

eISSN 2302-2035 | pISSN 3047-9614

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**Submission Summary**

|  |  |
| --- | --- |
| Submission Language | English / Bahasa Indonesia (delete one) |
| Title | Title in English hereTitle in Bahasa Indonesia here (omit if your submission is fully in English) |
| Subtitle | Subtitle in English hereTitle in Bahasa Indonesia here (omit if your submission is fully in English) |
| Abstract | Abstract in English hereAbstract in Bahasa Indonesia here (omit if your submission is fully in English)  |

|  |
| --- |
| Author list(This form can be edited to fit the number of authors in your submission) |
| NameEmailAffiliationAddressTitle |  |
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| NameEmailAffiliationAddressTitlePhone\* |  |

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**Self-Assessment and Editorial Notes**

Please check and fill this form below and make sure your article is in accordance with our author guidelines and template.

Please upload this file in your submission as supplementary files.

Authors are to fill the Check column with **√** if the items are in accordance with the guidelines, X if the items are not in accordance with the guidelines, Not Used if the items are not used in your submission (e.g. your submission does not contain subtitle, formula, or figures).

If more than 30% of the items are not adequate (excluding the items that are not used in your submission) or this form is not uploaded in the submission, the assigned editors have the rights to reject the submission.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Editorial Review Items** | **Check** **( √ /** X / Not Used **)** | **Editorial Notes** |
| **1** | **TITLE** |  |  |
|  | 15 words maximum |  |  |
| No abbreviations |  |  |
| Times New Roman 14, Capitalize Each Words, **Bold**, Left, Spacing 1 |  |  |
| English title is written in *italic* if the submission is in Bahasa Indonesia |  |  |
| **2** | **SUBTITLE** |  |  |
|  | 15 words maximum |  |  |
| No abbreviations |  |  |
| Times New Roman 12, Sentence case (Capital only on initial letters except if it indicate name, place, and time), **Bold**, Left, Spacing 1 |  |  |
| English subtitle is written in *italic* if the submission is in Bahasa Indonesia |  |  |
| **3** | **AUTHOR’S NAME** |  |  |
|  | All authors are written in full |  |  |
| Without abbreviation |  |  |
| Without an academic degree |  |  |
| Times New Roman 12, Capital Each Word, Bold, Left, Spacing 1 |  |  |
| **4** | **INSTITUTION NAME** |  |  |
|  | The name of each author-listed institution is the department, faculty, university, city or region and country of origin (without abbreviations). For non-university affiliation, please write the department followed by the name of the institution or company (without abbreviations), city or region and country of origin of the institution. **Example**:* Department of Communication Studies, Faculty of Social and Political Science, Tadulako University, Palu, Indonesia
* PT. Telkom Indonesia, Bandung, Indonesia
* Bidang Informasi dan Komunikasi Publik, Dinas Komunikasi, Informatika, Persandian dan Statistik Daerah Provinsi Sulawesi Tengah, Palu, Indonesia
 |  |  |
| Numbering should be based on the number of listed affiliation, not the number of author. If different author have the same affiliation please group them under one affiliation. |  |  |
| **5** | **CORRESPONDENCE** |  |  |
|  | Correspondence is filled with data written in footnote form on the first page, consisting of the full name, title, affiliation, affiliation address, appropriate email of the author. |  |  |
| Times New Roman 8, Left, Spacing 1 |  |  |
| **6** | **ABSTRACT** |  |  |
|  | Written in one paragraph |  |  |
| 15 lines maximum |  |  |
| 200 words maximum |  |  |
| No numbering |  |  |
| Includes the main idea/problems |  |  |
| Includes research objective |  |  |
| Includes methods |  |  |
| Includes results/main point of the discussions |  |  |
| Times New Roman 9, spacing 1, justify |  |  |
| English abstract is written in *italic* if the submission is in Bahasa Indonesia |  |  |
| **7** | **KEYWORDS** |  |  |
|  | 3-5 keywords |  |  |
| Each keyword written in a new line |  |  |
| Capital only on initial letters except if it indicate name, place, and time |  |  |
| Each keyword end with comma (,) |  |  |
| Times New Roman 9, spacing 1, justify |  |  |
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| **8** | **MANUSCRIPT** |  |  |
|  | Times New Roman 12, spacing 1, justify, tab 1.25cm indented in the first line of paraghraph. |  |  |
| Section title written in **bold,** Times New Roman 12, spacing 1, justify, numbered (**1. Introduction, 2. Methods, 3. Results. 4. Discussion, 5. Conclusion)**, indentation left 0 hanging 0.7cm |  |  |
| If necessary, for **3. Results** only can be divided into specific sub-sections, numbered 3.1., 3.2…. in sequence, written in Times New roman 12, spacing 1, justify, indentation left 0 hanging 1cmCapital only on initial letters except if it indicate name, place, and time (see example below this form) |  |  |
| **MANDATORY** systematics only consist of numbered section and non-numbered References as follows:**1. Introduction****2. Methods** **3. Results** (Can be divided into sub-sections as necessary see example below this form)**4. Discussion** **5. Conclusion****References**(Omit other sub-sections besides systematics above) |  |  |
| Consist of minimum 3500 words from Introduction to conclusion |  |  |
| Introduction consists of minimum 1000 words |  |  |
| Methods consists of minimum 250 words |  |  |
| Results consists of minimum 1000 words |  |  |
| Discussion consists of minimum 1000 words |  |  |
| Conclusion consists of minimum 250 words |  |  |
| No numbering and footnote |  |  |
| Foreign language is written in *italic*  |  |  |
| Foreign characters (Arabic, Japanese, Chinese etc.) are written normally to avoid any meaning changes |  |  |
| Quotation of more than 40 words (e.g. interview excerpts) is indented 1.25cm |  |  |
| Each paragraph consist of at least 2 sentences |  |  |
| primary citations only, no secondary citations used (e.g. XXX, 2020, in YYY, 2023) |  |  |
| Conclusion is written in paragraph without numbering, quotation and citation |  |  |
| **9** | **CITATION** |  |  |
|  | Throughout the manuscript, all citations are made using references manager programs such as **Mendeley, Zotero**, etc. or at minimum use your **word processing programs’ reference manager (e.g. Microsoft Word’s Citations & Bibliography can be found in References tab)**. |  |  |
| Throughout the manuscript, all citations are made in American Psychological Association (APA) style of the latest edition (as of 2024, it is 7th edition). |  |  |
| Throughout the manuscript, all citations are made consistently in the end of sentence**Example:** …bla bla bla (Khairil, 2020).**Please avoid using suppressed citations** **Example:** Khairil (2020), bla bla bla ….Direct quotation with the author mentioned should end with the citation and may be written can be written as follows:Khairil stated bla bla bla … (Khairil, 2020). |  |  |
| Citation format is consistently written in English format of APA style (can be seen in your reference program of choice)**Example:** (Khairil et al., 2020)**Please avoid using translated citation format****Example:** (Khairil dkk., 2020) |  |  |
| Quotations from the internet must came from a credible source and include the name of the author/institution, year of posting, title, complete website address, followed by date and time of access. |  |  |
| All quotations quoted in the manuscript, all references are listed in the **References** section**\*Please check one by one** |  |  |
| All quotations quoted in the manuscript, all references are in accordance with the sources listed in the **References** section**\*Please check the suitability of the reference year and the completeness of the author's name.** |  |  |
| **10** | **TABLE, FIGURE AND FORMULA** |  |  |
|  | Tables are created without vertical lines |  |  |
| Horizontal lines only for above and below header (first row) and below the last row |  |  |
| Tables’ title are numbered from the first instance to the last in sequence (1, 2, 3, etc) and not based on sections (1.1, 2.1, 3.2, etc)Written Times New Roman 10, spacing 1, center no indentation starts |  |  |
| Table header is written in Times New Roman, minimum font size is 8 and maximum is 10, spacing 1, **bold**, align center left |  |  |
| Table contents are written in Times New Roman, minimum font size is 8 and maximum is 10, spacing 1, align center left |  |  |
| Table source is listed below the table in a new line, Times New Roman 10, cited directly from your reference manager program of choice and no need to write “Source:” before the actual source (see example below this form)**If the table shows processed data, no need to write the source Example: “Source: Processed data.”** |  |  |
| All forms of figures, both schematics, formula, graphics, diagrams, photos are titled Figure, numbered from the first instance to the last in sequence (1, 2, 3, etc) and not based on sections (1.1, 2.1, 3.2, etc) Written Times New Roman 10, spacing 1, center no indentation starts (see example below this form) |  |  |
| All forms of figures, formula, schematics, graphics, diagrams, photos are of high quality/resolution. |  |  |
| Schematics, graphics and diagrams are to be made flat (without shadow and other effects) and in black and white. |  |  |
| Source are cited directly after the figure titles **Example:** Figure 1. Radicalization method (Khairil, 2020)**If the figure shows processed data, no need to write the source Example:** Figure 1. Radicalization method (Source: Processed data) |  |  |
| If possible, formulas are to be written in equation format in your word processing program of choice.If not possible, formulas are to be added as image with high quality/resolution. |  |  |
| The elements of the formula are not to be explained in short line form under the formula but is described and explained in paragraph form (see example below this form) |  |  |
| **11** | **REFERENCES** |  |  |
|  | Consists of at least 25 sources/reference |  |  |
| Written in the latest edition of APA style (7th edition as of 2024) |  |  |
| Arranged alphabetically |  |  |
| All sources/references listed in the references list are sources that are indeed quoted in the manuscript**\*Please check one by one**  |  |  |
| All citations contained in the manuscript must be the same as the names of the authors and the year in accordance with those listed in the references**\*Please check one by one** |  |  |
| **MUST** include citation sources from articles in various national and international journals |  |  |
| The year of the publication of the references used cannot exceed **five** **years** at the time of submission. If it is not possible, then a maximum of **20% of total references used** may be more than five years. Thus, **80% of total references used** are to be within the five years limitation. |  |  |
| **12** | **GRAMMAR AND EDITING** |  |  |
|  | Articles have been written in complete sentence rules |  |  |
| Articles have been written using appropriate punctuation |  |  |
| Articles have been written carefully without typos |  |  |
| Qotations have been paraphrased |  |  |
| Articles are written in accordance with the template without modifying the parts marked yellow, removing the line number, and or adding elements outside what is permitted in the template. |  |  |
| **EDITORIAL DECISION** |  |

**Example for sub-section within 3. Results section**

|  |
| --- |
| ….….….**3. Results**3.1. Survey results on Faculty of Social and Political Science, Tadulako University….….3.2. Interview results with key informants….….3.3. Opinion mapping….….  |

**Example for tables with source**

Table 1. Cognitive aspects

|  |  |
| --- | --- |
| **Knowledge about Tsunami** | **Score** |
| I know about Tsunami | 3.74 |
| I know the effect of Tsunami | 3.68 |
| I know the symptoms of Tsunami | 3.13 |
| I know the risk of living in vulnerable area | 3.54 |
| I know the mitigation of Tsunami | 3.28 |
| Average | **3.47** |

(Khairil, 2020)

**Example for tables without source**

Table 1. Cognitive aspects

|  |  |
| --- | --- |
| **Knowledge about Tsunami** | **Score** |
| I know about Tsunami | 3.74 |
| I know the effect of Tsunami | 3.68 |
| I know the symptoms of Tsunami | 3.13 |
| I know the risk of living in vulnerable area | 3.54 |
| I know the mitigation of Tsunami | 3.28 |
| Average | **3.47** |

**Example for figures**



Figure 1. Courier robot (Khairil, 2020)

**Example for formula**

$$\frac{-b\pm \sqrt{b^{2}-4ac}}{2a}$$

Figure 1. The a-b formula (Khairil, 2020)

This formula is used to bla bla bla…. In the formula above, $a$ refers to bla bla bla…, $b$ refers to bla bla bla…, and $c$ refers to bla bla bla….. Thus, as per our calculations, the result is XXX. This showed that bla bla bla….