



Author Submission Checklist

To avoid delays in the editorial and peer-review process, authors must ensure that all technical, ethical, and manuscript requirements have been fulfilled before submission. Please check each box before submitting the manuscript. Submissions that do not comply with these requirements may be returned to the authors or withdrawn from the editorial process. For further information, please refer to the Submission Requirements and Author Guidelines.

General Submission Requirements	
☐	The manuscript is original, has not been previously published, and is not currently under consideration by another journal.
☐	The submission file is provided in OpenOffice, Microsoft Word (.doc/.docx), RTF, or WordPerfect document format.
☐	The manuscript has been prepared using the journal's official template and follows all formatting requirements.
☐	All author names, institutional affiliations, and required author information are correctly listed in the manuscript.
☐	The corresponding author has been clearly identified and provides an active email address.
☐	The manuscript is between 4,000 and 8,000 words, excluding title, abstract, acknowledgments, and references.
☐	The manuscript has been carefully proofread for grammar, spelling, academic language, consistency, and typographical errors.
☐	The manuscript contains no information that is false, fabricated, falsified, or improperly manipulated.
☐	All tables and figures are numbered consecutively and referred to in the manuscript text.
☐	The manuscript consistently follows the journal's required APA 7 th Edition Notes-Bibliography Style.
Manuscript Structure and Content	

☐	The abstract clearly presents the research issue, objective, method, main findings, and contribution.
☐	The Introduction presents the research problem, relevant literature, research gap, objective, and main argument or hypothesis.
☐	The Research Method clearly explains the unit of analysis, research design, data sources, data collection, and data analysis.
☐	The Results and Discussion directly answer the research objectives or questions and are supported by sufficient, relevant, and verifiable evidence, data, or scholarly sources appropriate to the research design.
☐	The discussion critically connects the findings with previous studies, the theoretical framework, and the research context.
☐	The Conclusion clearly states the main findings, scientific or theoretical contribution, research limitations, and outlooks for future research.
Ethics and Research Integrity	
☐	Ethical approval and/or informed consent statements are included where applicable.
☐	All authors have made a legitimate contribution to the manuscript and approved the submitted version.
☐	Any conflict of interest and funding sources have been properly disclosed where applicable.
☐	All quotations, data, images, ideas, and other materials from external sources have been properly acknowledged.
References	
☐	Every source cited in the manuscript appears in the bibliography, and every bibliography entry is cited in the manuscript.
☐	All references have been checked for accuracy and are verifiable.
☐	Valid DOIs have been added to journal article references wherever available.
☐	References not written in English include an English translation of the title in [square brackets], where required.
☐	The reference list prioritizes relevant, credible, and recent scholarly publications.
Final Check	

☐	The title, abstract, research objectives, methods, findings, discussion, and conclusion are consistent with one another.
☐	All requirements stated in the journal template and Author Guidelines have been reviewed and fulfilled.

Title: the title should be short, clear, and informative (10-20 words)

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ARTICLE INFO

Keywords:

Keyword 1;

Keyword 2;

Keyword 3;

Keyword 4.

ABSTRACT

An abstract is often presented separate from the article, so it must be able to stand alone (150-250 words). A well-prepared abstract enables the reader to identify the basic content of a document quickly and accurately, to determine its relevance to their interests, and thus to decide whether to read the document in its entirety. The abstract should be informative and completely self-explanatory,

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provide a clear statement of the problem, the proposed approach or solution, and point out major findings and conclusions. The Abstract should be 150 to 250 words in length. References should be avoided, but if essential, then cite the author(s) and year(s). Standard nomenclature should be used, and non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. No literature should be cited. The keyword list provides the opportunity to add 5 to 7 keywords, used by the indexing and abstracting services, in addition to those already present in the title (9 pt).

ABSTRAK

Abstrak seringkali disajikan terpisah dari artikel, sehingga harus dapat berdiri sendiri (150-250 kata). Abstrak yang dipersiapkan dengan baik memungkinkan pembaca untuk mengidentifikasi konten dasar dokumen dengan cepat dan akurat, untuk menentukan relevansinya dengan minat mereka, dan dengan demikian memutuskan apakah akan membaca dokumen secara keseluruhan. Abstrak harus informatif dan sepenuhnya menjelaskan diri sendiri, memberikan pernyataan yang jelas tentang masalah, pendekatan atau solusi yang diusulkan, dan menunjukkan temuan dan kesimpulan utama. Referensi harus dihindari, tetapi jika penting, kutip penulis dan tahun. Nomenklatur standar harus digunakan, dan singkatan yang tidak standar atau tidak umum harus dihindari, tetapi jika penting, mereka harus didefinisikan pada penyebutan pertama dalam abstrak itu sendiri. Tidak ada literatur yang harus dikutip. Daftar kata kunci memberikan kesempatan untuk menambahkan 5 hingga 7 kata kunci, yang digunakan oleh layanan pengindeksan dan abstraksi, selain yang sudah ada dalam judul (9 pt).

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1. INTRODUCTION

The introduction should briefly place the study in a broad context and highlight why it is important. Provide background of the study in easy words (1500-2000 words). It should define the purpose of the work and its significance. The current state of the research field should be reviewed carefully, and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the main aim of the work and highlight the principal conclusions. As far as possible, please keep the introduction comprehensible to scientists outside your particular field of research. References should be cited as (Kamba, 2018) or (Marchlewska et al., 2019) or (Cichocka, 2016; Hidayat & Khalika, 2019; Ikhwan, 2019; Madjid, 2002) or (Miller & Josephs, 2009, p. 12) or Rakhmat (1989); provide in-text references in *APA style* for all the facts that are presented here. See the end of the document for further details on references. Technical terms should be defined.

Symbols, abbreviations, and acronyms should be defined the first time they are used. All tables and figures should be cited in numerical order.

2. RESEARCH METHOD

The research method is written separately from the *Introduction*. The research method is a scientific way to obtain data with specific purposes and uses. The researcher describes the process of writing his journal article. This method contains an explanation of the research approach, research subjects, research implementation procedures, use of materials and instruments, data collection techniques, and analysis techniques of research data. The goal is that research activities are based on scientific characteristics such as rationality, systematicity, and empiricity. Research methods usually use quantitative research methods, qualitative research methods, or mixed research methods. This section consists of 450–500 words.

3. RESULTS AND DISCUSSION

Results and Discussion are written with clear arguments and interpretations and accurate data (3000-3500 words).

The results: The research results and the discovery must be the answers, or the research hypothesis stated previously in the introduction part. The results obtained from the research have to be supported by sufficient data.

Discussion: Authors should discuss the results and how they can be interpreted from the perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible. Furthermore, the results of the research are described in the form of discussions as arguments to support your research answers (Subsection).

Subsection of the result and discussion: The Results and Discussion is highlighted through the title and subtitles of the section when needed, like below:

2.1. Subsection

Heading 1: use this style for level one headings

Heading 2: use this style for level two headings

Heading 3: use this style for level three headings

Heading 4: create the heading in italics.

Bulleted lists look like this:

- First bullet
- Second bullet
- Third bullet

Numbered lists can be added as follows:

1. First item
2. Second item
3. Third item

The text continues here.

2.2. Figures, Tables and Schemes

All figures and tables should be cited in the main text as Figure 1, Table 1, etc.

Furthermore, conclusions must include suggestions for good governance; suggestions for developing the quality of civil society; and scientific development of this research.

5. LIMITATIONS OF THE STUDY

The study's limits are those features of design or methodology that affected or influenced how the results of your research were interpreted. Study limitations are restrictions on generalizing from the results, further describing applications to practice, and/or related to the usefulness of findings that are the result of the ways in which you initially chose to design the study, the procedure used to establish internal and external validity, or the result of unexpected difficulties that arose during the study.

Acknowledgments: In this section, you can acknowledge any support given, which is not covered by the author's contribution or funding sections. This may include administrative and technical support, or donations in kind (e.g., materials used for experiments).

Conflicts of Interest: Declare conflicts of interest or state "The author (s) declare no conflict of interest" or "No potential conflict of interest was reported by the author(s)". Authors must identify and declare any personal circumstances or interests that may be perceived as inappropriately influencing the representation or interpretation of reported research results.

Author contributions: Use this form to specify the contribution of each author of your manuscript. A distinction is made between five types of contributions: Conceived and designed the analysis; Collected the data; Contributed data or analysis tools; Performed the analysis; Wrote the paper; or other contribution.

References

The literature listed in the References contains only the sources referenced or included in the article. We recommend preparing the references with a bibliography software package, such as Mendeley, EndNote, Reference Manager or Zotero to avoid typing mistakes and duplicated references. Referral sources should provide 80% of journal articles, proceedings, or research results from the last five years; have at least 30 referrals. Writing techniques bibliography, using the system cites **APA (American Psychological Association) Style** and the 7th edition.

Example:

Journal Article

Cichocka, A. (2016). Understanding defensive and secure in-group positivity: The role of collective narcissism. *European Review of Social Psychology*, 27(1), 283–317.

Marchlewska, M., Cichocka, A., Łozowski, F., Górski, P., & Winiewski, M. (2019). In search of an imaginary enemy: Catholic collective narcissism and the endorsement of gender conspiracy beliefs. *The Journal of Social Psychology*, 159(6), 766–779.

Internet Website

Hidayat, R., & Khalika, N. N. (2019). Bisnis dan Kontroversi Gerakan Indonesia Tanpa Pacaran. Retrieved October 17, 2019, from tirto.id website: <https://tirto.id/bisnis-dan-kontroversi-gerakan-indonesia-tanpa-pacaran-ck25>

Book

Kamba, M. N. (2018). *Kids Zaman Now Menemukan Kembali Islam*. Tangerang Selatan: Pustaka IIMaN.

Madjid, N. (2002). *Manusia Modern Mendamba Allah: Renungan Tasawuf Positif*. Jakarta: IIMaN & Hikmah.

Book Section

Ikhwan, M. (2019). Ulama dan Konservatisme Islam Publik di Bandung: Islam, Politik Identitas, dan Tantangan Relasi Horizontal. In I. Burdah, N. Kailani, & M. Ikhwan (Eds.), *Ulama, Politik, dan Narasi Kebangsaan*. Yogyakarta: PusPIDeP.

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- Cichocka, A. (2016). Understanding defensive and secure in-group positivity: The role of collective narcissism. *European Review of Social Psychology*, 27(1), 283–317.
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- Rakhmat, J. (1989). *Islam Alternatif*. Bandung: Mizan.

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Supplementary Role: AI tools may only support manuscript preparation and cannot replace the author's intellectual contribution, critical analysis, or scholarly judgment.

Author Responsibility: Authors retain full responsibility for the manuscript's accuracy, integrity, and originality. Consequently, AI tools cannot be credited as authors.

Mandatory Disclosure: Authors must transparently declare any use of generative AI, specifying the tool's name, purpose, and extent of use.

Methodology: If AI is utilized for research procedures, data processing, or analysis, it must be explicitly detailed in the Research Method section.

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