

GUIDELINES FOR THE AUTHOR OF THE MANUSCRIPT OF JOURNAL

UNIVERSITAS MEDAN AREA

1. General Requirements of Manuscript Writing: Guidelines for the author of the manuscript can be described as follows.
 - a. Manuscripts written in Indonesian or English with 1.5 line spacing density, Cambria 12, A4 paper size, single column format, and last costum setting margin (top 2.54 cm; left 2.54 cm; bottom 2.54 cm; right 2.54 cm).
 - b. The length of the scientific manuscripts shall not exceed 4000 words or approximately 10-12 pages, in which the included drawings, graphs or tables (if any) are present.
 - c. The terms in a foreign language or regional language in the text are written in italics.
 - d. Literature review is not included as part of the article structure, thus citing the important literature can be integrated into the Introduction chapter or in results and discussion. The citing of the literature in the results and discussions as necessary and preferably is the discussion of the results of the analysis of the data found alone.
2. Scientific Article Structure: In general, the structure of scientific articles research results and non-research scientific articles are relatively the same. In the non-research article there is no part of the research method. The structure of the research articles consists of 10 main sections: (1) Title (2) Ownership Line; (3) Abstract; (4) Keywords; (5) Introduction; (6) Research Methods; (7) Results and Discussion; (8) Conclusion; (9) Acknowledgments and (10) References. The structure of non-research scientific articles is divided into 9 main sections namely: (1) Title; (2) Ownership Line; (3) Abstract; (4) Keywords; (5) Introduction; (6) Discussion; (7) Conclusion; (8) Acknowledgments and (9) References. Each section is given an explanation as follows:
 - a. Title
 - 1) The title should be concise and informative, no more than 15 words, including the liaison and capital letters at the beginning of each word except the liaison. For titles to be short and succinct in 15 words, avoid conjunctive words and reference to objects, places or research materials.
 - 2) The title contains the key words of the topic under study.
 - 3) Cambrian 12 and bold type, with one row spacing (1) spacing.
 - 4) Title in Indonesian and English.
 - 5) Avoid using abbreviations, formulas and references.
 - b. Ownership lines (authorship lines)
 - 1) The line of ownership consists of two parts, namely the names of authors and affiliations of the authors (Study Program / Department, Faculty, University and State)
 - 2) Student affiliation follows the place where the student is studying.
 - 3) Authors' names should be those who actually participate in planning, implementation, analysis of results, discussion, report writing and academic / functional or undergraduate degrees need not be included, Cambria 12 type, with spaced line 1 spacing.

- 4) The name of the institution is listed in full up to the name of the State (Study Program / Department, Faculty, University and State), written under the author's name and postal address, email and facsimile (if any) for correspondence, Cambria 10, line spacing 1 space.
 - 5) If the author is more than one person and comes from a different institution, then all the addresses are listed by giving superscript marks (1), (2), (3) on the back of the author's name in sequence.
 - 6) The name of the correspondence author is marked with an asterisk (*).
 - 7) Cambrian type 10.
- c. Abstract
- 1) Abstract is written in summary and factual, covering research objectives, research methods, results and conclusions.
 - 2) The abstract is written in one paragraph; written in two languages (Indonesian and English); abstract lengths ranging from 150 - 200 words.
 - 3) Avoid unusual referrals and use of abbreviations.
 - 4) Cambrian type 10, with a single line spacing (1) spacing
- d. Keywords
- 1) Keywords consist of 3 to 5 words and / or word groups.
 - 2) Written in order of urgency of the word.
 - 3) Between keywords separated by commas (,).
 - 4) Avoid many connecting words (and, with, that and others).
 - 5) Cambrian type 10, with a single line spacing (1) spacing.
- e. Introduction
- 1) Avoid the sub-sub in the introduction.
 - 2) Introduction should contain the background of problems, problems and research objectives.
 - 3) Percentage of page length between 10-15% of the total length of a manuscript.
 - 4) References are indicated by writing the author's family name / last name and year of issue, regardless of page number.
 - 5) The theoretical basis is displayed in complete, concise, and completely relevant sentences for the purpose of writing scientific articles.
 - 6) Manuscript written with 1.5 line spacing density, Cambria 12
- f. Research Methods
- 1) Inform briefly about the materials and methods used in the study, including the subjects / materials studied, the tools used, the design of the experiment or the design used, the sampling technique, the variables to be measured, the data retrieval technique, the analysis and the statistical model used.
 - 2) Avoid writing excessive statistical formulas.
 - 3) If using a well-known method, name the method name only. If necessary, specify the reference source used as a reference.
 - 4) For qualitative research, research methods can adjust.
 - 5) Manuscript written with 1.5 line spacing density, Cambria 12.
- g. Results and Discussion
- 1) The format of the results of research and discussion is not separated, considering the number of pages available for the author is limited.
 - 2) Manuscript written with 1.5 line spacing density, Cambria 12
 - 3) The results can be presented with support tables, graphics or images as needed, to clarify the presentation of results verbally.

- 4) Tables and charts or captions are arranged in the form of a phrase (not a sentence) succinctly.
- 5) Description of the image / graph is placed under the picture / graph, while the title of the table is placed on it. The title begins with a capital letter.
- 6) Do not repeat writing numbers that have been listed in the table in the text of the discussion. If it will emphasize the results obtained should serve in other forms, such as percentage or difference. To show the number in question, just refer to the table that contains the number.
- 7) In general international journals do not want statistical languages (such as: different, treatment, etc) written in the discussion. Avoid copy and paste tables of statistical analysis results directly from statistical data processing software.
- 8) Sample Tables and Figures

Table 1 (Cambria 10)

Artikel X	N	Ket.
9	Affiliates, Table Titles, Image Titles	
11	Name of author, torso of paper	

Source Table (Cambria 10)

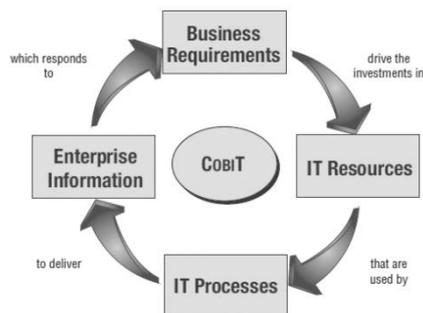


Figure 1. (Cambria 10)

Image Source (Cambria 10)

- 9) The discussion material mainly explores whether the results obtained in accordance with the hypothesis or not, and point out the argument.
- 10) Referral citation in the discussion should not be too long (if necessary avoid).
- 11) Citation results of research or opinions of others should be abstracted and written in the sentence itself (not using the exact same sentence).
- 12) A collection of similar research may be referred to in groups.

h. Conclusion

- 1) The conclusion should be the answer to the research question, and expressed not in statistical sentences.
- 2) Written along one paragraph in essay form, not in numerical form.
- 3) Manuscript written with 1.5 line spacing density, Cambria 12
- 4) Acknowledgments (Optional)
- 5) Acknowledgments are generally placed after the conclusion.
- 6) Contains gratitude to the funding agencies, and or individuals who have assisted in the execution of research and the writing of manuscripts.
- 7) Manuscript written with 1.5 line spacing density, Cambria 12

i. References:

1. General provision of bibliography:

- 1) The references listed in the bibliography are only those references that are actually quoted in the manuscript.
- 2) For the research articles, the references are referenced from about 40% of textbooks and 60% of scientific journal articles.
- 3) Updates of referenced scientific journals shall be considered, at least as a result of relevant publications in the last 10 years.
- 4) The bibliography is arranged alphabetically in alphabetical order of the author's name.
- 5) Author's name: the name shown is the final name (surname) of the author followed by the initial (and middle name) abbreviation if any). If the author is more than one person, then the way of writing is the same. If two or more people, word and use symbol &.
- 6) The writing of the reference title begins with a capital letter on each syllable, except for the conjunctive word.
- 7) Each writing of the name, (year), title of the article and so on ends with a period (.) Before proceeding the next word. Special writing volume (number) journal is given a colon (:) without spacing.
- 8) Manuscript written with row 1 spaced density, Cambria 10
- 9) Examples of writing can be seen in the explanation of each type of literature worth mentioning.

2. Terms of reference writing by reference type:

- 1) If the source is an article in a scientific journal, it is written in the following order: author's name. (year). article title. the name of the journal. Volume (number): page (Journal name is skewed). If the author is more than one, the name is the same and the last author uses &.
 - Example:
 - ✓ Rahmathulla, V.K. Das P. Ramesh, M. & Rajan, R.K. (2007). Growth Rate Pattern and Economic Traits of Silkworm *Bombyx mori*, L under the influence of folic acid administration. *J. Appl. Sci. Environ. Manage.* 11(4): 81-84
 - ✓ Suharyanto, A. (2016). Pusat Aktivitas Ritual Kepercayaan Parmalim di Huta Tinggi Laguboti, *Jurnal Ilmu Pemerintahan dan Sosial Politik UMA*, 4 (2): 182-195.
2. If the literature source is a textbook, it is written in the following order: author's name. (year). book title. volume (if any). edition (if any). publisher city: publisher name (The title of the book is italicized).
 - Example:
 - ✓ Arikunto, S. (2002). *Prosedur Penelitian Suatu Pendekatan Praktek*. Jakarta: Rineka Cipta.
 - ✓ Nawawi, H. (2012). *Metode Penelitian Bidang Sosial*. Yogyakarta: Gajah Mada University Press.
3. If the literature source is a translation book written following the sequence: the name of the original author. (year). book translation. title of translation book. volume (if any). edition (if any). translation. publisher city: publisher name (Book title in italics).
 - Example:
 - ✓ Bourdieu, P. 2010. *Dominasi Maskulin*. Terjemahan Stephanus Anwar Herwinarko. Yogyakarta: Jalasutra.

- ✓ Steel, R.G.D. & Torrie, J.H. 1991. *Prinsip dan Prosedur Statistika: Suatu Pendekatan Biometrik*. Terjemahan B. Sumantri. Jakarta: PT Gramedia Pustaka Utama)
4. If the source of the article in the collection of articles is written in the following order: the name of the author of the article. article title. in: editor name if any followed (Ed) (if single) or (Eds) (if more than one) in parentheses. (year). book title. volume (if any). edition (if any). publisher city: publisher name (The title of the book is italicized).
 - Example:
 - ✓ Ancok, D. Validitas dan Reliabilitas Instrumen Penelitian. dalam: Singarimbun M dan Efendi (Eds). (1999). *Metode penelitian survey*. Jakarta: LP3ES
 - ✓ Linz, J & Stephan, A. Some Thought on Decentralization, Devolution and The Many Varieties of Federal Arrangements. In: Jhosua K (Ed). (2001). *Crafting Indonesian Democracy*. Bandung: Penerbit Mizan
 5. If the source of the article in the proceedings written in the following sequence: the name of the author. (year). title of the seminar. title proceedings. the venue of the seminar. time of operation (article title is italicized).
 - Example:
 - ✓ Setiawan, D. (2015). *Implementasi Pendidikan Karakter di Era Global*. Prosiding Penguatan Kompetensi Guru dalam Membangun Karakter Kewarganegaraan di Era Global. Seminar Nasional dalam Rangka Memperingati Hari Guru. Medan 28 November 2015.
 6. If the source of unpublished scientific papers (eg theses, theses, dissertations and research reports), are written in the following order: author's name. (year). title of research report. name of research project. city publisher: institution publisher / institution (thesis writing / thesis / dissertation / research report in italics)
 - Example:
 - ✓ Latifah, S.S. (2011), Perbedaan Kerja Ilmiah Siswa Sekolah Alam dalam Pembelajaran Sains dengan Pendekatan Pjbl Yang Terintegrasi, *Tesis*. Sekolah Pascasarjana Universitas Pendidikan Indonesia.
 - ✓ Adjuh, R. (2001). Pengaruh Faktor Budaya terhadap Kemiskinan Masyarakat Nelayan di Desa Percut Kabupaten Deli Serdang. *Tesis*. Sekolah Pascasarjana UNIMED.
 7. If the source is an article in a general newspaper / magazine, it is written in the following order: author's name. (year). article title. name of newspaper / magazine. city, publication date and page (Article title is italicized).
 - Example:
 - ✓ Syamsuddin, A. (2008). *Penemuan Hukum Ataupun Perilaku Chaos?* Kompas. Jakarta. 4 Januari. Hlm.16
 - ✓ Kukuh, A. (2008). *Obsesi Pendidikan Gratis Di Semarang*. Suara Merdeka. Semarang 5 Maret. Hlm. L
 8. If the library source is an online journal article, it is written in sequence: author's name. (year). article title. the name of the journal. volume (number): page (The name of the journal is italicized).
 - Example:
 - ✓ Ernada, S.E. (2005). Challenges to The Modern Concept of Human Rights. *J. Sosial-Politika*. 6(11): 1-12
 - ✓ Siregar, N.S.S. (2016). Tingkat Kesadaran Masyarakat Nelayan terhadap Pendidikan Anak, *Jurnal Ilmu Pemerintahan dan Sosial Politik UMA*, 4 (1): 1-10.
 9. If the library source is an online article (internet) with no published place and publisher, it is written in the following order: author's name. (year). article title. Downloaded at website date address (Article title is italicized).
 - Example:

- ✓ Hariyanto, M, (2012). *Ilmu Sosial dan Hegemoni Barat: Tantangan Bagi Ilmuan Sosial Muslim*. Diunduh di <http://muhsinhar.staff.umy.ac.id/ilmu-sosial-dan-hegemoni-barat-tantangan-bagi-ilmuan-sosial-muslim/> tanggal 09 Juli 201
- ✓ Levy, M. (2000). *Environmental scarcity and violent conflict: a debate*. Diunduh di <http://wwics.si.edu/organiza/afil/WWICS/PROGRAMS/DIS/ECS/report2/debate.htm> tanggal 4 Juli.