

**The title is written in sentence case form, 12 words max
(Times New Roman 14, Bold, Centered)**

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ABSTRACT (Times New Roman 12, bold)

Background: Write down the background/context of the research along with the research gaps. **Purpose:** Write down the purpose of the research conducted. **Methods:** Describe the methods used in the study. **Results:** An overview of the results of the research conducted. **Conclusion:** A brief explanation or key points about the answers to the research questions or research objectives. **Implications:** conclusion that can be inferred from the study findings. What are the practical and theoretical implications of the study findings?.

NOTE: Abstract is written concisely and factually, includes the background of research, the purpose of research, the method of research, the result, conclusion, and implication of research. Abstract is written in English and in one paragraph (200-300 words), font is Times New Roman 12 and 1 spacing.

Keywords : first word; second word; third word; fourth word; fifth word

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INTRODUCTION (Times New Roman 12, Bold)

The manuscript was typed in Times New Roman font size 12, 1.5 spaces and Justify. Average margin with the sum of 6500-7000 words in .doc format. The introduction consists of the background or reasons for the research, supporting theories from several references that are the basis of the theory, problem formulation, and writing objectives. The introduction is written in one chapter without subtitles. All presentations in the article are written in essays, without numerical or alphabetical format to separate between chapters/sections or to mark new chapters/sections. On condition that the content requires numbering or bullet listing, write it into flowing paragraphs as follows: (1) one, (2) two, and (3) three.

Citations are written in APA Style or author-date method of in-text citation. The author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

RESEARCH METHOD

The Methods section includes an explanation of the procedures used to conduct the research. The author should

explain the specific research methods used in the research, the technique for selecting the sample or respondents, the procedures for collecting the data, and the technique for analyzing the research question or problem.

RESULTS AND DISCUSSION

The results section contains a description of the main findings of the research, whereas the discussion section interprets the results for readers and provides the significance of the findings.

Discussion should not repeat the results. The authors compile, analyze, evaluate, interpret and compare the results of the latest findings with current research findings. Authors should pay attention to the consistency of articles ranging from titles to bibliography.

Existing tables or images are presented with sufficient explanations and with the inclusion of numbers and titles. Complete the existing tables and images by writing down the sources under each table/ image. The table is created without a vertical border. The writing of the numbers and headings of the table is placed above the table. The numbers and titles of the figures are placed below the figures.

Table format example:

Table 2 Series of Activities

No	Series	Topic
1	Webinar	Starting and Growing Business
2	Webinar	Motivation & Responsiveness
3	Webinar	A Guide to Leading & Managing a Team
4	Webinar	Effective Marketing Strategies for Business: Branding & Content Marketing
5	Webinar	Sales Optimization with social media & e-Commerce
6	Mentoring	Goal Setting
7	Mentoring	Product Value
8	Mentoring	Marketing Strategy

Source: Research Result, 2022

Image and caption writing format example:



Source: Unpad, 2015

Figure 1 Community Service Photo of Padjadjaran University

Avoid using subheadings in the results and discussion sections. Avoid numerical or alphabetical format to separate between chapters/sections or to mark new chapters/sections. On condition that the content requires numbering or

bullet listing, write it into flowing paragraphs as follows: (1) one, (2) two, and (3) three.

CONCLUSION

Conclusions should be the answers to the questions and the purpose of the study. It is intended to help the reader understand why the research should matter to them after they have finished reading the paper. A conclusion is not merely a restatement of the research problem but a synthesis of key points. Conclusions are presented in a single paragraph and avoid statistical sentences.

This section is supplemented by one paragraph of recommendation. It consists of suggestions for actions that should be taken as a result of research findings.

This section is required to be included in the manuscript!

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writing—original draft preparation, X.X.; writing—review and editing, X.X.; visualization, X.X.; supervision, X.X.; project administration, X.X.; funding acquisition, Y.Y. All authors have read and agreed to the published version of the manuscript.”

NOTE: X.X., Y.Y., and Z.Z. are the initial of the author’s name.

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REFERENCES

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