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Author Guidelines

The Board of Editors is pleased to invite you to publish your papers in our journal published twice a year (June and December). The following are the terms and conditions of publishing with IZUMI:

1. The manuscript has not yet been published elsewhere, including in conference proceedings by giving a written statement from the contributor that the article sent does not contain plagiarism.

2. The author must use a template in writing the script. The Article template can be downloaded on the website.

3. The full manuscript is written in good English and sent to the Board of Editors by online submission and review website http://ejournal.undip.ac.id/index.php/izumi or who have other circumstances that prevent online submission must contact the Editors (Email: izumi@live.undip.ac.id) before submission to discuss alternative options.

4. After this submission, the Authors who submit the manuscript will get a confirmation email about the submission. Therefore, the Authors can track their submission status at any time by logging in to the online submission interface. The submission tracking includes the status of the manuscript review and editorial process.

Font and Spacing

The manuscript should be typed in Times New Roman with MS Word, top and left margin 30 mm, bottom and right margin 20mm, single-spaced on quarto (size A4). The recommended number of pages is 8-15 pages, including pictures and tables.

Quotations

Quotations should be integrated into the text, except for those exceeding three lines. Separate quotations should be formatted with Left Indent: 0.5 and Right Indent: 0.5, without quotation marks.

Bullets and Numbering

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering).

Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its separate line.

Bullet and numbering within body text are not recommended. All sentences should be typed as descriptive paragraphs.

Tables

Tables are sequentially numbered with the table title and number above the table (11pt). Tables should be centered in the column OR on the page. A line space should follow tables. Elements of a table should be single-spaced (9pt). However, double spacing can show groupings of data or separate parts within the table. Table headings should be horizontal in 9pt. Tables are referred to in the text by the table number, e.g., Table 1. Do not show the vertical line in the table. There is only a horizontal line that should be shown in the table and table heading. For example:

Table 1. Tables should be placed in the main text near to the first time they are cited.

9 pt, **Title 1**	**Title 2**	**Title 3**
entry 1	data	data
entry 2	data	data [1]

[1] Table may have a footer.

Figures and Charts

Figures and charts are sequentially numbered commencing at 1, for example, with the figure/chart title and number below the figure/chart as shown in Figure 1/Chart Detailed recommendations for figures and charts are as follows:

1   Ensure that figures and charts are clear and legible with typed letterings.

2   Black & white or colored figures and charts are allowed.

3   If a figure or chart spans two columns, it should be placed at the bottom of a page.

Figure 1 Description of what is contained in the first panel

Structure Of The Manuscript

The structure of the manuscript consists of three parts:

1. The Essential Title Page Information

Title: Identify the main issue of the article. Begin with the subject of the article. The title should be accurate, unambiguous, specific, and complete. Do not contain infrequently used abbreviations. The title of the paper should be in max 20 words, 16pt, bold, Title Case, center.

Author Name: Write Author(s) names without a title and professional positions such as Prof, Dr, Production Manager, etc. Do not abbreviate your last/family name. Always give your First and Last names. The author name of the paper should be in 12pt, bold, Capitalize Each Word, center.

Affiliation and Address: Write clear affiliation of all Authors. Affiliation includes the name of university, address, country. Please indicate Corresponding Author (include email address) by adding an asterisk (*) in superscript behind the name. The address at which the author did the work must be retained as the main affiliation address. Superscript Arabic numerals are used for such footnotes. The Affiliation and Address name of the paper should be in 11pt, no bold, center.

Email: Write author's correspondence email in 11pt

2. Abstract and keywords

The abstract: (10pt) a concise and factual abstract is required (max 250 words). The abstract must contain: backgrounds (if any, maximum 2-3 sentences), short clear objectives, short methods, final results or findings, and conclusion. For this reason, references should be avoided, but if essential, cite the author(s) and year(s).

Keywords: (10pt) Keywords are the labels of your manuscript and critical to correct indexing and searching. Therefore the keywords should represent the content and highlight of your article. Provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). These keywords will be used for indexing purposes.

3. Content of Articles

The Content of articles (12pt) is divided into:

Introduction (15-20% of the total article length)

The authors should state <u>the objectives of the work</u> at the end of the introduction section. Before the objective, Authors should provide an <u>adequate background</u>, and very short <u>literature survey</u> in order to record the existing solutions/method, to show which is the best of previous studies, to show the main limitation of the previous research, to show what you hope to achieve (to solve the limitation) and to show what scientific merit or novelties of the paper.

Avoid a detailed literature survey or a summary of the results. Do not describe pieces of literature survey as author by author, but should be presented as a group per method or topic reviewed which refers to some works of literature. Before the objectives and after the literatures review, the author must state the <u>gap analysis or novelties statements</u> to show why does this paper is important and what is unique idea of this paper compared to other previous researchers' suggestions.

Example of novelty statement or the gap analysis statement at the end of Introduction section (after a state of the art of previous research survey): "........ (short summary of background)....... .(put here state of the art or overview of previous researches similar to this research)...... A few researchers focused on .... There have been limited studies concerned on .... Therefore, this research intends to .... The objectives of this research are ....".

Methods (10-15% of the total article length)

The research method for research-based articles consists of descriptions concerning the research design, data sources, data collection, and data analysis.

Results and Discussion (40-60% of the total article length)

Results should be clear and concise. The results should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your results or findings and the previous publications by other researchers. The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

In discussion, it is the most important section of your article. Here you get the chance to sell your data. Make the discussion corresponding to the results, but do not reiterate the results. Often should begin with a brief summary of the main scientific findings (not experimental results).

The following components should be covered in discussion: How do your results relate to the original question or objectives outlined in the Introduction section (what/how)? Do you provide interpretation scientifically for each of your results or findings presented (why)? Are your results consistent with what other investigators have reported (what else)? Or are there any differences?

Conclusion (5-10% of the total article length)

Conclusions should answer the objectives of the research. Tells how your work advances the field from the present state of knowledge. Without clear conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the journal. Do not repeat the abstract, or just list experimental results. Provide a clear scientific justification for your work, and indicate possible applications and extensions. You may also suggest future experiments and/or point out those that are underway.

Acknowledgment (if any/optional, 5-10% of the total article length)

Recognize those who helped in the research, especially funding supporters of your research. Include individuals who have assisted you in your study: Advisors, Financial supporters, or may another supporter, i.e. Proofreaders, Typists, and Suppliers, who may have given materials. Do not acknowledge one of the author's names.

References (10-15% of the total article length)

The minimum number of references should be 15 references. Primarily taken from journals and in the last ten years of publication. Management reference applications, such as Mendeley, Zotero, or Endnote, should be used by authors when citing a reference and creating the bibliography in the manuscript. The reference and citation should be APA (American Psychological Association) style version 6.0. Please ensure that every reference cited in the text is also present in the reference list. The in-text citation, for instance, (Nakayama, 2019); …

Gardiner (2008); (Lyotard, Bennington, & Massumi, 2006); (Nikolajeva & Marvels, 2019) and please hyperlink to references with bookmark. Avoid excessive self-citations. Also, avoid excessive publication citations from the same source. Check each reference to the original source (author's name, volume, number, year, DOI number).

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