

Type Your Article Title A maximum of 12 words typed in Times New Roman, 14 in bold, Capitalize Each Word.

Name of First Author^{1*}, Second Author² is not abbreviated without title

^{1,2,etc} Institution/University, etc.

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ABSTRACT

Type Indonesian abstract. 200-250 words, in one paragraph without references without abbreviations/acronyms, and footnotes. Abstracts are written not in the form of mathematics, questions, and conjectures. The abstract contains sentences regarding the theory behind the research, research objectives, research methods, analytical techniques, research results, and novelty. Typed with Times New Roman 10 font and single spacing.

Keywords: Maximum 5 words, keyword one, keyword two, etc

INTRODUCTION typed in capital letters [font Times New Roman 12 bold]

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 Times New Roman, 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 Times New Roman font size 11, single-spaced on A4 paper. People who want the Journal of Administrare: Journal of Scientific Thought and Office Administration Education in printed form can contact the journal manager.

METHOD typed in capital letters [font Times New Roman 12 bold]

The research method describes: 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 Times New Roman, 11, Normal]

RESULT AND DISCUSSION typed in capital letters [font Times New Roman 12 bold. 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 Times New Roman 11 bold]

The discussion section describes the findings logically, linking them to relevant reference sources. [Times New Roman, 11, normal].

CONCLUSION typed in capital letters [font Times New Roman 12 bold]

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. [Times New Roman, 11, normal].

REFERENCES typed in capital letters [font Times New Roman 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 Times New Roman, 11, normal]

TABLE/FIGURE WRITING

Table 1. (Times New Roman 11, Bold)
Table Title (Times New Roman 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.

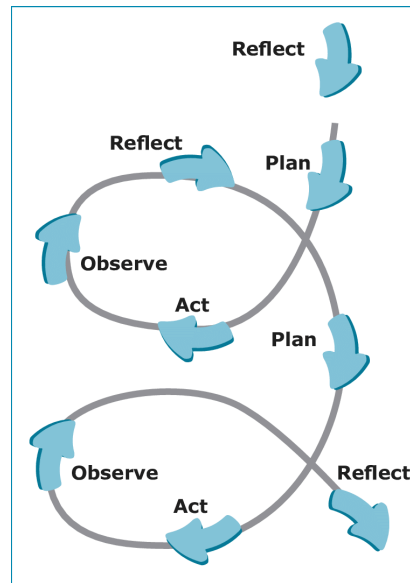


Figure 1. Figure Captions