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Author Guidelines

Abstract: Manuscripts written in Bahasa Indonesia should have abstract in both English and Bahasa Indonesia. However, any English article is not required to have abstract in Indonesian language. The content of abstract should include research objective/s, methods, results, and conclusion with a maximum length of 250 words and is completed with at least three key words in alphabetical order.

Keywords: instructions, journal, tataloka, writing

1. Introduction

Original research articles are preferable. However, other types of manuscripts such as review, including book review, conceptual or theoretical framework, and philosophical view, are also welcome. Articles should be systemized as follows: Introduction (should include the literature review), Methods, Findings and Discussion (please include the analysis in this section), and Concluding Remarks (please include the recommendations, if any, here). The typing format of manuscript is as follows: one spacing, font type

Amasis MT 11 pts, A4 paper size, use Word for Windows (preferably the 1997-2003 version), maximum of 7000 words in

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3. How to Write the Abstract

Abstract is a very brief summary of the article, so it should include the problem statement, aim/s, methods, analysis, results, and conclusion. For article in Bahasa Indonesia, abstract should be written in both Bahasa Indonesia and English. The maximum length of abstract is 250 words. Indonesian abstract (*abstrak*) should use Amasis MT fonts 10 pts, while the English abstract should be written in Franklin Gothic Cond 10 pts. The writing format for key words is the same as that for abstract; however, key words should be written in italics.

4. How to Write the Body of Article

The article should be written with left-right alignment using Amasis MT fonts, 11pts. The margin format should be 30 mm top, 30 mm bottom, 30 mm right, and 30 mm left. Header and footer margin is 15 mm. The paper size is A4.

5. Tables and Figures

Title of Table/Figure should well represent the content but be concise at maximum of 12 words. The title of table/figure should be written in bold, center alignment, using Franklin Gothic Demi Cond, 11 pts, while the source of table/figure should be acknowledged immediately after the title in italics using Franklin Gothic Demi Cond, 10 pts, center alignment. For tables, the title and the source should be placed before the table, while for figures the title and the source should be after the figure.

6. Acknowledgement

Any person, institution, and/or other party having contributed in the completion of the manuscript can be acknowledged. For a research based article, at least the funding source/s of the research should be acknowledged.

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4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the **[Author Guidelines \(/index.php/tataloka/about/submissions#authorGuidelines\)](#)**, which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in **[Ensuring a Blind Review \(javascript:openHelp\('http://ejournal2.undip.ac.id/index.php/tataloka/help/view/editorial/topic/000044'\)\)](#)** have been followed.

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