This manuscript format was updated as of May 6, 2025.

The Title Should be Specific and Effective: Manuscript Does Not Include the Author's Identity

ABSTRACT

The abstract consists of 200-250 words in a single paragraph that clearly states the background of the problem, objectives, methods, arguments, and research findings. The English title and manuscript do not require the Indonesian title and abstract to be included.

Keywords consist of at least three to six words: the first keyword, the second keyword, the third keyword, and so on. These keywords encompass the primary concepts and terms characteristic of this research topic.

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Introduction

This section provides concise information about the focus, novelty, objectives, and research questions (optional), all written in approximately one to two pages. In detail, this chapter consists of (1) background of the problem, (2) statement of objectives, and (3) contribution of the article.[1] At the end of the chapter, the author should also outline the article's structure.

Literature Review

A literature review examines the literature relevant to the paper's topic, assesses its strengths and weaknesses,[2] and demonstrates how the article contributes to the existing body of knowledge. The author also identifies controversy and contested claims in the selected literature. Typically, previous research articles are included in this section as a basis for this research, aiming to fill the gaps in theory and practice.

Table 1. Title[3]

No	Criteria	Description
1		
2		
3		

Research Methods

The research method outlines the application of the research design, including participants, data collection procedures, data collection instruments (quantitative, qualitative, and mixed-methods), and data analysis, which serve as the basis for writing the article. This section then outlines the steps taken to execute the study.

This section must also justify the method used, enabling readers to assess the technique's appropriateness and feasibility and the reliability and validity of the research results.

Results

The First Subsection

The first paragraph is always left-aligned and not indented. Branching within a chapter follows the size, style, and type of writing listed. Authors must enable the heading feature for each section and subsection.[4]

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[1] Footnotes should be written using reference management applications, such as Zotero, following the Turabian standard. In addition to being a form of citation, footnotes can also be used to provide additional explanations to the main text. Footnotes are written with single spacing, right alignment, and indented.

[2] Footnote numbering should be placed after the punctuation. Billy Kristanto, Ecclesiology in Reformed Perspective (Eugene: Wipf and Stock Publishers, 2022), 86.

[3] Benyamin F. Intan, Calvin's and Neo-Calvinist Legal Theory in Indonesian Context (Brill | Schöningh 2023), 33.

[4] Audy Santoso, "In The Spirit": A Triune Reformulation," *Acta Theologica* 43, no. 1 (2023): 159, https://doi.org/10.38140/at.v43i1.7005.

The Second Subsection

The results should summarize the data analysis findings, answer the research questions, and present the data in detail. This section can also include tables and figures.

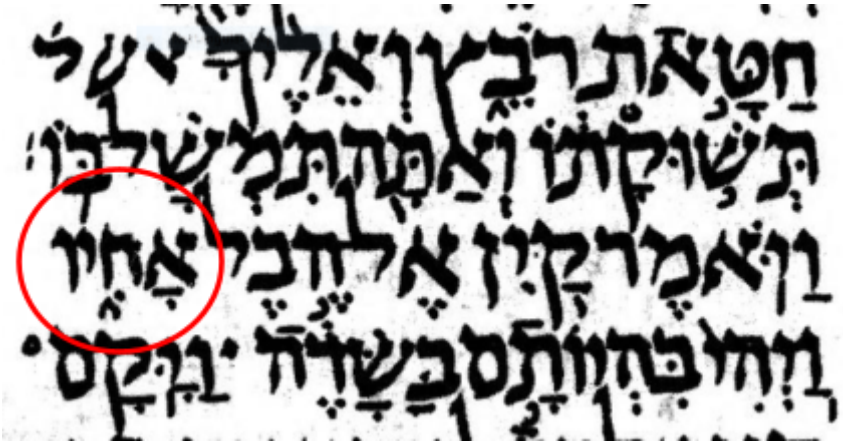


Image 1. Genesis 4:8 excerpt in the Leningrad Codex (1008 CE)[5]

Discussion

The First Subsection

The Discussion section explores and interprets the findings. Additionally, this chapter can discuss the findings concerning previous studies and theoretical debates presented in the literature review section. This section presents argumentative content, highlighting the author's key points and positions. The discussion section can be combined with the results section regarding writing structure.

The Second Subtitle

Foreign language direct quotations—which do not exceed three lines—are included in the main text, "*marked in quotation marks and italics*".[6] If it is longer than five lines, set it off as a block quotation, without quotation marks. It must follow Turabian standards. If the introduction for the quotation is a complete sentence, end the sentence with a colon:

> Block quotations are typed upright in 10 pt Palatino Linotype font, single spacing (before and after) 10 pt, and indented. The right margin of the block quotation is the same as the end of the article text. Block quotations do not require quotation marks, either at the beginning or end of the quotation. Quotations always end with a footnote number.[7]

However, direct quotations should be avoided unless the meaning is complex to

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[5] Adapted from Samuel ben Jacob, *The Leningrad Codex* (1008 AD), https://archive.org/details/Leningrad_Codex/page/n9/mode/2up

[6] Santoso, "In the Spirit," 165.

[7] Santoso, 167.

translate or find an equivalent in Indonesian.[8] In other words, the author is advised to paraphrase.

The Third Subtitle

The writing of the Bible and other holy books that are part of the sentence in the main text, whether written in brackets or not, should be written in full, not in abbreviation. For example, John 3:16; Philippians 3:1–6.[9]

Conclusion

The conclusion provides a summary of the article's contents, typically comprising 2-3 paragraphs. This section should include the main findings and state that the study conducted has contributed to the development of knowledge in the field being studied. In addition to emphasizing the benefits, the conclusion can highlight the study's limitations. In addition, the conclusion cannot be accompanied by citations.

References

Cited sources should be included in the references, following the latest Chicago style standards, and arranged alphabetically. Primary references (i.e., journal articles) should be prioritized, although they can also be books, proceedings, and/or research reports. References should include the most recent information, with a maximum of the last ten years for books and the previous five years for journals. However, classical references are still recommended if they relate to the studied problem.

Calvin, John. *Institutes of the Christian Religion*, 2 vol., ed. McNeill. Louisville: Westminster John Knox, 2006.

Intan, Benyamin F. Calvin's and Neo-Calvinist Legal Theory in Indonesian Context. Brill | Schöningh, 2023.

Jacob, Samuel ben. *The Leningrad Codex*, 1008. https://archive.org/details/Leningrad_Codex/page/n9/mode/2up.

Kristanto, Billy. *Ecclesiology in Reformed Perspective.* Eugene: Wipf and Stock Publishers, 2022.

Santoso, Audy. "In The Spirit": A Triune Reformulation," *Acta Theologica* 43, no. 1 (2023), 153-73, https://doi.org/10.38140/at.v43i1.7005.

[8] Each footnote must include the page number that is specifically cited. However, the page number can also be omitted because the author wants to convey it in general. See John Calvin, *Institutes of the Christian Religion* 2.7.6-9, 2 vol., ed. McNeill (Louisville: Westminster John Knox, 2006).

[9] For citations from the Bible, include the abbreviated name of the book, the chapter number, and the verse number. For example: 1 Thess. 4:11, 5:2–5, 5:14; 2 Cor. 1:1.