

The title in English should not exceed 14 words (Times New Roman, 14pt, bold)

Sunaryo Martono^{1*} (12pt, bold)

¹ Department of Public Administration, Faculty of Social and Political Sciences, Universitas Sebelas Maret, Surakarta, Indonesia (10pt)

If all authors share the same institutional affiliation, superscript letters (a, b, c, etc.) are not required. The author's affiliation address must be written in full, including the major/department, faculty, university, city, and country.

*Corresponding author: sunaryo@uns.ac.id (10pt)

Only one email address should be provided for the corresponding author.

ABSTRACT

The abstract text should provide concise information to the readers regarding the purpose, methods, findings, and value of the manuscript. Furthermore, the abstract should be reasonably nontechnical, yet adequately clear for an informed reader to understand the manuscript's contribution. The abstract should only be typed in a single paragraph and single-column format and consist of 200-250 words. (10pt, single line spacing, 1 paragraph).

ARTICLE HISTORY

Submitted: dd-mm-year

Received: dd-mm-year

Revised: dd-mm-year

Accepted: dd-mm-year

KEYWORDS

Keyword 1; Keyword 2;

Keyword 3; Keyword 4;

Keyword 5

Copyright: © 2026

Sunaryo Martono.

This work is licensed under CC BY-NC 4.0. To view a copy of this license, visit <https://creativecommons.org/licenses/bync/4.0/ss>

INTRODUCTION

The introduction should contain (in sequence) a general background and the research question or hypothesis. The literature review is included in this chapter and is written at the end of the introduction in a flowing and structured manner within the introduction. All cited sources should be listed in the bibliography using American Psychological Association (APA) style and Mendeley. Images, figures, and tables are not permitted in the Introduction section. (12pt, 1.15 line spacing).

METHOD (12pt, bold)

The research methods section should describe the methods used to answer the research problem formulation, including the analytical methods. It should contain sufficient detail to enable the reader to evaluate the appropriateness of the methods as well as the reliability and validity of the findings. (12pt, 1.15 line spacing).

RESULTS AND DISCUSSION (12pt, bold)

The author must explain the research findings (what was found) in detail. The results and discussion section contains the research findings and analysis. The findings obtained from the research conducted must be written with additional support from adequate data. The research results and analysis must be able to answer or provide an explanation for the questions stated in the introduction. (12pt, 1.15 lines spacing).

Data presented in tabular form should follow the format illustrated in Table 1 below. Tables must be numbered consecutively according to their order of appearance (e.g., Table 1, Table 2, and so forth). The table must be created without vertical lines between the data rows and without any color or shading. The table title is placed above the table and aligned left, while the table source is placed below the table and centered. Every table must be mentioned at least once within the paragraph text.

Table 1. Title (12pt)

No	Type	Description

Source: source name (10pt, italic)

Figures must also be mentioned in the paragraph before they appear and follow the same sequential numbering as tables (Figure 1, Figure 2, and so on). The figure title and source are placed below the figure and centered. Images included in the manuscript should be of high resolution. Figures and tables must not be duplicated, screenshots, or modified from other articles without permission from the original author or publisher.

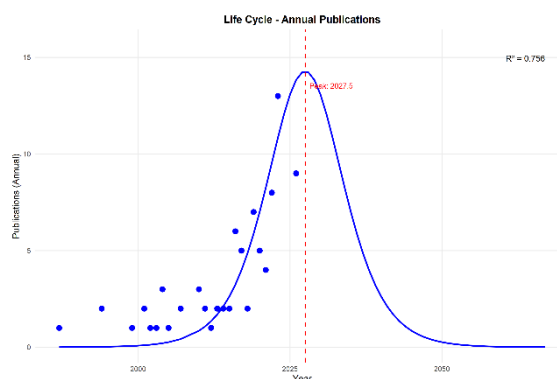


Figure 1. Title (12pt)

Source: source name (10pt, italic)

CONCLUSION (12pt, bold)

The conclusion chapter should contain a summary of the conclusions from the findings and analysis obtained and recommendations based on the findings and analysis obtained. The recommendations should present further matters based on the research results. The conclusion must be written in narrative form using full paragraphs; numbered or bulleted points are not permitted. (12pt, 1.15 lines spacing).

The length of the journal manuscript is 15-20 pages and must be written in English. This is equivalent to approximately 6,000-7,000 words.

SUPPLEMENTARY INFORMATION

Supplementary Information (SI) is made available online only and must be referred to within the article. It generally covers material that is too detailed or too extensive to include in the main text, such as additional method details, supporting data, calculations, or extended discussion that helps justify the statements made in the article. Authors are advised to compile all supplementary text, tables, or figures into a single Word file prepared according to the journal template.

CONFLICT OF INTEREST

On behalf of all authors, the corresponding author must disclose any financial or personal relationship with other individuals or organizations that could inappropriately influence or bias the work presented in this manuscript.

Example: *The authors declare no conflict of interest in this article.*

AUTHOR CONTRIBUTION

This section confirms that every listed author has agreed to the final version of the manuscript, approved its conclusions, and contributed to the work in line with the CRediT (Contributor Roles Taxonomy), such as conceptualization, data analysis, funding acquisition, investigation, methodology, project administration, resources, software, supervision, validation, visualization, manuscript drafting, and manuscript review and editing.

Example: *SR (author's initials): Conceptualization, Software; TES: Data Analysis, Manuscript Drafting; FN: Supervision, Data Curation, Manuscript Review and Editing.*

ETHICAL STATEMENT

Authors must disclose whether the research involved human participants, animal subjects, or other activities requiring ethical approval. The relevant ethics committee or institutional review board and approval details must be provided where applicable. If ethical approval does not apply to the manuscript, this should be stated clearly.

Example: Ethical approval is not applicable to this manuscript.

FUNDING STATEMENT

Authors must disclose any funding received for the research reported in the manuscript, including the name of the funding body and the grant number where applicable. If no external funding was received, this must be stated explicitly.

Example: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

DATA AVAILABILITY STATEMENT

Authors must include a statement on the availability of the data supporting the findings of the study. Where possible, data should be deposited in a trusted repository, and the access details must be provided. Where data cannot be shared due to privacy, ethical, or intellectual property restrictions, this must be stated along with the reason.

Example: The data supporting the findings of this study are available from the corresponding author upon reasonable request.

ACKNOWLEDGEMENT

Authors who wish to include an acknowledgement may place it after the Conclusion section. Acknowledgements should be limited to contributions of an academic nature, such as recognition of research funders, individuals who contributed to discussions, or those involved in data collection or analysis directly related to the research.

DECLARATION OF GENERATIVE AI

If any generative AI tool was used in preparing the manuscript, this use must be clearly declared in a separate section placed before the reference list, using a statement such as:

“During the preparation of this work, the author(s) used [NAME OF TOOL/SERVICE] in order to [STATE THE PURPOSE]. The author(s) subsequently reviewed and edited the content as necessary and remain fully responsible for the content of the published article”

REFERENCES (12pt, bold)

All references mentioned must be written in the reference using the American Psychological Association (APA) style and arranged from A to Z. This must include references obtained from primary sources (consisting of scientific journals amounting to 80% of the entire bibliography) that have been published in the last 10 (ten) years. The remaining 20% can include sources from books, news or other related publication reports. Reference writing uses Mendeley (12pt, single). There must be a minimum of

20 references. Authors are encouraged to cite recent articles previously published in Spirit Publik: Jurnal Administrasi Publik where substantively relevant to the discussion. Such citation is not a requirement for submission, and reviewers and editors will not request self-citation as a condition for acceptance.

Examples:

Reference from a journal (it is recommended to include the DOI and to write the journal name in full):

- Austin, D. (2009). Fatty acids, breastfeeding and autism spectrum disorder. *E-journal of Applied Psychology*, 5(1), 49-52. Retrieved from <http://ojs/lib.swin.edu.au/>
- Kusumaningrum, D. (2016). Interdependence versus truth and justice: lessons from reconciliation processes in Maluku. *Jurnal Ilmu Sosial dan Ilmu Politik*, 20(1), 15. doi: 10.22146/jsp.17998
- Lee, K. (2004). Reading and learning strategies: recommendations for the 21st century. *Journal of Developmental Education*, 28(2), 2-15.
- Smith, G. (2012). Barthes on Jamie: Myth and the TV revolutionary. *Journal of Media Practice*, 13, 3-17. doi: 10.1386/jmpr.13.1.3_1

Reference from a website:

- Buzan T. (2007). Mind maps. September 3, 2009, retrieved from http://www.buzanworld.com/Mind_Maps.html.

Reference from a book:

- Anderson, B. (1983). *Imagined communities*. London: Verso.
- Mancusa, S., & Viola, A. (2015). *Brilliant green: the surprising history and science of plant intelligence* (J. Benham, Trans.). Washington, DC: Island Press.
- Smith, F. M., & Jones, W. (2004). The college student. In C. Wood & M. Meyer (Eds.), *Cross-cultural education* (pp. 75-105). London, Canada: MacMillan.

Reference from a newspaper or magazine:

- Fung, M. (2006, December 12). Asthma rates are increasing. *Winnipeg Free Press*, pp. C4.
- Harris, M. (2011, August 16). Grades improve if classes start later, studies find. *The Calgary Herald*. Retrieved from <http://www.calgaryherald.com/>

Reference from a report:

- TransCanada. (2006). *Annual report*. Retrieved from http://www.transcanada.com/investor/annual_reports/2006/media/pdf/TransCanada_2006_Annual_Report.pdf