

# Article Writing Templates and Instructions

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## ***Abstract***

*This document gives formatting instructions for authors preparing articles for the conference. The authors must follow the instructions given in the document for the articles to be published. You can use this document as both an instruction set and as a template into which you can type your own text. Abstract should be no longer than 100 words. It gives a brief summary of the content of the main objective, the methods, the results obtained and major conclusions.*

**Keywords:** *Include 5 keywords or phrases, keywords are separated by a semicolon and alphabetically*

## **Introduction**

Introduction section contain background of the research, why the issues need to be studied, provide state of the art or more specific statements about the aspects of the problem already studied by other researchers, very specific statement giving the purpose/objectives of studies, and optional statements that give a value or justification for carrying out the study. Write your references using APA style. Here are some examples: to cite a paper with one author (Wahyudi, 2016), a paper with two author (Anisa & Astuti, 2019) a paper with more than two author (Ghavifekr et. all, 2016). The name in the citation is only the last name.

## **Methods**

Methods section should explain detail information about location, time, sample or population, research variables, research procedures, how the data to be collected and analysed. The number of methodology subsections can be adjusted.

## **Results and Discussions**

Results and Discussions contain results obtained by author during the research activities. The results of the research submitted in advanced as whole which continues by doing the discussion. The discussions are presented systematically from general to the specific. The data can be presented with tables or figures. Results and discussions must also interconnect with theory that used. Avoid excessive use of citations and discussion of published literature.

### **A. Writing Format**

The paper size is A4 with 210 mm (8,27") in width and 297 mm (11,69") in height. The margin limits are:

- Tops = Bottom = 25,4 mm (1,0")
- Left = Right = 25,4 mm (1,0")

Article layout using one column format. Paragraphs must be regular. All paragraphs must be aligned, that is, equally left and right. The article is written with a space of 1.5 except for the abstract and description of the image or table, which is using 1 space.

### **B. Number of Pages**

The number of article pages is between 5 and 8 pages.

### C. Document Letters

All documents must be in Times New Roman type. Other types of fonts can be used if needed for special purposes.

### D. Title and Author

The letter used throughout the article is Times New Roman. The title is written in bold with 16pt size, the author's name is written in bold with 11pt size, affiliation is typed in 10pt size, and email address is typed in 9pt size.

The title and author's name must be in single-column format and must be center alignment. Total of words in the title maximum in 15 words. All letters in the title are capitalized. To avoid confusion, the surname is written at the end of each author's name. Each affiliate must include, at a minimum, the name of the institution or company and the full address.

Email address is mandatory for all authors, correspondence authors (corresponding author) are distinguished by including an asterisk (\*). Minimize the inclusion of detailed addresses on the title, can be shortened to only the name of the village/region and the name of the province.

### E. Section Sub Chapter

Should not be more than 3 levels for Sub Chapters. All text must be in 12pt and written in bold. Every word beginning in a heading must be capitalized except for the short words described earlier.

### F. Image and Image Caption

The image must be centered. If in 1 image description consists of 2 images, images can be placed side by side (right left). The image is not bordered outside the image area. Figure captions are numbered sequentially and must be cited in the body of the text. Include a citation of the source under the description of the image if it is not your own work.

### G. Figure or Graphic

Graphic images may be colored. For color graphics, make sure the colors contrast enough to differentiate one line from another. For black and white charts, use a different line type (ex. solid line, dotted line, dotted line, etc.). Remove the borderline on the displayed graphic image.

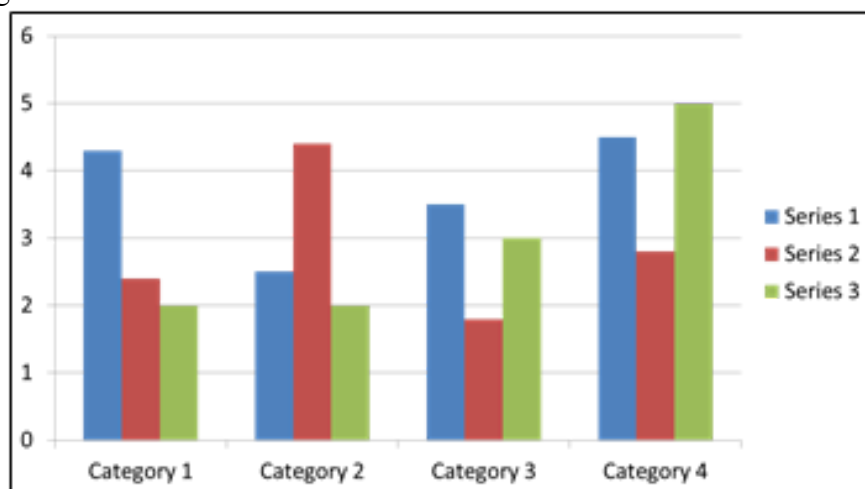


Figure 1. Bar Chart per Category

(If not your own work, include the source citation in the caption)

Ensure that the image resolution is sufficient to reveal important details in the image. For images sourced from JPG files, make sure they have a resolution of 300 dpi.

Image captions are placed at the bottom of the image. Captions using Calibri Light 12pt type and numbered using Arabic numerals. Image captions in one line (for example, Figure 2) are centered. Captions with image numbers must be placed in accordance with the relevant points.

## H. Table and Table Description

The table must be centered. Large tables can be rotated vertically. Each table or figure should not be separated/truncated on a different page.

Tables and table titles are written in 11 pt Times New Roman font. Tables are numbered using uppercase Roman numerals. The beginning of each word in the table title is capitalized except for short words. The contents of the table should be left aligned. Note that there are no vertical lines in the table. Include a citation of the source under the table caption if it is not your own work. An example of a table can be seen in Table 1.

Table 1. Characteristics of Respondents

Characteristics of Respondents		Frequency Percentage	
<b>Years</b>	>10 years	4	13,3
	3-10 years	26	86,7
	Sum	30	100,0
<b>Position</b>	Owner	29	96,7
	Organizer	1	3,3
	Sum	30	100,0
<b>Age</b>	<25 years	3	10,0
	25-40 years	5	16,7
	>40	22	73,3
	Sum	30	100,0

(Source: ....., 20xx)

## I. Equations

The equation is written in the center. Use the Microsoft Equation Editor or the MathType add-on. Do not copy and paste equations from other files in the form of pdf or jpg. Equation numbers are written right-aligned with Arabic numerals in parentheses. An example of writing an equation can be seen in Equation (1) below.

$$\gamma = \frac{2\pi}{\lambda} \frac{n_2}{A} \quad (1)$$

## J. Page Number, Headers, and Footers

Page numbers are written at the bottom in the center. No headers and footers are used.

## K. Link and Bookmark

All hypertext links and bookmark sections will be deleted. If the article needs to refer to an email address or URL in the article, then the full address or URL must be written.

## L. References

Every document cited in this article should be included in this section. The number of cited references is at least 10, with 80% of them being primary references published at least in the last 15 years. Primary references mean journal articles, book chapters, patents, and seminar/proceeding articles. As for what is meant by secondary references are textbooks and handbooks.

## Conclusions

The conclusion contains the main points of the article. Conclusions should not repeat what has been written in the Results and Discussion section, but discuss important results, applications and developments of the research carried out. This section should also be able to show whether the research objectives can be achieved. Conclusions are written in description paragraph form. Avoid using bulleted lists.

## References

References of the manuscript using APA style. Here are some examples:

### Journal Article

Afrianto. (2018). Being a Professional Teacher in the Era of Industrial Revolution 4. 0: Opportunities, Challenges and Strategies for Innovative Classroom Practices. *English Language Teaching and Research*, 2(1), 1-13.

Albantani, A. M., & Madkur, A. (2017). Musyahadat Al Fidyu: Youtube-Based Teaching and Learning of Arabic as Foreign Language (AFL). *Dinamika Ilmu*, 17(2), 291-308.

### Book

McKibbin, B. (2007). *Deep economy: The Wealth of Communities and The Durable Future*. New York: Times Book/Henry Hold and Co

Panitch, L., & Gindin, S. (2012). *The Making of Global Capitalism: The Political Economy of American Empire*. London: Verso.

### Book Chapter

Pigg, K. E., & Bradshaw, T. K. (2003). Catalytic Community Development: A Theory of Practice for Changing Rural Society. In D. L. Brown & L. E. Swanson (Eds.), *Challenges for Rural America in The Twenty-First Century* (pp. 385-396). Pennsylvania State University Press.

### Regulations and Laws

Law Number 23 of 2011 concerning Zakat Management. November 25, 2011. State Gazette of the Republic of Indonesia Year 2011 Number 115. Jakarta.

Law Number 5 of 1984 concerning Industry. June 29, 1984. State Gazette of the Republic of Indonesia Year 1984 Number 22. Jakarta.

### Thesis

Choiri, A. (2021). *Pemberdayaan Pemulung Melalui Pengelolaan Sampah Plastik di Medayu Utara Rungkut Surabaya* [Thesis]. UIN Sunan Ampel Surabaya, Surabaya.

Erizal, Y. (2011). *Analisa Pelaksanaan Kemitraan Anak Angkat Bapak Angkat (ABA) dalam Usaha Agribisnis Kelapa Sawit di PT. GMP Kec. Pasaman Kabupaten Pasaman Barat* [Thesis]. University of Andalas, Padang.

### Internet Sources

Jenkins, R. (2018, January 7). *Generation Z vs. Millennials: The 8 Differences You Need to Know*. HR Daily Advisor. Retrieved from

<https://hrdailyadvisor.blr.com/2017/09/25/generation-z-vs-millennials-8-differences-need-know/>

Maritime Security Agency of the Republic of Indonesia. (2021, June 25). *Amerika Serikat dan Indonesia Bangun Pusat Pelatihan Maritim*. Maritime Security Agency of the Republic of Indonesia. Retrieved from

[https://bakamla.go.id/publication/detail\\_news/amerika-serikat-dan-indonesia-bangun-pusat-pelatihan-maritim](https://bakamla.go.id/publication/detail_news/amerika-serikat-dan-indonesia-bangun-pusat-pelatihan-maritim)