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### ***Abstract***

*Abstract consists of background of the study, research method, and finding of the research. Abstract should be no more than 250 words.*

***Keywords:*** *example, example, example*

## INTRODUCTION

I

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## INTRODUCTION

**I**t consists of background statement, research questions, theoretical framework, literature

review.

This guideline is a template for writing the manuscript for Sinau submission and this guideline is available online at Author Guideline page.

Manuscript should be written in English (United State of America English) and be submitted online via journal website. Author must register and login in order to make new submission. Online registration will be charged at no cost.

The article should be written between approximately 4.000-8.000 words including body text, all tables, figures, notes, and the reference list. The article should be written in word document (MS word), 1 space (single space), and Times New Roman (TNR).

Paper should be in prepared in A4 paper (21cm x 29.7cm) using this template margin. No need to alter page number in this template as the page number will be reordered at pre printing process.

The title and abstract should be in one column while the main text should be in two columns.

Title should be clear, short, and concise that depicts the main concern of the article. Title should contain the main variable of the research. Title should be typed in bold and capital letter, font type Times New Roman, single spaced, Font size: 12 pt (title), 11 pt (subtitle).

Name of the author/s should be typed below the title of the article without academic title. It should be type in 12 pt TNR, single spaced.

The author/s address (affiliation address) should be typed below the name of the author/s. The author/s email address should be typed below the author/s address. It should be type in 12 pt TNR, single spaced.

Abstract contains neither pictures nor tables, center, in 12 pt TNR (title of abstract), in 10 pt TNR (*italic*) for body abstract, single spaced, and should not exceed 250 words.

Keywords should be justified, 10 pt TNR and single space, it should be between 3-5 words/phrase. .

The main text of the writing should be in two columns with 1 cm column spacing, justified, 11 TNR, first line indent 5 mm, and single spaced.

Table should be type in align text left small cap letter, in 10 pt TNR (title of table), 9 pt (inside table),

Figure should be type in center and small cap letter, 10 pt TNR (title of figure), and 9 pt TNR (inside figure).

Heading should be made in four levels. Level five cannot be accepted.

*1) Heading Level 1*

Heading 1 should be written in title case, capital letter, left aligned, bold, 11pt TNR, single spaced, and without numbering or bullet

*2) Heading Level 2*

Heading 2: should be written title case, left aligned, bold, 11pt TNR in small caps, single spaced, without numbering or bullet.

*3) Heading Level 3 and 4*

Heading 3 and 4 is not recommended, but if there is heading level 3 and 4, it should be written title case, left aligned, italic, 11pt TNR, single spaced,

*4) Heading Level 5*

Heading Level 5 cannot be accepted in the manuscript.

The manuscript should begin with title, abstract and keywords and the main text should consist of: Introduction, literature review, conceptual framework, Research Method, Hypothesis (optional), Result and Discussion, and Conclusion; acknowledgement (optional) and References.

## **Literature Review**

State the selecting analysis of existing researches or literatures which is relevant to the topic of your article, describe how it relates to your writing and then explain how your article might fill the gap and answers some questions in this field of study.

A literature review is not simply a summary of the literatures (such as books, article, and research report) that you have read on the theme. In addition, it is not a chronological order of the description of the literature. However, it is an analysis of the research that has already been done, and analysis of the existing literature related to your study.

Literature review should be sixty percent from scientific journals in the last ten years.

## **Conceptual Framework**

State the relevant theory and conceptual framework that would be used for analyzing the data.

## **RESEARCH METHODS**

State the data collecting method, data analysis, type of the research, time and place of the research (if the article based on the field research), mention the hypothesis if your article has it (optional).

## **DISCUSSION**

Results consist of the research findings, including description of the collected data, analysis of the data, and interpretation of the data using the relevant theory. It should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

## **Figure**

Picture, graph, figure, photo and diagram should be placed at the center. Number and title should be typed above the picture, graph, figure, photo and diagram. Number and the word

of the picture, graph, figure, photo and diagram should be typed in bold, 10pt *TNR* and at the centre, while title of them should be typed in normal (not bold).

Number of the picture, graph, figure, photo and diagram should use an Arabic word (1, 2, 3 and so forth). Source of the picture, graph, figure, photo and diagram should be typed below the table, align text center, 10pt font *TNR*. Picture, graph, figure, photo, and diagram should not be in colorful type, and in high resolution, minimum 300-dpi/1600 pixel (should be in white and black, or grey).

Example:

Figure 1. The Mosque Of Shiratal Mustaqiem



Source: Document of The Mosque of Shiratal Mustaqiem Samarinda, 2012

**Table**

Title of the table should be typed above the table and align text to the left, 9 pt font *TNR*. The word “table” and “number of the table” should be typed in bold, while title of the table should not be typed in bold (normal). Numbering for the title of table should use an Arabic word (1, 2, 3, and so forth). Table should be appeared align text to the left. To write the content of the table, it should be typed in 9pt font *TNR*, 1.0 space. Table should not be presented in picture, it should be type in real table-office word formatting. Source of the table should be typed below the table, align text to the left, 9pt font *TNR*.

Table. 1: Overall Index of Hajj Ritual Guidance Services in Eastern Indonesia				
No	Dimension	Indicator	Index	Information
1	Manager	Committee Service	3.54	Very Effective
		Mentor Service	3.43	Very Effective
2	Management	Planning Service	3.32	Very Effective
		Implement Service	3.26	Very Effective
3	Program	Guidance Material	3.37	Very Effective
4	Facilities and infrastructure	Facilities and infrastructure	3.34	Very Effective
<b>Total Index</b>			<b>3.55</b>	<b>Very Effective</b>

Source: data analysis

**Mathematical Equation**

Mathematical equation should be clearly written, numbered orderly, and accompanied with any information needed. They should also be separated from the surrounding text.

$$fx=a0+n=1∞an+bsinnπxL \tag{1}$$

Where *fx* is notation explanation, *a0* is notation explanation, and so on.

**Citations and Referencing System**

All notes in the article must appear in the text as citations. A citation usually requires only the last name of the author(s), year of publication, and, sometimes, page numbers. For

example: (Renier, 1997: 113-118; Muslim, 2019: 26). Explanatory footnotes may be included. All works cited must appear in the reference list at the end of the article. In matter of citation and bibliographical style, Sinau follows the **American Psychological Association** (APA) style. The references should use a reference application management such as Mendeley.

## CONCLUSIONS

The main conclusions of the study may be presented in a short Conclusions section, which should stand alone. The conclusion section should lead the reader to important matter of the paper (answer of the objectives of the study). It also can be followed by suggestions or recommendations related to further research.

## ACKNOWLEDGEMENT

State acknowledgements in a separate section at the end of the article before the references and do not include them on title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, or proof reading the article, etc.).

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