

JURNAL CIVICUS SUBMISSION GUIDE

A. ARTICLE SUBMISSION REQUIREMENTS

1. Articles written for the Civicus Journal include the results of studies and research results in the field of Civic Education
2. Artikel ditulis dalam bahasa Indonesia. Sistematika artikel hasil penelitian yaitu
 - HEADING;
 - AUTHOR'S NAME;
 - INSTITUTION;
 - EMAIL;
 - ABSTRACT & KEYWORDS;
 - INTRODUCTION;
 - METHOD;
 - RESULTS AND DISCUSSION;
 - CONCLUSION
 - ACKNOWLEDGMENT
 - AUTHORS' NOTE
 - REFERENCES.
3. The name of the author of the article is listed without an academic degree, accompanied by the name and address of the institution of origin and country placed under the title of the article. In the case of a manuscript written by a team, the editor only deals with the main author or the author whose name is listed first. The author must include a correspondence or *email address*.

B. PROCEDURES FOR REGISTERING E-JOURNAL

1. Register on the page
<http://ejournal.upi.edu/index.php/civicus/user/register>
2. Upload articles that have been adjusted in format in the "New Submission" section by following the instructions provided on the page.

C. KETENTUAN PENULISAN ARTIKEL

1. Articles are typed using letters according to the template
2. Ukuran spasi 1 (*spacing before = 0 pt dan after = 0 pt. Indentation = 0"*).
3. A4 paper size.
4. Ukuran *margins top 1,27 cm , left 2,54 cm , bottom 2,54 cm, right 2,54 cm .*
5. Use a two-column format with *alignment: justify*.
6. Article length 3000-5000 words

D. SISTEMATIKA PENULISAN

Writing sub-article titles does not use *numbering* and *alignment center* formats.

1. Heading.
Written entirely in bolded capital letters. Constantia font, size 16 pt, *alignment center*.
2. Author's name.
Written normally (without bold) without titles. Calibri font, size 10 pt, *alignment center*.
3. Email address.
Written normally (no bold). Calibri font, size 10 pt, *alignment center*.
4. Author's affiliated institutions.
Normal written (without bold), Calibri font, size 10 pt, *alignment center*.
5. Email Correspondence
Normal written (without bold), Calibri font, size 10 pt, *alignment center*.

6. Abstract.

Abstract titles in bold. Each abstract is a maximum length of 200 italicized words and accompanied by keywords written below the abstract in italics and bold format.

7. Introduction.

The introduction contains the background, research context, literature review results and research objectives. The entire introduction is presented in an integrated manner in the form of paragraphs with a length of 15-20% of the total length of the article.

8. Method

The method section contains exposure in the form of paragraphs about research design, data sources, data collection techniques, and data analysis that the author has done, with a length of 10-15% of the total length of the article.

9. Results and Discussion.

The research results section contains exposure to the results of the analysis related to the research question. Any research results should be discussed. The discussion contains the meaning of the results and comparisons with theories and / or similar research results. The length of exposure to results and discussion is 40-60% of the total length of the article.

10. Conclusion

The conclusion section contains research findings in the form of answers to research questions or in the form of digests of discussion results. The conclusion is presented in paragraph form.

11. Reference

The reference list contains the books and journal articles referenced. Reference sources of at least 80% are libraries of the last 10 years. Referencing and citation using bracketed referencing techniques (last name, year: page). Example: (Budimansyah: 2010)

The reference list is prepared in the following manner:

Book

Budimansyah, D. 2010. *Penguatan Pendidikan Kewarganegaraan untuk Membangun Karakter Bangsa*. Bandung: Widya Aksara.

Book Cahpter

Budimansyah, D & Komalasari, K. (Eds). 2011. *Pendidikan Karakter: Nilai Inti Bagi Upaya Pembinaan Kepribadian Bangsa (Penghargaan dan Penghormatan 70 tahun Prof. Dr. H. Endang Somantri, M.Ed.* Bandung: Widya Aksara Press.

Articles in a Book Collection of Articles

Sapriya. 2001. *Ontologi Pendidikan Kewarganegaraan dan Perannya dalam Pembangunan Karakter Pribadi dan Kebangsaan Indonesia*. Dalam Budimansyah, D & Komalasari, K. (Eds). 2011. *Pendidikan Karakter: Nilai Inti Bagi Upaya Pembinaan Kepribadian Bangsa (Penghargaan dan Penghormatan 70 tahun Prof. Dr. H. Endang Somantri, M.Ed.* (hlm. 136-150). Bandung: Widya Aksara Press.

Articles in Journals =

Somantri, M.N. 2001. Masalah Pengembangan Ilmu Kewarganegaraan (IN) dan Pendidikan Kewarganegaraan (PKn) dalam Lingkup STKIP-FKIP, FPIPS dalam Universitas. *CIVICUS*. I (1) 27-36.

Official Documents

Pusat Pembinaan dan Pengembangan Bahasa. 1978. *Pedoman Penulisan Laporan Penelitian*. Jakarta: Depdikbud.

Description, Thesis, Dissertation and Research Report

Dahliyana, A. 2011. *Pengembangan Habituasi Pendidikan Karakter melalui Kegiatan Ekstrakurikuler di Sekolah: Studi Kasus Pendidikan Karakter di SMA Negeri 3 Bandung*. Tesis tidak diterbitkan. Bandung: SPs UPI Bandung.

Seminar Papers, Workshops, Upgrades

Winataputra, US. 2012. *Transformasi Nilai-Nilai Kebangsaan untuk Memperkokoh Jatidiri Bangsa Indonesia: Suatu Pendekatan Pendidikan Kewarganegaraan*. Makalah disajikan dalam Seminar dan Kongres Asosiasi Profesi Pendidikan Pancasila dan Kewarganegaraan Indonesia (AP3KnI). Universitas Pendidikan Indonesia, Bandung, 31 Maret

Internet

Althof, W and Berkowitz, MW. 2006. Moral education and Character Education: Their relationship and roles in Citizenship Education. *Journal of Moral Education*. (Online), Vol 35, No. 4, (<http://dx.doi.org>), diakses 6 April 2010.

E. OTHER TERMS

1. Writing the name of the image.

Image names begin with the words "Image (image sequence number)" in bold. The name of the image must be written at **the bottom of the image** with the source included.

Example:



Figure 1. Bhineka Tunggal Ika

Sumber: Gramedia/2022

2. Table name writing

Table names begin with the words "Table (table sequence number)" in bold. The name of the image must be written at **the top of** the table with the source included.

Example:

Table 1. Values That Can Support Civic Character Building Through Local Excellence-Based Learning

No.	Citizenship Character	Activities	Developed value
1	Empowering himself as an independent, active, critical, well-informed, and responsible citizen to participate effectively and efficiently in various activities of society, politics, and government at all levels (regional and national).	PBKL in skills and Civics, Religion subjects	Cultural Values, 18 Characters, Religious Values
2	Understand how citizens exercise personal roles, rights and responsibilities to participate in community life at all levels (regional and national).	PBKL in skills and Civics, Religion subjects	Cultural Values, 18 characters, religious values
3	Understand, internalize, and apply the values of ethics, democracy, human rights and nationalism in the life of society, nation and state	PBKL in skills and Civics, Religion subjects	Cultural Values, 18 characters, religious values
4	Understand and apply human rights principles in everyday life.	PBKL in skills and Civics, Religion subjects	Cultural Values, 18 characters, religious values

Source : Processed by Researchers, 2014