

ARTICLE TEMPLATE FOR SUBMISSION

General requirements:

- a) The article should take the form of a research paper in the management fields of human resources, finance, operations, and marketing. Manuscript in the form of article reviews cannot be submitted to Performance.
- b) The manuscript submitted to Performance should be an original piece of work; thus, it should not have been previously published or accepted for publication in any other journals/books, in whole or in substantial part, nor should it be simultaneously submitted to any other journal for publication, consideration for publication, or review.
- c) The manuscript is written in Bahasa Indonesia or English, with the author's name, institutional affiliation, and email address included. The soft file format should be in Microsoft Word, with 3 cm margins on all sides, Calibri Light font, size 12, spacing 1.5, and justify.
- d) Manuscripts must fulfill the standards given below and be prepared in accordance with the Performance template before submission. The manuscript that does not meet this requirement may be returned for template/format adjustment before proceeding to the review process.
- e) The manuscript could only be sent through the open journal system (OJS): <http://jos.unsoed.ac.id/index.php/performance/>
- f) The Editor of Performance reserves the right to modify the grammar and spelling of the contained text without reducing or altering its original purpose.

STRUCTURE OF ARTICLE

1. Title. The title in English should be no more than 12 words long.
2. Name of Authors, Institution and Email. Name of authors **without an academic degree**. The email address of the corresponding author must be included.
3. Abstract and Keywords. Abstract are written preferably from **150 to 250 words** and need to be written in English. The abstract should provide summary of purpose of the article, method, result and conclusion. Abstract should also be followed by keywords of 3 to 5 words.
4. Introduction. It explains the research background, the purpose of the research and research contribution.
5. Literature Review and Hypothesis Development, includes previous study literature and describes the hypothesis development.
6. Research Method, describes research plan or research design, research object and target (population and sample), a technique in collecting research data, research model and technique used for analysis.
7. Result and Discussion. Present result of data analysis, hypothesis testing, answer of research question, as well as finding and its discussion.
8. Conclusion. Describes the research conclusion, limitation of the research, suggestions for future research and the implication.



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9. Reference. Authors are encouraged to use reference manager **Mendeley** or **EndNote** for citation and referencing. References used are in the last 10 years with the proportion of $\geq 80\%$ of references used are scientific journals. The list of references is sorted alphabetically with no numbering.

ARTICLE SUBMISSION

Artikel should be in the format of Microsoft Word. Sent by online submission through <http://jos.unsoed.ac.id/index.php/performance> by registering first (for the first time submit article).

WRITING GUIDELINE FOR PERFORMANCE**Write the Title Briefly and Clearly
(no more than 12 words is recommended)**

The title of the article should be concise, interesting and describe the content of the article.

First author^{1*}, Second author², etc.

¹Affiliation, country

²Affiliation, country

*Email corresponding author: xxxx.xxxx@xxx.com

Received 00/00/0000 Revised 00/00/0000 Published 00/00/0000

Abstract(Calibri Light 11, Bold, spasi 1, spacing before 12 pt, after 2 pt)

Abstract should inform the readers briefly about the manuscript's purpose, methods, findings, and values. References are not allowed to be cited in abstract. The abstract is written briefly and clearly in one paragraph (150-250 words). Abstract contains 3-5 keywords or phrases.
(Calibri Light 10, spasi 1, spacing before 0 pt, after 0 pt).

Keywords: variable, variable, variable

INTRODUCTION (Calibri Light 11, Bold, spasi 1,5, spacing before 12 pt, after 2 pt)

This section contains the research background, purpose, contribution (the research benefit from theoretical and practical), novelty should be explicitly written, research result and implication (Practical advice based on research result). Contains about background, research objectives and scope of discussion. (Calibri Light 11, spasi 1, spacing before 0 pt, after 0 pt).

LITERATURE REVIEW AND HYPOTHESIS DEVELOPMENT (Calibri Light 11, Bold, spasi 1,5, spacing before 12 pt, after 2 pt)

This section contain referred literature and linked to the research and hypothesis development. This section contains about theory and literature referenced and linked to writing. Highly recommended that literature referenced is published **no more than 10 years** before with the following order: a reputed international journals, national journals accredited, national journals, international symposiums, national symposiums, textbooks, and daily repute.

For research with hypothesis testing, the hypothesis development is built by supporting theory, previous research, and logical argumentation. After the explanation is formulated, then write your hypothesis with this following format:

H₁: write the formulated hypothesis.

Hypotheses is not mandatory, especially for research with qualitative methods. (Calibri Light 11, spasi 1, spacing before 0 pt, after 0 pt)

RESEARCH METHOD (Calibri Light 11, Bold, spasi 1,5, spacing before 12 pt, after 2 pt)

Basically this section explains how the research was done. The important matter of this section is: (1) research design; (2) population and sample (research target); (3) data collection and instrument development techniques; (4) and data analysis techniques. For research using tools and materials, it is necessary to write down the specifications of the tools and materials. The specification of the tool describes the sophistication of the tool used while the material specifications describe the kinds of materials used. For qualitative research such as classroom action research, ethnography, phenomenology, case study, etc., it is

necessary to add the presence of researchers, research subjects, informants who helped along with ways of digging research data, location and duration of research and description of checks validity of research results. It is best to avoid organizing writing into "sub-heading children" in this section. However, if not inevitable, the way of writing can be seen in the "Results and Discussion" section. (Calibri Light 11, spasi 1, spacing before 0 pt, after 0 pt)

RESULT AND DISCUSSION (Calibri Light 11, Bold, spasi 1,5, spacing before 12 pt, after 2 pt)

This section is a major part of the research article and is usually the longest part of an article. The process of data analysis such as statistical calculation and hypothesis testing process need not be presented. Only the results of the analysis and the results of the hypothesis testing should be reported. Tables and graphs can be used to clarify the presentation of research results verbally. Tables and charts should be commented out or discussed.

For qualitative research, the results section contains detailed sections in the form of sub-topics that relate directly to the focus of the study and the categories.

The discussion in the article aims to: (1) answer the problem formulation and research questions; (2) shows how the findings were obtained; (3) interpreting / interpreting the findings; (4) linking research findings with established knowledge structures; and (5) bring up new theories or modifications to existing theories.

In answering the problem formulation and research questions, the results of the study should be explicitly concluded. Interpretation of the findings is done by using the logic and theories that exist. Findings of field realities are integrated with previous research results or with existing theories. For this purpose, there should be a reference. In bringing about new theories, old theories can be confirmed or rejected, some may need to modify theories of the old theory.

In an article, it is sometimes inevitable to organize the writing of research results into "subtitle children". Here is how to write the organizing format, which shows how to write specific things that cannot be separated from an article. (Calibri Light 11, spasi 1, spacing before 0 pt, after 0 pt).

CONCLUSION (Calibri Light 11, Bold, spasi 1,5, spacing before 12 pt, after 2 pt)

Presented the research conclusion, implication, limitation and advice for future research. Implication is practical advice from result research. Research limitation include all aspects that can be considered by researchers to refine future research. While the research advice is advise for next research based on limitation that cannot be done by researcher in his research.

(Calibri Light 11, spasi 1, spacing before 0 pt, after 0 pt).

Equation

You should write an equation in Calibri Light font or Symbol font. If there are several equations, give the equation number. The number of equations should be in sequence, put on the far right, ie (1), (2), and so on. Use the sign to make the writing of the equation more concise. Use italic font for variables, bold for vector.

$$n = \frac{N}{1+Ne^2} \dots\dots\dots \text{ie (1)}$$

Pictures and Tables

Place the table label above the table, while the image label is at the bottom of the table. Write specific specific tables, eg Table 1, when referring to a table. Examples of writing tables and captions are as follows: Table 1. Table Format Head Table Chart Column Table Sub-head Column Sub-head Column Table of Contents Fill in the table.

Table 1. Table Format

Head Table	Head Table Coloum	
	Sub-head Column	Sub-Head Column
Content	Table Content	Table Content
Content	Table Content	Table Content
Content	Table Content	Table Content

Source: Table Source

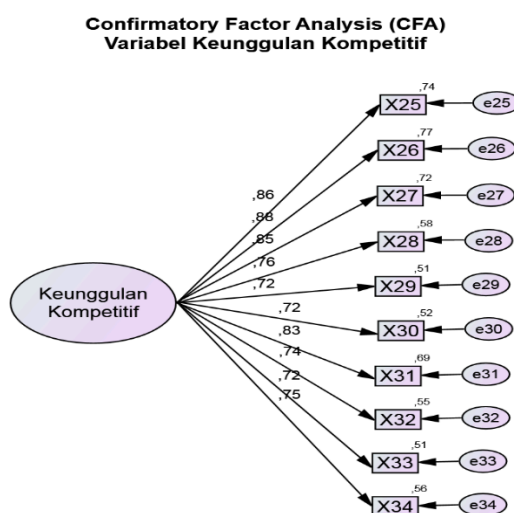


Figure 1. CFA Competitive Advantage

REFERENCE (Calibri Light 12, Bold, spasi 1,5, spacing before 12 pt, after 2 pt)

Article

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxxx>

Example :

Felstead, A., Jewson, N., Phizacklea, A., & Walters, S. (2002). Opportunities to work at home in the context of work-life balance. *Human Resource Management Journal*, 12(1), 54-76.

Book

Author, A. A., & Author, B. B. (Copyright Year). Title of the book (7th ed.). Publisher. DOI or URL.

Example :

Hair, J. F., Black, W. C., Babin, B. J., Anderson, R. E., & Tatham, R. L. (2006). *Multivariate data analysis*. Upper Saddle River, NJ: Pearson Education Inc.

Chapter in an Edited Book

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), Title of the book (2nd ed., pp. #-#). Publisher. DOI or URL.

Example:

Berry, W. (2005). War does not maintain peace or promote freedom. In L. I. Gerdes (Ed.), *War: Opposing viewpoints* (pp. 71-79). Detroit, MI: Greenhaven Press.