

Manuscript Template with Author Details: Systematic Literature Review

Jurnal Civics: Media Kajian Kewarganegaraan

How to use this template

- Text in blue boxes is guidance for authors. Read it, follow it, and delete every blue box before submission.
- Text highlighted in yellow and enclosed in [square brackets] is a placeholder. Replace it with your own content and remove the highlight.
- Keep the built-in styles: Heading 1/2/3 for headings and Normal (Cambria Math 12pt, justified) for body text. Do not change fonts, margins, or spacing manually.
- Write in clear academic English using British English spelling and conventions consistently throughout, e.g., -ise rather than -ize (organise, recognise, analyse), and colour, behaviour, centre, programme, and labour.
- Use italics sparingly and in line with British academic conventions: italicise (1) non-English words and phrases that have not been naturalised in English, giving an English gloss at first use, e.g., *gotong royong* (mutual cooperation), *musyawarah* (deliberation), and *ultimum remedium* (last resort); (2) titles of books, journals, reports, films, and other standalone works mentioned in the text, e.g., *Imagined Communities*; (3) scientific names of species and names of legal cases; (4) statistical symbols, e.g., *p*, *M*, *SD*; and (5) occasional words for emphasis. Do not italicise proper nouns and names of institutions, laws, or ideologies (e.g., Pancasila), foreign words that are now common in English (e.g., status quo, ad hoc, per se), Latin abbreviations (e.g., i.e., etc., et al.), or direct quotations. Follow APA 7th edition for italics in the reference list.
- The manuscript must be between 5,000 and 8,000 words, including the abstract and references (excluding tables, figures, and end-matter statements). Check the journal's Author Guidelines for the full submission requirements before you submit.
- Report the review in line with the PRISMA 2020 statement (<https://www.prisma-statement.org>) and submit a completed PRISMA 2020 checklist, indicating the page number for each item, as a supplementary file.
- For double-anonymous peer review, submit (1) an anonymised manuscript without author names, affiliations, acknowledgements, or self-identifying citations, and (2) a separate title page containing the author details.

Guidance for authors: Title

- Make the title concise, specific, and informative (ideally no more than 20 words); it should tell readers exactly what the article is about.
- Use sentence case: capitalise only the first word, the first word after a colon, and proper nouns. Example: "Ecological citizenship pedagogies in Indonesia: Hope and challenges".
- Identify the article as a systematic literature review in the title (PRISMA item 1), e.g., "...: A systematic literature review"; include the key concepts and context, and do not use "systematic review" and "meta-analysis" interchangeably.
- Avoid abbreviations, jargon, question-only titles, and phrases such as "A study of" or "An analysis of".

[Insert Manuscript Title Here]

[Author 1 Full Name]^{a*}, [Author 2 Full Name]^b, [Author 3 Full Name]^a

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Email addresses (*corresponding author):

[Author 1 Full Name]*: [institutional email address]

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Short biographies:

[Author 1 Full Name] is [position] at [University, Country]. [His/Her/Their] research interests include [topics]. [Optional: recent publications.]

[Author 2 Full Name] is [position] at [University, Country]. [His/Her/Their] research interests include [topics]. [Optional: recent publications.]

[Author 3 Full Name] is [position] at [University, Country]. [His/Her/Their] research interests include [topics]. [Optional: recent publications.]

Guidance for authors: Author details (title page only)

- List every author's full name without academic titles or degrees, in the agreed order of authorship.
- Link each author to an affiliation with superscript letters (^a, ^b, ...) and give the university and country only (e.g., Universitas Gadjah Mada, Indonesia).
- Provide an institutional email address for every author and mark the corresponding author with an asterisk (*).
- Provide a short biography (50–100 words) for each author, stating current position, university and country, research interests, and, if relevant, recent publications.
- Remove this author block (including email addresses and biographies) from the anonymised manuscript and place it on the separate title page.

Abstract

Guidance for authors: Abstract

- Length: 200–250 words in a single paragraph; no citations, footnotes, or undefined abbreviations.
- Follow the PRISMA 2020 for Abstracts checklist: (1) background and objective(s); (2) methods – eligibility criteria, information sources and date of last search, quality appraisal, and synthesis methods; (3) results – the number of included studies and the main findings; (4) discussion – limitations of the evidence and implications; and, where applicable, (5) the review registration number.
- Write in the past tense for what was done and found, and the present tense for implications.
- Use words a non-specialist can follow; readers and indexing services often see only the title, abstract, and keywords.

[Type your abstract here.]

Keywords:

Guidance for authors: Keywords

- Provide three to five keywords or short phrases, separated by semicolons and arranged alphabetically.
- Choose terms that readers would use when searching for your article; avoid general or plural terms, multiple concepts joined by “and”, and words already in the title.
- Keywords are used for indexing, so prefer established terminology in citizenship and civic education research.

[keyword 1; keyword 2; keyword 3; keyword 4; keyword 5]

Guidance for authors: Headings

- Use up to three heading levels; headings are not numbered.
- Level 1 (Heading 1) – main sections and end-matter statements: Cambria Math 12pt, bold, dark red.
- Level 2 (Heading 2) – subheadings: Cambria Math 12pt, bold, black, sentence case.
- Level 3 (Heading 3) – sub-subheadings: Cambria Math 12pt, bold italic, black, sentence case.
- Use a subheading only if the section has at least two parts; write headings as short phrases, not questions or full sentences.

Introduction

Guidance: Explain the rationale for the review in the context of existing knowledge (PRISMA item 3): introduce the topic, summarise what is already known, and show why a systematic review is needed now, for example because the evidence is scattered, contradictory, or growing rapidly. Briefly identify existing reviews on the topic and explain how this review differs from or updates them. End the introduction with an explicit statement of the objective(s) and review question(s) (PRISMA item 4). All citations must follow APA 7th edition style.

[Write your introduction here.]

Guidance (required subheading): The Introduction must include a Level 2 subheading titled Theoretical framework (or Conceptual framework, where more appropriate) that defines the key concepts of the review and explains the theory or model used to frame the review questions, code the included studies, and interpret the synthesis in the Discussion.

Theoretical framework

[Write your theoretical framework here.]

Review questions

Guidance: State each review question clearly and number them (RQ1, RQ2, ...). Where helpful, structure the questions with a recognised framework such as PICO (Population, phenomenon of Interest, Context), PCC (Population, Concept, Context), or SPIDER, and use the same question numbers to organise the Results.

RQ1: [Write your first review question here.]

RQ2: [Write your second review question here.]

Method

Guidance: Report the methods in enough detail for another researcher to replicate the review, following PRISMA 2020 items 5–15. Use the Level 2 subheadings below; delete any that do not apply and add others if needed (e.g., Certainty assessment). Open the Method with a statement of PRISMA 2020 adherence and cite Page et al. (2021). Example: “This systematic literature review was conducted and reported in accordance with the Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) 2020 statement (Page et al., 2021). The completed PRISMA 2020 checklist is provided in Supplemental Material 1.”

Protocol and registration

Guidance: State whether a review protocol was prepared and registered (e.g., in PROSPERO, OSF Registries, or INPLASY), and give the registry name and registration number or DOI. Describe and justify any deviations from the protocol. If no protocol was registered, state this explicitly. Example (registered): “The review protocol was developed a priori and registered in [OSF Registries/INPLASY/PROSPERO] (registration number: [xxxx]; DOI: [xxxx]). No deviations from the registered protocol occurred.” Example (not registered): “A review protocol was prepared before the search began but was not registered.”

[Write your protocol and registration details here.]

Eligibility criteria

Guidance: Specify the inclusion and exclusion criteria, such as population, concept or phenomenon, context, study design, publication type (e.g., peer-reviewed journal articles), language, and publication

period, and justify each criterion. Present the criteria in a table (e.g., Table 1. Inclusion and Exclusion Criteria) where this improves clarity.

[Write your eligibility criteria here.]

Information sources and search strategy

Guidance: List all databases, registers, and other sources searched (e.g., Scopus, Web of Science, ERIC, Google Scholar, reference lists, or citation searching), and state the date on which each source was last searched. Report the full search string for at least one database, including keywords, Boolean operators, and filters (e.g., years, language, or document type); provide the search strings for all databases as supplementary material.

[Database name]: [full search string] (last searched [day month year])

Study selection

Guidance: Describe the screening process (title and abstract screening, then full-text assessment), how many reviewers screened each record, whether they worked independently, how disagreements were resolved, and any software used (e.g., Rayyan, Covidence, or EndNote). Report inter-rater agreement (e.g., Cohen's kappa) where calculated.

[Write your study selection process here.]

Data extraction

Guidance: Describe how data were extracted from the included studies, including the data items collected (e.g., author, year, country, design, participants, focus, and key findings), whether a piloted extraction form was used, how many reviewers extracted the data, and how discrepancies were resolved.

[Write your data extraction process here.]

Quality appraisal

Guidance: Specify the tool used to assess the methodological quality or risk of bias of the included studies (e.g., MMAT, CASP, or JBI checklists), how many reviewers assessed each study, and how the results were used in the synthesis (e.g., sensitivity analysis or exclusion of low-quality studies).

[Write your quality appraisal method here.]

Data synthesis

Guidance: Describe and justify the synthesis method (e.g., thematic synthesis, narrative synthesis, framework synthesis, meta-synthesis, or meta-analysis), explain how studies were grouped for synthesis, and name any software used (e.g., NVivo, ATLAS.ti, or VOSviewer). If relevant, describe how certainty or confidence in the body of evidence was assessed (e.g., GRADE or GRADE-CERQual).

[Write your data synthesis method here.]

Results

Guidance: Report the results following PRISMA 2020 items 16–22, organised under the Level 2 subheadings below. Report what was found without extended interpretation; reserve interpretation for the Discussion.

Search and selection results

Guidance: Report the number of records identified, removed as duplicates, screened, and assessed for eligibility, and the number of studies included in the review, with reasons for exclusion at the full-text stage. Present this process in a PRISMA 2020 flow diagram (e.g., Figure 1. PRISMA 2020 Flow Diagram of Study Selection). Example: "The study selection process is summarised in the PRISMA 2020 flow diagram (Figure 1). The database search identified [n] records. After [n] duplicates were removed, [n] records were screened by title and abstract, and [n] were excluded. Of the [n] full-text reports assessed for eligibility, [n] were excluded for the reasons listed in Figure 1, leaving [n] studies included in the review."

[Write your search and selection results here and insert the PRISMA 2020 flow diagram.]

Characteristics of included studies

Guidance: Summarise the characteristics of the included studies (e.g., publication year, country, study design, participants or data sources, and focus) and present them in a table (e.g., Table 2. Characteristics of Included Studies). Cite every included study in the text or the table.

[Write the characteristics of the included studies here.]

Quality of included studies

Guidance: Present the results of the quality appraisal or risk-of-bias assessment for each included study, preferably in a table or figure, and summarise the overall quality of the evidence.

[Write the quality appraisal results here.]

Synthesis of findings

Guidance: Present the results of the synthesis organised by review question or theme, using Level 3 subheadings. Support each theme with evidence from the included studies, indicating how many and which studies contributed to it (e.g., "Eight studies (Author; Year; Author; Year) reported...").

[Level 3 subheading: Theme 1 or RQ1 finding]

[Write the text of this sub-subsection here.]

[Level 3 subheading: Theme 2 or RQ2 finding]

[Write the text of this sub-subsection here.]

Discussion

Guidance: Interpret the results in the context of other evidence and the theoretical framework set out in the Introduction (PRISMA item 23). Answer each review question, explain how the findings confirm, extend, or contradict previous reviews and studies, and highlight the novelty of the review and its contribution to citizenship and civic education scholarship. Avoid simply restating the results.

[Write your discussion here.]

Implications for policy, practice, and research

Guidance: Discuss the theoretical and practical implications of the findings for policy, educational practice, and future research, including specific gaps in the evidence that future studies should address.

[Write the implications here.]

Limitations

Guidance: Discuss the limitations of the evidence included in the review (e.g., quality, consistency, or geographical concentration of the studies) and of the review process (e.g., the databases, languages, publication types, or time period searched, and possible publication bias).

[Write the limitations here.]

Conclusion

Guidance: Summarise the main answers to the review questions without repeating the Results and Discussion, state the overall contribution of the review, and suggest priorities for future research, policy, and practice.

[Write your conclusion here.]

Acknowledgements

Guidance: Acknowledge individuals or institutions that contributed to the research or manuscript but do not meet the criteria for authorship (e.g., technical assistance, data access, language editing), with their permission. Do not include acknowledgements in the anonymised manuscript; place them on the title page. Delete this section if not applicable.

[Write your acknowledgements here.]

Disclosure Statement

Guidance: Declare any financial or non-financial interests that could be perceived as a conflict of interest, and explain why each may represent a conflict. The submitting author is responsible for ensuring that all co-authors disclose their interests. If there are none, state: "No potential conflict of interest was reported by the author(s)."

[Write your disclosure statement here.]

Funding

Guidance: List the full name of each funding body and the grant number(s) in square brackets, e.g., "This work was supported by the [Funder Name] under Grant [number xxxx]." State any role of the funder in study design, data collection, analysis, writing, or the decision to publish. If the research was conducted as part of the authors' employment, name the employer. If no funding was received, state: "This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors."

[Write your funding statement here.]

Data Availability Statement

Guidance: State which review materials are publicly available and where (PRISMA item 27), such as the protocol, search strings, the list of screened and included studies, data extraction forms, extracted data, and analytic code, giving the repository name and DOI or link (e.g., OSF, Figshare, or Zenodo).

[Write your data availability statement here.]

Ethics Approval and Informed Consent

Guidance: Systematic reviews of published literature normally do not require ethical approval. State this explicitly, e.g., "This study is a systematic literature review of published studies; therefore, ethical approval and informed consent were not required." If the review uses unpublished data or involves human participants (e.g., expert consultation), give the ethics committee name and reference number.

[Write your ethics approval and informed consent statement here.]

Author Contributions

Guidance: Describe each author's contribution using the CRediT (Contributor Roles Taxonomy) roles, e.g., Conceptualization, Methodology, Investigation, Formal analysis, Data curation, Writing – original draft, Writing – review & editing, Supervision, Funding acquisition. Example: "[Author 1]: Conceptualization, Methodology, Writing – original draft. [Author 2]: Investigation, Formal analysis, Writing – review & editing." All authors must approve the final manuscript. Single-authored manuscripts may delete this section.

[Write your author contributions statement here.]

Declaration of Generative AI Use

Guidance: If generative AI tools (e.g., ChatGPT, Claude, Gemini) were used in preparing the manuscript, state the tool name and version, the purpose (e.g., language editing, translation, coding), and how the output was reviewed. AI tools must not be listed as authors, and authors remain fully responsible for the content. If no such tools were used, state: "The authors did not use generative AI tools in the preparation of this manuscript."

[Write your generative AI declaration here.]

ORCID

Guidance: Provide the ORCID iD of each author in full URL format. Authors without an ORCID iD are strongly encouraged to register at <https://orcid.org>.

[Author 1 Full Name]: [https://orcid.org/\[0000-0000-0000-0000\]](https://orcid.org/[0000-0000-0000-0000])

[Author 2 Full Name]: [https://orcid.org/\[0000-0000-0000-0000\]](https://orcid.org/[0000-0000-0000-0000])

Supplemental Material (if any)

Guidance: Submit a completed PRISMA 2020 checklist indicating the page number of each reported item, together with other supporting files such as the full search strings for each database, the list of excluded full-text studies with reasons, and the data extraction and quality appraisal tables. List each file here with a brief description and cite it in the main text.

[List supplemental material here.]

Notes (if any)

Guidance: Use endnotes sparingly, only for explanatory comments that would interrupt the flow of the main text. Number notes consecutively in the text with superscript numerals. Do not use notes for references; cite sources in the text using APA style. Delete this section if not applicable.

[Write your notes here.]

References

Guidance: Every source cited in the text must appear in the reference list, and vice versa. Format references in APA 7th edition style and arrange them alphabetically (A–Z) by the first author's surname, with a hanging indent. Include more than 25 references, at least 80% of which are primary sources (peer-reviewed journal articles) published in the last 10 years; the remaining 20% may be books, theses, research reports, or other relevant publications. Include DOIs wherever available. Use a reference manager (e.g., Mendeley or Zotero). Mark each study included in the review with an asterisk (*) before the first author's surname, and add this note at the start of the reference list: "References marked with an asterisk indicate studies included in the systematic review." Include the PRISMA 2020 statement in the reference list: Page, M. J., McKenzie, J. E., Bossuyt, P. M., Boutron, I., Hoffmann, T. C., Mulrow, C. D., Shamseer, L., Tetzlaff, J. M., Akl, E. A., Brennan, S. E., Chou, R., Glanville, J., Grimshaw, J. M., Hróbjartsson, A., Lalu, M. M., Li, T., Loder, E. W., Mayo-Wilson, E., McDonald, S., ... Moher, D. (2021). The PRISMA 2020 statement: An updated guideline for reporting systematic reviews. *BMJ*, 372, n71. <https://doi.org/10.1136/bmj.n71>

[List your references here in APA 7th edition style.]

Reference Format Examples (APA 7th Edition) – Delete Before Submission

Book with single author

Reference:

Anderson, B. (1983). *Imagined communities*. Verso.

In-text: (Anderson, 1983)

Book with two author

Reference:

Creswell, J. W., & Poth, C. N. (2018). *Qualitative inquiry & research design: Choosing among five approaches*. SAGE Publications.

In-text: (Creswell & Poth, 2018)

Book with three author or more

Reference:

Dwee, D., Dion, H. B., & Brown, I. S. (2012). *Information behaviour concept: A basic introduction*. University of Life Press.

In-text: (Dwee et al., 2012)

Chapter or Article in Edited Book

Reference:

Hermann, M. G. (2008). Content analysis. In A. Klotz & D. Prakash (Eds.), *Research methods series. Qualitative methods in international relations* (pp. 151–167). Palgrave Macmillan.

In-text: (Hermann, 2008)

Journal Article with DOI

Reference:

Kusumaningrum, D. (2016). Interdependence versus truth and justice: lessons from reconciliation processes in Maluku. *Jurnal Ilmu Sosial dan Ilmu Politik*, 20(1), 34-49. <https://doi.org/10.22146/jsp.17998>

In-text: (Kusumaningrum, 2016)

Journal Article with URL

Reference:

Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability*, 31(1): 24-58. <https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31>

In-text: (Ahmann, 2018)

Newspapers article

Reference:

Fung, M. (2006, December 12). Asthma rates increasing. Winnipeg Free Press, pp. C4.

In-text: (Fung, 2006)

Newspaper article with URL

Reference:

Harris, M. (2011, August 16). Grades improve if classes start later, studies find. *The Calgary Herald.Herald*. <http://www.calgaryherald.com/>

In-text: (Harris, 2011)

Website

Reference:

Buzan, T. (2007). Mind maps. Retrieved September 3, 2009, from http://www.buzanworld.com/Mind_Maps.ht

In-text: (Buzan, 2007)

Book translation

Reference:

Mancusa, S., & Viola, A. (2015). Brilliant green: The surprising history and science of plant intelligence (*J. Benham, Trans.*). Washington, DC: Island Press.

In-text: (Mancusa & Viola, 2015)

Unpublished Thesis

Reference:

Neo, M. C. (2000). *The role of education as a process of human release from various problems of life* [Unpublished M.Appl.Psy. thesis]. University of Life.

In-text: (Neo, 2000)

Published Thesis

Reference:

May, B. (2017) *A survey of radial velocities in the zodiacal dust cloud*. Canopus Publishing.

In-text: (May, 2017)

Table and Figure Format Example – Delete Before Submission

Guidance (tables): Number tables consecutively in the order they are first cited (e.g., "Table 1 shows...") and place each table after its first citation. Place the table number on its own line in bold (Table 1.) and the table title on the next line in italic Title Case, both above the table. Use 11pt for table content, horizontal lines only (no vertical lines), and no shading. Put the source or note below the table in italic (e.g., Source: Processed by the authors (2026).). Tables must be editable Word tables, not images.

Table 1.

[Title of the Table in Italic Title Case]

No	Criteria	Description
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Source: [Processed by the authors (2026)] or [Author (Year)]

Guidance (figures): Figures include charts, diagrams, conceptual models, flowcharts (e.g., PRISMA), maps, and photographs. Number figures consecutively in the order they are first cited in the text (e.g., "Figure 1 shows..." or "... (see Figure 1)") and place each figure after its first citation. As with tables, place the figure

number on its own line in bold (Figure 1.) and the figure title on the next line in italic Title Case, both above the figure; place the source or note below the figure in italic.

Technical requirements: insert figures “In Line with Text” and centre them within the page margins; use a resolution of at least 300 dpi (JPG, PNG, or TIFF); ensure that all text inside the figure is legible (at least 8pt) and in English; make figures readable in greyscale (do not rely on colour alone); remove decorative borders and 3D effects; and provide editable source files (e.g., Excel charts or high-resolution images) separately upon submission. Obtain written permission for any figure or photograph reproduced from another source, and obtain consent for photographs that identify people. Do not repeat the same data in both a table and a figure.

Figure 1.

[Title of the Figure in Italic Title Case]

[Insert figure here – In Line with Text, centred, minimum 300 dpi]

Source: *[Processed by the authors (2026)]* or *[Adapted from Author (Year)]*