AUTHOR’S GUIDELINES
Center of Language & Cultural Studies, Surakarta, 7 September 2018

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Upon the completion of the review process, an article will receive an evaluation result as follows:
- Accepted
- Accepted with minor revision
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Step 1: Basic Check
The editor or editorial assistant checks a received manuscript to determine whether it fits the journal’s aim and scope. Manuscripts out of the journal’s scope are rejected. Articles published fully or partly in other publications/websites are not reviewed or accepted.

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Step 3: Peer Review
We use a double-blind system for peer review; both reviewers’ and authors' identities remain anonymous. The submitted manuscript will be reviewed by at least two experts: one editorial staff member as well as one to three external reviewers. The review process may take two to four weeks. In some rare cases, according to the recommendations from editors and reviewers, a second round of peer review may be initiated.

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The decision to accept an article is based on the average score given by reviewers. The reviewers grade a submitted manuscript on a scale of 1 to 5. To be accepted for publication, the manuscript must obtain an average score not less than 2.5. However, we may reject a manuscript with a score higher than 2.5 when an editor or reviewer thinks it is not suitable for publication.

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This is the statement of ethics adapted from the principles of the [Committee on Publication Ethics (COPE)](https://wwwpublicationethics.org/) and covers the code of ethics for chief editor, editorial board members, reviewers and authors.

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- Are only allowed to publish their work elsewhere after receiving a formal rejection from the journal or if their request to withdraw their work is officially accepted by the journal.
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Authors should state their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation. The methods used in the work should be clearly and unambiguously described so that the findings can be repeated and confirmed by other researchers.

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Name of authors listed in a paper should be limited to those who have made a significant contribution to the report. Only those who have made significant contributions should be listed as co-authors. Others who have participated in certain substantive aspects of the work must be acknowledged or listed as contributors. It is the duty of the corresponding author to ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper. All co-authors must approve the final version of the paper and agree to the version of the paper before submission.

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Authors should not publish manuscripts describing essentially the same research output in more than one journal or primary publication. A similar manuscript should not be submitted to more than one journal concurrently as this constitutes as unethical publishing behavior and is unacceptable.
GENERAL GUIDELINES TO WRITE MANUSCRIPT

Research Article

Original paper or research paper promoting results of a research, or review paper as a result of review of literature others’ researches or opinions have been published.

The general organization of the research paper is presented into IMRAD
  Introduction
  Methods
  Results
  Discussion

Inclusion of specific review of theories in the Introduction section to present theoretical evidences as the basic theories or empirical evidences that review the previous studies is allowed. At this stage, the basic organization of the research article would appear as:

First section
  Title
  Author(s)
  Abstract
  Keywords

The body
  1. INTRODUCTION
  2. LITERATURE REVIEW
  3. METHODS
  4. RESULTS
  5. DISCUSSION (or RESULTS AND DISCUSSION)
  6. CONCLUSION

Closing section
  ACKNOWLEDGEMENTS (optional)
  REFERENCES
  APPENDICES (if any)

Review Article

It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.
The general organization of a review article will appear as ICRED.

- Introduction
- Claim
- Reasons
- Evidences
- Discussion

Definitely, a review article will have its organization as follows:

Opening section
- Title
- Author(s)
- Abstract
- Keywords

The Body

1. INTRODUCTION
2. CLAIM
3. REASONS
4. EVIDENCES
5. DISCUSSION
6. CONCLUSION AND IMPLICATION
REFERENCES

General guide to manuscript writing

- Manuscripts **should not be at least 3,500 words and not more than 6,000 words** including references and appendix. Manuscripts that do not adhere to this rule will not be considered for review. Each manuscript must have an abstract **between 100-150 words** and **5 key words**.
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References should be between 10-15% from journals.
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• Authors are required to conform to the References Guidelines (APA style) as given if they want their manuscript to be considered for publication.

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Citation of authors

If there are two authors, cited paper should be written in this way (Hartmann & James, 2001).

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Insert your abstract here following this structure: Introduction, Methods, Results and Implication. Use Times New Roman font size 12. Abstract should be 150-200 words and in one paragraph only. An abstract must be fully self-contained, capsule description of the paper, and meet the word count limitation.

Keywords: 5 keywords separated by a comma {,}

1. INTRODUCTION (12 font)
Use Times New Roman font 12 and single spacing for texts in a paragraph. Paragraphs are justified. It introduces the research background, issues and logics why this study was undertaken, and defines what was the research questions, the hypothesis to be tested or the purposes of the research. The introduction requires a short review of the literature pertaining to the research topic, starting with broad topics and slowly focusing at the work at hand described at around four paragraphs. One to two paragraphs introduce the reader to the general field of the study. The subsequent paragraphs describe how an aspect of this field could be improved. The final paragraph is critical, it clearly states in the first sentence of the paragraph the research questions that the research will answer. The entire introduction should logically end at the research questions and thesis statements or hypothesis. A summary sentence may be added stating how the answer of your question will contribute to the overall of the study.

2. LITERATURE REVIEW
Literature review is a critical summary, classification, and evaluation of existing theory and research on your topics. It addresses a specific and well-defined questions
or set of questions, that outlines the background and history of your research problems, identifies possible methods for your study, assess the strengths and weaknesses of previous studies, provide a conceptual framework and rationale of your study. Literature review is not a laundry of list of studies. You should primarily draw evidence from peer-review journals as the primary sources and books as the secondary sources. It is not the place to express your opinion or point of view, so all statements should be drawn from cited work. Literature review might be integrated in the introduction section before research questions are defined, or it is presented in a separate Literature Review section.

3. METHODS

No spacing between paragraphs. Next paragraphs indent (No spacing). Method section describes: when, where and how was the study done. What materials were used or who was included in the study. The description includes: approach/context of the study, participants, instrument, procedures, data analysis techniques. Method section should be straightforward description of the methods used in your study. Each method should be described in a separate section. Begin in a single section with a statement of the materials used in this study so that readers have the capability to repeat the work in their own intention. Next, describe in separate sections each key procedure and technique used in the study. Keep the explanation brief and concise. Write the method section in the past form. Passive voices are probably most appropriate.

4. RESULTS

Result section is presented in adherence to the research questions. It presents the main data and the results of data analysis. An interpretation and discussion should not be inserted in the result section. You should provide an overview of primary results at the first section, and flow the results in a step-by-step fashion. This overview should follow directly the data analysis plan stated in the method. It requires you fully describe the results of data analysis so that readers can gauge how the findings of your study answer the research questions. Then, present primarily findings followed by any secondary and subgroup findings. Use table, figures or excerpts, such as citation or quotation from interview data, to demonstrate the characteristics of major findings. Avoid redundancy between text, tables, figures, or excerpts.

5. DISCUSSION (or Results and Discussion)

Discussion section might be called as Discussion or Summary of Findings. Discussion section consists of three parts: addressing the hypothesis, problems and limitations, and closing the closing. The purpose is to highlight the major findings from the results section and interpret them. Restate the overall purposes of the study in this section. Then, explain the main findings from the results section. Explain how the findings relate to the purpose of the study, taking into account each research question. Also describe how the results are related to education in general. Discussion section does not need to include any raw data, and statistics. Simply explain the results in language that is easy for a non-researcher to understand. Also
try to integrate the findings into the results of other studies you have cited in the literature review.

6. CONCLUSION AND IMPLICATION

In conclusion section, briefly summarize the overall conclusion of the data analysis based on the purposes of the study. Explain the important of the major findings to educational practice. Typically, in conclusion section the author should: summarize and conclude the results of analysis by restating the main argument, and presenting key conclusions and recommendation; state how the finding applies to the world of practice; state what are the implication for further research; say to what extend your original questions have been answered; and state the limitations of your research.

ACKNOWLEDGEMENT (Optional)

If you received any significant helps in thinking up, designing or carrying out the work, or received materials of funding from someone who did you a favor by supplying them, you must acknowledge their assistance and the services or materials provided. Place any acknowledgement here. We would like to thank xxxxxxx.

REFERENCE (Examples)
[10-15% of references are journal articles]

Primary sources cited from journals must take place 10-15% of overall references in your journal. Proceeding articles, seminar papers, and book references follow. Use APA style for the citation format.

Sections and sub-sections are presented in adherence to the following categories:

1. FIRST LEVEL SUB-HEADING (All Capital Letter, Font 12)
No spacing between paragraphs. Next paragraphs indent. Use numbers in headings and sub-headings.

1.1. Second Level Subheading (First word capitalized, Font 12)
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1.1.1. Third Level Subheading (First word capitalized, Italic, Font 12)
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You can refer to tables in this way: Table 1, 2, 3, 4 and so on.
Refer to Table 1 first, then only insert Table 1 below the text or paragraph (as shown).
**Table 1. Insert title of Table 1 (Font 11)**

<table>
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