J-Litera Document Template: Title Goes Here



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Abstract

This paper provides a template for preparing papers for electronic production of the J-Litera: Jurnal Kajian Bahasa, Sastra, dan Budaya Jepang. A well-prepared abstract enables the reader to identify the basic content of a document quickly and accurately, to determine its relevance to their interests, and thus to decide whether to read the document in its entirety. The Abstract should be informative and completely self-explanatory, provide a clear statement of the problem, the proposed approach or solution, and point out major findings and conclusions. The Abstract should be 150 to 250 words in length. The abstract should be written in the past tense. Standard nomenclature should be used and abbreviations should be avoided. No literature should be cited. **Abstract must be written in English.**

Keywords:
List a few (3-5) key words here; Please use a semi-colon as a separator

Article Info:
First received: xx Month 2xxx
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INTRODUCTION

Your paper will be part of the conference proceedings therefore we ask that authors follow the guidelines explained in this example and in the file «FormatContentsForAuthors.pdf» also on the zip file, in order to achieve the highest quality possible (Smith, 1998).

Be advised that papers in a technically unsuitable form will be returned for retyping. After returned the manuscript must be appropriately modified.

MANUSCRIPT PREPARATION

We strongly encourage authors to use this document for the preparation of the camera-ready. Please follow the instructions closely in order to make the volume look as uniform as possible (Moore and Lopes, 1999).

Please remember that all the papers must be in English and without orthographic errors.

Do not add any text to the headers (do not set running heads) and footers, not even page numbers, because text will be added electronically.

For a best viewing experience the used font must be Times New Roman, on a Macintosh use the font named times, except on special occasions, such as program code (Section 2.3.7).

Page Setup

The paper size must be set to A4 (210x297 mm). The document margins must be the following:

- Top: 2,5 cm;
- Bottom: 2,5 cm;
- Left: 2,5 cm;
- Right: 1,5 cm.

It is advisable to keep all the given values.

Regarding the page layout, authors should set the Section Start to Continuous with the vertical alignment to the top and the following header and footer:

- Header: 1,4 cm;
- Footer: 2,5 cm.

Any text or material outside the aforementioned margins will not be printed.

First Section

This section must be in one column.

Title

Use 15-point type for the title, aligned to the center, linespace exactly at 17-point with a bold font style and initial letters capitalized. No formulas or special characters of any form or language are allowed in the title.

Words like “is”, “or”, “then”, etc. should not be capitalized unless they are the first word of the title.

Subtitle

Use 13-point type for the subtitle, aligned to the center, linespace exactly at 15-point with bold and italic font style.

Words like “is”, “or”, “then”, etc. should not be capitalized unless they are the first word of the subtitle. The initial letters should be capitalized. No formulas or special characters of any form or language are allowed in the subtitle.

Authors

Author(s) name(s) should be aligned to the center with linespace exactly at 13-point. The text must be set to 11-point.

There should be a spacing before of 24-point.

Affiliations

Affiliation(s) should appear aligned to the center including organisation, address and e-mail.

The linespace must be of exactly 11-point with 9-point of font size and the font style set to italic.

Keywords

Each paper must have at least three keyword. If more than one is specified, please use a comma as a separator. Keywords should appear justified, with a linespace exactly of 11-point, a hanging indent of 2-centimeters, spacing before of 48-point, no spacing after and font size of 9-point.

The sentence must end with a period.

Abstract

Each paper must have an abstract. The abstract should appear justified, with a linespace exactly of 11-point, a hanging indent of 2-centimeters, spacing before of 12-point and after of 30-point, and font size of 9-point.

The sentence must end with a period.

Second Section

This section must be in two columns.

Each column must be 7,5-centimeter wide with a column spacing of 0,8-centimeter.

The section text must be set to 10-point, justified and linespace single.

Section, subsection and sub subsection first paragraph should not have the first line indent, other paragraphs should have a first line indent of 0,5-centimeter.

Section Titles

The heading of a section title must be 13-point bold in all-capitals, aligned to the left with a linespace exactly at 15-point, hanging indent of 0,7-centimeter and with an additional spacing of 24-point before (not applicable to the first title section of the paper) and 12-point after.

No dot should be included after the section title number.

Subsection Titles

The heading of a subsection title must be 12-point bold with initial letters capitalized, aligned to the left with a linespace exactly at 13-point, hanging indent of 1,0-centimeter and with an additional spacing of 11-point before (not applicable right after a section title) and 11-point after.

Words like “is”, “or”, “then”, etc should not be capitalized unless it is the first word of the subsection title.

No dot should be included after the subsection title number.

Sub Subsection Titles

The heading of a sub subsection title should be in 11-point bold with initial letters capitalized, aligned to the left with a linespace exactly at 12-point, hanging indent of 1,0-centimeter and with an additional spacing of 10-point before (not applicable right after a subsection title) and 10-point after.

Words like “is”, “or”, “then”, etc should not be capitalized unless it is the first word of the sub subsection title.

No dot should be included after the sub subsection title number.

Tables

Tables must appear inside the designated margins or they may span the two columns.

Tables in two columns must be positioned at the top or bottom of the page within the given margins. It is advisable the use of text boxes in this case.

Tables should be properly numbered, centered and should always have a caption positioned above it. Captions with one line should be centered and if it has more than one line should be set to justified. The font size to use is 9-point. No bold or italic font style should be used. Spacing before and after should be of 12-point and 6-point, respectively.

The final sentence of a caption must end with a period.

Table 1: This caption has one line so it is centered.

Example column 1	Example column 2
Example text 1	Example text 2

Table 2: This caption has more than one line so it has to be set to justify.

Example column 1	Example column 2
Example text 1	Example text 2

Please note that the word “Table” is spelled out.

Figures

Please produce your figures electronically, and integrate them into your document.

Check that in line drawings, lines are not interrupted and have a constant width. Grids and details within the figures must be clearly readable and may not be written one on top of the other.

Figure resolution should be at least 300 dpi.

Figures must appear inside the designated margins or thet may span the two columns.

Figures in two columns must be positioned at the top or bottom of the page within the given margins. It is advisable the use of text boxes in this case.

Please do not use indentation and set the figure layout to in line with text.

Figures should be properly numbered, centered and should always have a caption positioned under it. Captions with one line should be centered and if it has more than one line should be set to justified. The font size to use is 9-point. No bold or italic font style should be used. Spacing before and after should be of 6-point and 12-point, respectively.

The final sentence of a caption must end with a period.

Please note that the word “Figure” is spelled out.

Equations

Equations should be placed on a separate line, numbered and centered. An extra line space should be added above and below the equation.

The numbers accorded to equations must appear in consecutive order inside each section or within the contribution, with number enclosed in brackets and set on the right margin, starting with the number 1.

The use of a table with two columns is advisable.

Example:

$$a = b + c \quad (1)$$

Reference Text and Citations

References and citations should follow the Harvard (Autor, date) System Convention (see the References section). As example you may consider the citation (Smith, 1998). Besides that, all references should be cited in the text. No numbers with or without brackets should be used to cite or to list the references.

References should be set to 9-point, justified, with a single linespace and hanging indent of 0,5-centimenter. At least 10 references is a must.

Citations should follow the section text format (see file FormatContentsForAuthors.pdf).

CONCLUSIONS

We hope you find the information in this template useful in the preparation of your submission.

ACKNOWLEDGEMENTS

If any, should be placed before the references section without numbering.

REFERENCES

Moore, R., Lopes, J., 1999. Paper templates. In *TEMPLATE’06, 1st International Conference on Template Production*. SCITEPRESS.

Smith, J., 1998. *The book*, The publishing company. London, 2nd edition.

APPENDIX

If any, the appendix should appear directly after the references without numbering, and not on a new page.