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JURNAL KAJIAN INFORMASI & PERPUSTAKAAN

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NO.	EDITING DETAILS	EDITOR ADVICE
	Check the article by section editor using plagiarism checker application, and the similarity rate is not more than 20%.	If it is less than 20% and can be tolerated, it is recommended to be flagged by the editor, so that it can be corrected by the author. If it exceeds 40% and can not be tolerated, it is recommended to reject it. (Allows use of setting the Filter: Exclude Quotes; Exclude Bibliography; Exclude sources that consist 1-5 words)
1	The title contains maximum 12 words, without abbreviations, 14pt. Book Antiqua, Sentence case, Bold, center, space 1, without subtitles and punctuation in English and Bahasa Indonesia.	
2	The names of all authors are written in complete without abbreviation, without a title, 12pt. Book Antiqua, Capital Each Word, Bold, center, space 1	
3	The name of the institution of each author listed only the names of colleges or corporate institutions. Example: Library and Information Science Study Program, Universitas Padjadjaran	
4	The affiliation address of all authors consisting of: Faculties/divisions/departments etc., address, city, postal code, country and email of each author 10pt. Book Antiqua, Capital Each Word, center, space 1	
5	Abstract is written briefly and factually using Book Antiqua letter, size 11.5 pt with text length between 200-250 words, written in 1 (one) paragraph,. Do not use abbreviations or citation in the abstract. Results and conclusions are written in present tense. Abstract includes background of problems, research objectives, research methods, results and conclusions, created in English.	
6	Keywords consist of three to five relevant words/phrases seperated with semicolon, made in English.	

7	Abstrak is written briefly and factually using Book Antiqua letter, size 11.5 pt with text length between 200-250 words, written in 1 (one) paragraph,. Do not use abbreviations or citation in the abstract. Results and conclusions are written in present tense. Abstract includes background of problems, research objectives, research methods, results and conclusions, created in Bahasa Indonesia.	
8	Kata kunci consist of three to five relevant words/phrases seperated with semicolon, made in Bahasa Indonesia.	
9	The Systematics only consists of: **INTRODUCTION,** **RESEARCH METHODS,** **RESULTS AND DISCUSSION,** **CONCLUSION,** **REFERENCES** Sub Chapter made with 11.5 space, Capital, 11.5-point Book Antiqua, bold, left margin.	
10	The manuscript consists of 5.000-7.000 words, Book Antiqua 11,5pt., spacing 1.15, with no page numbering, footnote, foreign languages printed in *ITALIC*, quote more than 3 lines (made 1 space with margin indented).	
11	Throughout the manuscript, each paragraph uses a tab/7 beats, consisting of at least 2 sentences, space 1.15, justify, 11.5 point Book Antiqua.	
12	Throughout the manuscript, all citation follows the style of APA 7th Edition, by consistently quoting. Example: **First citation in text:** Yanto (2017) Bawden and Robinson (2012) Luo, Brancolini, and Kennedy (2017) Wilson, Grizzle, Tuazon, Akyempong, and Cheung (2011) Lin et al. (2010) **Subsequent citation in text:** Yanto (2017) Bawden and Robinson (2012) Lou et al. (2017) Wilson et al. (2011) Lin et al. (2010) **Parenthetical format, first citation in text:** (UNESCO, 2017:20) (UNESCO, 2017) (Bawden & Robinson, 2012) (Luo, Brancolini, & Kennedy, 2017)	

	(Wilson, Grizzle, Tuazon, Akyempong, & Cheung, 2011) (Lin et al., 2010) **Parenthetical format, subsequent citation in text:** (UNESCO, 2017:20) (UNESCO, 2017) (Bawden & Robinson, 2012) (Luo et al., 2017) (Wilson et al., 2011) (Lin et al., 2010) See the tutorial: http://flash1r.apa.org/apastyle/basics/index.htm	
13	There is 1 table or 1 picture in the paper (minimum 1, maximum 6) **Table listing procedure:** • The table is numbered and the table title is placed above the table, the align left margin. • Book Antiqua 10pt, space 1.15 • Sources are listed in the bottom left of the table. • Table is created without vertical line. **See example below**	
14	Figure, all figure in the form of graphics, diagrams, schematics, photos are named with FIGURE, and made in the box/group so as not rupture when the layout created. **Figure listing procedure:** ● The figure are numbered and the figure title, the center margin ● 10-point Book Antiqua, space 1, placed below the figure, center. The source listed in the bottom of the figure. **See example below**	
15	**CONCLUSION** consists of the conclusion should be the answer to the questions and objectives of the study. Conclusions are expressed in a paragraph, not points, and are expressed not in statistical sentences. If necessary, at the end of the conclusion can also be written the things that will be done related to the next idea of the study.	
16	**REFERENCE** ● Follows the APA 7th ed. style ● Arranged by alphabetic and is not segregated between book, online, and other sources ● Each article should has at least ten references. ● All the sources contained in the **references** is a quote stated in the script ● References consist of at least 25 sources with a minimum 80% journal, and 15 sources from international journals that published in the last ten years.	

17	All articles have been written using proper and correct grammar	
18	The entire article has been written using the appropriate punctuation	
19	The entire article has been written with scrupulous without typo	
20	Provide **ASSESSMENT/SCORE** 1-5 for the entire article.	

The Decision Results	Marked with (√)
The article accepted **WITHOUT** changes	
The article accepted **WITH REVISIONS**	
The article **REJECTED**	

EXAMPLE OF THE TABLES INCLUSION

Table 1 (10 pt.)
Jumlah responden guru (10 pt.)

Nama Sekolah	Jumlah Siswa
SMA 21	17
SMA 22	17
SMA 23	18
SMA 24	17
SMA 25	17

Source: Hasil Penelitian, 2015

EXAMPLE OF THE FIGURE INCLUSION

Figure 1. Logo Unpad (10 pt.)
Source: unpad.ac.id, 2016