



Manuscript Title Max. 14 Words, Times New Roman, Size 18, Font Style Bold

(Due to the blind review procedure, the author/s should not write their name, affiliation or e-mail address on the submitted article. Authors' names, names of institutions, and email addresses are listed at the time of registration on the OJS author page/in enter metadata section)

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Abstract: Abstract is written concisely and factually, includes the purpose of research, objectives, research subjects, research location, the method of research, the result and conclusion of research. Abstract is written in English and Indonesian language, in account between 150 – 250 words in one paragraph, font times new roman size 10.

Keywords: word; word; word; word 4; word 5

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Submitted: _____; Accepted in revised form: _____; Accepted: _____; Published: _____ (will be filled by the editor)

Introduction

The introduction should contain an overview of the general background and literature reviews concisely and sequentially. It should use at least 5 literature reviews that can show the uniqueness of the research compared to previous studies (usually 2 – 3 paragraph). Also, it needs to describe the research problems and write research objectives at the final paragraph of the introduction.

Citation should include a clear source (author's name and year of publication of the source). For example: development is a progressive stage of change that occurs in human life and other organism without distinguishing their aspects (Hayati, 2021).

Methods

The research method should discuss research approach, sample/population, research location, research respondents, data collection techniques, and data analysis techniques.

Results and Discussion

This section should consist of research findings and their discussion. The research findings should be supported by adequate data from literature reviews and relevant theories. They should answer the research questions from the introduction.

Headings

There are five levels of heading. Level 1 is the highest or main level of heading, Level 2 is a subheading of Level 1, Level 3 is a subheading of Level 2, and so on through Levels 4 and 5 (see Author Guidelines).

List

Use a lettered list if you want to emphasize separate parallel items within a sentence. Use a bulleted list if you want to draw visual attention to items without implying that they go in a certain order. Use a numbered list if you want to display items in a numbered series (see Author Guidelines).

Table and Figures

If supporting data, such as tables and figures are used, all of them should be numbered sequentially (tables are created with Times New Roman, size 10, line spacing 1).

Table 1. Cross Tabulation of Psychological Well Being Group Norm with Position

Variabels	PWB			
Position	Head		Staff	
Category	F	%	F	%
Very high	19	52,8	50	37,3
High	16	44,4	47	35,1
Medium	1	2,8	32	23,9
Low	0	0,0	0	0
Very Low	0	0,0	5	3,7
Total	36	100	134	100

Discussion that refers to a table should include its name, for example: Based on Table 1. Cross Tabulation of Psychological Well Being Group Norm with Position, it was found that ...



Figure 1. Maslow's Hierarchy of Needs (Stimpson, 2011)

Discussion that refers to the figure should include its name, for example: Based on Maslow's Hierarchy of Needs (Stimpson, 2011), it was found that ...

In-text citation technique should use Mendeley application and refer to the American Psychological Association (APA) Style 7th Edition.

Conclusion

The conclusion is a summary of the research findings presented in the paragraphs. It is written concisely and clearly based on the research results.

References

The sources should use primary sources, such as articles in scientific journals or proceedings, articles in books from research results, historical sites, and others, that are original works. Authors are obliged to use reference manager programs such as Mendeley or

Zotero. Provide a list of references in alphabetical order and prepared following the American Psychological Association (APA) Referencing Style (7th Edition). Font Times New Roman, size 12, line spacing 1, spacing after paragraph 6 pt, hanging indentation 1,27 cm. For example:

References

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