Jurnal Pendidikan Administrasi Perkantoran (JPAP)

Journal homepage: https://journal.unesa.ac.id/index.php/ipap





TITLE

(12pt, bold, capital letter, maximum 20 words, align left) First Author^a, Second Author^b, Third Author^c

ARTICLE INFO

Keywords:

Maximum 5 keywords separated by commas. [Font Times New Roman 1, single-spaced]

Article History:

Received xxxx, 2024 Accepted xxx, 2024 Available online xxxx, 2024 (filled in by the journal editor)



https://doi.org/xxxx/xxxxx.
(filled in by the journal editor)

ABSTRACT

Abstracts are written in one paragraph, should be informative, and accessible, and the maximum number of words is 250 words, including:

P	hen	omen	on/	Issue

Purpose:

Novelty:

Research Methods:

Results:

Research Contributions:

Written using Times New Roman 10 font, 1 space, and italics. please do not include references in this abstract section.

¹ Correspondence:

Name, Departement/Study Program, Faculty, University, City, Country. Email: name@institution. Orcid:





^{a1}Institution/University, City, Country

^bInstitution/University, City, Country

^cInstitution/University, City, Country

Jurnal Pendidikan Administrasi Perkantoran (JPAP)

Journal homepage: https://journal.unesa.ac.id/index.php/ipap

INTRODUCTION

in a separate document is the copy and paste into this document. Automatically, the author's manuscript will be adjusted to the format that has been created in this document, then saved in a new file

The introduction presents the background of the theme or title, novelty, and the systematic role of the chosen issue. the article is written with 11 Times New Roman letters, justify aligned, and spaced 1. The introduction to the bibliography is written in one column with a distance between columns of 1 cm. A4 paper size with normal margins. For the sake of convenience, the article writing pattern should follow the instructions presented in this template. The number of article pages is a minimum of 7 pages and a maximum of 17 pages.

LITERATURE REVIEW AND HYPOTHESES DEVELOPMENT

The literature review contains a critical review of the existing literature that supports the major themes discussed in this article. This sub-chapter should be able to conclude that the topic in this article was chosen based on a careful and in-depth literature review. In the text, citation refers to the APA pattern (www.apastyle.org). Citations should be written with the help of reference software (Mendeley, End Note, Zotero, etc.).

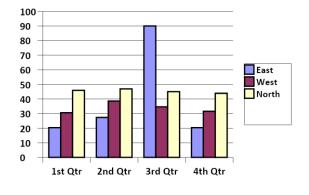
Hypothesis development is used when scientific articles use quantitative research

Hypotheses are written in each discussion of the influence between variables as in the example below.

H1: Inflation has a negative effect on the Composite Stock Price Index for the 2012-2016 period

Figures, Tables, and Mathematical Equations

Images and tables that are needed can be displayed between text with a position in the middle and do not exceed the margin of the text that has been determined. The maximum number of figures and tables included in the article is three each. Each figure and table is numbered and titled. The title of the image is placed right below the image with Arabic serial numbers as in the example in Figure 2, while the title of the table is placed right above the table as in the example of table 1.



Source: Figure 1. SALES PROJECTION

Tables or images estimated to require more space can be presented in portrait form or on a separate page. Tables or figures should also not be interrupted on one page and then continued on the next page. Tables or figures must be described by mentioning the table number or figure number. The





Volume ..., Nomor ..., 2024

E-ISSN: 23389621

explanation of the table or figure is endeavored to be on the same page as the page where the table or figure is presented.

Table 1.
RESPONDENT CHARACTERISTICS

Information	Frequency	%
Bachelor Degree	20	21.5
Senior High School	37	39.8
Junior High School	15	17.4
Total	72	100

Source:

If the manuscript contains mathematical equations, the writing of these equations should be Microsoft Equation Editor or the Math Type add-on (http://www.mathtype.com) for equations in your paper (Insert | Object | Create New | Microsoft Equation or Math Type Equation). "Float over text" should not be selected. Mathematical equations must be described by mentioning the equation number. The explanation of the mathematical equation is attempted to be on the same page as the page where the equation is presented.

$$Q^{2} = 1 - (\sqrt{1 - R_{1}^{2}}) x (\sqrt{1 - R_{2}^{2}})$$
 (1)

METHOD

The research method describes the type of research, the method of data acquisition, and data analysis. In the research method, it is not necessary to include the definition of the assumption test that is used.

RESULTS AND DISCUSSIONS

This section presents the results and discussion of the research results. Various theoretical and/or practical implications should be presented.

CONCLUSION

This section presents the study conclusions, study limitations, and recommendations for future research

ACKNOWLEDGMENTS

Enter the following information here: 1) all funding sources; 2) collaborators and/or core facilities contributing to the work.

REFERENCES





E-ISSN: 23389621

All references referred to in the text of the article must be listed in the references section. The references must contain references from primary sources (scientific journals) that have DOI numbers and make up at least 80% of the entire bibliography published in the last 10 years. Reference writing must use reference management applications such as Mendeley, End Note, Zotero, or others. The writing format is the APA (American Psychological Association) 6th Edition format (www.apastyle.org).

Book and Book Chapter

Single author:

Husnan, S. (1994). Dasar-dasar teori portofolio dan analisis sekuritas. Yogyakarta: UPP-AMP YKPN.

Schein, E.G. (2009). The corporate culture survival guide. San Fransisco, CA: John Wiley & Sons.

Two to twenty authors:

Schneider, Z., Whitehead, D., & Elliott, D. (2007). Nursing and midwifery research: Methods and appraisal for evidence-based practice (3rd ed.). Elsevier Australia.

E-Book

Hirotsu, H. (2017). Advanced analysis of variance. John Wiley & Sons. https://doi.org/10.1002/9781119303374

Journal Article (Print Version)

Woolley, T., & Raasch, B. (2005). Predictors of sunburn in north Queensland recreational boat users. Health Promotion Journal of Australia, 16(1), 26-31

Journal Article (from Internet)

Shaw, T.N. (2008). A Discriminant Model for Assessment of Prospective Entrepreneurs for Financing and Success of Entrepreneurial Venture. *Journal of Asia Entrepreneurship and Sustainability*. 4(1): 69-82

van Heugten, K. (2013). Resilience as an underexplored outcome of workplace bullying. Qualitative Health Research, 23(3), 291-301. https://doi.org/10.1177/1049732312468251

Online Magazine

Mehta, A. (2019, May). Beyond recycling: Putting the brakes on fast fashion. Ethical Corporation.

https://events.ethicalcorp.com/reports/docs/548965/EC-MagazineMay-2019.pdf

Mcdonalds.co.id. (2017, Desember 3). Visi Misi McDonalds. https://mcdonalds.co.id/tentang-mcdonalds/info-perusahaan/visi-misi.

Newspaper (Print & Online)

Berkovic, N. (2009, March 31). Handouts may not be sent: Tax office seeks quick resolution of High Court challenge. The Australian, p. 5.

Newspaper (from Internet)





E-ISSN: 23389621

Griffis, D. (2019, November 21). In traditional language, there is no word for disability. The Guardian.

https://www.theguardian.com/commentisfree/2019/nov/21/intraditional-language-there-is-no-word-for-disability

Supriyatna, Iwan. (2017, Desember 25). Infrastruktur jadi katalisator utama permintaan beton precast. *Kompas.com*.

http://bisniskeuangan.kompas.com/read/2017/02/22/151532326/infrastruktur.jadi.katali sator.utama.permintaan.beton.precast

Symposium contribution:

Muelbauer, J. (2007, August 30–September 1). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), Housing, Housing Finance, and Monetary Policy [Symposium]. Economic Symposium Conference, Jackson Hole, WY, United States. https://bit.ly/204i6AY

Conference session:

Fulljames, T. (2009, July 9-10). A career in tertiary management – a transformative experience! [Paper presentation]. ATEM Aotearoa Conference, Christchurch, New Zealand. https://bit.ly/2Gbd0hG

Audio Recordings:

Beethoven, L. van. (2020) Grosse fuge in B-flat major, op. 133. [Song recorded by Fine Arts Quartet]. On Beethoven: Fuges and rarities for string quartet. Naxos. (Original work published 1827)

Website

Scherer, J., & Lal, S. (2020, January 10). Tourism industry suffers as bushfire images scare off international travellers. SBS News. https://www.sbs.com.au/news/tourism-industry-suffers-as-bushfireimages-scare-off-international-traveller

INFORMATION ABOUT THE AUTHORS

Name Autohors1: (Institution/University, City, Country, E-mail, Orcid, Scopus Author ID)
Name Autohors2: (Institution/University, City, Country, E-mail, Orcid, Scopus Author ID)
Name Autohors3: (Institution/University, City, Country, E-mail, Orcid, Scopus Author ID)

.



