**GUIDANCE FOR AUTHORS**

**A.**    **General Rules**

1. Abstract manuscripts and full research articles submitted must be original (zero tolerance for plagiarism). Researchers must use their own research results, not those of others. This manuscript has never been presented at another conference or published in proceedings or journals on a national or international scale.
2. All scientific writing manuscripts are written in the Worddocument(.docx), with Georgian font and numerals; font and numeral sizes are 12, and the lines in the text are spaced out1.15 spaces—page boundaries from the left, right, and bottom and top edges, each 3 cm.
3. Authors must include below the title of the abstract and full article some critical information as follows: (1) Full names of all researchers (it should be noted only researchers who made a real contribution to the study whose names may be included); (2) Full name and address of the institution where they work; (3) the author's email address where he can be contacted.
4. Any sponsorship or potential conflict of interest must be disclosed at the end of the body of the whole research article.
5. Foreign words outside of English are written in italics. Names of people (e.g., Drummond M) or foreign places (Oxford, UK) are not italicized.
6. In submitted article manuscripts, different pictures/photos and tables from the text. The text mentions the place where figures and tables should be placed. Give a title above the table and below the figure. The writing of tables and figures must refer to the APA Style
7. The author's name in citations and references is the last *(last name); this* provision applies to all names of people worldwide, except Indonesian names. For example, the citation of Azrul Azwar's writings in 2009 is (Azwar,2009), not (Azrul,2009) or (Azrul Azwar,2009) behind the quoted phrase. If you want to emphasize the author's name, it can be written as follows: According to Azwar (2009), .... or Azwar Studies (2009) finds,.....

If there are two authors cited, mention both. For example, (Probandari & Utarini,2010). If the citation involves more than two authors, state the first author's name and write et al. for the remainder. For example, (Weinstein et al.,2007). If the citation involves two or more (groups of) authors, state the authors or groups of authors with a semicolon as a separator. For example, (Utarini,2003; Probandari dan Utari,2010).

Suppose citing two studies by the same author in the same year, including the letters a and b after the year. For example, (Freeman,2006a, 2006B).

1. Using Mendeley for writing citations and reference lists are highly recommended.
2. The entire length of the article is not more than 4000 words.

**B.**    **Abstract Templates**

**Title of Publication Manuscript**

**(Center, Georgia 14, Bold)**

[**Title maximum of 12 words and written in capital letters at the beginning of the sentence. The title must be concise and clear in describing the article's contents. Can use creative titles to attract readers. The title should use something other than influence, relationship, and case study. The research location is presented in the method section, not in the title section**]

**First Author1\*, Co-Author2, Co-Author3 (Center, Georgia 10, Bold)**

**1Department, Affiliation, City, Country**

**Corresponding email: name@address.edu**

**(Center, Georgia 10, *spacing after* 6 pt)**

**2 Department, Affiliation, City, Country**

**Email: name@address.edu**

**3Department, Affiliation, City, Country**

**Email:** **name@address.edu**

**Abstract.** Abstract length not exceeding 200 words, written using Georgian letters and numbers 12, single-spaced. The abstract must be structured, including (1) background; (2) research objectives; (3) method; (4) research results; (5) conclusion. The backgroundconsists of 2-3 sentences about the reasons for conducting research with the chosen title. The background ends with a sentence stating the purpose of the research. The method contains research design, target population, samples, sample selection techniques, measuring variables, and data analysis techniques. The results contain the primary and essential findings from the research data analysis. If the research is quantitative, the findings about the relationship/influence of variables or group differences must be followed by an estimate of the magnitude of the relationship/influence/difference, the 95% Confidence Interval, and the p-value, written in brackets, and at the end of the findings. For example, the p-value must be reported to the last three decimal places: p=0.027. For example, they interpreted a particular relationship (OR= 5.67; 95% CI 4.44 to 9.23; P=0.027). The conclusion consists of 1-2 research conclusion sentences. The conclusion section can be added to the implications of the research results. Researchers may only provide advice from the results of research conducted by researchers (i.e., results from other people's research).

**Keywords:** Writing instructions; International Seminar; Untag Surabaya (Maximum five keywords, written in alphabetical order, separated by semicolons)