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How to Make Fast Arranging Article Draft into Journal Template Using Microsoft Word

** Saian Badaruddin[1], Tifan Muhammad Amirulloh[2]*

[1]Drama Dance and Music Arts Education, Faculty of Languages and Arts, State University of Medan, Indonesia

[2]Dance Arts Education, Faculty of Art and Design Education, Indonesian University of Education

*Correspondence: E-mail: Badaruddinsaian@upi.edu

ABSTRACT

In scientific writing in the form of articles, the term template is often used. every author who would publish an article in a journal must change the draft format according to the journal template. Therefore, this research was conducted to discuss ways to do templates quickly using Microsoft Word. Some tools and materials must be prepared in doing the template, namely Microsoft Word, article draft, and journal templates. Based on the results and discussion it was found that in the template process, four steps must be carried out, namely blocking, copying, pasting, and checking. This research is expected to help authors who would adjust the format and move the article draft they make into the journal template.

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1. INTRODUCTION

In scientific writing in the form of articles, the term template is often used. Templates related to scientific papers are document formats provided by journals to authors who would publish their writings. The notion of a template itself is a file that serves as a starting point for a new document. Templates usually have spaces for names and addresses (Feldman *et al*. 2015). In other words, a template is a file created with an overall layout or blueprint with a format to be used for a group of documents or generic documents. Templates have several functions, namely facilitating work, making work done faster, and various choices according to needs.

In general, every author who would publish an article in a journal must change the format of the draft according to the journal template provided by each journal editor. The journal itself is a place to publish the research results of researchers Bolshete (2018). The purpose of making a journal is to develop research that has been written and become a reference for other researchers who would do similar research (Rowley & Slack, 2004).

Even though adjusting the article draft format with the journal template is an activity that must be carried out by authors who would publish their writing in a journal, there are still few who can process the template properly, correctly, and quickly. Few authors can adjust the article draft format with the journal template format due to the lack of publications that explain how to make templates. Research that is often carried out by previous researchers is mostly research related to how to write scientific articles. Research that discusses how to write scientific articles such as research conducted by Denney & Tewksbury (2013) which examines how to write literature reviews, research conducted by Shah (2015) which examines how to write methods in scientific journals, research conducted by Arrom *et al*. (2018) who examined how to write original writing (no plagiarism), research conducted by Wee and Banister (2016) who examined how to make scientific literature review works, research conducted by Shah (2017) who examined how to write abstracts on journal scientific work, research conducted by Süer and Yaman (2013) who examined how to write editorial letters, Ming (2006) who researched how to write journal articles, research conducted by Rosenfeldt *et al*. (2000) who examined how to write papers for publications, and other studies.

However, among the studies mentioned above, no one has researched how to use templates quickly using Microsoft Word. Therefore, this research was conducted to help authors who would change the article draft they write according to the journal template format. It is hoped that with this research, authors would no longer experience confusion when adjusting the article draft format, they have with the journal template format.

2. METHODS

The tools and materials that must be prepared before carrying out the template process are applications for making template, journal template file, and article draft. The Ms. Word application is used in this study. The Ms. Word application was chosen

because it can be used offline, so it doesn't require a good internet connection to process the template. Apart from Microsoft Word, journal template, and manuscript draft are also very important components in making templates. Make sure you have written a draft of the paper manuscript and have downloaded the journal template. The steps for downloading a journal template have been described in research conducted by Badaruddin and Masunah (2022).

3. RESULTS AND DISCUSSION

3.1. How to move an article title from a paper draft into a template file

According to the elders, Cisondari comes from the word Ki Sunda, the first person to settle and build Cisondari. There are also those who say that Cisondari comes from the word Sondari which means princess or art. This is reinforced by the existence of two women who once ruled *(ngageugeuh)* in Cisondari. First, Queen Selawati, the daughter of Ranggamantri, the granddaughter of Prabu Siliwangi from Padmawati. Second, Eyang Sekar Badaya. Cisondari means art, because it is said that in ancient times in Cisondari there was a type of art tool that resembled Bansing, usually used *(ditabeuh)* with Karinding called Sondari.

The following are the steps for transferring an article abstract from an article draft to a template file:

(i) Make your window into two worksheets. Save the article draft that has not been templated on the left, and the journal template on the right as shown in **Figure 1**.

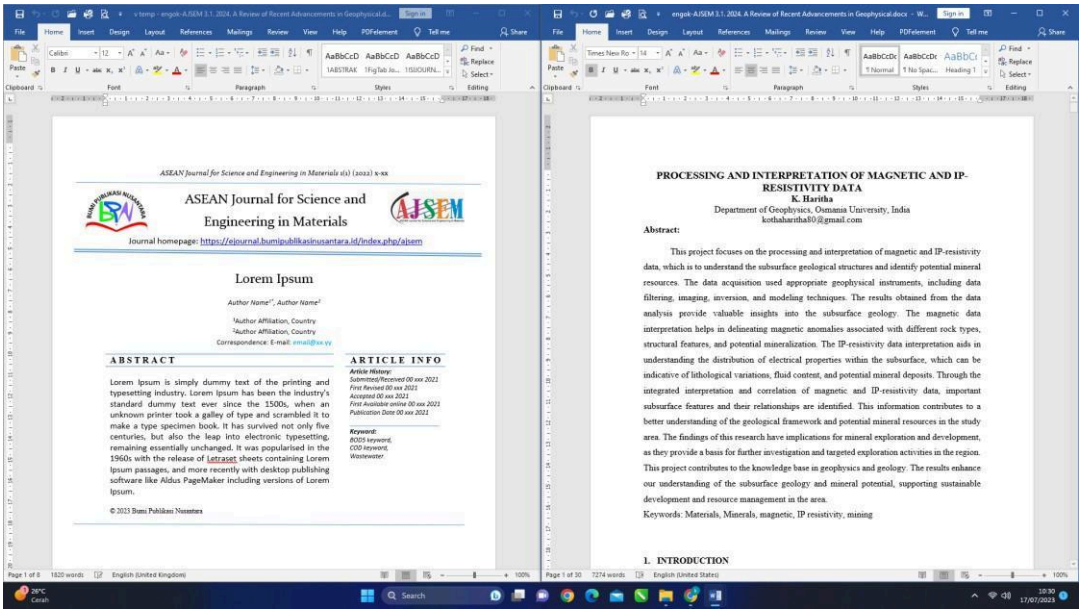


Figure 1. Example of two worksheets.

(ii) Move the writing on the article draft into the template file gradually starting from the title of the paper.

(iii) Copy the title of the article on the article draft and then copy-paste it into the template file.

(iv) The following are the steps for copy-pasting the title:

a. Block all draft title words as shown in **Figure 2**.

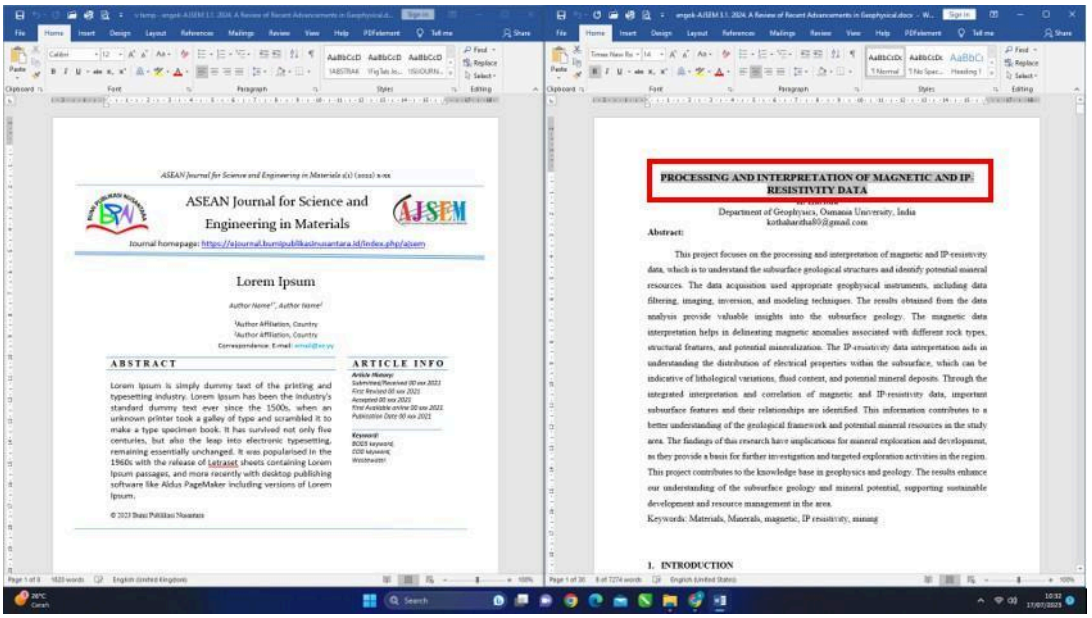


Figure 2. Block article draft's titles.

b. Copy the title that was blocked in step 1 by "right-click copy" or typing "ctrl + C" on the keyboard.

c. After that the title block in the template file. Make sure your blocked title does not exceed the title text as shown in **Figure 3**.

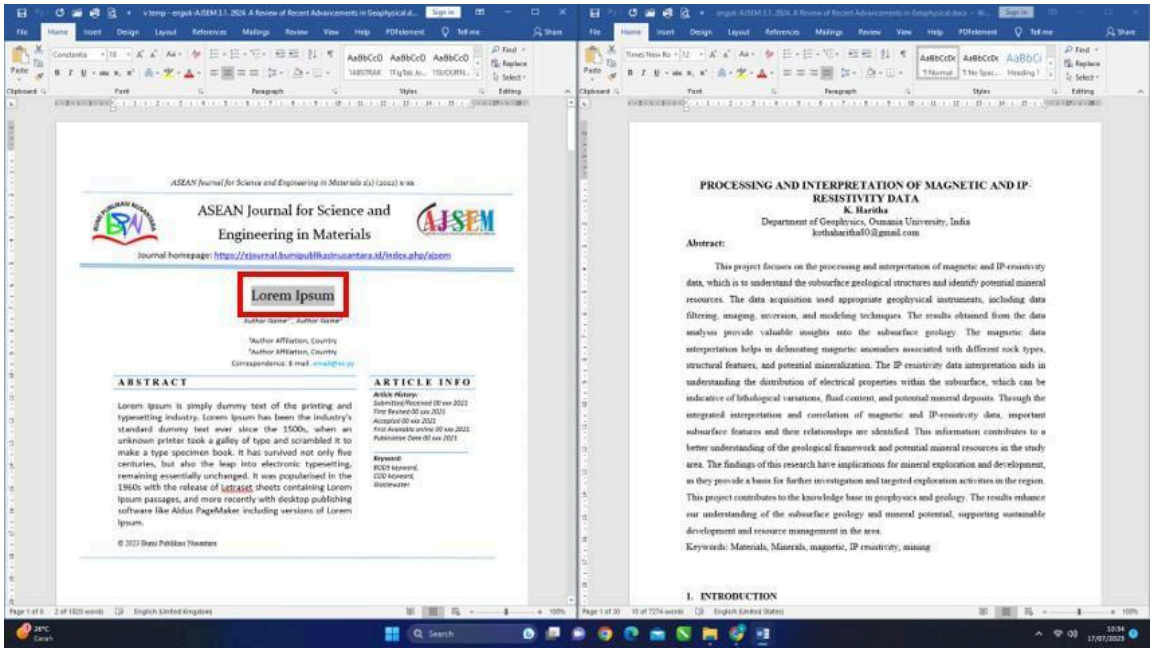


Figure 3. Article title block in the template file.

d. Then paste the title that was copied in step b into the template file. Use the "paste special" feature (see **Figure 4**).

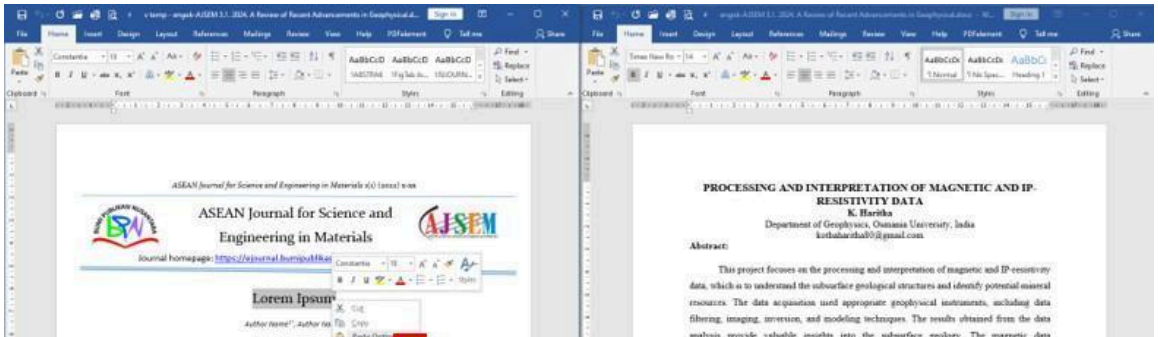


Figure 4. Paste the article paper to the file template.

(vii) Then, the result would be like **Figure 5**.

(viii) If the title of the article is still in capital letters or still in lowercase, then change the title to camel style (only the first letters of words use capital letters) except for conjunctions (see **Figure 6**).

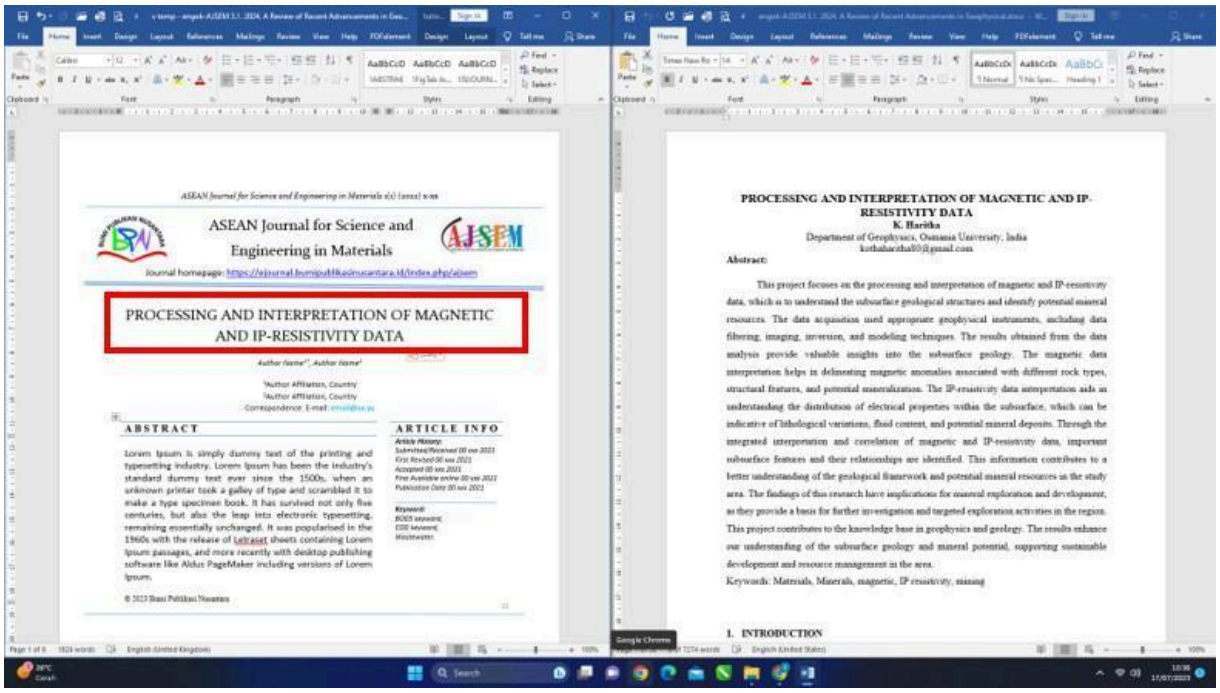


Figure 5. Title adjustments result.

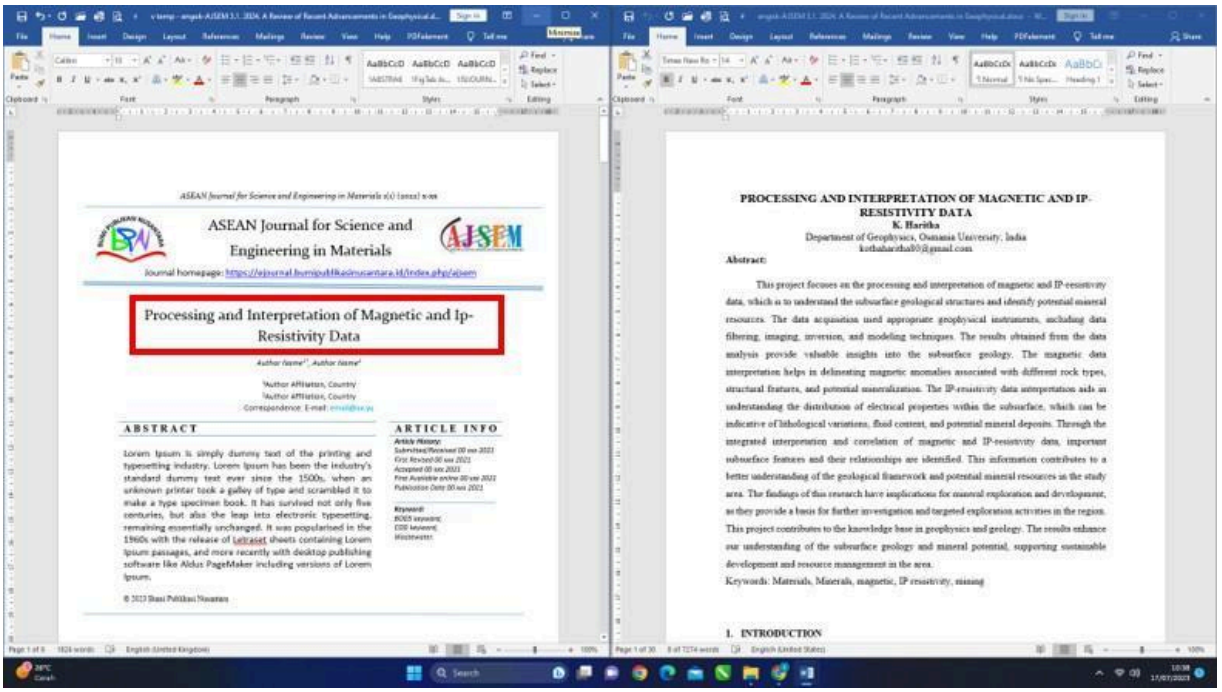


Figure 6. The final result of the title adjustment.

1.1. How to move a name author from an article draft into a template file

After successfully transferring the title of the article from the article draft to the template file, the next step is to transfer the author's name from the draft to the template file. The

steps for transferring the author's name from the draft to the template file are as follows:

(i) Block the author's name on the draft as shown in **Figure 7**.

(ii) Copy the author's name that has been blocked in Step 1 (see **Figure 8**).

(iii) Block the author's name on the template file as shown in **Figure 9**.

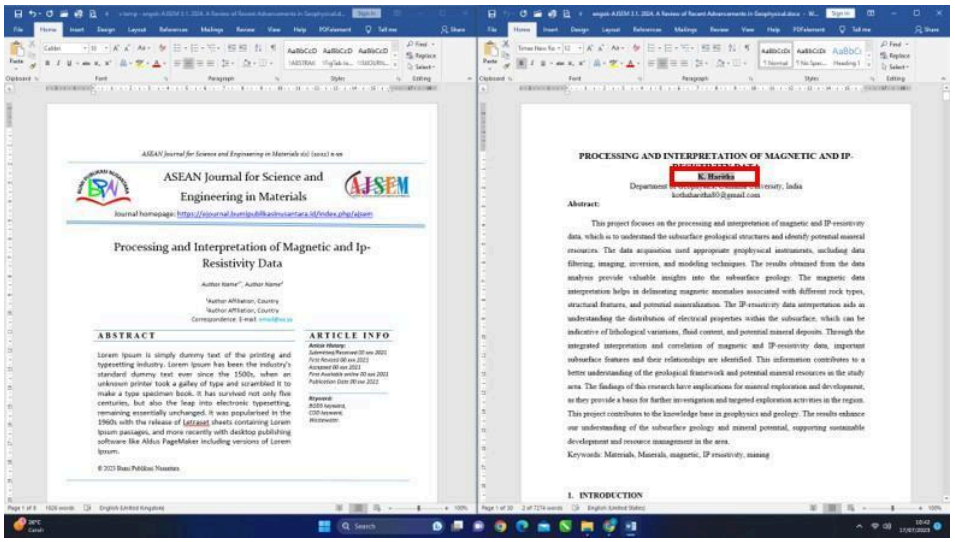


Figure 7. Block the author's name on the article draft.

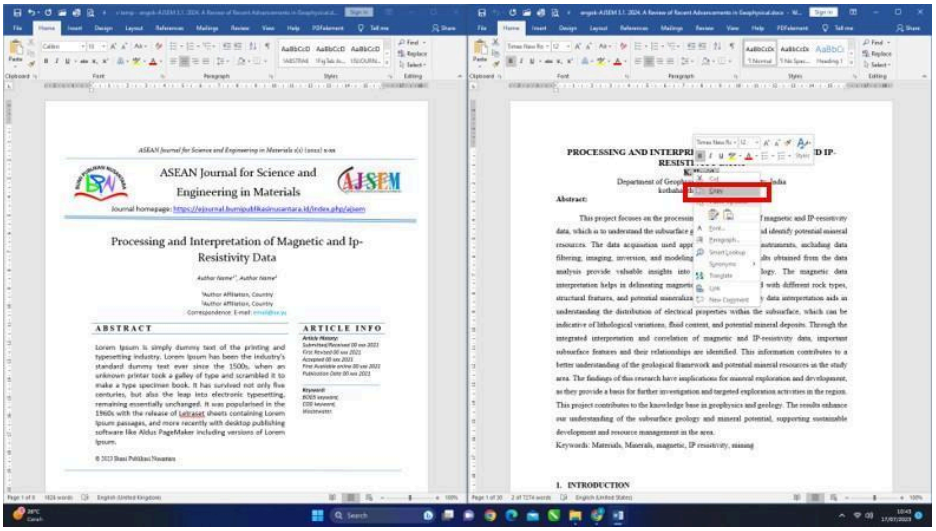


Figure 8. Copy the author's name that has been blocked.

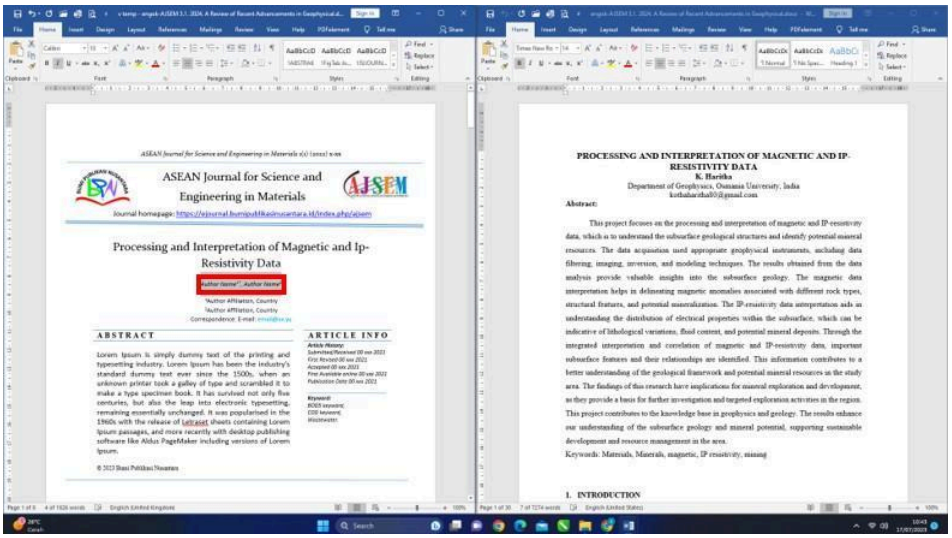


Figure 9. Block the author's name on the template.

(iv) Paste the author's name that was copied in Step 2 into the template file. Use the "paste special" feature when moving the author's name that has been copied in Step 2. The copy and paste step of the author's name is the same as the step of copying and pasting the title of the article (see **Figure 10**).

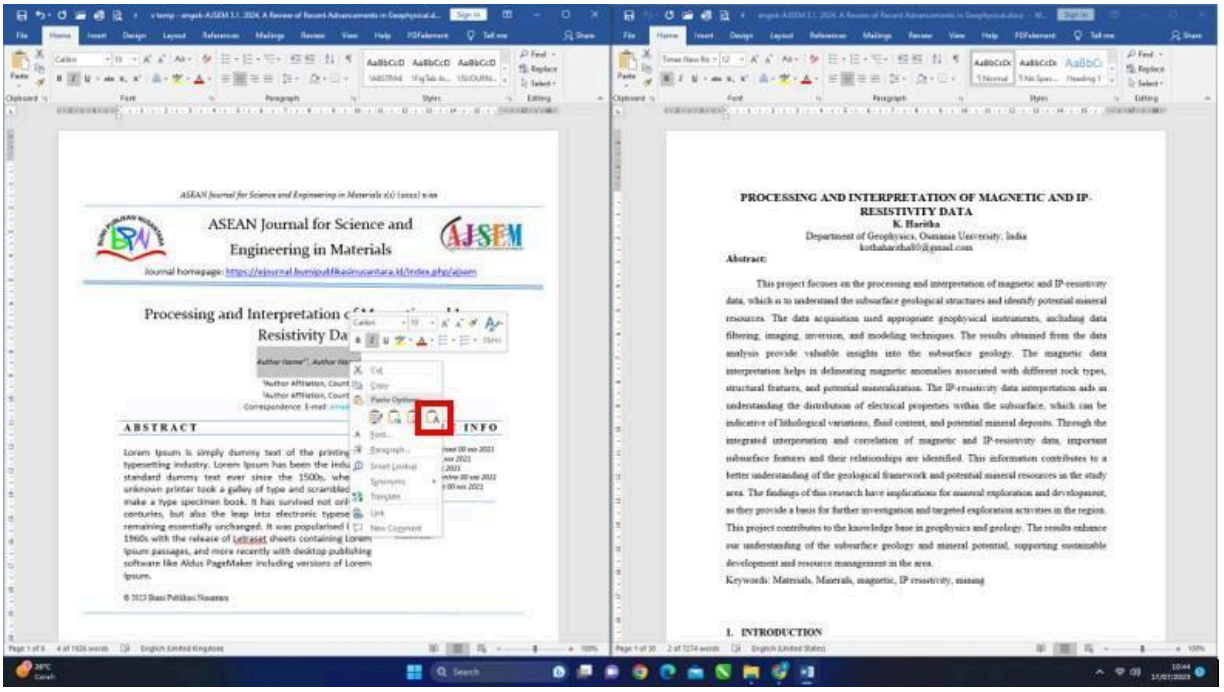


Figure 10. Block the author's name on the template.

(v) When finished, the result would look like **Figure 11**.

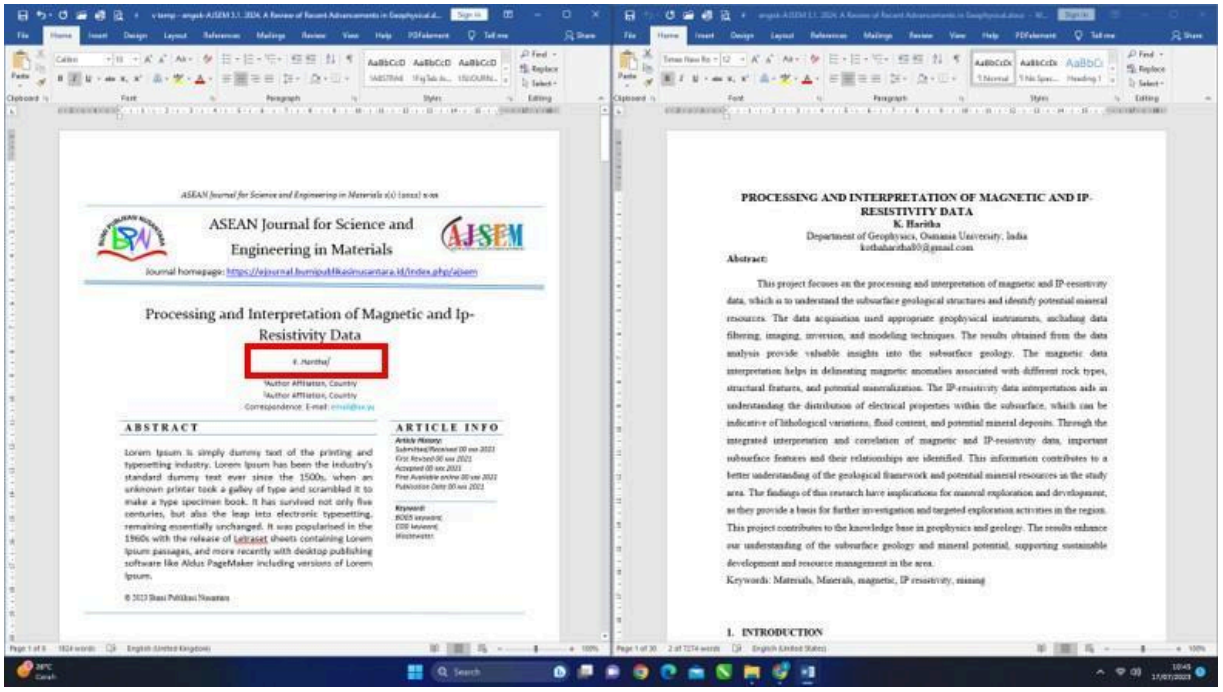


Figure 11. The result of formatting adjustments to the author's name.

1.2. How to move an author affiliation from an article draft into a template file

After the author's name, the next step is to move the author's affiliation into the template file. The steps for transferring author affiliation to the template file are as follows:

(i) Block the name of the affiliate on the article draft, then copy the name of the affiliate that has been blocked (see **Figure 12**).

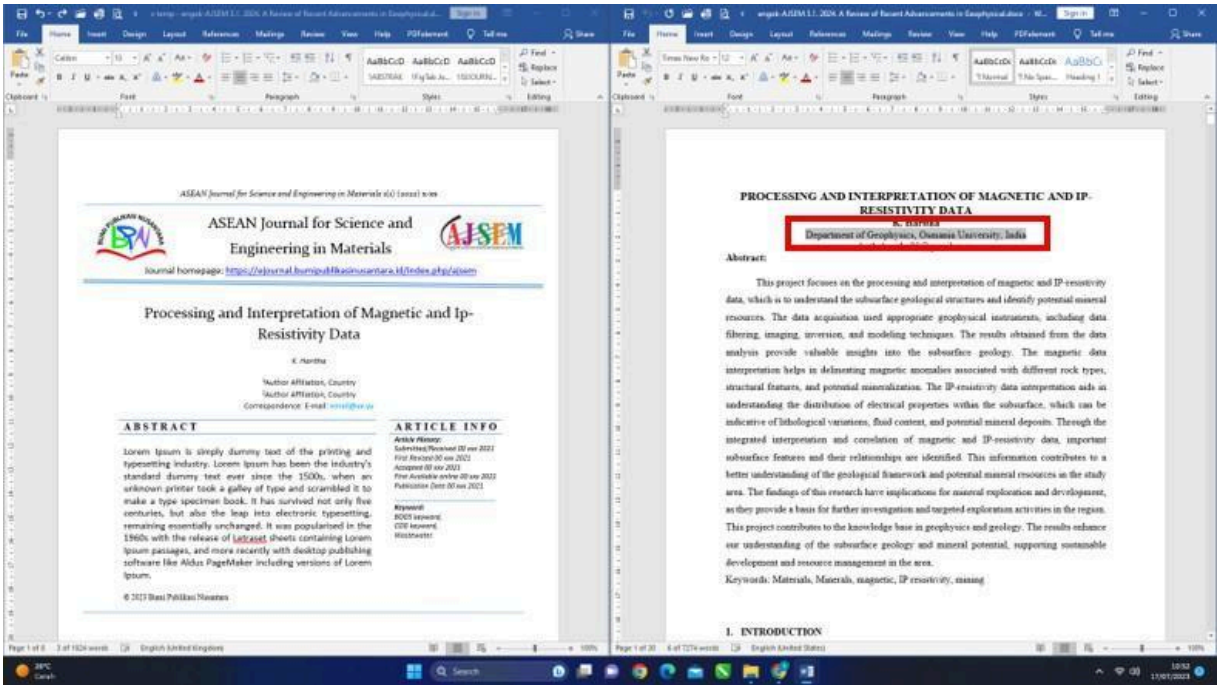


Figure 12. Block and copy author affiliation on the article draft.

(ii) If you have done the command in step 1, then block the affiliate name in the template file. It should be noted that when blocking affiliate names, only the affiliate name is blocked. Do not block the number to the left of the affiliate name in the template file (see **Figure 13**).

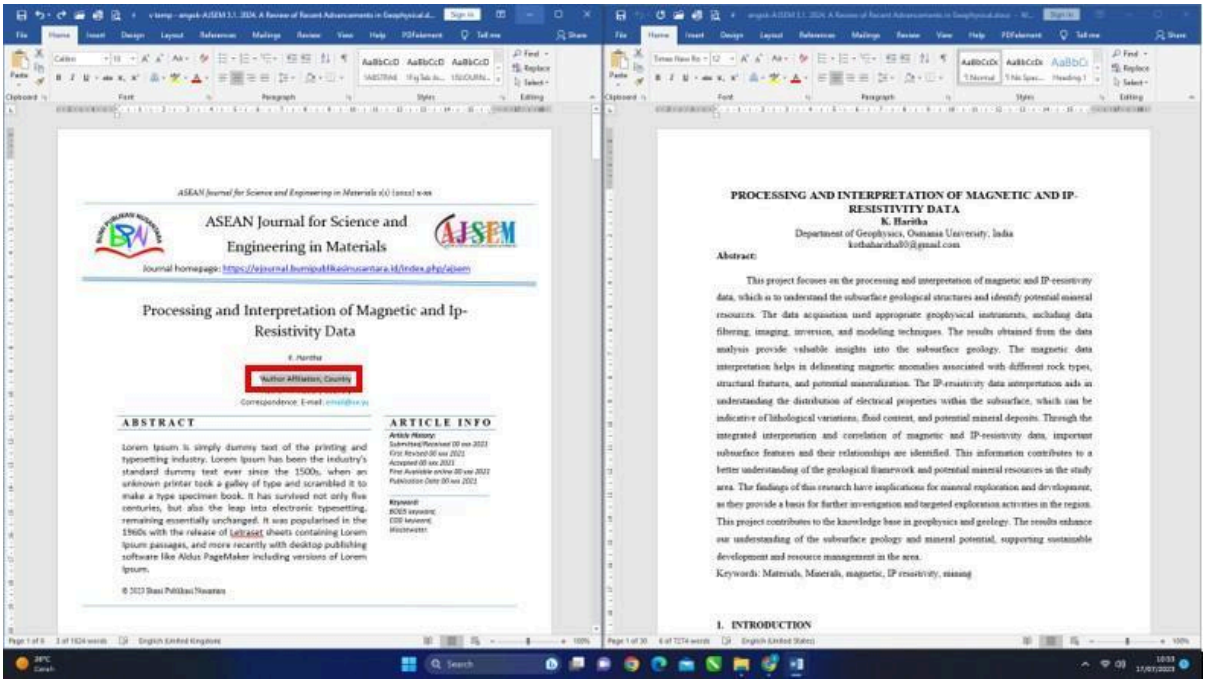


Figure 13. Block author affiliation on the template file.

(iii) After that, do paste special. The steps for pasting special affiliate names are the same as the steps for pasting special titles and author names that have been explained in the previous step.

(iv) The result after doing paste special is shown **in Figure 14**.

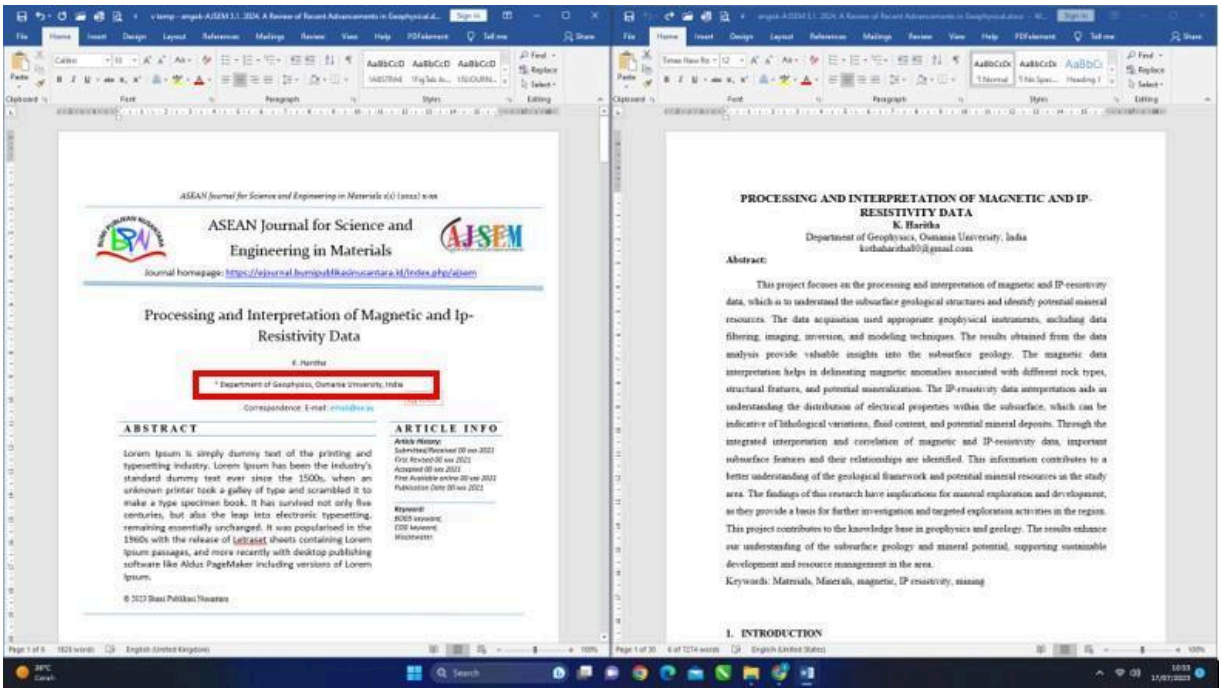


Figure 14. Result of pasting the author affiliation in the template file.

(v) If there is writing that is not used as marked in **Figure 14**. Then you can delete the writing as shown in **Figure 15**.

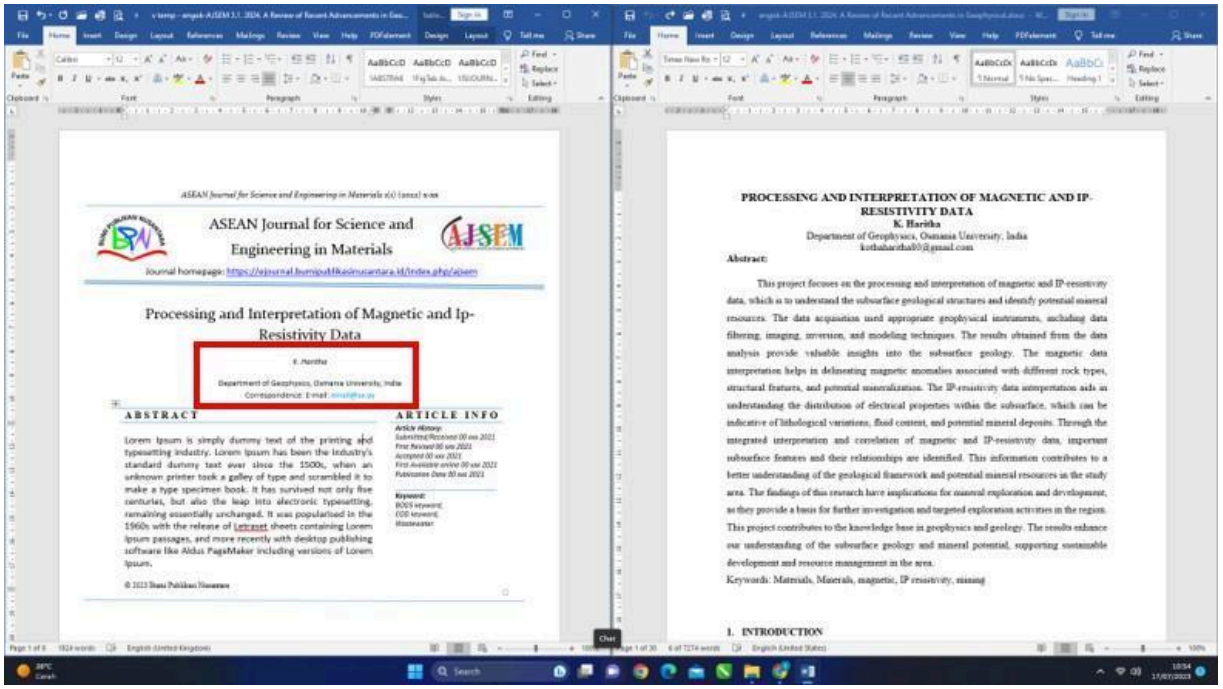


Figure 15. Result of adjusting the format of the author's affiliation.

1.3. How to move an author email from an article draft into a template file

The next step is to customize the author's email format. The steps for moving the author's

email are as follows:

(i) Block the email listed on the article draft, then copy the email that has been blocked. The steps to block and copy email on an article draft are the same as the steps to block and copy the title, author's name, and author affiliation described in the previous stage.

(ii) The next step is to block the author's email in the template file (see **Figure 16**).

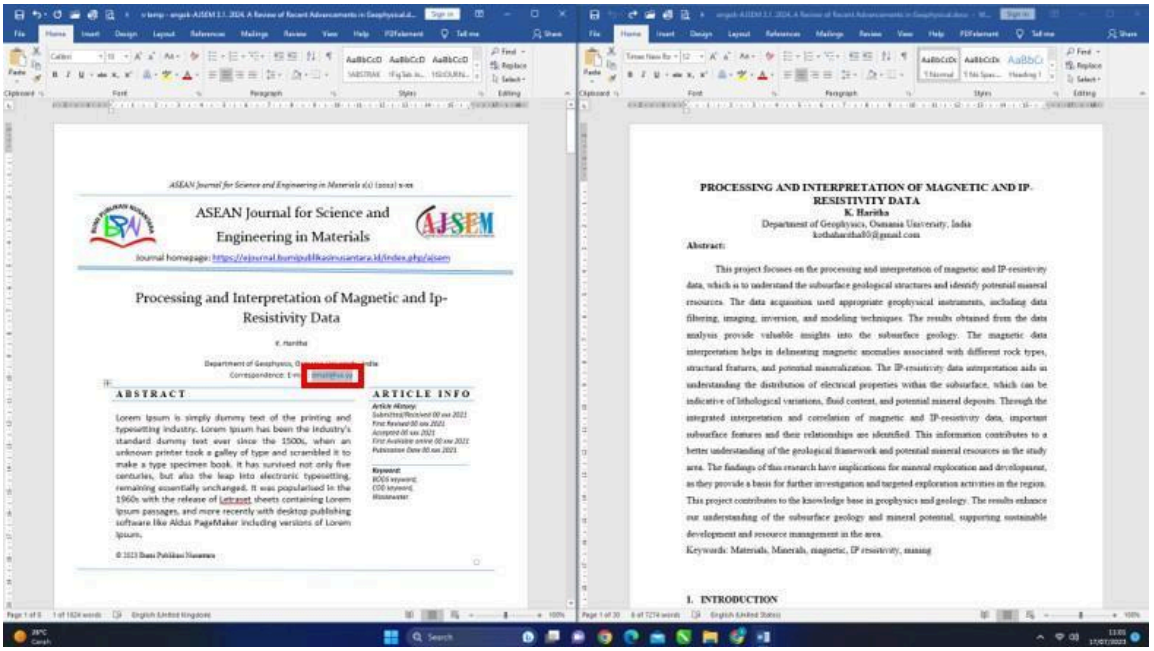


Figure 16. Block the author's email in the template file.

(iii) Then "paste special" the email article draft that was copied in step 1 into the template file.

(iv) Then the result would be seen in **Figure 17**.

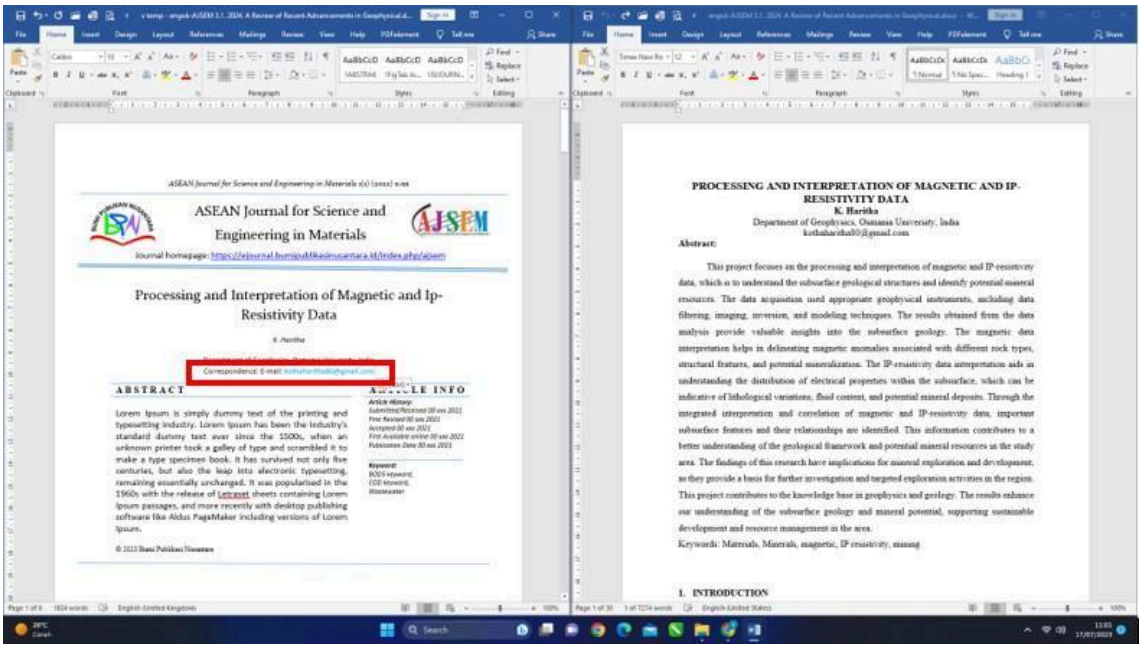


Figure 17. The result adjusts the email format.

1.4. How to move an abstract from an article draft into a template file

The next step is to move the abstract of the article draft into the template file. The steps for transferring an abstract from an article draft to a template file are as follows:

(i) Block abstract article on the article draft as shown in **Figure 18**.

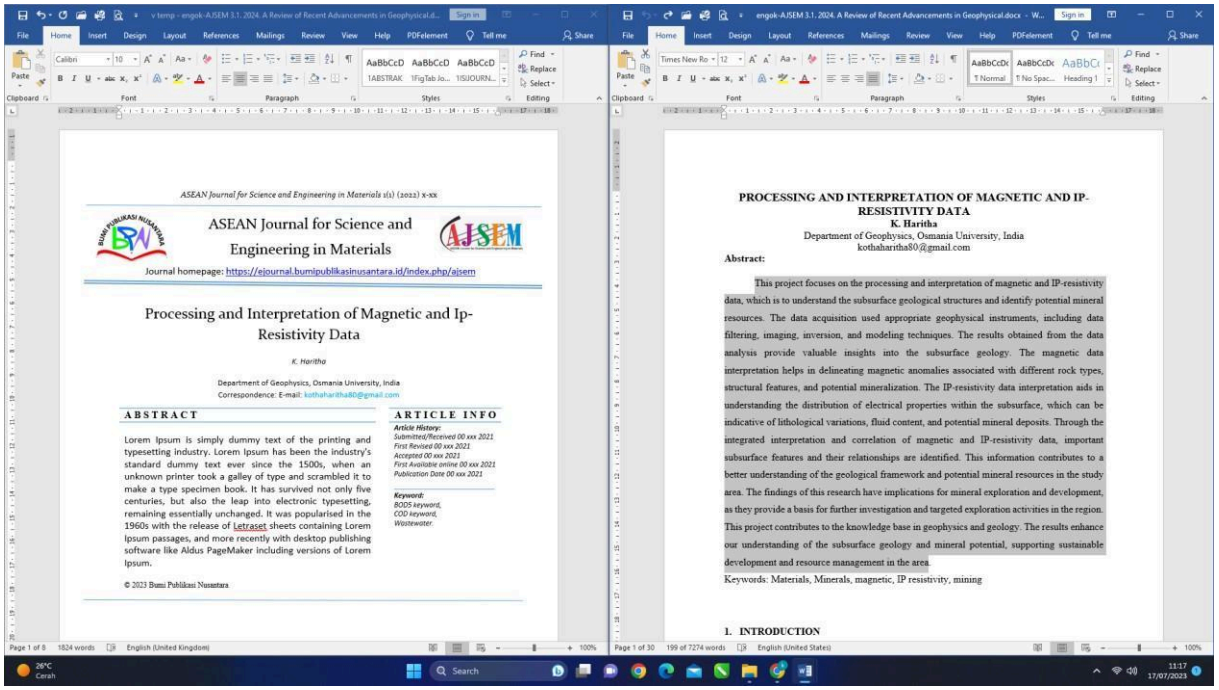


Figure 18. Block abstract article on the article draft.

(ii) Then copy the abstract that was blocked in the previous step. The steps to block and copy an abstract on an article draft are the same as the steps to block and copy the title described in the previous stage (see **Figure 19**).

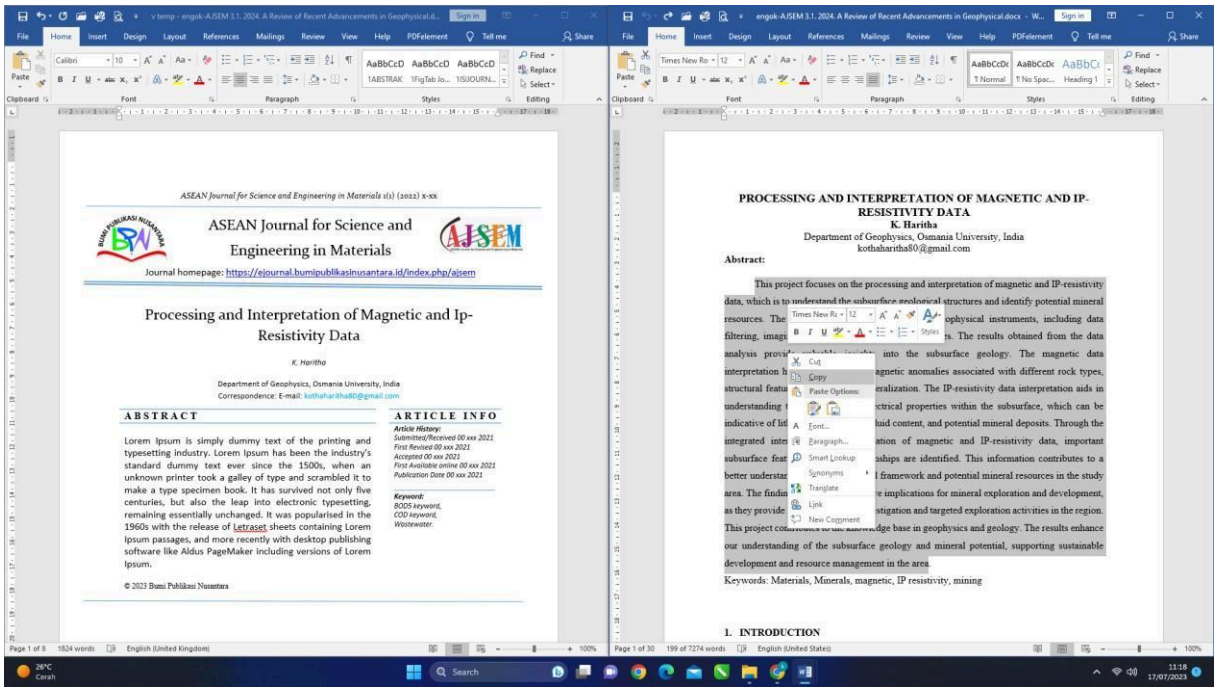


Figure 19. Copy the abstract article on the article draft.

(iii) The next step is to block the abstract articles in the template file. The abstract is

blocked for text only and make sure you don't block it to the end of the paragraph (see **Figure 20**).

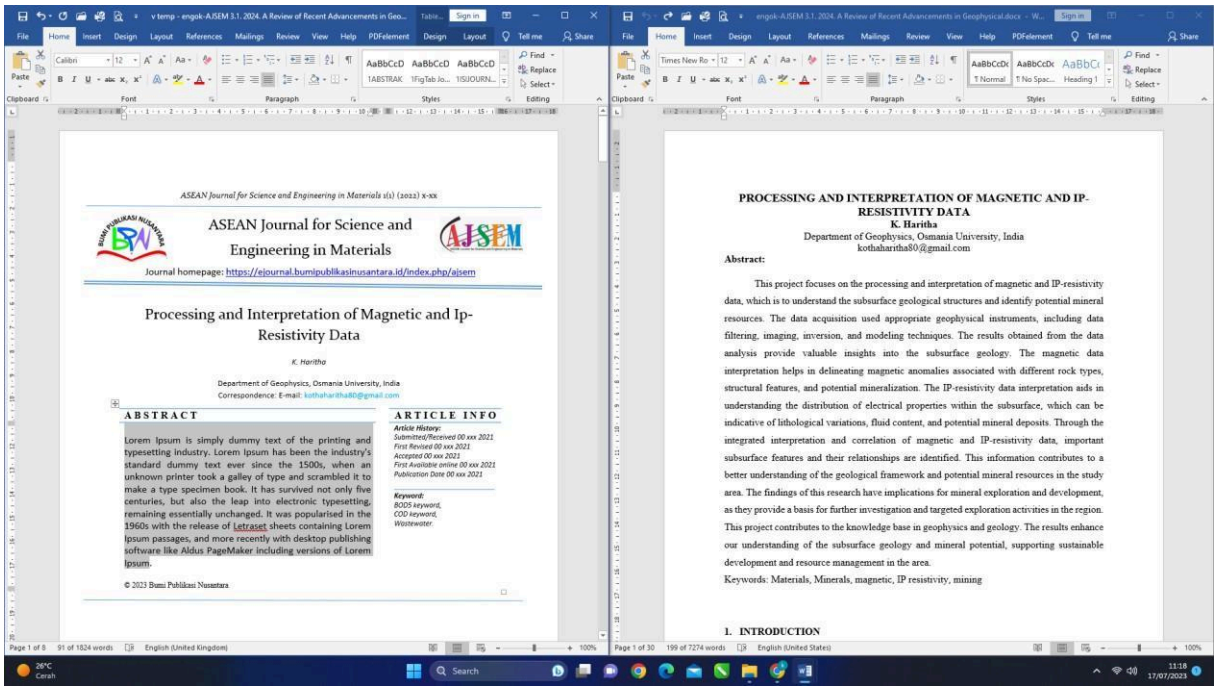


Figure 20. Block the abstract article on the template file.

(iv) The next step is to paste the text that was copied in the previous step by using the "paste special" feature on Ms. Word (see **Figure 21**).

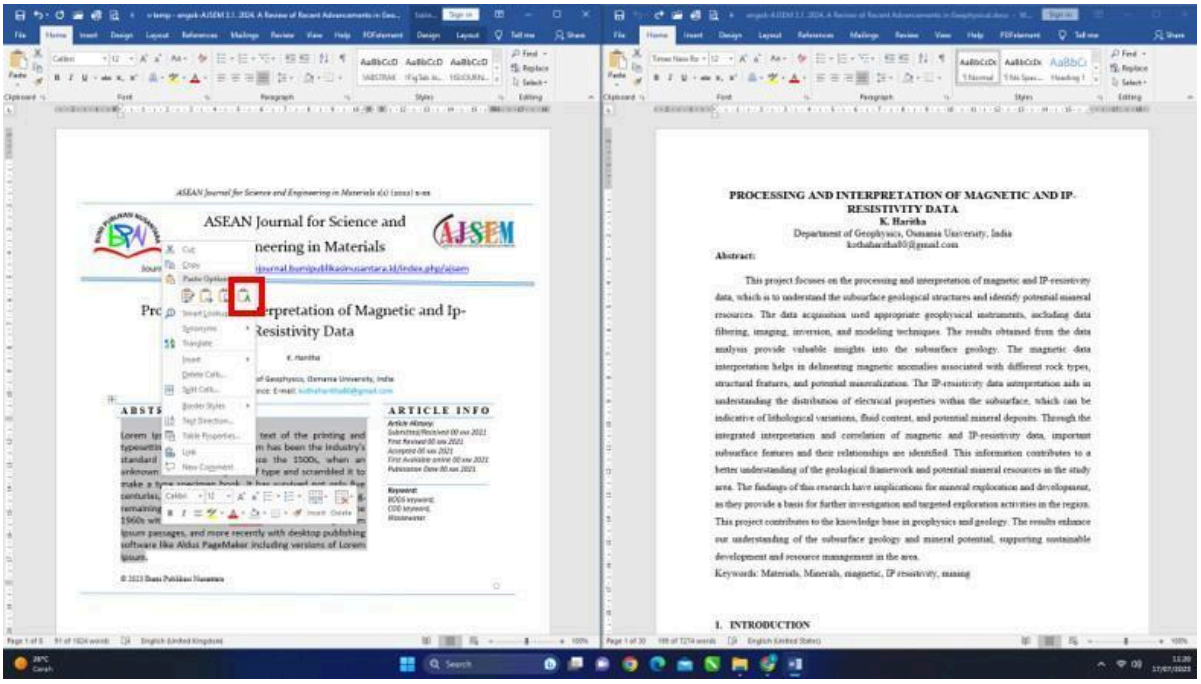


Figure 21. Paste the abstract article in the template file.

(v) Then the result would look like **Figure 22**.

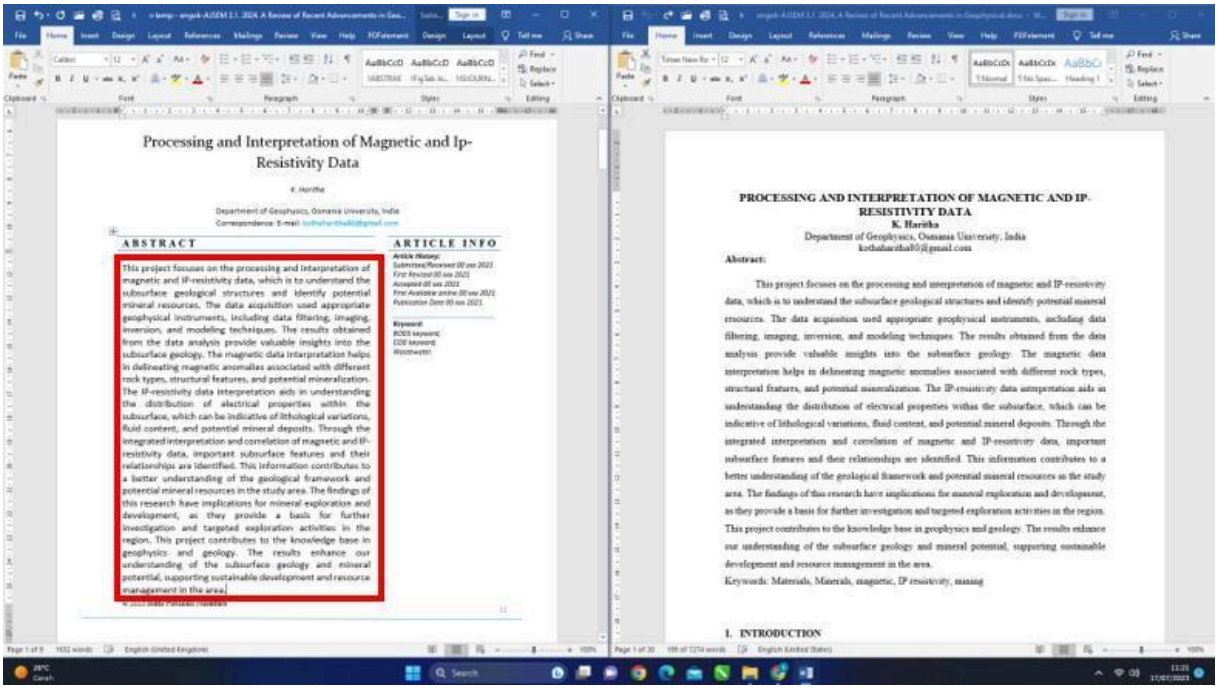


Figure 22. Results of adjusting the abstract of the article draft with the template format.

1.5. How to move a keyword from an article draft into a template file

At this stage, we would discuss in full how to move the existing keywords in the article draft into the journal template file. The steps for moving keywords from an article draft to a template file are as follows:

(i) Block keywords in the article draft (see **Figure 23**).

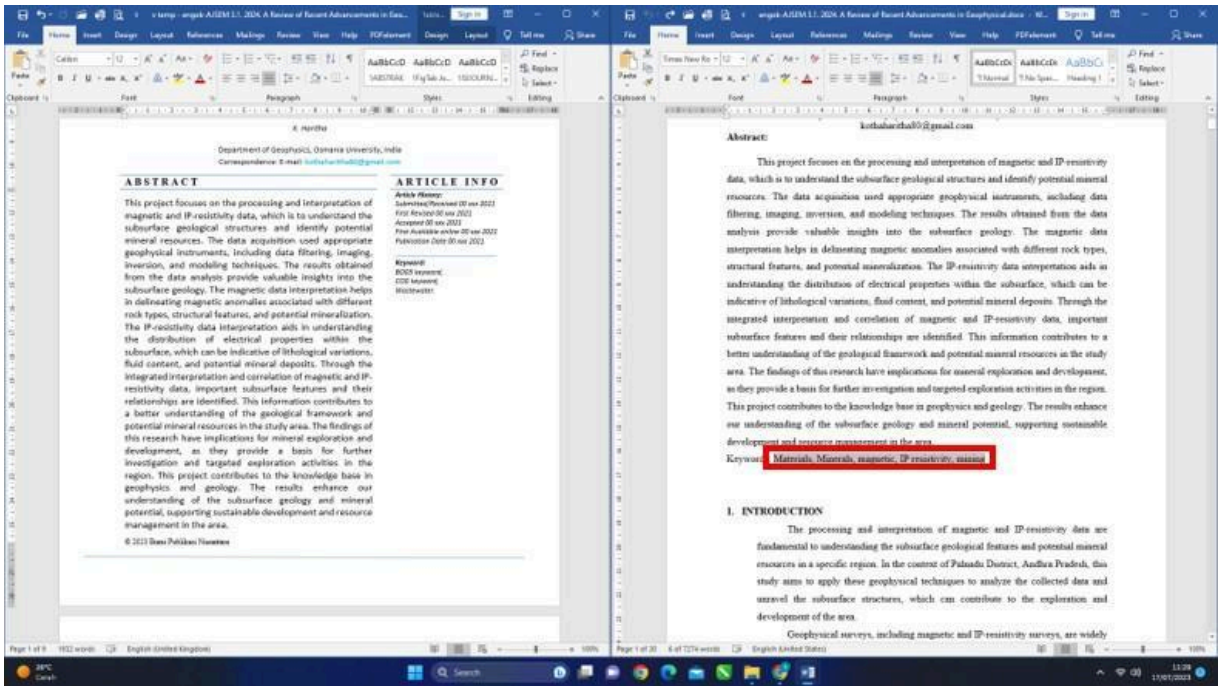


Figure 23. Block keyword on the article draft.

(ii) Copy keywords that have been blocked in the previous stage. The steps to block and copy keywords on the initial paper are the same as the steps to block and copy the title described in the previous step (see **Figure 24**).

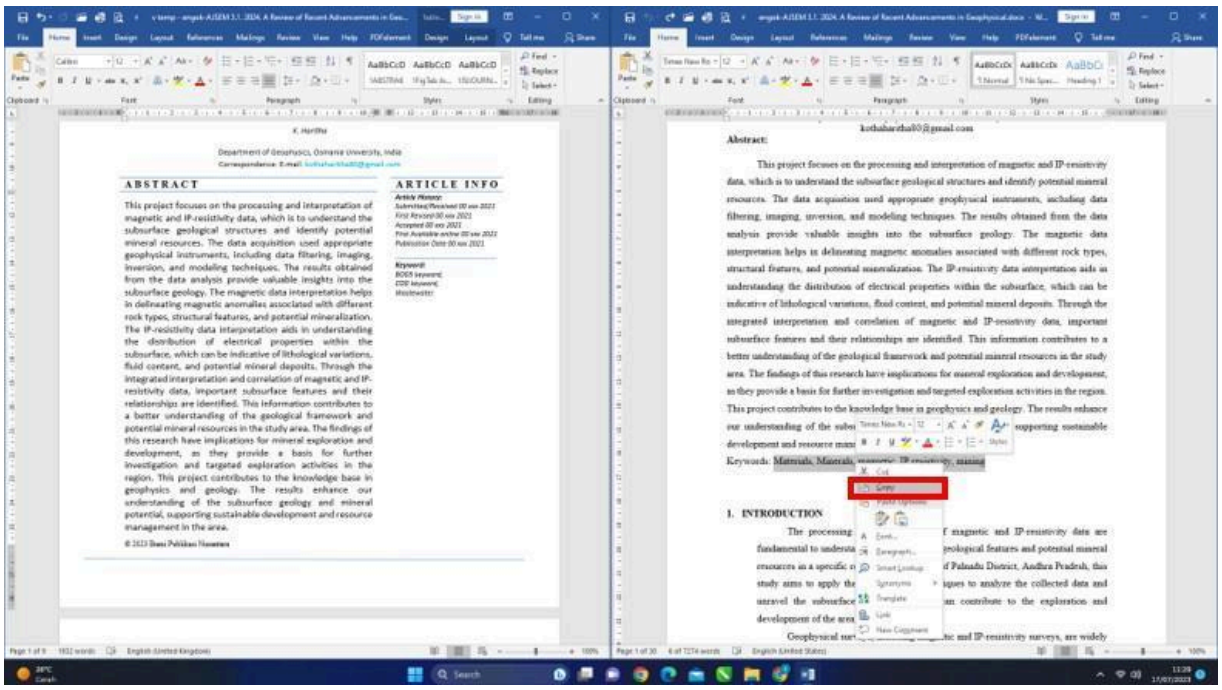


Figure 24. Copy the keyword on the article draft.

(iii) Then block the keywords in the template file. The keywords that are blocked are only text, they cannot reach the endpoint (see **Figure 25**).

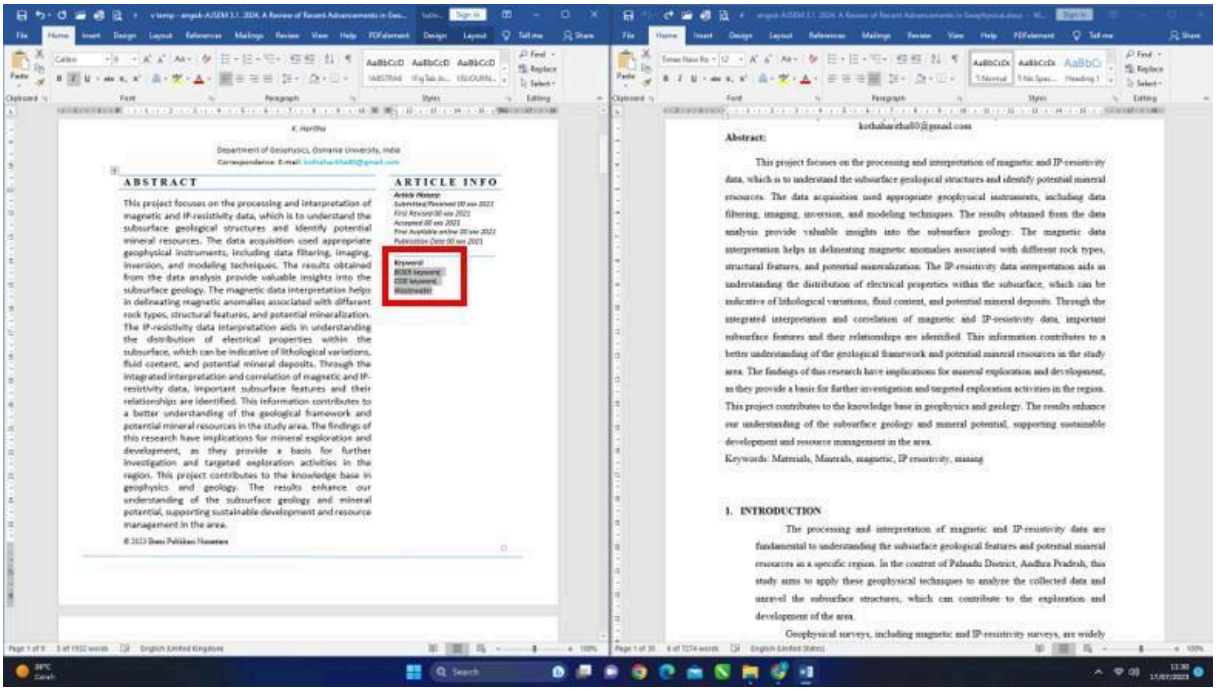


Figure 25. Block the keyword on the template file.

(iv) Paste the keywords that were copied in Step 1 into the template file (use the "paste special" feature) (see **Figure 26**).

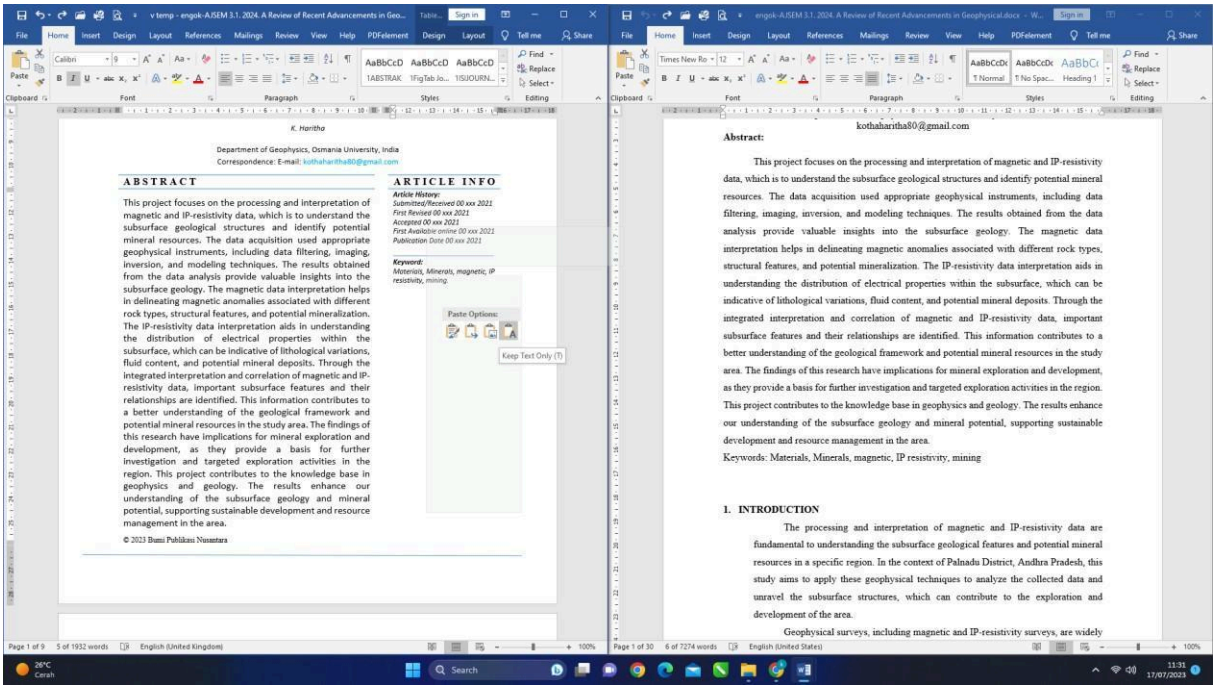


Figure 26. Paste the keyword in the template file.

(v) Then the result would look like **Figure 27**.

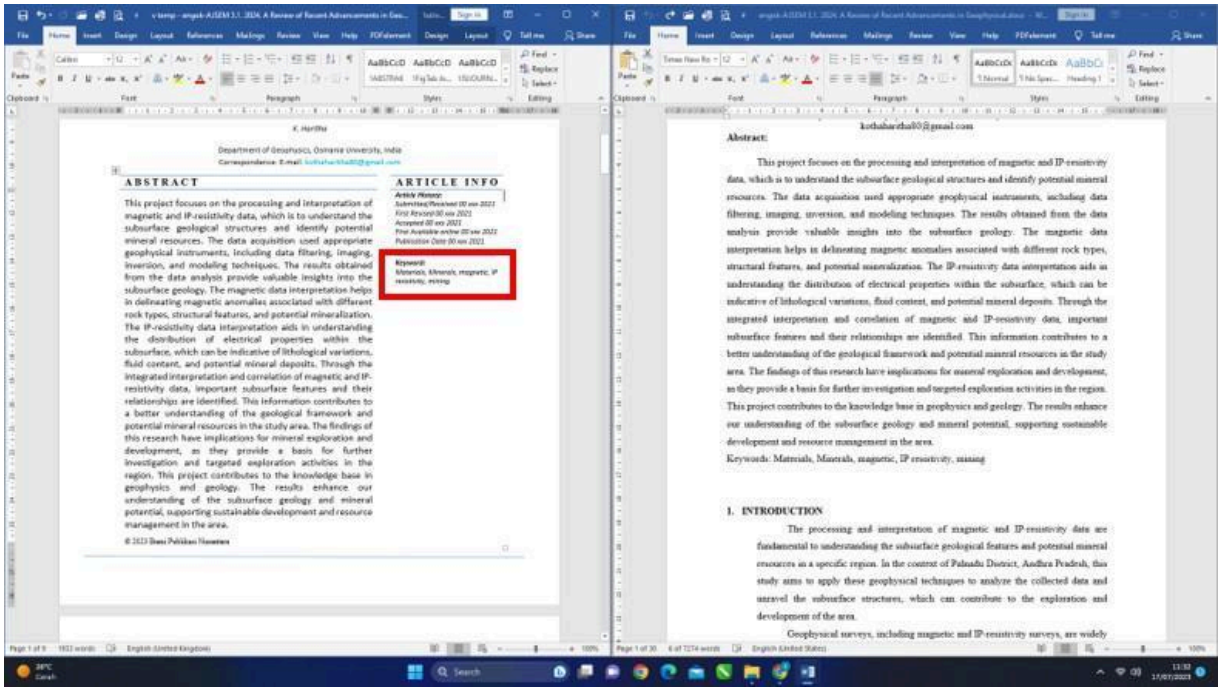


Figure 27. The results of the Paste keyword in the template file.

(vi) Make sure that in one line there is only one keyword. If there are two keywords, then you can enter the second keyword until it is in the bottom row (see **Figure 28**).

(vii) After completing step 6, the next step is to sort keywords based on their initial letters ascending (A – Z). The steps for sorting keywords in the Microsoft Word application are as follows:

a. Block keyword as shown in **Figure 29**.

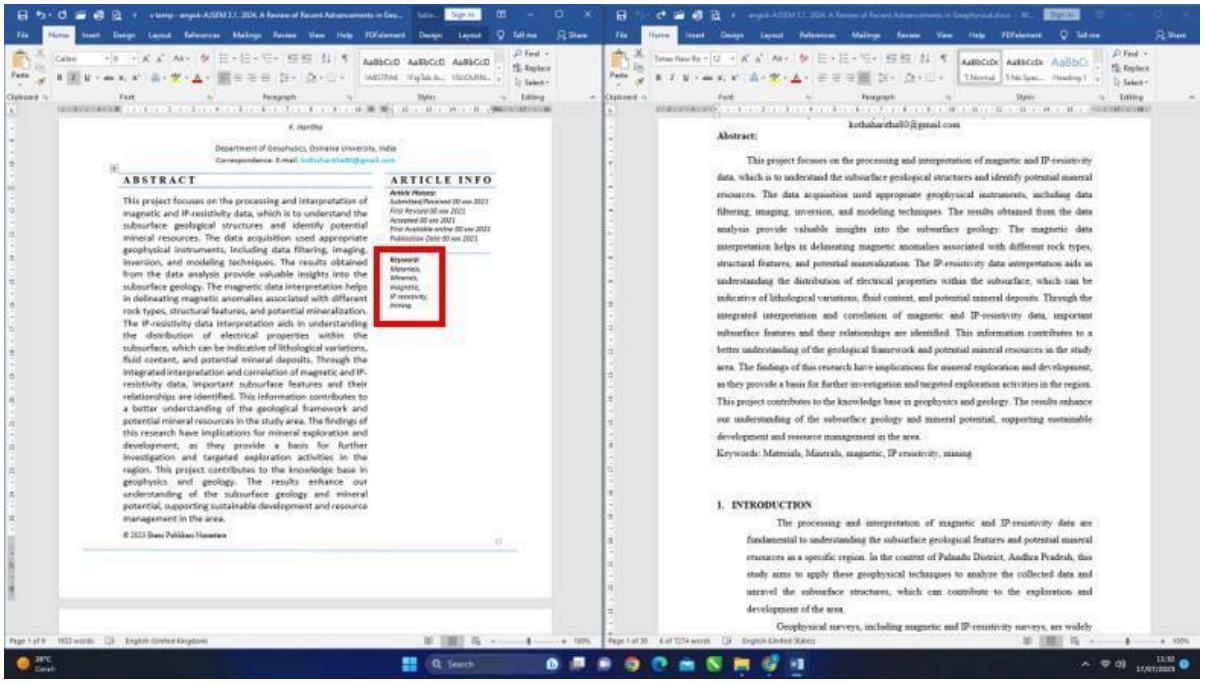


Figure 28. One line one keyword.



Figure 29. Block the keyword on the file template.

b. Enter the paragraph menu in the home bar (see **Figure 30**).

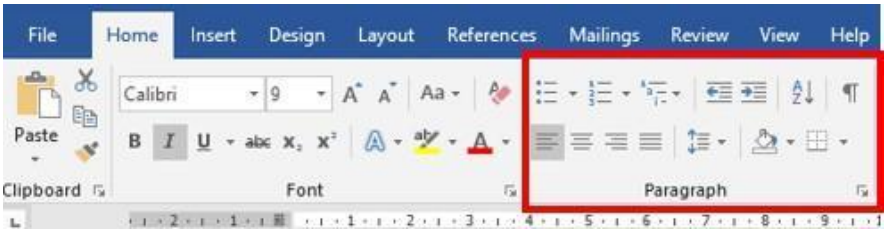


Figure 30. Paragraph menu.

c. Click the "sort" button (see **Figure 31**).

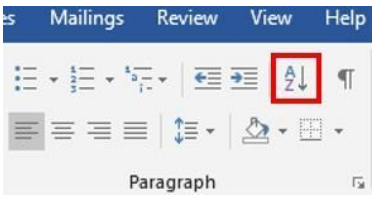


Figure 31. Sort button.

d. Then a display would appear as shown in **Figure 32**. After that, click "ok".

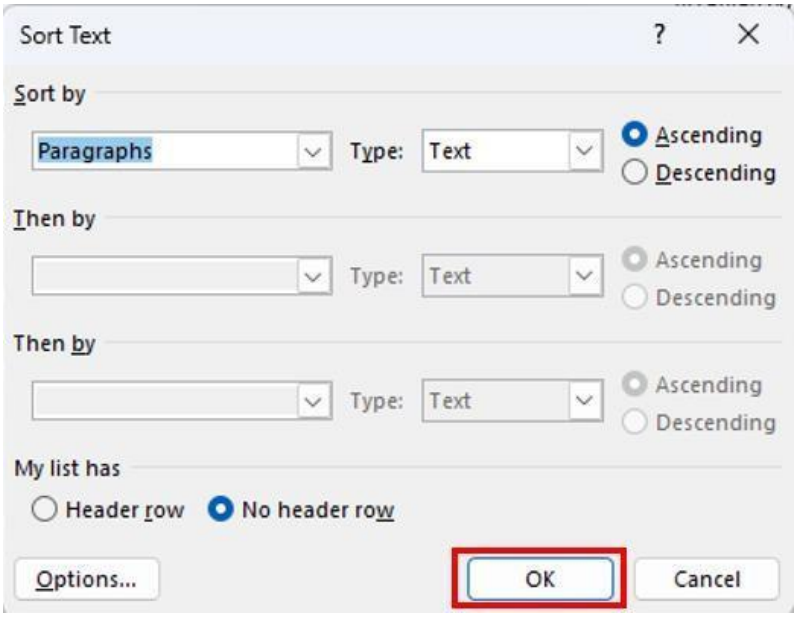


Figure 32. Sort text column.

e. Then the keywords have been successfully sorted (see **Figure 33**).



Figure 33. The result of keyword sorting.

1.6. Fill in article info on the file template

The next step is to fill in the info article in the template file. To fill in the article info you can do it from the date of publication to submission/received (filling is done backward, i.e., from the bottom up). **Table 1** shows the conditions for filling in article info and **Figure 34** shows an example of filled-in article info.

Table 1. Terms of writing info articles.

No	Name	Description
1	Publication date	Published date of the article
2	First available online	The date the article was uploaded
3	Accepted	First available online – 1 day
4	First revised	Accepted – 60 days
5	Submitted/received	First revised – 30 days

ARTICLE INFO

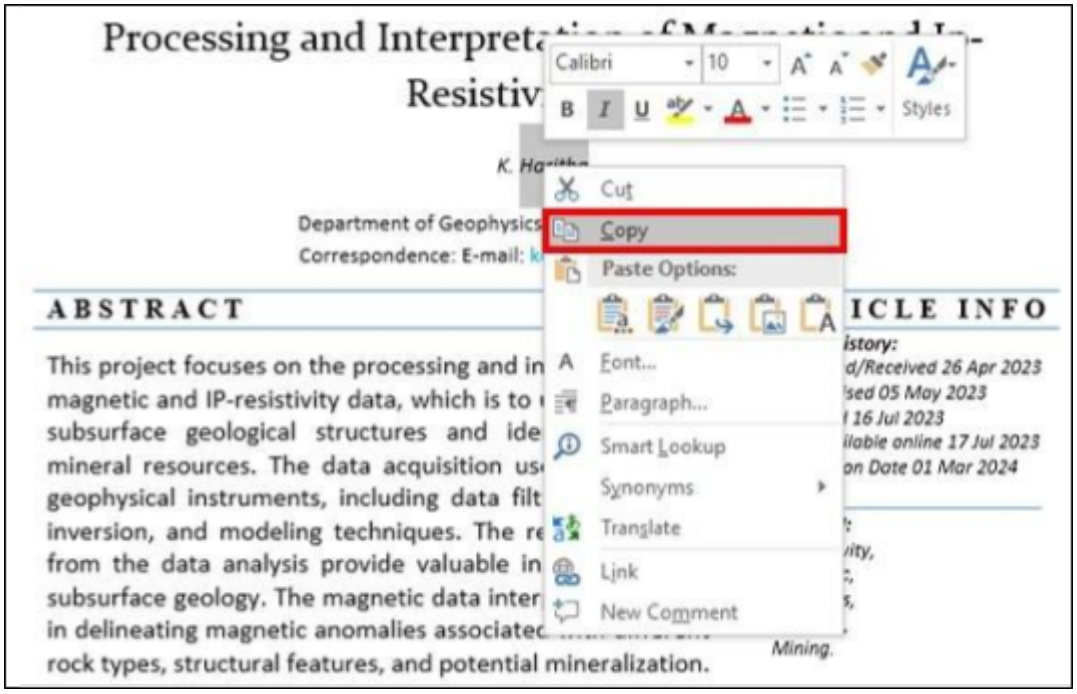
Article History:
Submitted/Received 26 Apr 2023
First Revised 05 May 2023
Accepted 16 Jul 2023
First Available online 17 Jul 2023
Publication Date 01 Mar 2024

Gambar 34. The result of filling out the info article.

1.7. Fill the even page header in the template file

The steps for filling in even page headers in the template file are as follows:

(i) Copy the last name of the author in the template file (see **Figure 35**).



Gambar 35. Copy the last author's name.

(ii) Click the even page header in the template file.

(iii) Block writing "author a" in the template file header (see **Figure 36**).

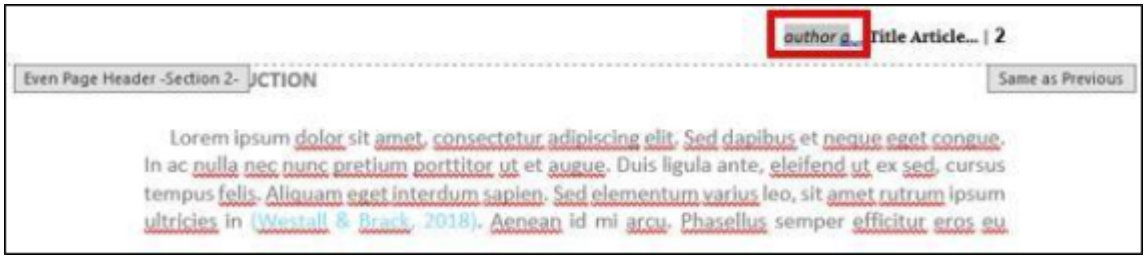


Figure 36. Block "author a".

(iv) Paste the last name of the author that has been copied. Make sure you use the "paste special" feature (see **Figure 37**).

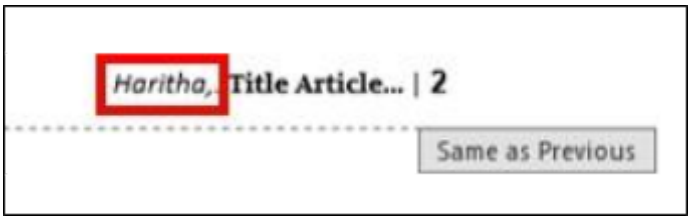


Figure 37. Paste the author's last name in the even page header on a template file.

(v) Do the same for the title of the article. The title of the article that is copied and inserted into the header is a maximum of 5 – 6 words (see **Figure 38**).

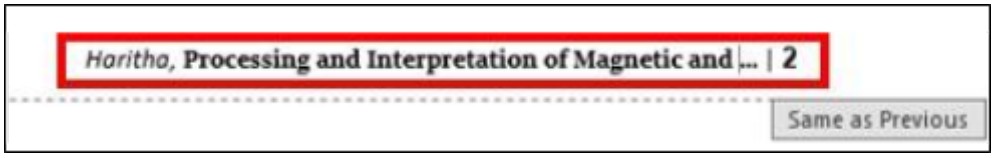


Figure 38. The result of filling the even page header.

3.8. Fill the odd page header in the template file

If you have filled in the even page headers, the next step is to fill in the odd page headers.

The steps for filling in the odd page headers are as follows:

(i) Click on the odd page header in the template file (see **Figure 39**)



Figure 29. Odd page header.

(ii) Fill in the volume, issue, month of publication, and paper pages. Especially in filling out template pages, you must complete all stages in the template process so that you will get the first and last pages of the paper that you template (see **Figure 40**).

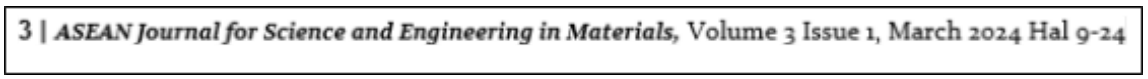


Figure 40. The result of filling the odd page header.

3.9. How to move an introduction, method, result, discussion, and conclusion from an article draft into a template file

The next step that would be explained in this study is how to transfer the introduction, methods, results, discussion, and conclusions from an article. The steps for transferring the introduction, methods, results, discussion, and conclusions from the article draft into the template file are in the same order and manner. Therefore, this research would only give an example of moving and adjusting the format of an article draft into a template file. The steps for moving the introduction from the article draft into the template file are as follows:

(i) Block and Copy of writing in the introduction (copy per paragraph) as shown in **Figure 41**.

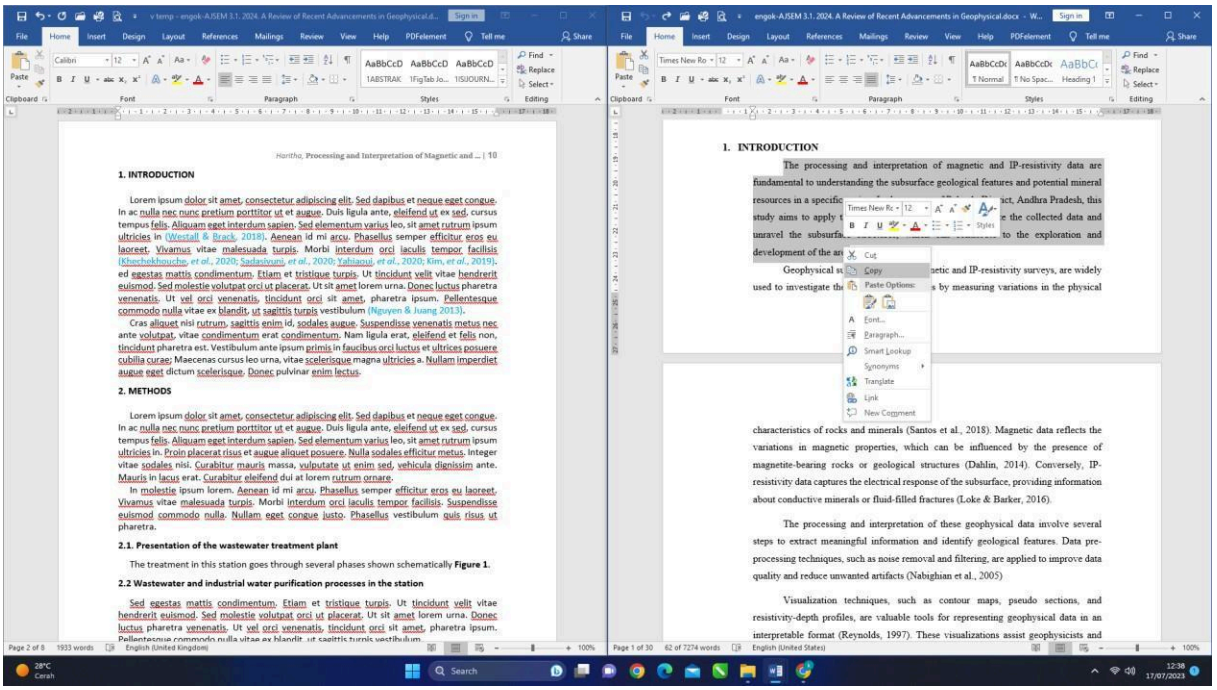


Figure 41. Block and copy the introduction on the article draft.

(ii) Paste the introductory paragraph that was copied in the previous step into the template file. If the introduction is not accompanied by formulas and terms, then you can use "paste special". However, if there are formulas or terms in the introduction, then you may not use "paste special" (see **Figure 42**).

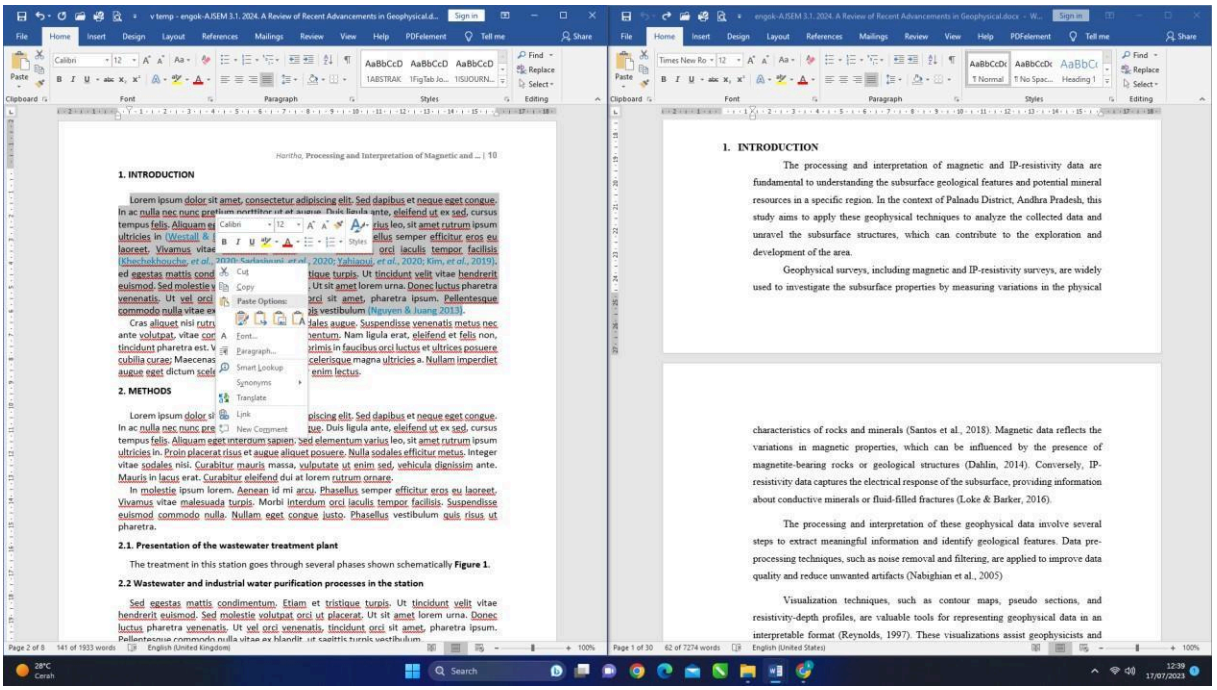


Figure 42. Paste the introductory paragraph in the file template.

(iii) Repeat steps 1 and 2 until all the introductory paragraphs on the article draft have been copied and pasted into the template file.

(iv) If you find writing using numbers as shown in **Figure 43**, then you must replace them
with numbers in the format “(i), (ii), …. (n)” as shown in **Figure 44**.

1. Characterize the subsurface geological framework: By analyzing the magnetic and IP-resistivity data, the study aims to identify and characterize subsurface geological structures, such as faults, fractures, and lithological variations. This information will contribute to a better understanding of the geological framework of the study area.
2. Identify potential mineralization zones: The interpretation of the geophysical data will be used to identify areas of interest that have the potential for mineralization. By analyzing anomalies and correlating them with known mineral deposits in the region, the study aims to highlight areas that warrant further exploration of specific mineral resources.

Figure 43. Example of numbering that doesn't match the template.

(i) Characterize the subsurface geological framework: By analyzing the magnetic and IP-resistivity data, the study aims to identify and characterize subsurface geological structures, such as faults, fractures, and lithological variations. This information will contribute to a better understanding of the geological framework of the study area.
(ii) Identify potential mineralization zones: The interpretation of the geophysical data will be used to identify areas of interest that have the potential for mineralization. By analyzing anomalies and correlating them with known mineral deposits in the region, the study aims to highlight areas that warrant further exploration of specific mineral resources.

Figure 44. Example of numbering according to the template.

(v) In addition, any references in the paragraph must be colored light blue. The steps to color the references in the paragraph are as follows:
   a. Block reference to be colored (see **Figure 45**).

Geophysical surveys, including magnetic and IP-resistivity surveys, are widely used to investigate the subsurface properties by measuring variations in the physical characteristics of rocks and minerals (Santos *et al.*, 2018). Magnetic data reflects the variations in magnetic properties, which can be influenced by the presence of magnetite-bearing rocks or geological structures (Dahlin, 2014). Conversely, IP-resistivity data captures the electrical response of the subsurface, providing information about conductive minerals or fluid-filled fractures (Loke & Barker, 2016).

Figure 45. Block references to be colored.

   b. Enter the "font" menu on the "home bar", then click the down arrow button on the "font color" icon (see **Figure 46**).

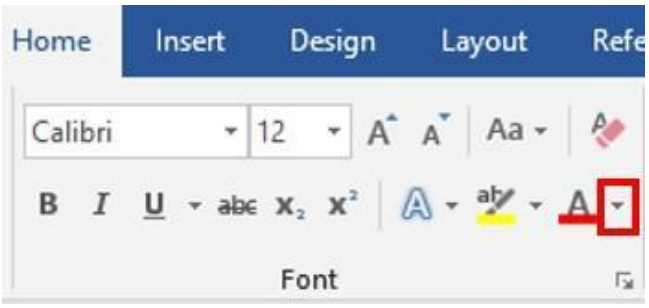


Figure 46. More font color button.

   c. Then a display would appear as shown in Figure 47.

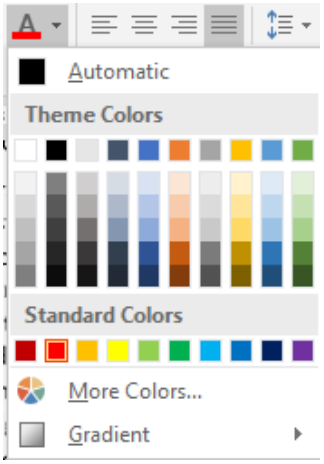


Figure 47. Detail font color display.

d. Choose the blue color given the red box in **Figure 48**.



Figure 48. Blue color.

e. Then the finished reference is colored and would look like Figure 49.

Geophysical surveys, including magnetic and IP-resistivity surveys, are widely used to investigate the subsurface properties by measuring variations in the physical characteristics of rocks and minerals (Santos *et al*., 2018). Magnetic data reflects the variations in magnetic properties, which can be influenced by the presence of magnetite-bearing rocks or geological structures (Dahlin, 2014). Conversely, IP-resistivity data captures the electrical response of the subsurface, providing information about conductive minerals or fluid-filled fractures (Loke & Barker, 2016).

Figure 49. The result gives color to reference.

f. Do the same for all references stored in the paragraph, whether in the introduction, methods, results and discussion, or conclusions.

(vi) If there is something that doesn't match the template format such as images and tables, then you can adjust the pictures and tables manually. The steps for adjusting the template format using Microsoft Word have been discussed in detail by Al Husaeni and Nandiyanto (2023).

3.8. How to move reference from an article draft into a template file

Just like the introduction, the steps for moving references are as follows:

(i) Block all references on the article draft, then copy all references that have been blocked.

(ii) Paste all references into the template file.

(iii) Check the reference results of the template again and adjust it to the template format, starting from hanging, line spacing, and space after paragraph as described in Al Husaeni and Nandiyanto (2023) research.

(iv) If you have finished checking and adjusting the format, the results would look like **Figure 50**.

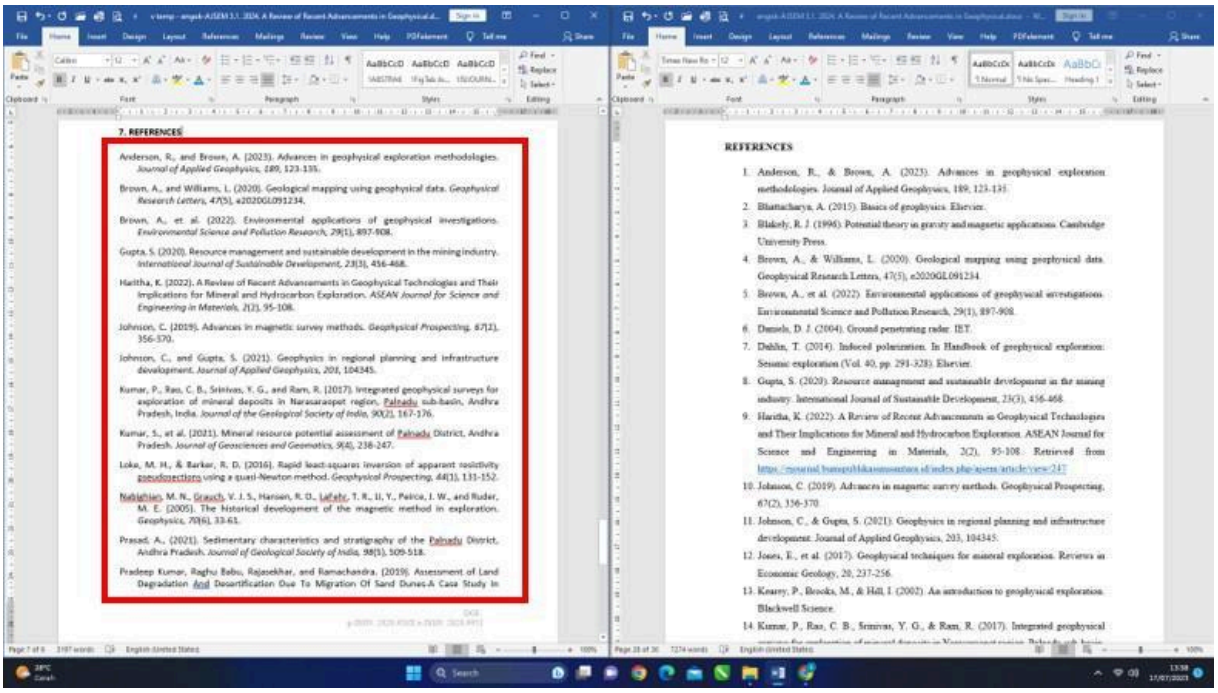


Figure 50. Results of checking and adjusting the reference format.

4. CONCLUSION

Based on the results and discussion it can be concluded that carrying out the templating process using Ms. Word doesn't require any connection at all because it's done offline. In addition, adjusting the format of the abstract, introduction, method, results, discussion, and conclusions have the same steps, namely starting from the writing block, copying, pasting, and finally checking and adjusting the format. However, several things must be considered in the template process, such as filling in info articles which cannot be arbitrary and done from the ground up (to make calculations easier). Keyword placement, where in one line only one keyword must be filled. Therefore, even though the article template process (transferring writing from an article draft into a template format) is something that can be considered easy, it requires sufficient accuracy. This accuracy is needed because in the template process, many people make mistakes due to not being careful.

5. AUTHORES'NOTE

The authors declare that there is no conflict of interest regarding the publication of this article. Authors confirmed that the paper was free of plagiarism.

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