



SPECIFIC AND CLEAR TITLE IN INDONESIAN, MAXIMUM 15 WORDS

Specific and Clear Title in English, Maximum 15 Words

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Article received on — Final revised on — Approved on
doi:

Abstract

Abstract is written in one paragraph consists of 100—300 words. Abstract contains problems research, aim, research method, and results. Abstract is written in italic style, Times New Roman 12, no spacing mode.

Keywords: 3—7 words or phrases represent the focus of writing

(The article body after the abstract is formatted in a single column by following the size in this template. To be noted: Untuk diperhatikan: the body is written in Times New Roman 12, 1 spacing, no spacing style, maximum 15 pages)

INTRODUCTION (10%)

The introduction contains the background of the problem by explaining the phenomenon of the problem being studied, and written without a subchapter. Background is supported by reference books and previous related research results, either by the author or by others. The introductory chapter also describes the position of the research among earlier research.

The introduction clearly discloses the issues that become the research, research objectives, and its urgency. Citation in the text refers to APA style, for example: Heryadi & Permadi (2013) stated that ... (p. 61). Inclusion of reference page numbers is done for direct quotes.

THEORETICAL BASIS (15 %)

Theoretical basis is the thinking foundation to find the problems and the reference to find the answer. Theoretical basis is not just a set of definitions of a term. The descriptions in this chapter use relevant, strong, sharp and up-to-date references. The theory written in this chapter is the theory used in data analysis.

Theoretical basis can be written in subchapters while still considering the 15% quota of the overall article body. All referenced or quoted sources must be written in the bibliography. The citation technique follows the APA (American Psychological Association model).

RESEARCH METHOD (10%)

The research method contains information on the nature of the research, data and data sources, data collection techniques, data collection instruments, data collection procedures and data analysis methods. Quantitative research needs to include relevant hypothesis testing techniques.

DISCUSSION (50%)

The discussion contains the proses of answering the problems through data analysis and evaluation, by applying the theories, approaches and methods mentioned in the THEORETICAL BASIS and RESEARCH METHOD. The discussion is divided into several subchapters (up to level III subchapter) with the writing of subchapters as follows.

Level I Subchapter

The discussion of analysis and evaluation results may apply comparative method and the use of equations, charts, figures and tables. The use of charts, figures and tables must be truly relevant and important to the discussion process.

Level II Subchapter

Each table, figure or chart must be numbered (in order of appearance in the article) and name, and placed as close as possible to the paragraph where the table and chart are discussed. The tables' names are used to refer these tables in the article (not using referrals such as "the table above" or "the following table", but using referrals such as Table 1, Table 2 etc.) Inclusion of tables or data that is too long (more than one pages) should be avoided. Interpretation of the analysis results is to obtain answers, added values and benefits that are relevant to the problems and objectives of the study.

Level III Subchapter

The number of tables is not allowed to exceed 25% of the total of the article body (Theoretical Basis, Research Methods, Discussion and Closing). Table names that include number, name (the core content of the table) and the contents of the table are written in Times New Roman 10, no spacing style. If the tables, figures or charts are obtained from a source, write the source at the bottom of the table. Tables that can be put in a single small column are written without changing the format of the article, such as the following example.

Table 1.
Verba Tindak Nontutur SBY

Jenis Tindak Nontutur	Verba Tindak Nontutur
Konflikatif	Menuding
Kompetitif	menilai, menunjuk, tidak sabar, soroti, melihat, menganggap, meminta, mengharap,kan, tidak memberikan toleransi

Sumber: Khak (2015: 30)

Tables, figures and charts that are not compatible and interfere the layout process will be return to the author to be converted into the standard format. Tables that cannot be put in a single small column (two columns format) are converted into a single column format as the following example.

Table 2.
Klasifikasi Fonem Konsonan

Sifat Ujaran	Daerah Artikulasi					
	Bilabial	Labio-dental	Apiko-al-veolar	Lamino-palatal	Dorso-velar	Laringal
Letupan	p b		t d	J	k g	
Sengauan	m		N	Ñ	G	
Getaran			R			

After the discussion, before entering the closing chapter, provide one paragraph which leads the readers to the conclusion that becomes the answers to the research problems.

CLOSING (15%)

Closing chapter is the answers to the questions in the introduction. Closing is not a rewrite of the discussion and also not a summary, but a brief attainment of the answers to the problems in the form of one or two whole paragraphs.

BIBLIOGRAPHY

The referenced libraries are at least 35 primary references for research articles and primary references (for conceptual idea paper) in the form of books, research results and scientific publications in journals or proceedings which 80% of them are published in the last ten years. All the literatures listed in the bibliography are cited in the article body. Bibliography and citation are using the APA (American Psychological Association) style, and use the **Mendeley** application.

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