

## Author Guidelines

1. To meet the journal's writing standards, submitted manuscripts shall at least contain; title, abstract, introduction, method, result, discussion, conclusion, suggestion and bibliography
2. The title should clearly describes the research / study substance consisting of a 20 words maximum, using 16pt Arial fontAbstracts are written using English and Indonesian, consisting of 250 words for each, with a maximum of 10 keywords
3. Manuscripts written in Indonesian or English with number of characters allowed at least 4000 words untill 7000 words max.
4. The manuscripts are arranged on the A4 paper layout, with 1 column format, and 2 cm margins on the right, top, bottom and 3 cm on the left side.
5. The letter used is 10pt Arial with single paragraph.
6. The bibliography uses the Vancouver Style method and the author is required to use standard citation apps (Zotero, Mendeley, Endnote, etc.)

## **Publication Ethics**

It is necessary to agree upon common standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer and the publisher.

### **Fair play**

An editor at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

### **Confidentiality**

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### **Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

### **Promptness**

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

### **Confidentiality**

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

### **Standards of Objectivity**

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

### **Acknowledgement of Sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer

should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### **Disclosure and Conflict of Interest**

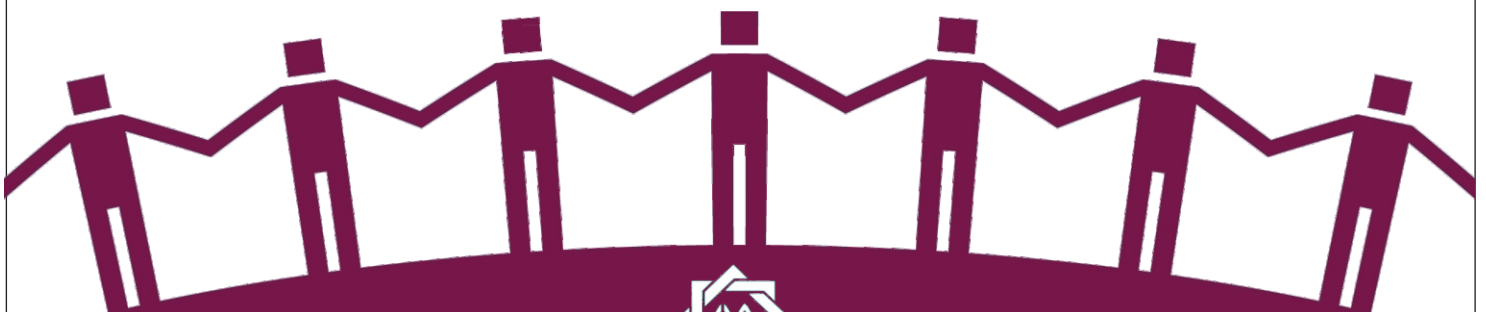
Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

### **Reporting Standards**

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

### **Data Access and Retention**

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.



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