Article Title, Maximum Length 20 Words

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Abstract: *Use Times New Roman font size 10 pt, italics, single spacing, and next heading 6 pt. Indent left (Left) 0 cm and right (right) 0 cm. The maximum abstract length is 200 words. The abstract should include the research background, objectives, methodology, conclusions, and recommendations.*

Keywords: *Font size10 pt; lower case; italic; Times New Roman; write alphabetically, between 3-6 phrases.*

Introduction

Sub-chapter headings are typed using 12 pt font size, bold, Times New Roman, the initial letter of the sub-chapter is capitalized, the space between and after each is 6pt.

Body text (paragraphs) is typed using Times New Roman font size 11 pt, space 1 (single) with a maximum number of pages of 12 pages or space 2 (double) maximum 20 pages (or between 4.000-6.000 words). Spacing after 6 pt between paragraphs.

Tables and Figures

Tables and figures are typed left-aligned. Table and figure titles are typed in Times New Roman 11 pt, bold, left-aligned. Spacing of table titles and contents is 1 (single). Especially for tables, only horizontal lines are displayed, while vertical lines are not displayed. Or, an easy way in MS Word is to select the table□ Table□ Table Autoformat□ in Table Style choose "Table List 3"□ Apply. In MS Word 2016 and later, tables can be formatted with the following steps: select Table □ Table Design □ Plain Table 2. The table title is typed above the table, while the figure title is typed below the figure.

Example:

Table 1. Summary of physical parameters

No.	Segments	Length (km)	Elevation (meters)
1	A-B	25	30
2	B-C	75.15	10
3	C-D	44.75	50
4	D-E	72.5	10
5	E-F	21.25	10
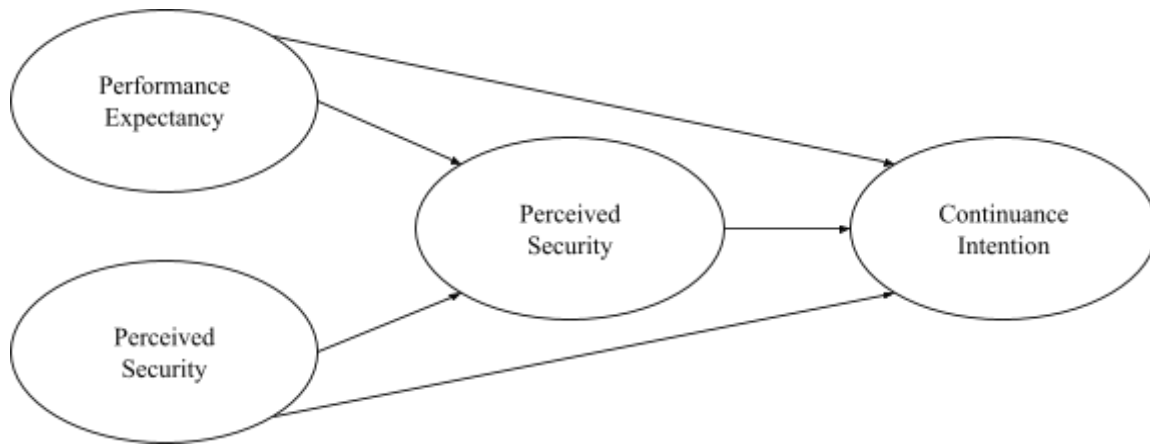
Figure 1. Conceptual Framework

Article Length

The maximum length of the journal article is 20 pages, A4 paper, 2-spaced (double) or 1-spaced (single) with a maximum number of pages of 12 pages. The word count is between 4.000-6.000 words.

References

Writing references is written by writing the author's last name along with the year without pages. For example:

According to Payne (2009), relationship marketing is ....

At least 80% of the references are primary references and published in the last 10 years. The number of references must be at least 15.

Article Systematics

a. Research Articles

The content of the article should follow the following sequence:

1. Title

   Bold, Times New Roman 12 Pt, Center, 1 space, try not to exceed 20 words.

2. Author's name

   Bold, center, Times New Roman 10 pt, footnotes with numbering 1,2,3..., no title.

3. Abstract

   Times New Roman size 10 pt, italic, 1 (single) space, and next heading 6 pt. Indent left (Left) 1 cm and right (right) 0 cm. The maximum abstraction length is 200 words.

4. Keywords

   Font size 10 pt; lower case; italic; Times New Roman; write alphabetically, between 3-6 phrases.

5. Introduction

6. Theoretical/Literature Review

7. Methods

8. Results and Discussions

9. Conclusions and Suggestions

    Article content (Introduction to Conclusion and Suggestion): *Sub chapter titles are typed using 12 pt font size, bold, Times New Roman, initial letter of sub chapter is capitalized, title case using 6 pt space from body text. Body text is typed using Times New Roman font size 11 pt, spaced 1 (single), 6 pt space (before and after) between paragraphs.*

10. References

    - The reference list is organized based on **APA (American Psychological Association) Style** format
    - The reference list is organized alphabetically, ascending (A-Z)
    - Only citations mentioned in the article are included in the Reference List.
    - Space 1 (single), space before 6 pt, space after 6 pt.
    - Indent the first line
    - Format for writing references from textbooks:
      Last name, first name. (Year). *Book Title*. City of Publisher: Name of Publisher.
      Example:
        Bryman, A. (1989). *Research Methods and Organization Studies* (First). New York: Routledge Taylor & Francis Group.

    - Format for writing references from journals:
      Last name, first name. (Year). Title of Article. *Journal Name*. Volume, Number, Page.
      Example:
        Ambrosini, V., & Bowman, C. (2009). What are Dynamic Capabilities and are they a useful construct in strategic management? *International Journal of Management Reviews*, *11*(1), 29-49.

    - Format for writing references from the internet:
      Last name, first name. Year. Article Title. *Website Address*. Date of article download.
    - Format for writing anonymous references:
      _____. Year. *Article title*. source. Article download date.
    - Avoid taking references from blogs that are less trustworthy or contain personal views of the author that cannot be accounted for.
    - It is recommended to use a reference manager application such as *Mendeley*, *Zotero*, or others.

b. Review Articles

1. Title
2. Author name and affiliation
3. Abstract
4. Introduction
5. Theoretical Review
6. Methodology
7. Results and Discussions
8. Conclusions and Future Research
9. References

Articles are typed on one side on A4 size paper. Submit manuscripts to the editor of the Jurnal Administrasi Bisnis through the *Open Journal System* (OJS) at the following link: https://ejournal.undip.ac.id/index.php/janis/about/submissions#onlineSubmissions