

# GUIDELINE FOR AUTHOR

## 1. Introduction

JKAP (*Jurnal Kebijakan dan Administrasi Publik*), with registered number ISSN: 0852-9213 (Print), ISSN: 2477-4693 (Online) is a scientific multidisciplinary journal published by Public Policies and Administrations Master Program (MPPA) Universitas Gadjah Mada. It is in the national level that covers lot of common problems or issues related to the public administration sciences. The aim of this journal publication is to disseminate the conceptual thoughts or ideas and research results that have been achieved in the area of public administrations and policies.

Online JKAP (*Jurnal Kebijakan dan Administrasi Publik*) was available since 9 July 2015 or since the release of Volume 19, Number 2, Year 2015. This journal was indexed in **DOAJ, Indonesian Scientific Journal Database (ISJD), Indonesia Publication Index (IPI) and Google Scholar**. The JKAP (*Jurnal Kebijakan dan Administrasi Publik*) editorial board invites you to submit your manuscript to be published in this journal. The writing guidelines attach here.

## 2. How to Write the Title, the Name, and the Author's Address

The title of the manuscript should be written on the top of the first page with the center text alignment. Meanwhile, the author's name (without academic degree), and the affiliation address of the author, should be written with the center text alignment also under the title of the article. The author should give two line spaces between the title and the author's name. Then, the space between the author's affiliation address and the abstract title is one space. The keywords must be written below the overall abstract for all words. Those should be arranged in alphabetical order and be separated by semicolon maximally three to five words. Moreover, the title of the article that is written in Bahasa Indonesia should be also stated in English either (look at the example above).

The responsible author, the correspondence author, or the corresponding author must be written first and then followed by the second, the third, and so on. The communication regarding the article revision and the final statement will be informed via email to the correspondence author only. If there is more than one author, the author's names should be written down separately by comma (.). If the author's name consists of at least two words, the first name should not be shorted. If the author's names are only one word, it should be written as it is. However, in the online version it will be written in two words with the same name repeatedly for the purpose of the metadata indexing. (Camdali and Tunc, 2006; Fridman, 2008).

## 3. The Manuscript General Guidelines

The manuscript text general guidelines are as follows:

1. The manuscript is the authentic research result that has not been published yet in other publication media or publishing houses.
2. The manuscript does not contain any plagiarism element. The editorial board will directly reject the text that indicates plagiarism.
3. The manuscript that has been written under the guidelines of JKAP (in MS Word format, use this article template) must be submitted through Online Submission System using Open Journal System (OJS) on the JKAP E-journal portal (<http://journal.ugm.ac.id/jkap>) **choose only one procedure**. Then, register as one of the author or reviewer in the "Register" bottom.
4. The manuscript article writing guidelines and template can be downloaded. **The template and the guidelines of the article writing are available in MS Word (.doc) format.**

5. The manuscript online submission can be viewed in the part of online submission guidelines below.
6. The manuscript which is inappropriate with the JKAP writing guidelines will be returned to the author before the reviewing process.
7. The manuscript should contain several aspects of a scientific article as follows: (subtitles as the order), which are: (a) the title of the article, (b) the author's name (no academic title), (c) the affiliated author's address, (d) the author's email (e) the abstract and the keywords, (f) the introduction, (g) the research method (h), the research findings and discussion (i), the conclusion (j), the references.
8. The subtitles included in the discussion part (Introduction, Methods, Findings and Discussion, and Conclusion) should not be numbered. The subtitles are written in the bold and title case format. It uses the left text alignment without underline. The next expanded subtitles should be written in the bold and sentence case format, It should use the left text alignment and the numbering format level two.
9. The manuscript can be written in English with the standard language. The manuscript should consist of fifteen (15) to twenty five (25) pages including pictures and tables. The manuscript text ought to be written as this article template in the camera ready mode. The article is written on A4-sized papers (210x297 mm), with custom margins as follows: left 25 mm, right 20 mm, bottom 20 mm and top 30 mm.
10. The text of the articles must be in Time New Roman, 12pt font size, 1.5 line-spacing, separated into two columns (except for the main title, the author's name, and the abstract) with the space between columns 10 mm.
11. The words from uncommon or foreign languages are stated in Italic format. For the article in Bahasa Indonesia, foreign terms or words should be avoided. Each paragraph started 10mm from the left side border while there is no spaces among paragraphs. All numbers are written in Arabic numbering format, except for the new sentence.
12. The tables and pictures are placed in the text group after the referenced tables or pictures. Each picture must be given a caption (Figure Caption) below the picture and be numbered in Arabic numbering format followed by the picture title. Each table must be given a table title (Table Caption) and numbered in Arabic numbering format above the table followed by the table title. The pictures attachment should be guaranteed that they can be printed well (font size, resolution and line space are clearly seen). The picture, the table, and the chart should be placed in the center between text groups. If it has a bigger size, it can be placed in the center of page. The table should not contain vertical lines, while horizontal lines are allowed only for the important point.

#### 4. The Guidelines for the Manuscript Body Text

**The title of the manuscript:** The title should be informative and be written both briefly and clearly. It cannot diverse multi interpretations. It has to be pinpoint with the issues that will be discussed. The beginning word is written in capital case and symmetrically. The article title does not contain any uncommon abbreviation. The main ideas should be written first and followed then by its explanations. The article title should be written within twelve words, 14pt-sized font, with the bold selection and in the center text format. Meanwhile, the abstract has to be written within 250 words maximum and followed by with three to five keywords.

**Introduction:** The introduction must contain (sortly and consecutively) a general background and a literature review (state of the art) as the basic of the brand new research question, statements of the brand new scientific article, main research problems, and the hypothesis. In the final part of the introduction, the purpose of the article writing should be stated. In the scientific article format, it does not allow to write down the references as

in the research report. They should be represented in the literature review to show the brand new of the scientific article.

**Methods:** The method is implemented to solve problems, including analytic methods. The methods used in the problem solving of the research are explained in this part.

**Findings and Discussion:** This part consists of the research results and how they are discussed. The results obtained from the research have to be supported by sufficient data. The research results and the discovery must be the answers or the research hypothesis stated previously in the introduction part.

**Conclusion:** This is the final part containing conclusions and advices. The conclusions will be the answers of the hypothesis, the research purposes and the research discoveries. The conclusions should not contain only the repetition of the results and discussions. It should be the summary of the research results as the author expects in the research purposes or the hypothesis. The advices contain suggestions associated with further ideas from the research.

**References:** All the references that used in the article must be listed in this part. In this part, all the used references must be taken from primary sources (scientific journals and the least number is 80% from all the references) that published in the last ten years. Each article should has at least ten references.

#### **5. The Guidelines for the Citations and References**

All the served data or quotes in the article taken from the other author articles should attach the reference sources. The references should use a reference application management such as Mendeley, End Note, or Zotero. The writing format that used in JKAP (Journal of Public Policies and Administrations) follows the format applied by APA 6<sup>th</sup> Edition (*American Psychological Association*).

#### **6. The Guidelines for the Literature Reviews**

The literature reviews should use a reference application management such as Mendeley, End Note, or Zotero. The writing format that used in JKAP (Journal of Public Policies and Administrations) follows the format applied by APA 6<sup>th</sup> Edition (*American Psychological Association*).

#### **7. The Online Submission Manuscript Guidelines**

The manuscript text must be submitted by one of two systems (second procedure is more preferable):

1. The document should submitted by Online Submission System in the JKAP (Journal of Public Policy and Administration) E-journal portal [HERE](#).
2. Firstly, the author should register as either an author or reviewer (checking role as author or reviewer) in the “*Register*” or [HERE](#).
3. After the registration step is completed, log in as an author, click in “New Submission”. The article submission stage consists of five stages, such as: (1). *Start*, (2). *Upload Submission*, (3). *Enter Metadata*, (4). *Upload Supplementary Files*, (5). *Confirmation*.
4. In the “*Start*” column, chose Journal Section (Full Article), check all the checklists.
5. In the “*Upload Submission*” Columns, upload the manuscript files in MSWord format in this column.
6. In the “*Enter Metadata*” columns, fill in with all the author data and affiliation. Including the Journal Title, Abstract and Indexing Keywords.
7. In the “*Upload Supplementary Files*” columns, the author is allowed to upload supplementary files, the statement letter, or any other else.
8. In the “*Confirmation*” columns, if the data you entered are all correct already, then click “*Finish Submission*”.

9. If the author has difficulties in the submission process through the online system, please contact JKAP editorial team at *igpa@ugm.ac.id*.

## PUBLICATION ETHICS

### Duties of Authors

- 1. 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 behaviour and are unacceptable.
- 2. 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.
- 3. Originality and Plagiaris:**

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.
- 4. Multiple, Redundant or Concurrent Publication:**

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.
- 5. Acknowledgement of Sources:**

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.
- 6. Authorship of the Paper:**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.
- 7. Disclosure and Conflicts of Interest:**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.
- 8. Fundamental errors in published works:**

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.
- 9. Hazards and Human or Animal Subjects:**

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

## **Duties of Editors**

### **1. 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.

### **2. 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.

### **3. 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.

### **4. Publication Decisions:**

The editor board journal are responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

### **5. Review of Manuscripts:**

Editor must ensure that each manuscript is initially evaluated by the editor for originality. The editor should organize and use peer review fairly and wisely. Editors should explain their peer review processes in the information for authors and also indicate which parts of the journal are peer reviewed. Editor should use appropriate peer reviewers for papers that are considered for publication by selecting people with sufficient expertise and avoiding those with conflicts of interest.

## **Duties of Reviewers**

### **1. Contribution to Editorial Decisions:**

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

### **2. 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

### **3. Standards of Objectivity:**

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

### **4. 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.

### **5. 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.

6. **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.



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