

COVERING LETTER

First author^{*1}, Second author², etc. [Times New Roman 10]

The manuscript has a main author and co-authors. Author names should not contain academic title or rank. Indicate the corresponding author clearly for handling all stages of pre-publication and post-publication. Consist of the author's full name and co-authors. **A corresponding author** is a person who is willing to handle correspondence at all stages of refereeing and publication, as well as post-publication.

.First author*:

1. Name : (Author names should not contain academic title or rank)
2. Affiliation : (detailed affiliation e.g. Library and Information Science Department, Sebelas Maret University)
3. E-mail :
4. Orcid ID : (if the author doesn't have the ID, please register at <https://orcid.org/>)
5. Phone number : (corresponding author)

II. Second author:

1. Name : (Author names should not contain academic title or rank)
2. Affiliation : (detailed affiliation)
3. E-mail :
4. Orcid ID :
5. Phone number : (corresponding author)

III. Third author:

1. Name : (Author names should not contain academic title or rank)
2. Affiliation : (detailed affiliation)
3. E-mail :
4. Orcid ID :
5. Phone number : (corresponding author)

IV. Fourth author:

1. Name : (Author names should not contain academic title or rank)
2. Affiliation : (detailed affiliation)
3. E-mail :
4. Orcid ID :
5. Phone number : (corresponding author)

Article Title [English, Arial 14 pt, Bold]

Abstract [Times New Roman 11 pt, Bold, Italic, English]

A concise and factual abstract is required. Each paper should have an abstract of about 100-250 words. The abstract should briefly state the research's purpose, principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. The abstract must be integrated and independent which consists of introduction and purpose, methods, results, conclusion, and suggestion. However, the abstract should be written as a single paragraph without these headers. For this reason, References should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. [Times New Roman 11pt, single, Italic, English].

Keywords: keyword 1; keyword 2; etc (concise of 3-7 words) [Times New Roman 11pt, single, Italic, English]

Judul Artikel [Bahasa Indonesia, Arial 14 pt, Bold]

Abstrak [Times New Roman 11 pt, Bold, Bahasa Indonesia]

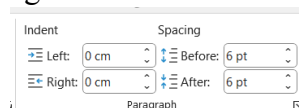
Diperlukan abstraksi yang ringkas dan faktual. Setiap makalah harus dilengkapi dengan abstrak sekitar 100-250 kata. Abstrak harus menyatakan secara singkat tujuan penelitian, hasil utama dan kesimpulan utama. Abstrak seringkali disajikan terpisah dari artikel, sehingga harus dapat berdiri sendiri. Abstrak harus terintegrasi dan mandiri yang terdiri dari pendahuluan dan tujuan, metode, hasil, kesimpulan, dan saran. Namun, abstrak harus ditulis sebagai satu paragraf tanpa header ini. Untuk alasan ini, Referensi harus dihindari. Selain itu, singkatan yang tidak standar atau tidak umum harus dihindari, tetapi jika penting, singkatan tersebut harus didefinisikan pada penyebutan pertama dalam abstrak itu sendiri. [Times New Roman 11pt, single, Bahasa Indonesia].

Kata kunci: kata kunci 1; kata kunci 2; dst (terdiri dari 3-7 kata) [Times New Roman 11pt, single, Bahasa Indonesia]

PENDAHULUAN (Times New Roman 12, bold)

Pendahuluan ditulis dengan font Times New Roman 12 (1,5 spasi). Pendahuluan (berisi latar belakang, rumusan masalah, tinjauan pustaka, dan tujuan). Isi pendahuluan menekankan pada urgensi, keunikan, tujuan, dan permasalahan penelitian yang akan dikaji lebih lanjut oleh penulis/peneliti. Keunikan yang dimaksud adanya perbedaan atau kekhasan penelitian yang sedang dilakukan dengan penelitian lain yang sudah dilakukan sebelumnya.

METODE (Times New Roman 12, bold)



Metode ditulis dengan font Times New Roman 12 (1,5 spasi). Metode (berisikan paparan dalam bentuk paragraf yang memuat metode penelitian atau metode penulisan. Metode penelitian merupakan teknik pengumpulan, pengolahan, dan analisis data. Isi metode mencakup sumber data, waktu pengambilan data, populasi dan sampel, penyajian data, dan teknik analisis data. Isi metode ini disusun dalam bentuk paragraf, tidak lebih dari tiga paragraf.

HASIL DAN PEMBAHASAN (Times New Roman 12)

Pembahasan sebaiknya disusun dalam sub-judul bahasan yang berbeda/dipisahkan. Sub-judul dalam tinjauan pustaka ditulis dengan font Times New Roman 12, dan isinya font Times New Roman 12 (1,5 spasi). Hasil bukan data mentah, tetapi data yang sudah diolah dan diinterpretasikan dalam bentuk data statistik, baik berupa tabel, grafik, bagan, sketsa, maupun foto yang dipadukan dengan teori yang relevan. Sedangkan pembahasan merupakan hasil analisis data berdasarkan teori yang relevan. Isi hasil dan pembahasan harus menjawab permasalahan penelitian dan menemukan analisis yang tepat untuk solusi/memberikan dampak positif bagi pengembangan iptek di masyarakat.

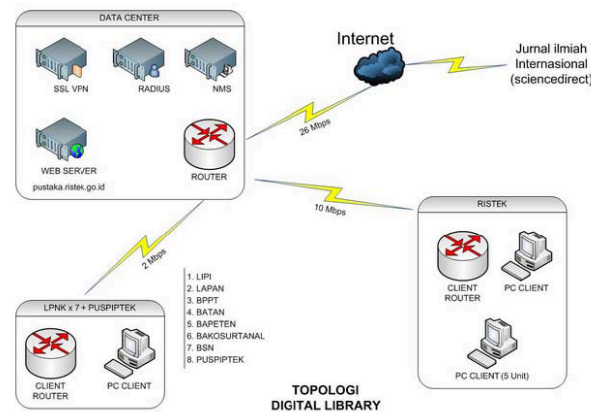
Penulisan **judul tabel** (Times New Roman 11) dan isi **tabel** (Times New Roman 10; 1 spasi). Judul tabel ditulis di atas tabel dan disusun berurutan dalam satu naskah, misalnya Tabel 1, Tabel 2, Tabel 3, dan seterusnya. Apabila mengutip tabel dari bacaan/referensi lain, harus dicantumkan sumbernya.

Tabel 1. Judul tabel harus ditulis jelas dan tampilan beresolusi tinggi

No.	Keterangan	Keterangan		Keterangan
		Unit 1	Unit 2	
1	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Xxxxx	Xxxxx
2	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Xxxxx	Xxxxx
3	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	Xxxxx	Xxxxx

Sumber: Referensi (2017) (Times New Roman 10)

Judul gambar (**Times New Roman 11**) dan ditulis di bawah gambar. Objek lain yang termasuk gambar antara lain grafik, bagan, sketsa, dan foto. Judul gambar disusun berurutan dalam satu naskah, misalnya Gambar 1, Gambar 2, Gambar 3, dan seterusnya. Apabila mengutip gambar dari bacaan/referensi lain, harus dicantumkan sumbernya.



Gambar 1. Judul gambar harus jelas dan gambar beresolusi tinggi
Sumber: Referensi (2017) (1 spasi, **Times New Roman 10**)

Judul gambar (**Times New Roman 11**) dan ditulis di bawah gambar. Objek lain yang termasuk gambar antara lain grafik, bagan, sketsa, dan foto. Judul gambar disusun berurutan dalam satu naskah, misalnya Gambar 1, Gambar 2, Gambar 3, dan seterusnya. Apabila mengutip gambar dari bacaan/referensi lain, harus dicantumkan sumbernya.

KESIMPULAN (**Times New Roman 12**)

Isi kesimpulan ditulis dengan font Times New Roman 12 (1,5 spasi). Kesimpulan merupakan intisari hasil dan pembahasan penelitian. Isi kesimpulan tidak disertai teori/kutipan. Kesimpulan menekankan pada informasi dampak penelitian, manfaat, dan rekomendasi penelitian. Kesimpulan harus dituliskan secara jelas, hanya menjawab tujuan atau hipotesis penelitian. Kesimpulan tidak boleh hanya memuat pengulangan hasil dan pembahasan. Kesimpulan ditulis dalam satu paragraf dan tidak boleh melebihi 200 kata.

SARAN DAN UCAPAN TERIMA KASIH (**Times New Roman 12**)

Saran dan ucapan terimakasih bersifat *optional* (tidak wajib), ditulis satu paragraf dengan font Times New Roman 12.

DAFTAR PUSTAKA (**Times New Roman 12**)

Penulisan bahan bacaan/referensi yang menjadi daftar pustaka disusun secara alfabetis dengan font Times New Roman 12 (1 spasi). Bahan bacaan yang dikutip di tubuh naskah harus ada di daftar pustaka. Format penulisan daftar pustaka mengacu pada [American Psychological Association \(APA\)](#). Penulisan kutipan dan daftar pustaka naskah disarankan

menggunakan aplikasi Mendeley atau Zotero. Jumlah bahan bacaan yang dijadikan daftar pustaka minimal 15 judul (80% referensi primer dan 20% referensi sekunder). Referensi primer terdiri atas jurnal, prosiding/makalah, laporan penelitian, skripsi, tesis, disertasi, paten, standar, dan dokumen sejarah; sedangkan referensi sekunder, mencakup buku umum dan sumber informasi ilmiah di internet.

Contoh:

Jurnal: (Times New Roman 12, 1 spasi)

Brin, S., & Page, L. (1998). *The anatomy of a large-scale hypertextual web search engine*. Computer networks and ISDN systems, 30(1-7), 107-117.
Jacomy, M., Venturini, T., Heymann, S., & Bastian, M. (2014). *ForceAtlas2, a continuous graph layout algorithm for handy network visualization designed for the Gephi software*. PLoS ONE, 9(6), 1–12. <https://doi.org/10.1371/journal.pone.0098679>

Buku: (1 spasi)

Scott, J. (2000). *Social network analysis: A handbook of Economics and Civilization*. SAGE Publications.

Internet: (1 spasi)

Atherton, J. (2005). *Behaviour Modification*. Diakses pada 5 Februari 2018, dari http://www.learningandteaching.info/learning/behaviour_mod.html
Queensland Health. (2008). *Health Starts in Life*. Diakses pada 1 Maret 2017, dari http://www.health.qld.gov.au/ph/documents/saphs/hsil_ful_doc.pdf.

Skripsi, tesis, atau disertasi: (1 spasi)

Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Disertasi Doktor, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>

Article Title [ENGLISH, Arial 14 pt, BOLD]

Abstract [Times New Roman 11 pt, Bold, Italic, English]

A concise and factual abstract is required. Each paper should have an abstract of about 100-250 words. The abstract should briefly state the research's purpose, principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. The abstract must be integrated and independent which consists of introduction and purpose, methods, results, conclusion, and suggestion. However, the abstract should be written as a single paragraph without these headers. For this reason, References should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. [Times New Roman 11pt, single, Italic, English].

Keywords: keyword 1; keyword 2; keyword 3 (concise of 3-7 words)

INTRODUCTION [Times New Roman 12pt, Bold, 1.5 space]

The introduction must contain (shortly and consecutively) a general background and a literature review (state of the art) containing a systematic description of previous studies relevant to the research, statements of the brand-new scientific article, main research problems, and the hypothesis. This section also contains the theoretical basis, basic concepts, and principles required for problem-solving related to the research. The purpose of the article writing should be stated in the last part of the introduction. [Times New Roman 12pt, 1.5 space]

METHODS [Times New Roman 12pt, Bold, 1.5 space]

The method is implemented to solve problems, including analytic methods. The methods used in the problem solving of the research are explained in this part. [Times New Roman 12pt, 1.5 space]

RESULT AND DISCUSSION [Times New Roman 12pt, Bold, 1.5 space]

The result and discussion must be written in the same part. They should be presented continuously starting from the main result to the supporting results and equipped with a discussion. This section must show the acuity of the analysis and synthesis carried out critically including a description of the findings of the work that discusses incisive, answers to the research hypothesis, its relation to previous concepts or theories, compares them critically with the work of others, and corroborates or corrects to the previous findings. The unit of measurement used should follow the prevailing international system. All figures and tables should be active and editable by an editor. The discussion should explore the significance of the results of the work. Please highlight differences between your results or

findings and the previous publications by other researchers. [Times New Roman 12pt, 1.5 space]

CONCLUSION [Times New Roman 12pt, Bold, 1.5 space]

The conclusion is the essence of the results and discussion of the research. The contents of the conclusion are not accompanied by theories/quotations. Conclusions emphasize information on research impacts, benefits, and research recommendations. The conclusion must be explained clearly, and only answer the objectives or hypothesis of the research. The conclusions should not contain only the repetition of the results and discussions. Conclusions should be written in less than 200 words and should be written in one paragraph. [Times New Roman 12pt, 1.5 space]

Example of table presentation

Write the table title (Times New Roman 11) and table contents (Times New Roman 10; 1 space). Table titles are written above the table and arranged sequentially in one text, for example Table 1, Table 2, Table 3, and so on. The source must be included if you quote a table from other readings/references.

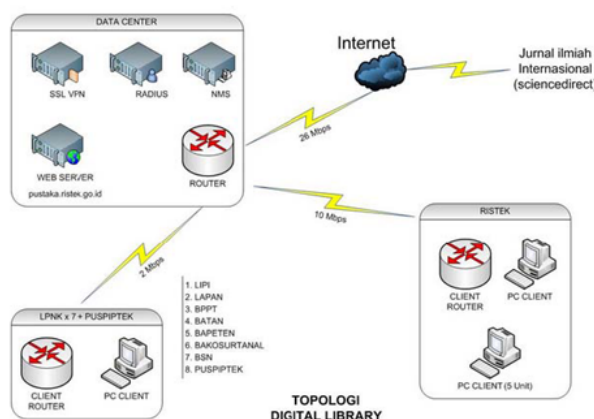
Table 1. Table titles must be clearly written

No.	Information	Information		Information
		Unit 1	Unit 2	
1	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXX	XXXXX
2	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXX	XXXXX
3	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXX	XXXXX

Source: Reference (2017) (Times New Roman 10)

Example of picture presentation (pictures must be in high resolution)

Image title (Times New Roman 11) and written below the image. Other objects that include images include graphs, charts, sketches, and photos. Image titles are arranged sequentially in one text, for example, Image 1, Image 2, Image 3, and so on. The source must be included when quoting images from other readings/references.



Picture 1. Title of picture

Source: Reference (2017) (Times New Roman 10, 1 space)

ACKNOWLEDGEMENT (if any) [Times New Roman 12pt, Bold, 1.5 space]

Recognize those who helped in the research, especially funding supporters of your research. Name the person to help you work. [Times New Roman 12pt, 1.5 space]

REFERENCES [Times New Roman 12pt, Bold, 1.5 space]

We encourage the manuscript to cite at least 15 references with the ratio of primary references to other references being >80% to improve the quality of thoughts and ideas used as a writing framework. The primary reference is the result of direct research, including articles in scientific journals, proceedings, dissertations, theses, and monographs. Reference must be updated with the proportion >80% in the last 10 years. Classical works can be referred to but not to compare the discussion or not to prove originality. Avoid reference to self-citation which is too much. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). All references mentioned must be written in the order of references arranged from A to Z. Reading material cited in the body of the manuscript must be in the bibliography. The bibliography writing format refers to the [American Psychological Association \(APA\)](#). You should write citations and a bibliography using the Mendeley, Zotero, or EndNote reference manager tools.

Reference examples. [Times New Roman 12pt, 1 space]

Journal articles

Lowrie, T., & Diezmann, C. M. (2009). National numeracy tests: A graphic tells a thousand words. *Australian Journal of Education*, 53(2), 141-158.

Osman, M. (2010). Controlling uncertainty: A review of human behavior in complex dynamic environments. *Psychological Bulletin*, 136(1), 65-86.
<https://doi.org/10.1037/a0017815>

Books

Baran, S. J., & Davis, D. K. (2012). *Mass communication theory: Foundations, ferment, and future* (6th ed.). Wadsworth Cengage Learning
Rakhmat, J. (2018). *Psikologi komunikasi: Edisi Revisi*. Simbiosis Rekatama Media.

Theses/dissertations

Rahman, M. (2013). *Using authentic materials in the writing classes: Tertiary level scenario*. (Unpublished master's thesis). BRAC University, Mohakhali, Dhaka, Bangladesh.
Sheehan, L. R. (2007). *Destination management organizations: A stakeholder perspective* (Doctoral dissertation). Retrieved from Proquest Digital Dissertations. (AAT NR25719)

Web pages

Queensland Health. (2017). Sun safety and physical activity [Fact sheet]. Retrieved June 28, 2022 from
<http://conditions.health.qld.gov.au/HealthCondition/media/pdf/20/199/134/sun-safety-and-physical-activity-v4>