

**Title of the article in lowercase..... (Arial 14, left-aligned,
Maximum 15 words)***2 x space***Full name without academic title *, Full name without academic title, etc. (Times New Roman 10,
Bold)***1 x space*

Study programme name, University Name, City, Country (Time New Roman 10)

1 x space

Email: emailcorresponding@gmail.com (Only the Email of the First Author) (Times New Roman 10)

*2 x space***Abstrak** (Time new roman 10)*1 x space*

Kata abstrak diketik rata tengah dan tebal. Abstrak tidak boleh melebihi 200 kata disajikan dalam dua versi yaitu bahasa Inggris dan bahasa Indonesia. Gunakan Times New Roman 10 poin, tanpa inden, lurus kiri dan kanan, miring untuk abstrak bahasa Inggris, jarak baris 1. Jangan gunakan heading untuk abstrak atau heading dalam abstrak. Tempatkan satu baris kosong sebelum dan sesudah. Abstrak berisi tentang: tujuan penelitian, metodologi penelitian, hasil temuan. Setelah baris kosong baris terakhir kalimat dalam abstrak, diketik Keywords dalam huruf kecil semua, miring, dan tebal. Jumlah kata kunci 3 hingga 5 kata. Catatan untuk keywords adalah tidak menyertakan nama pendidikan tinggi atau nama sekolah dalam Keywords. Dianjurkan untuk memasukkan pendekatan atau metode penelitian yang digunakan pada Keywords (mis., Kualitatif, etnografi, studi kasus, kuantitatif, survei).

1 x space

Kata kunci : keyword1; keyword2; keyword3; keyword4; keyword5 (Urutan keyword disusun sesuai abjad a-z. Jumlah keywords antara 3 hingga 5 kata. Dalam menulis keyword hindari mengulangi kata dalam judul)

*1 x space***Abstract**(Times new roman 10)*1 x space*

Abstract words are typed flat and thick. Abstracts may not exceed 200 words presented in two versions, namely English and Indonesian. Use Times New Roman 10 points, no pivot, straight left and right, italic, line spacing 1. Don't use abstract headings or abstract headings. Place a blank line before and after. The abstract contains research objectives, research methodology, and findings). After the blank line of the last line of the sentence in the abstract, type Keywords in all lowercase letters, italic, and bold. The number of words is no more than 5 keywords. Note that for keywords, do not include the name of higher education or the name of the school in Keywords. It is recommended to include research approaches or methods used in keywords (e.g., qualitative, ethnographic, case studies, quantitative, and survey). In writing keywords, avoid repeating words in the title.

1 x space

*Keywords : keyword1; keyword2; keyword3; keyword4; keyword5 (Arranged in alphabetical order, not from the title)**

1x space

Received; Revised; Accepted; Published Online

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** Corresponding author*

Citation in APA style: Author1, author2, and Author3 . (tahun). Judul. *Jurnal Informasi dan Komunikasi Administrasi Perkantoran*, edisi (no),....

Introduction (Arial 12)

1 x space

(Times New Roman 10) The introduction contains the research problem, gaps with previous research, novelty, followed by the problem formulation arranged in paragraphs.

The research objectives and/or benefits do not have to be presented in the introduction, but if they are deemed very important to convey, they can be written after the problem formulation paragraph, not as a separate sub-section but simply written in a separate paragraph.

The literature review provides variable definitions and does not need to be a separate sub-section but can be written in paragraph form. The literature review can be written based on the opinions of experts / articles / previous research that theoretically strengthen the theory and concept of the research variables.

There are two ways of writing citations: direct quotations and indirect quotations. Direct quotations are written using double quotation marks (" _ _ ") at the beginning and end of the quoted sentence/word, with less than 40 words written as part of the paragraph, while direct quotations of more than 40 words are written as a separate paragraph with single spacing and a left margin indented 5 spaces. When writing the author's name in a direct quotation, it should be: name, year, page number.

Example of a direct quotation less than 40 words with the author's name at the beginning of the sentence: According to Sugiyono (2019, p. 146), "The Likert scale is used to measure the attitudes, opinions, and perceptions of a person or group of people about social phenomena. These social phenomena have been specifically determined by the researcher, hereinafter referred to as research variables".

Example of a quotation less than 40 words with the author's name at the end of the sentence. Sugiyono (2019, p. 234) explains that "The use of Parametric Statistics requires that the data for each variable to be analysed must be normally distributed. Therefore, before testing the hypothesis, the data normality test will be conducted first."

Example of a direct quotation of more than 40 words is as follows:

In order for English language learning to reach a communicative level, Waluyo (2004, p. 96) recommends,

In relation to efforts to improve teacher and student performance in the classroom, it is recommended that the number of students in each English language classroom not be too large, i.e., only between 20 and 25 students. This is important so that each student gets a turn to perform tasks and receive adequate feedback from the teacher. In addition, a small class makes it easier for the teacher to manage the class, especially in controlling students' English language behaviour.

An indirect quotation directly writes the main point and ends with the author's name and year in parentheses. If the author's name is placed at the beginning of the sentence, only the year is put in parentheses.

Example of an indirect quotation with the author's name at the beginning of the sentence: According to Sugiyono (2019), a questionnaire is a data collection technique carried out by giving a set of questions or written statements to respondents to answer. When quoting with the author's name placed at the end of the sentence, both the author's name and year are enclosed in parentheses.

For example, a population is a generalization area consisting of objects/subjects that have certain qualities and characteristics determined by the researcher to be studied and then conclusions are drawn (Sugiyono, 2019).

1 x space

Research Methods (arial 12)

1 x space

(Times New Roman 10) The research methodology contains the research stages, research methods, data collection techniques, data analysis techniques, and other information related to the research procedure.

Try to make each paragraph contain one main topic. For example, the first paragraph discusses the research time, the second paragraph discusses the research design, the third paragraph discusses the population and sample, the fourth paragraph discusses the prerequisite tests and data analysis techniques used, and so on.

1 x space

Results and Discussion (arial 12)

1 x space

(Time new roman 10) Berisi tentang temuan penelitian yang didukung data, pembahasan hasil penelitian dari berbagai perspektif/sudut pandang/teori/penelitian sejenis.

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Research Results (arial 10)

1 x space

(Times New Roman 10) Contains research findings. Starting from data description, validity and reliability test results, prerequisite analysis test results, up to hypothesis test results.

The presentation of each finding does not need to be made into sub-sections but can simply be in one paragraph, for example, the first paragraph presents the data description, the second paragraph presents the validity and reliability test results, the third paragraph presents the prerequisite analysis test results, and the fourth paragraph presents the hypothesis test results.

Table 1

Example of a small table

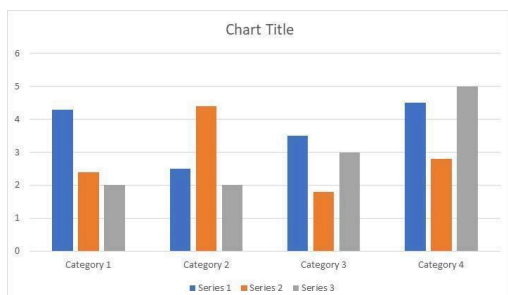
Example 1	Example 1	Example 1
Data	Data	Data
Data	Data	Data

If the research results are in the form of tables and figures where the tables and figures are not sufficient to be presented in one column of the article, the table can be written by combining two columns into one. Table numbering is sequenced starting from the number 1 followed by a dot, then the table title is typed with only the first letter capitalised. The word "Table" is written starting from the left edge above the table.

The presentation of figures/graphs is the same as the presentation of tables, the only difference being the writing of the title. The table title is written above the table, while the figure/graph title is written below it. See an example of a graph presentation in Figure 1. The presentation of tables and graphs does not have to be close to the paragraph explaining the graph and table, and the word "Table"/graph is written in the paragraph.

Figure 1

Example of a graph presentation



1 x space

Pembahasan (arial 10)

1 x space

(Times New Roman 10) The discussion contains the research findings. The research results are discussed / compared with the findings of previous research. The findings of previous research do not have to support / strengthen the results of this study, they can also be findings that are inconsistent / different, accompanied by reasons for what causes the findings of this study to differ from previous research. For example, differences in research stages, differences in research indicators, and so on. The discussion of one hypothesis is presented in one paragraph. If there are three hypotheses, then three paragraphs are sufficient. The length of the paragraphs depends on the depth of the discussion of the findings.

1 x space

Conclusion (arial 12)

1 x space

(Times New Roman 10) Contains the main findings and research limitations. The conclusions and research limitations are written in one paragraph without using numbering.

1 x space

Daftar Pustaka (arial 12) Rata kiri (Format APA style eds. 7) References (Arial 12) Aligned Left (APA style format 7th ed.)

1 x space

- Abbott, M. L. (2017). *Using statistics in the social and health sciences with SPSS® and Excel®*. John Wiley & Sons, Inc. (Example of book reference)
- AL-Hammadi, F. S. (2012). The role of recognition memory in L2 development. *Journal of King Saud University-Languages and Translation*, 24(2), 83-93. <https://doi.org/10.1016/j.jksult.2012.05.003> (Example of article reference)
- Utomo, S. B. (2022). *Penerapan kebijakan paperless di Badan Kepegawaian, Pendidikan, dan Pelatihan Daerah Kota Surakarta*. (Skripsi, Universitas Sebelas Maret) Surakarta, Indonesia. (Example of non-online thesis reference)
- Yuwono, D. C. (2022). *Pengaruh e-commerce dan lingkungan keluarga terhadap minat berwirausaha mahasiswa Program Studi Pendidikan Administrasi Perkantoran Universitas Sebelas Maret*. (Skripsi, Universitas Sebelas Maret) Surakarta, Indonesia. Retrieved from <https://digilib.uns.ac.id/dokumen/detail/95510> (Example of online thesis reference)

5 – *Jurnal Informasi dan Komunikasi Administrasi Perkantoran*, *tahun*, *Vol(No)*. (diisi editor jika sudah diterima)

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