

TITLE (20 words or less, 14pt, bold, UPPERCASE)

Mirza Abdi Khairusy¹, Sukarta Atmaja² ← (11pt, author's name without academic degree)

¹Universitas Banten Jaya, Jl Syech Nawawi Albantani Serang, Banten, Indonesia ← 9pt

²Trisakti University, Jalan Kyai Tapa No. 1, Jakarta, Indonesia ← 9pt

Email: mirza@unbaja.ac.id ← 9pt

Contact Person: (+62) 852..... (Penulis 1)

ABSTRACT

(10pt, bold, center, italic)

The abstract should be clear, concise, and descriptive. This abstract should provide a brief introduction to the problem, objective of paper, followed by a statement regarding the methodology and a brief summary of results. The abstract should end with a comment on the significance of the results or a brief conclusion. Abstracts are written in 10pt Times New Roman, preferably not more than 200 words.

Keywords: Maximum of 5 keywords separated by comma (,), crucial to the appropriate indexing of the papers, are to be given. eg: Service Quality, Student Satisfaction, Higher Education

ABSTRAK

(10pt, bold, center, italic)

Abstrak dibuat dalam 2 bahasa, yaitu bahasa Indonesia dan bahasa inggris. Edisi bahasa Indonesia merupakan terjemahan dari abstrak dalam bahasa inggris dengan format sama seperti abstrak dalam bahasa inggris.

Kata kunci: Maksimum terdiri dari 5 kata kunci yang dipisah oleh tanda koma (,)

INTRODUCTION (11pt, bold, UPPERCASE)

It includes background, objectives, and literature reviews/theoretical construct the research. The introduction section ends with an emphasis on items to be discussed. It is without subsection, 2-3 pages). Introduction section is essentially start what you are discussing, what is the issue, why this issue is important, and how you address this issue.

METHOD (11pt, bold, UPPERCASE)

Methods should make readers be able to reproduce the experiment. Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. Do not repeat the details of established methods.

RESULTS AND DISCUSSION (11pt, bold, UPPERCASE)

Results should be clear and concise. The results should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your results or findings and the previous publications by other researchers.

The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature. In discussion, it is the most important section of your article. Here you get the chance to sell your data. Make the discussion corresponding to the results, but do not reiterate the results. Often should begin with a brief summary of the main scientific findings (not experimental results). The following components should be covered in discussion: How do your results relate to the original question or objectives outlined in the Introduction section (what)? Do you provide interpretation scientifically for each of your results or findings presented (why)? Are your results consistent with what other investigators have reported (what else)? Or are there any differences?

CONCLUSION (11pt, bold, UPPERCASE)

Conclusions should answer the objectives of research. Tells how your work advances the field from the present state of knowledge. Without clear Conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the journal. Do not repeat the Abstract, or just list experimental results. Provide a clear scientific justification for your work, and indicate possible applications and extensions. You should also suggest future experiments and/or point out those that are underway.

ACKNOWLEDGMENTS (11pt, bold, UPPERCASE)

Recognize those who helped in the research, especially funding supporter of your research. Include individuals who have assisted you in your study: Advisors, Financial supporters, or may other supporter i.e. Proofreaders, Typists, and Suppliers who may have given materials.

REFERENCES (11pt, bold, UPPERCASE)

The main references are Books, International Journals, and Proceedings. All references should be to the most pertinent and up-to-date sources. References are written in APA Style. Please use a consistent format for references – see examples below (11 pt):

The first letter of reference titles should be written with a capital letter, the rest lowercase, except the name of the person, place, and time. The title should not be underlined and in bold letters.

Book

Augusty Ferdinand. 2014. *Metode Penelitian Manajemen: Pedoman Penelitian untuk Skripsi, Tesis dan Disertasi Ilmu Manajemen*. Semarang : Edisi Kelima, Badan Penerbit Universitas Diponegoro.

Internet Source

- Stankus, T. (2008,). Turning meat, poultry, eggs, and dairy products Into nutraceuticals through increasing their conjugated linoleic acid levels, part one: Reviewing the literature of benefits claimed for conjugated linoleic acids in human health. *Journal of Agricultural & Food Information*, 9(3), 229-255. doi:10.1080/10496500802286152
- Turner, L., Hunt, S., DiBrezza, R., & Jones, C. (2004). Design and implementation of an osteoporosis prevention program using the health belief model. *American Journal of Health Studies*, 19(2), 115-121. Retrieved from Academic Search Premier data base.

Cite the main scientific publications on which your work is based. Cite only items that you have read. Do not inflate the manuscript with too many references. Avoid excessive self-citations. Avoid excessive citations of publications from the same region. Check each reference against the original source (authors name, volume, issue, year, DOI Number). Please use Reference Manager Applications like EndNote, Mendeley, Zotero, etc. Use other published articles in the same journal as models.

All publications cited in the text should be included as a list of references. References are sequentially numbered as they appear in the text. Reference numbers are indicated in square brackets. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either “Unpublished results” or “Personal communication”. Citation of a reference as 'in press' implies that the item has been accepted for publication.

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Please ensure that the words 'this issue' are added to any references in the list (and any citations

in the text) to other articles in the same Special Issue.

Please use Reference Manager Applications like EndNote, Mendeley, Zotero, etc.

Recommendations for references are:

- Include ALL authors. *et al.*, for multiple authors is not acceptable.
- When referencing in the body of text use superscript after full stop (.) (i.e: 10¹⁰). If reference lists name of source, the numbered reference is located after the name (i.g: Stankus, *et al*¹)

When preparing your reference list, the following should be avoided:

- References not cited in the text.
- Excessively referencing your own work.
- Insufficiently referencing the work of others.

It is also preferable when Authors give DOI number of each reference list, but it is optional for Authors. References list must be written consistently for the journal titles are written in long format

Note:

The paper will be published in Jurnal JUMANIS-BAJA after peer-reviewed process and decided “Accepted” by Editor. The final paper layout will be reproduced by Editorial Office. Please use MENDELEY for manage your reference.

Some writing rules that must be considered:

Bullets

There are two levels of allowed bulleting:

- This is the first bullet level
 - This is a sub-bullet level

Enumerated Lists

Lists are sequentially numbers as follows:

1. Spacing before the start of list is 3pt
1300941520. Spacing after the end of list is 3pt

Paper Size

1. A4

2. Top : 3, Left : 3, Bottom : 3, Right : 3
3. Space : 1,5

Tables

Tables are sequentially numbered with the table title and number above the table. Tables should be centered in the column OR on the page. Tables should be followed by a line space (11pt). Elements of a table should be single-spaced, however double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be in 11pt. Tables are referred in the text by the table number. eg: Table 1. Do not show vertical line in the table. There is only horizontal line should be shown within the table.

Figures

Figures are sequentially numbered commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows:

- Ensure that figures are clear and legible with typed letterings. Black & white or colored figures are allowed