

Title: Maximum 20 words. Use action verbs: Strengthening / Enhancing / Improving / Implementing / Developing. Describe: community problem + intervention + target beneficiaries + expected outcome. Avoid generic titles such as "Counseling about..." or "Socialization of..."

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Abstract

Background: [State the community problem and its significance.] **Objective:** [State the main goal of the community service program.] **Methods:** [Describe the intervention design, evaluation approach, and number of participants.] **Results:** [Report measurable outcomes with key data.] **Conclusion:** [Summarize the main impact and implications. No citations. 150–250 words.]

Keywords: [3–5 keywords separated by semicolons; e.g., community service; impact evaluation; technology transfer]

1. INTRODUCTION

The Introduction must address all six components below in sequence.

1.1 Global or National Context

[Present the global or national significance of the community problem. Support with recent data, statistics, or policy references. Cite relevant literature using APA 7th Edition.]

1.2 Community Partner Problem

[Describe the specific problem faced by the community partner, based on preliminary surveys, observations, or interviews. Include quantitative data where available.]

1.3 Literature Review

[Review relevant studies on similar interventions or the problem addressed. Minimum 20 references; at least 80% from peer-reviewed journals; at least 60% from the last five years.]

1.4 Gap Analysis

[Identify what is missing in previous programs or studies, and explain how this program addresses that gap.]

1.5 Program Objectives

[State the objectives clearly and measurably.]

1.6 Scientific Contribution

[Explain the novelty or specific contribution of this program to community service scholarship or community development practice.]

2. METHODS

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Methods must be described with sufficient detail to allow replication. Every manuscript must include a program flowchart as Figure 1.

2.1 Community Partner and Location

[Describe the partner institution or community, geographic location, and participant characteristics (total number, age range, gender distribution, educational background).]

2.2 Program Design

[Describe the intervention model used, such as a participatory action model, capacity building model, technology adoption framework, or community empowerment cycle.]

2.3 Implementation Stages

[Describe all stages of program implementation in sequence. Every manuscript must include a flowchart illustrating the stages below. Reference Figure 1 here.]

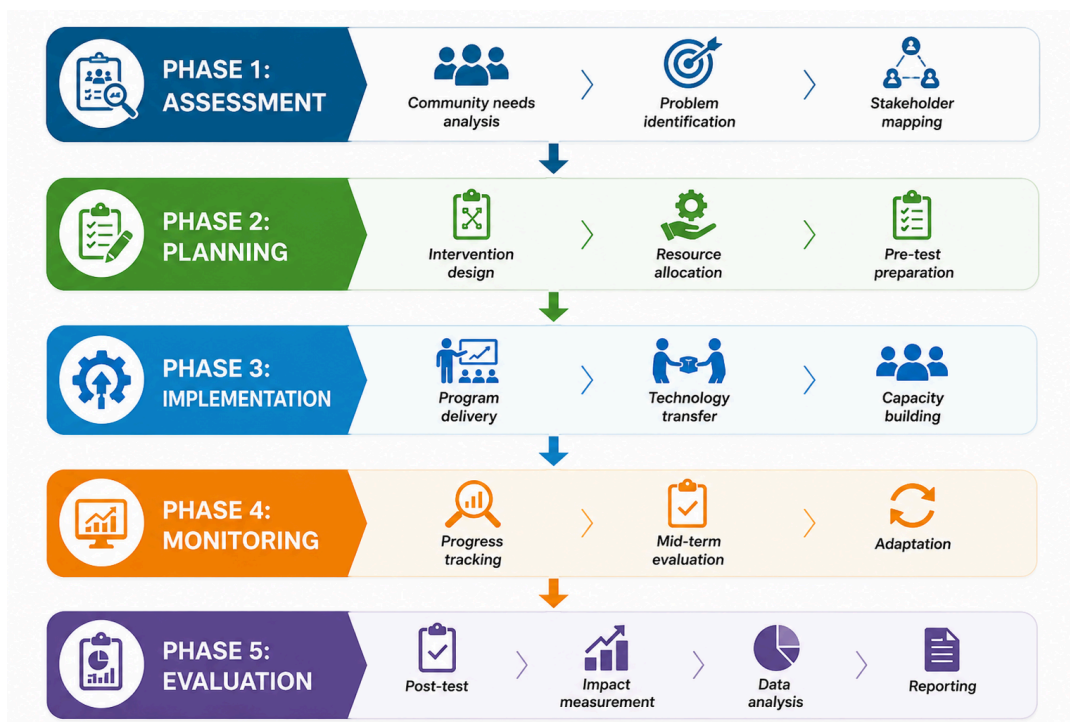


Figure 1. Flowchart of Community Service Activities

[Replace this template flowchart with your actual program flowchart. Minimum resolution: 300 dpi.]

2.4 Data Collection Techniques

[Describe the instruments used. Examples:]

- Structured observation checklist
- Pre-test and post-test questionnaire
- Structured interview guide
- Focus Group Discussion (FGD)
- Survey and adoption rate measurement

2.5 Evaluation Method

[Describe how community impact was measured. Specify indicators evaluated (knowledge, skills, behavior, productivity, adoption rate, income) and how baseline and post-intervention data were collected.]

2.6 Data Analysis

[Describe statistical or analytical methods used. Examples:]

- Descriptive statistics (mean, standard deviation, percentage, frequency)
- N-Gain score to measure knowledge or skill improvement

- Paired t-test or Wilcoxon signed-rank test for pre-post comparison
- Technology adoption rate calculation
- Thematic analysis for qualitative data

3. RESULTS

The Results section must present findings only. Do not narrate activities. Present data, statistics, tables, and figures demonstrating measurable community outcomes.

3.1 Participant Characteristics

[Present participant demographics. Include total number (n), age range, gender distribution, educational background, and other relevant characteristics.]

3.2 Program Implementation

[Report briefly on participation rates, completion rates, and any deviations from the planned program design that may have affected outcomes.]

3.3 Impact Evaluation

[Present the main outcomes using quantitative data, tables, and graphs. Every manuscript must include at least one data table and at least one graph or chart. Examples of measurable outcomes:]

- Knowledge improvement (pre-test vs. post-test scores with N-Gain analysis)
- Skill improvement (performance assessment results)
- Technology adoption rate (% of participants adopting)
- Productivity or income change (before vs. after intervention)
- Behavioral change indicators
- Community participation and engagement rates

Table 1. Impact Evaluation Results of [Program Name, Location, Year]

Variable	Pre-test (Mean $\pm$ SD)	Post-test (Mean $\pm$ SD)	N-Gain	Category
Knowledge Score	62.4 $\pm$ 8.3	85.7 $\pm$ 6.1	0.62	Medium
Skill Score	58.1 $\pm$ 9.2	82.3 $\pm$ 7.4	0.58	Medium
Attitude Score	65.0 $\pm$ 7.8	88.5 $\pm$ 5.9	0.67	Medium

Note. N-Gain: >0.70 = High; 0.30 – 0.70 = Medium; <0.30 = Low (Hake, 1998).

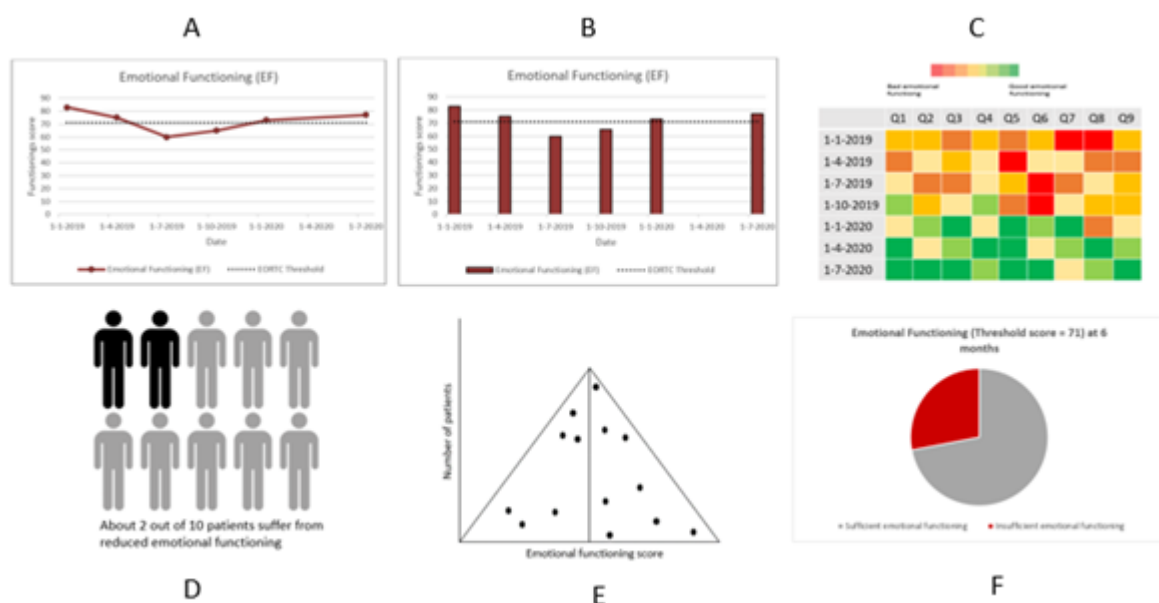


Figure 2. [Title of Graph or Chart Showing Program Outcomes]
 [Insert bar chart, line graph, or pie chart here. Minimum 300 dpi. Caption placed below figure.]

4. DISCUSSION

The Discussion must address all four components below. Do not repeat results already presented in the Results section.

4.1 Explanation of Outcomes

[Explain why the outcomes occurred. Connect results to the intervention design and characteristics of the target community. Support with relevant literature.]

4.2 Comparison with Previous Studies

[Compare your findings with similar community service programs reported in the literature. Discuss similarities, differences, and possible explanations.]

4.3 Implications

[Discuss practical implications for community development practitioners, local government, and policymakers facing similar problems.]

4.4 Sustainability and Scalability

[Discuss the sustainability plan for program outcomes after the program ends. Can this model be adapted and replicated in other communities?]

5. CONCLUSION

[Paragraph 1: Summarize the main findings and measured impacts. State the magnitude of change achieved. Do not introduce new information.]

[Paragraph 2: State specific recommendations for community practitioners, partner institutions, and future programs. Maximum two paragraphs total.]

ETHICAL STATEMENT

The community service activity reported in this manuscript was conducted with the informed consent of all participants and with formal approval from [name of partner institution]. All participants took part voluntarily and were free to withdraw at any stage. Personal data were anonymized and stored securely. The cultural values, local norms, and dignity of the target community were respected throughout all stages of program design, implementation, and reporting.

AUTHOR CONTRIBUTIONS

All authors made substantive contributions to this work. Specific contributions are as follows, **RB**: Conceptualization, program design, writing original draft, supervision. **NP**: Data collection, implementation, writing-review & editing. **KP**: Data analysis, visualization, writing-review & editing.

ACKNOWLEDGEMENTS

[Acknowledge institutions, funding agencies, and community partners who contributed to the program but are not listed as authors. Include grant numbers if applicable. If no funding was received, state: This research received no external funding.]

REFERENCES

Reference policy: Minimum 20 references | At least 80% from peer-reviewed journal articles | At least 50% published within the last 5 years | APA 7th Edition | Reference manager required: Mendeley, Zotero, or EndNote.

List all references alphabetically by first author surname in APA 7th Edition format. Use a 0.5-inch hanging indent. Do not number references. Examples:

Journal Article:

Surname, A. B., & Surname, C. D. (2023). Title of article in sentence case. *Journal Name in Italics*, 15(2), 123–145. <https://doi.org/10.xxxx/xxxx>

Book:

Surname, A. B. (2022). *Title of book in italics* (2nd ed.). Publisher Name. <https://doi.org/10.xxxx/xxxx>

NOTE:

Photographic documentation is **optional** and limited to a maximum of **one figure** per manuscript. Authors are strongly encouraged to present program outcomes using tables, charts, graphs, diagrams, and conceptual models.

PREFERRED	DISCOURAGED
Flowcharts and process diagrams	Group photos and ceremonial photos
Graphs and charts of outcome data	Certificate handover photos
Conceptual frameworks, impact models	Activity photos without analytical value
Technology implementation diagrams	Documentation not linked to program data