEARS). Title of document: Subtitle

(Report No. # [if available]). Location: Publisher.

Examples of use are: The National Council of Teachers of Mathematics in the USA (NCTM, 2000) sets mathematics learning standards.

Other writing examples:

Author, AB or Name of Department/Agency. (YEARS). Title of document: Subtitle

(Report No. # [if available]). Retrieved from [Agency Name (if not same as author) website:] http://url

Department of the Prime Minister and Cabinet. (2008). Families in Australia: 2008.

Australia. Retrieved from <http://www.dpmc.gov.au/>

publications/families/index#contact

For the second type, there is no need to write the name of the author but directly state the name of the law. For example, in the body of the article it is referred to as ( Child Protection Act 1999 (Qld), s.5. ) then in the bibliography it is also written Child Protection Act 1999 (Qld), s.5. Another example is when referring to Republic of Indonesia Law no. 14 (2005) or Minister of National Education Regulation no. 22 (2006); where the name of the government institution does not need to be written as the author.

The bibliography is written at the end of the article with the same type and size as the body of the article. The bibliography is sorted alphabetically. Everything referred to in the article must be written in the bibliography, and everything written in the bibliography must be referenced in the article by writing what is referred to in the article. All quotations must follow writing ethics, especially when it comes to writing direct or indirect quotations.

The editorial team of **Jurnal Disastri: Pendidikan Bahasa dan Sastra Indonesia** advises writers to use software that helps write articles easily, especially to help write reference sources. Things like this are mechanical and can take up time to think about things that are more substantial than the content of the research. However, using a standard writing format can make it easier for readers to understand the contents of the article so they can follow up on the research results presented in the article.

**Conclusion**

The closing contains conclusions from the results of the research carried out . So that this template can be applied in an orderly manner, the author can download the template and save the file on a personal computer by changing the file name, then overlay the text in this template with the author's article, preferably in stages, without deleting subtitles, without changing the format. This template was written using *Microsoft Word 2010* . To make it easier to write reference sources, use software such as *Endnote, Mendeley, Zotero* and so on.

**BIBLIOGRAPHY**

This section provides an example of writing a citation source. Everything on this list can be traced in the body of this *template article* to learn how to write citations in text.

(Type: book, same *author* as publisher)

American Psychological Association. 2010. *Publication Manual of The American Psychological Association* (6 ed.). Washington, DC: Author.

(Type: *e-book* )

Bransford, JD, Brown, AL, & Cocking, RR 2005. *How People Learn: Brain, Mind, Experience and School* Retrieved from https://www.nap.edu/catalog/9853/how-people-learn-brain-mind -experience-and-school-expanded-edition

(Type: book by one author from Indonesia)

Madya, S. 2011. *Theory and practice of action research* . Bandung: Alphabeta.

(Type: journal article by author from Indonesia)

Nurgiyantoro, B., & Efendi, A. 2013. *Priorities for Determining the Value of Character Education in Learning Youth Literature* . *Horizons of Education , XXXII* (3), 382-393. doi: 10.21831/cp.v3i3.1626

(Type: statutory legal document)

Minister of National Education Regulation 2009 No. 22, Basic Competencies in Pancasila and Citizenship Education for Elementary Schools Classes I-VI.

(Type: online article/ *online* )

Purdue Online Writing Lab. 03/27/2015. APA Style. *Reference list: Electronic sources (web publications).* Retrieved March 12, 2017, from https://owl.english.purdue.edu/owl/resource/560/10/

(Type: proceedings)

Retnowati, E. 2012, 24-27 November. *Learning Mathematics Collaboratively or Individually.* Paper presented at the 2nd International Conference of STEM in Education, Beijing Normal University, China. Retrieved from http://stem2012.bnu.edu.cn/data/short%20paper/stem2012\_88.pdf.

(Type: translated book)

Schunk, DH 2012. *Learning Theories and Educational Perspective* (E. Hamdiah & R. Fajar, Trans.). Yogyakarta: Student Library. (Original work published 2012).

(Type: two-author book)

Tabachnick, BG, & Fidell, LS 2007. *Using Multivariate Statistics* (Fifth ed.). Needham Heights, MA: Allyn & Bacon.

(Type: three-author journal article)

Thomas-Hunt, MC, Ogden, TY, & Neale, MA 2003. Who's Really Sharing? effects of social and expert status on knowledge exchange within groups. *Management Science, 49* (4), 464-477. doi: 10.2307/4133951

(Type: statutory legal document)

Republic of Indonesia Law 2005 No. 14, Teachers and Lecturers.