

Type your title here; Times New roman size 16; capitalise the first word only and not more than 15 words

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Abstract

An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases. Type the abstract here (9pt). Abstract, which comprised of approximately 200-300 words, provides a brief description of problems, aims, the method used, and results. It emphasises research results in which written in single line spacing. 3 to 5 keywords must be written to describe the research scope observed, as well as the main terms undergirding the research. These keywords can be single and/or combined words (phrases).

1. Introduction

This is the introduction section and is a little different from the short and concise abstract. The reader needs to know the background to your research and, most importantly, why your research is important in this context. What critical question does your research address? Why should the reader be interested?

The purpose of the Introduction is to stimulate the reader's interest and to provide pertinent background information necessary to understand the rest of the paper. You must summarize the problem to be addressed, give background on the subject, discuss previous research on the topic, and explain exactly what the paper will address, why, and how. A good thing to avoid is making your introduction into a mini review. There is a huge amount of literature out there, but as a scientist you should be able to pick out the things that are most relevant to your work and explain why. This shows an editor/reviewer/reader that you really understand your area of research and that you can get straight to the most important issues.

Keep your Introduction to be very concise, well structured, and inclusive of all the information needed to follow the development of your findings. Do not over-burden the reader by making the introduction too long. Get to the key parts of the paper sooner rather than later.

Best Practice:

1. Begin the introduction by providing a concise background account of the problem studied;

2. State the objective of the investigation. Your research objective is the most important part of the introduction;
3. Establish the significance of your work: why was there a need to conduct the study?
4. Introduce the reader to the pertinent literature. Do not give a full history of the topic. Only quote previous work having direct bearing on the present problem;
5. Clearly state your hypothesis, the variables investigated, and concisely summarize the methods used;
6. Define any abbreviations or specialized/regional terms;
7. Provide a concise discussion of the results and findings of other studies so the reader understands the big picture;
8. Describe some of the major findings presented in your manuscript and explain how they contribute to the larger field of research;
9. State the principal conclusions derived from your results, and;
10. Identify any questions left unanswered and any new questions generated by your study.

Be concise and aware of who will be reading your manuscript and make sure the Introduction is directed to that audience. Move from general to specific: from the problem in the real world to the literature to your research. Last, please avoid to make a sub section in Introduction.

2. **Review of literature** (can be merged into INTRODUCTION Subheading)

3. **Research Method (Level 1)**

Participants/ subject/ population and sample (Level 2)

The Research Methodology section describes in detail how the study was conducted. A complete description of the methods used enables the reader to evaluate the appropriateness of the research methodology. **Instruments (Level 2)** Describe what, how, to whom the instruments used in the study.

Data analysis procedures (Level 2)

Describe how the data were analyzed in the study.

4. **Findings (LEVEL 1)**

In the Findings section, summarize the collected data and the analysis performed on those data relevant to the issue that is to follow. The Findings should be clear and concise. It should be written objectively and factually, and without expressing personal opinion. It includes numbers, tables, and figures (e.g., charts and graphs). Number tables and figures consecutively in accordance with their appearance in the text.

Table: 1 An example of a table (Book Antiqua size 12pt)

An example of a heading	Column A (t)	Column B (T)
Add an entry	1	2
Add an entry	1	2
Add an entry	1	3

Sub findings (Level 2)

In the Findings section, summarize the collected data and the analysis performed on those data relevant to the issue that is to follow. The Findings should be clear and concise. It should be written objectively and factually, and without expressing personal opinion. It includes numbers, tables, and figures (e.g., charts and graphs).

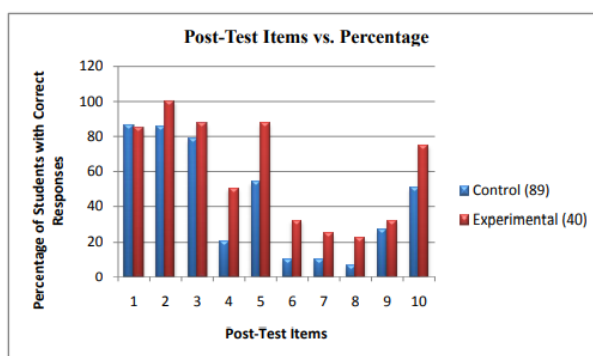


Figure 1: Percentage of students with correct responses

Label of tables and figures are centered, bold and size 12. For tables, the label must be placed above the table while for figures, it must be placed below the picture. The distance between the figure and the label must be 6 pt. Paragraph > Spacing > Before. All figures must be cited within the text. The word Figure must be used instead of figure or Fig when referring to the Figure. If figures are small, they can be arranged differently.

5. Discussion (Level 1)

This section should explore the significance of the results of the study. This section allows you to offer your interpretation and explain the meaning of your results in the findings section. Emphasize any theoretical or practical consequences of the results.

The Discussion section should be a reasoned and justifiable commentary on the importance of your findings. This section states why the problem is important; what larger issues and what propositions are confirmed or disconfirmed by the extrapolation of these findings to such overarching issues.

6. Conclusions (Level 1)

The main conclusions of the study should be presented in a short Conclusions section. Do not repeat earlier sections.

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