

**UCAPAN TERIMAKASIH KEPADA PEER REVIEWER PADA TERBITAN
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Author Guidelines

JKAP (Journal of Public Administration and Policy) Article writing guidelines start publishing in 2016

1. Introduction

JKAP (Journal of Public Administration and Policy) with registered number P-ISSN: 0852-9213, e-ISSN: 2477-4693 is a multidisciplinary journal in the national level that covered many main problems in the science of public administration discussion. Specifically, JKAP focuses on the main problems in the development of the science of public administration and policy, but not only limited in the areas as development administration, regional autonomy, and bureaucracy and the state apparatus, decentralization, economic and development science, public management, governance and policy and another social science that covered science of public health, fiscal politics, and regional planning.

Online JKAP (Journal of Public Administration and Policy) was available since 9 July 2015 or since Volume 19, Number 2, Year 2015. This journal was indexed in **Indonesian Scientific Journal Database (ISJD), Indonesia Publication Index (IPI) and Google Scholar**. The JKAP (Journal of Public Administration and Policy) editorial team invited you to submit your article to be published in this journal. The writing guidelines attach <https://goo.gl/9btdyd>.

2. Title Writing, Name and Address of the Author

The title of the article, author name (without academic degree), and the affiliation address of the author, write on the center text alignment in the first pages, below the title of the article. The spaces between line, title, and author's name are two spaces. Then, spaces between author's affiliation address and abstract title is one space. The keywords must be written below of the abstract text for the each words, arrange in alphabetical order and separated by semicolon with the number around three to five words. To the article that writes in Bahasa Indonesia, write the title translation at the abstract beginning that writes in English either (look at the example above).

The responsible author or the correspondence author or the corresponding author must be written first and the following by the second authors, the third, and so on. The communication regarding the article revision and the final decision will be informed via email only to correspondence author. If the author more than one person, write down the author names separated by comma (.). If the author's name consist one to two words, the first name should not be shorted. If the author's name only one word, write down the real name in one word, but in the online version it will be written in two words in the same name that repeatedly shown for the meta data indexing. (Camdali&Tunc,2006; Fridman,2008).

3. Manuscript text General Guidelines

The manuscript text general guidelines as follows:

1. The text is the original research result that never or have not been published in the other publication media.
2. The text must be original, not a plagiarism, and not contain any plagiarism elements. The Editorial Board will be directly rejected the text that indicates of plagiarism.
3. The submitted and publication process is free, without any additional fees.
4. The manuscript text that have been written under the guidelines of JKAP (in MSWord format, use this article template) must be sent via E-mail to Editorial JKAP

(igpa@ugm.ac.id) or Online Submission System in E-journal portal JKAP (<http://journal.ugm.ac.id/jkap>) **choose only one procedure**. Then, register as the author or reviewer in the “Register” bottom.

5. The article writing guidelines and template can be downloaded in this address **Template dan Petunjuk Penulisan Artikel dalam MS Word** (.doc) <https://goo.gl/9btdyd>.
6. The manuscript online submitting guidelines can be found on the part **Petunjuk Submit Online** below.
7. The manuscript text that inappropriate with the JKAP writing guidelines will be returned to the author before the reviewing process will be continued.
8. The manuscript text must contain the scientific research elements (subtitle writes consecutively) as follows: (a) Title of the article, (b) Author’s name (without academic degree), (c) Affiliation address of the author, (d) E-mail address, (e) Abstract and keywords, (f) Introduction, (g) Research Method, (h) Result and Discussion, (i) Conclusion, (j) References.
9. Subtitle writing in the discussion part (Introduction, Theoretical Review, Writing Methods, Result and Discussion, Conclusion) should be numbered in the Arabic numbering order that start from the one. The subtitle writes in the bold and Title Case format and align text the left without underline. The next subtitles write in the bold and Sentence Case format and align text to the left side and use the numbering format level two.
10. The manuscript text can be written in Bahasa Indonesia or English with standard language and the minimum page is 15 pages and maximum page is 25 pages, including pictures and tables. The manuscript text ought to write as this article template in the Camera ready mode. The article ought to write in A4 paper (210x297 mm), with custom margins as follows: left 25 mm, right 20 mm, bottom 20 mm and top 30 mm.
11. The text font in Time New Roman, size font 12pt, line spacing 1.5, split text in to two columns (except for the main title, author’s name, and abstract) and space between columns 10mm.
12. The words in the unusual or foreign language use Italic format. For the article that writes in Bahasa Indonesia, using some foreign terms or words should be avoided. New paragraph starting 10mm from the left side border while among paragraph has not spaces. All number writes in Arabic numbering format, but for the new sentences.
13. The tables and pictures placed in the text group after the referenced tables or pictures. Every picture must be given a caption (Figure Caption) below the picture and numbered in Arabic numbering format followed by the picture title. Every table must be given a table title (Table Caption) and numbered in Arabic numbering format in the top of the table followed by table title. The pictures attach should be guaranteed that it can be printed well (font size, resolution and line size must clear). Picture, table and chart should be placed in the center between text groups or if it has a bigger size, it can be placed in the center of page. Table should not contain vertical lines, while horizontal lines allowed, but only for important point.

4. Particular guidelines for the body text manuscript writing

Article Title: The title is informative and ought to write briefly and clearly and must pinpoint the issues that will be discussed, it does not allow diverse interpretation. In the beginning word writes in capital case and symmetric. The article title does not contain any unusual abbreviation. State your main ideas first and then the explanations. The article title writes in 12 words, size

font 12pt, with the bold selection and center text format. While the abstract writes in maximum 250 words with three to five keywords.

Introduction: The introduction must contains (sort consecutively) general background, literature review (state of the art) as the basic of the brand new research question, statement of the brand new scientific article and main research problem or the hypothesis. In the final part of the introduction, establish the purpose of the article writing. In the scientific article format, not allow to write down the references as in the research report, but represent it in the literature review to show the brand new this scientific article.

Research Methods: The method used to solve the problem, including analytic methods. The methods that used in the research problem solving writes in this part.

Discussion and Result: The discussion and result contains of the research results and the discussion. Write down the discovery results that obtain from the research that was supported by sufficient data. The research results and the discovery must be able to answer or the research hypothesis in the introduction part.

Conclusion: This is a final part that contains the research conclusion and advice. The conclusions explain about the answers from the hypothesis, the research purposes and the research discovery. The conclusion not contains the repetition of the result and discussion, but the summary of the discovery results as the author expected in the research purpose or hypothesis. The advice contains suggestions that associate with the further ideas from the research.

References: All the references that used in the article must be listed in the reference part. In this part, all the used references must be took from primary sources (scientific journal and the minimum number is 80% from the all references) that published in 10 years. Every article has minimum 10 references.

5. Citations and References Writing Guidelines

All the stated data or quotes in the article that took from the other author articles, the author ought to attach the reference source. The references or the citations, writes in the description or text by the name of author and year (Irawan and Salim, 1998). If the original author more than two person, only the first author's name that writes and followed by "dkk" or "et al" (Bezuidenhout dkk., 2009; Roeva, 2012). All the references that used in the text article must be listed in the reference part, and vice versa, all the references that listed references part must be written in the text (Wang dkk., 2011).

6. Reference Writing Guidelines

Writing references should use a reference application management such as Mendeley, End Note, Zotero, and many more. The writing format that used in JKAP (Journal of Administration Public and Policy) is accordance with the format from APA 6th Edition (American Psychological Association).

Reference that took from a scientific journal:

Mohanty, P. K. 1999. Municipality Decentralization and Governance: Autonomy, Accountability and Participation. *Decentralization and Local Politics*. Editor S.N. Jan and P.C. Marthur. Sage Publication. New Delphi. 212-236.

Reference that took from books:

Hicman, G.R dan Lee, D.S. (2001). *Managing Human Resources in The Public Sectors: A Share Responsibility*. Harcourt Collage Publisher. Forth Worth.

Reference that took from a presiding seminar:

Fang, Q., Zhao, F., & Guibas, L. (2003). Lightweight sensing and communication protocols for target enumeration and aggregation. In M. Gerla, A. Ephremides, & M. Srivastava (Eds.), *MobiHoc '03 fourth ACM symposium on mobile ad hoc networking and computing* (pp. 165 –176). New York, NY: ACM Press.

Reference that took from a hand book:

Greisler, David S, Stupak, Ronald J (2007). *Handbook of Technology Management in Public Administration*. New York: CRC Taylor and Francis.

7. Online Submitting Manuscript Guidelines

The manuscript text must be submitted by one of two systems (second procedure will be preferred):

1. Submitting document should be done by Online Submission System in the JKAP (Journal of Public Administration and Policy) E-journal portal <http://journal.ugm.ac.id/jkap/user/register> .
2. First, the author should register as an author or reviewer (checking role as author or reviewer) in the “Register” or <http://journal.ugm.ac.id/jkap/user/register>.
3. After registration completed, log in as an author, click in “New Submission”. The article submits stage consist 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 at MSWord format in this column.
6. In the “*Enter Metadata*” columns, fill out all the author data and affiliation. Following the Journal Title, Abstract and Indexing Keywords.
7. In the “*Upload Supplementary Files*” columns, allowed to upload supplementary data file or the statement letter or other else.
8. In the “*Confirmation*” columns, if all the data that you enter were right, then click “*Finish Submission*”.
9. If the author has difficulties in the submitting process via online system, the manuscript text can be sent by E-mail to JKAP Editorial team at igpa@ugm.ac.id. But, this method is not recommended.