Type Your Article Title A maximum of 12 words typed in Book Antiqua, 14 in bold, Capitalize Each Word.

Name of First Author[1*], Second Author[2] is not abbreviated without title (typed in Book Antiqua, 10 in bold)

[1,2],etc Institution/University, etc. (typed in Book Antiqua, 9)

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ABSTRACT (typed in Book Antiqua, 11 in bold)

Type a language abstract in English of 200-250 words, in one paragraph without reference to abbreviations/acronyms, and footnotes. Abstracts are written not in the form of mathematics, questions and conjectures. The abstract contains sentences about the theory behind the research, research objectives, research methods, analysis techniques, research results, and novelty. Typed in Book Antiqua 10 font and single spaced.

INTRODUCTION typed in capital letters [font Book Antiqua 12 bold, 800 to 1000 words]

The introductory section contains background on overcoming a problem, urgency, and rationalization of activities, literature review, problem-solving plan, activity objectives, and hypothesis development [font Book Antiqua, 11, normal]. Note to authors: Articles are 3000-4000 words long (including bibliography, notes, and tables). Each article will be tested for plagiarism

Articles are typed in Microsoft Office Word format. By using Book Antiqua font size 11, single-spaced on A4 paper. People who want the International Journal of Administration and Education (IJAE) in printed form can contact the journal manager.

METHOD typed in capital letters [font Book Antiqua 12 bold, 500 words]

The research method describes: the approach, scope or object, operational definition of research focus variable/description, place, population and sample/informant, main materials and tools, data collection techniques, and data analysis techniques [Font Book Antiqua, 11, Normal].

RESULT AND DISCUSSION typed in capital letters [font Book Antiqua 12 bold, 1000 to 1500 word. The research results and discussion sections are presented separately)

The research results are presented completely and according to the scope of the research. Research results can be supplemented with tables, graphs (pictures), and/or charts. Tables and figures are numbered and titled. The results of data analysis are interpreted correctly.

Discussion typed in capital letters [font Book Antiqua 11 bold]

The discussion section describes the findings logically, linking them to relevant reference sources. [Book Antiqua, 11, normal].

CONCLUSION typed in capital letters [font Book Antiqua 12 bold, 350 words]

The conclusion contains a summary of the results of the research and discussion. Conclusions are research findings in the form of answers to research questions or research objectives. [Book Antiqua, 11, normal].

REFERENCES typed in capital letters [font Book Antiqua 12 bold]

Contains referenced sources and a minimum of 80% in the form of literature published in the last 5 years. The reference list is written according to the American Psychological Association (APA) 6th edition. All sources listed in the bibliography must be included in the article manuscript. It is recommended that the scriptwriting and the situations referred to in this manuscript use a reference manager such as Mendeley, Zotero, RefWorks, Endnote, and others. [font Book Antiqua, 11, normal].

TABLE/FIGURE WRITING

Table 1. (Book Antiqua 11, Bold)
Table Title (Book Antiqua 11, Bold)

Number	Column Title 2	Column Title 3	Column Title 4
1	description	description	description
etc	description	description	description

Source: xxx

The writing of the table is by the style that has been set, as for the color variations according to the wishes of the author, as long as it is not excessive. As for the writing of the image, it is presented as in Figure 1.
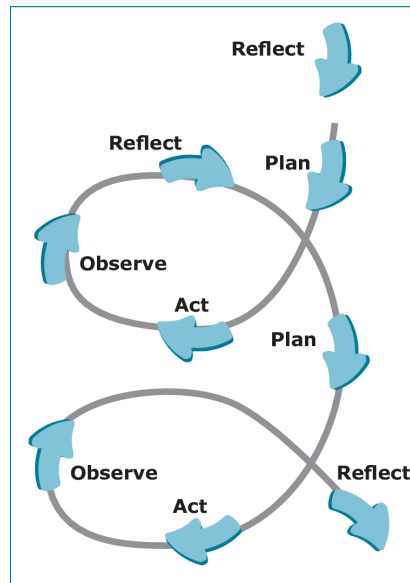
Figure 1. Figure Captions