

THE TITLE OF THE ARTICLE IS WRITTEN IN CAPITAL LETTERS, JUSTIFY, GARAMOND FONT 14PT

(The title is written straightforward and informative and describes the idea or ideas of the article, concise short, maximum 14 words, and **must reflect the educational substance**)

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(Use Garamond font, 10 points)

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Abstract. This manuscript is a template to help write an abstract on SEWAGATI (SEWAGATI Journal of Community Service). It is typed in MS Word with a maximum of 200 words in one paragraph on a single page. The writing uses the font type of Garamond, size 11 points, not italic, not bold, and justify. It does not contain any special characteristics, symbols, and mathematical formulas. It must be clear as well as descriptive and provide a complete but brief description of the research problems. The abstract must contain the background of the problem, the urgency of the research, the objectives, methods, a summary of the research results, and a brief conclusion. The abstract must be written in English.

INTRODUCTION (12pt, bold)

Full paper manuscript uses A4 size paper. The manuscript is written with MS Word and must be written in Indonesian. Full *paper* length is 9-12 pages and the word count is no more than 5,000 words. Writing using Garamond font size 12 points. Pages do not need to be page numbered. Must not be *footnoted*. The script is written with an upper border of 3 cm, a lower limit of 2.5 cm, a left border of 3.5 cm, and a right border of 2.5 cm. The script is written left-right (*justify*). The spacing between lines is 1 space. Between paragraphs is given a blank space (press *enter*). The beginning of each paragraph's sentence follows the boundary of the manuscript, not beginning indented to the right.

The introduction is written like an inverted pyramid, contains a general to specific explanation of the importance of the topic and the problem to be solved in research and conveys facts about the topic discussed based on the results of relevant and up-to-date previous research or existing theories. Next, researchers identified

The gap between the research problem and the facts obtained and provide recommendations to fill the gap so that the superiority or uniqueness of the article emerges. At the end of the introduction, the problem formulation, objectives, and research hypotheses are presented. In this

section, the author refers to books or articles from national/international journals with a publication period of the last 5 years. The presentation of other people's ideas in the article is done indirectly. The ideas quoted are not written like the original text, but are summarized or synthesized. How to refer to the author in the body of the article must mention the author's last name, year. Example: (Pomegranate, 2020). References through the second (secondary) author are avoided as much as possible, for example: *Noto (in Hartono, 2012)*.

METHOD (12 pt, bold)

The method describes the steps carried out during the study. In this section, it is not justified to write definitions of commonly known terms (Example: Valid, Instrument, Sample, etc.). Especially for research articles, research methods must be stated clearly covering the process and details. The research method contains the place, subject of research, description of how to obtain data accompanied by explanations and methods used in analyzing data. Preferably articles written in groups, original, and show high *novelty*.

Articles resulting from literature review have provisions on the formulation of problems must appear explicitly and methods / ways of reviewing them must be written in this section. The order presented in the method section must be in accordance with the order in the research results section. For qualitative research such as classroom action research, ethnography, phenomenology, case studies, and others, it is necessary to add the presence of researchers, research subjects, informants who help, how to dig up research data, location and duration of research, and descriptions of checking the validity of research results.

RESULTS AND DISCUSSION (12 PT, BOLD)

The content of the manuscript is arranged systematically and sequentially. Results and discussion are not separate. For research articles, the format consists of an introduction (background and theoretical studies can be written in the introduction-if any), methods, results and discussion ending with conclusions, suggestions can also be written. While the results of the literature review manuscript format consist of an introduction (urgency of study or background), methods, results of study and discussion, and conclusions.

Results and discussion are the core of an article, written clearly and meet aspects of *scientific merit* (element of *what / how?*, *why?*, and *what else?* Describe the data that has been obtained clearly and concisely, can be in the form of tables, figures or diagrams. In the discussion section, the author must relate to how to compare research results with other relevant and up-to-date theories or research. Present the discussion in accordance with the order of research objectives. If the results of the study differ from other relevant studies, the author needs to explain why this happens. Data analysis processes such as statistical calculations and hypothesis testing processes need not be presented. Only the results of the analysis and the results of hypothesis testing need to be reported.

Mathematical Formula Writing (12 pt, bold)

For mathematical formulas, which are considered main and referred to in the next section, are written on a separate line with numbering on the far right.

$$x^2 + y^2 = r^2 \quad (1)$$

Formulas are written using *an equation editor* or *font symbol* by following the rules of italics and not regular on mathematical symbols. Proof-of-writing or neatly written algorithms may use similarity or inequality marks on the same boundary or column.

$$f_x = 2x^4 - 3$$
$$f_x + 2 \leq 3x^5 + 5x^2 - 1$$

Table Writing (12 pt, bold)

Tables are center-aligned, numbered and titled tables. Table lines with regular lines (not dotted and not bold). The table must be created according to the following format. The font in the table can be reduced to 9 pt if it contains a lot of writing in it.

Table 1. Example Table Headings

Day	Jam	Minut e
Monday	08:0 0	20
Tuesday	09:0 0	30
Wednesday	10:0 0	45

Writing Abbreviations and Acronyms

Common abbreviations such as RPP, PBB, and others do not need to be given an abbreviation. However, acronyms that are not very well known or acronyms created by the author need to be given an extension. For example: KENIKIR (Critical Thinking Skills in Literacy) learning model. Do not use abbreviations or acronyms in article titles, unless they are inevitable.

Image Writing and Placement (12 pt, bold)

Images must be clear and have a depth of at least 300 dpi. Images are numbered and titles are located at the bottom of the image. The image and title are placed center-level against the manuscript. Pictures are inserted in line *with text*.

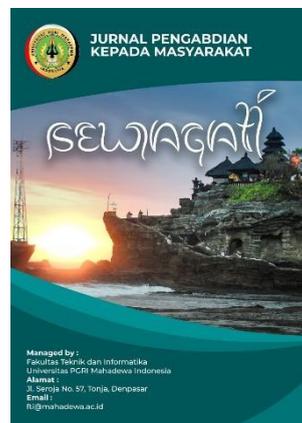


Figure 1. Image Placement Example

After the picture, an explanation of the picture must be given. It is not allowed to present several images in a row without being given an explanation / description of the image afterwards. It is recommended to use the *text box feature* in MS Word to accommodate images or graphics because the results tend to be stable against formatting changes and page shifts.

CONCLUSION (12 pt, bold)

The conclusion is written only 1 short paragraph, concise and answers the purpose of the article and can be accompanied by research recommendations. The conclusion does not re-present the

data of the research results statistically, just a description. Conclusions are written with paragraphs, not with numbers or bullets.

ACKNOWLEDGMENTS (filled if necessary, 12 pt, bold)

Addressed to various parties who assist in research, such as research sponsors and resource persons. Thank you notes are optional, can be written or not.

BIBLIOGRAPHY (12 pt, bold)

Writing a bibliography using the Garamond 12 pt typeface with a space of 1, written alphabetically and the second line protrudes 5-7 tap the space from the first line. Use references from primary book sources a maximum of 30% of the total bibliography, relevant and updated national and/or international journals at least 70% of the total bibliography published in the last 5 years, to emphasize high-quality contributions to the development of knowledge and only include sources referenced in the body of the article. Instead, the name referenced in the torso should be present in the bibliography. Citations and references should follow the style of the APA (*American Psychological Association 7th edition*). The APA style can be seen in <http://libraryguides.vu.edu.au/apa-referencing/7GettingStarted>. Writing citations and references is also recommended using the **Mendeley** application (<https://www.mendeley.com>). It is not allowed to refer from websites, blogs and the like.

The following is an example of writing literature sources such as books and scientific periodicals in accordance with the format of the *American Psychological Association 7th edition*.

Book

- Baxter, C. (1997). *Race equality in health care and education*. Balliere Tindal.
- Dunkin, M. J. & Biddle, B. J. (1974). *The study of teaching*. Holt Rinehart and Winston.
- Haile, L., Gallagher, M., & Robertson, R. J. (2015). *Perceived exertion laboratory manual: From standard practice to contemporary application*. Springer.

Print Journal Articles

- Clark, L. A., Konchanska, G., & Ready, R. (2000). Mothers' personality and its interaction with child temperament as predictors of parenting behaviour. *Journal of Personality and Social Psychology*. 1(2), 274-285.

Online Journal Articles

- Aspy, D. J., & Proeve, M. (2017). Mindfulness and loving-kindness meditation: Effects on connectedness to humanity and to the natural world. *Psychological Reports*, 120(1), 102-117. <https://doi.org/10.1177/0033294116685867>
- Geraghty, S., Lauva, M., & Oliver, K. (2016). Reconstructing compassion: Should it be taught as part of the curriculum? *British Journal of Nursing*, 25(15), 836-839. <https://doi.org/10.12968/bjon.2016.25.15.836>