**GUIDELINES FOR WRITING BIKOTHETIC JOURNAL ARTICLES**

(Article Title, Approximately 12 Words, Giving an Overview of the Research Conducted, Times New Roman 12, 1-spaced)

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| Received Month DD, 20YY; Revised Month DD, 20YY; Accepted Month DD, 20yy;  Published Online DD, 20yy | **Abstrak**  Sebuah absrak memuat uraian singkat mengenai masalah dan tujuan penelitian, metode yang digunakan, dan hasil penelitian. Tekanan penulisan abstrak terutama pada hasil penelitian. Abstrak ditulis dalam bahasa Indonesia dan Bahasa Inggris. Pengetikan abstrak dilakukan dengan spasi tunggal dengan margin yang lebih sempit dari margin kanan dan kiri teks utama. Kata kunci perlu dicantumkan untuk menggambarkan ranah masalah yang diteliti dan istilah-istilah pokok yang mendasari pelaksanaan penelitian. Kata-kata kunci dapat berupa kata tunggal atau gabungan kata. Jumlah kata-kata kunci 3-5 kata. Kata-kata kunci ini diperlukan untuk komputerisasi. Pencarian judul penelitian dan abstraknya dipermudah dengan kata-kata kunci tersebut..  **Kata Kunci:** isi, format, artikel. (Times New Roman 10, spasi 1)  **Abstract**  An abstract is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purposes. When used, an abstract always appears at the beginning of a manuscript or typescript, acting as the point-of-entry for any given academic paper or patent application. Abstracting and indexing services for various academic disciplines are aimed at compiling a body of literature for that particular subject. Abstract length varies by discipline and publisher requirements. Abstracts are typically sectioned logically as an overview of what appears in the paper.  **Keywords:** content, formatting, article. |
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| **How to Cite:**  Author 1, Author 2. (Year). Title Manuscript. *Jurnal Bikotetik (Bimbingan Dan Konseling: Teori Dan Praktik)* , Vol (No): pp xx-xx | |

# INTRODUCTION

The introduction mainly contains: (1) background; (2) results of literature review; (3) objectives. The length of the introduction is around 2-3 pages and is typed with 1 spacing (or following the writing provisions of the scientific journal where the article is to be published).

The body of the text uses the font:

(Times New Roman 10, regular, spacing 1, spacing before 0 pt, after 0 pt)

# METHODS

Basically, this section explains how the research was conducted. The main materials of this section are: (1) research design; (2) data sources; (3) data collection techniques; (4) and data analysis. For research that uses tools and materials, it is necessary to write the specifications of the tools and materials. The tool specifications describe the sophistication of the tools used while the material specifications describe the types of materials used.

For qualitative research such as classroom action research, ethnography, phenomenology, case studies, and others, it is necessary to add the presence of researchers, research subjects, informants who helped along with the methods of collecting research data, location and duration of the research and a description of checking the validity of the research results.

It is better to avoid organizing writing into "sub-subtitles" in this section. However, if it cannot be avoided, the writing method can be seen in the "Results and Discussion" section.

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# RESULTS AND DISCUSSION

This section is the main part of the research article and is usually the longest part of an article. The research results presented in this section are “clean” results. Data analysis processes such as statistical calculations and hypothesis testing processes do not need to be presented. Only the results of the analysis and the results of the hypothesis testing need to be reported. Tables and graphs can be used to clarify the presentation of research results verbally. Tables and graphs must be commented on or discussed.

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

The discussion in the article aims to:

(1) answer the formulation of the problem and research questions;

(2) show how the findings were obtained;

(3) interpret the findings;

(4) relate the research findings to the established knowledge structure; and

(5) give rise to new theories or modifications to existing theories.

In answering the formulation of the problem and research questions, the research results must be concluded explicitly. Interpretation of the findings is carried out using logic and existing theories. Findings in the form of realities in the field are integrated/associated with previous research results or existing theories. For this purpose, there must be references. In generating new theories, old theories can be confirmed or rejected, some may need to modify the theory from the old theory.

In an article, sometimes it is unavoidable to organize the writing of research results into "sub-headings". The following is how to write the organizational format, which shows how to write special things that cannot be separated from an article.

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**SUMMARY**

**Conclusion**

The conclusion contains a summary of the description of the results and discussion, referring to the research objectives. Based on these two things, new main ideas are developed which are the essence of the research findings.

**Recommendations**

Recommendations are compiled based on the research findings that have been discussed. Recommendations can refer to practical actions, the development of new theories, and/or further research.

The body text uses the font:

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# BIBLIOGRAPHY

Bibliography is a list of written works that the author reads in preparing his article and then used as a reference. In scientific articles, Bibliography must be present as a complement to references and reference source instructions. Writing Bibliography follows the rules in this Guideline.

**Journals**

Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of article in sentence-style capitalisation. *Title of Journal in Italics and Heading-style Capitalisation, vol*(issue), pp–pp. doi URL

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**Conference paper**

Author, A. A., & Author, B. B. (yyyy, Month). Title of paper in italics and sentence-style capitalization. *Paper presented at the Name of the Conference*, Location. Retrieved from http://www.xxx

**Proceedings**

Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of article in sentence-style capitalisation. *Proceedings of the Name of Meeting*, Location, pp–pp. doi:xxxx

Note: Proceedings published in book form should be referenced as for chapters in books.

**Doctoral dissertation**

Author, A. A. (yyyy). *Title of dissertation in italics and sentence-style capitalization* (Doctoral dissertation). Name of Institution, Location. Retrieved from http://www.xxx

**Websites and online resources**

If you refer to an entire website you do not need to include an entry in the reference list. Identify the title of the source and provide the URL in parentheses e.g., … the *Australasian Society for Computers in Learning in Tertiary Education* (http://www.ascilite.org.au/) provides …

More examples are available on the APA page (http://www.apastyle.org/).

Role

Author Name1: Conveys ideas (Example\*)

Author Name2: Improves article writing (Example\*)