THE INSTRUCTION OF WRITING AND SENDING ARTICLES TO *AKSARA* PUBLISHED IN 2017

**ARTICLE TITLE**

(*Cambria Math* size 14, **CAPITAL**, **bold,** single space)

Comprehensive title, brief, maximum 15 words. Indonesia or English Title customized with the text

**Title in English**

When **THE ARTICLE TITLE** uses Indonesia**, this Article Title** uses English or vice versa.

*Cambria Math* size 11, Capital Letter on initial, **Bold**, single space)

**First Author a,\*, Second Author  b,\*, Third Author c,\***

a First Author Affiliation Institution

First Author Affiliation Institution Address, City, State

b Second Author Affiliation Institution

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Article accepted: …….; revised: ……; approved: …….

Abstrak (11pt Bold)

Petunjuk ini merupakan format baru sekaligus template artikel yang digunakan pada artikel yang diterbitkan di Aksara mulai penerbitan tahun 2017. Artikel diawali dengan Judul Artikel, Nama Penulis, Alamat Afiliasi Penulis, diikuti dengan abstrak sepanjang 150-200 kata. Khusus untuk Abstrak, teks ditulis dengan margin kiri 35 mm dan margin kanan 30 mm dengan ukuran font 11 pt dan jenis huruf cambria math serta jarak antarbaris satu spasi. Jika artikel berbahasa Indonesia, abstrak harus ditulis dalam bahasa Indonesia dan bahasa Inggris yang baik dan benar. Jika artikel berbahasa Inggris, abstrak harus ditulis dalambahasa Inggris dan bahasa Indonesia. Bagian Abstrak harus memuat inti permasalahan yang akan dikemukakan, metode pemecahannya, dan hasil-hasil temuan ilmiah yang diperoleh serta simpulan. Abstrak hanya boleh dituliskan dalam satu paragraf saja dengan format satu kolom.

**Kata kunci:**petunjuk penulisan; Aksara; template artikel

*Abstract* (11pt Bold)

This is a new author guidelines and article template of Aksara since year 2017 publication. Article should be started by Title of Article followed by Authors Name and Affiliation Address and abstract. This abstract section should be typed in Italic font and font size of 11 pt and number of words of 150-200. Special for the abstract section, please use left margin of 35 mm and right margins of 30 mm. The single spacing should be used between lines in this article. If article is written in Indonesian, the abstract should be typed in Indonesian and English. Meanwhile, if article is written in English, the abstract should be typed in English and Indonesian.The abstract should be typed as concise as possible and should be composed of: problem statement, method, scientific finding results, and short conclusion. The abstract should only be typed in one paragraph and one-column format.

**Keywords:** author guidelines; Aksara; article template

1. **Introduction**

*Aksara* (http://jurnalaksara.kemdikbud.go.id) is a peer-reviewed journal that publishes scientific articles on language, literature, and their teaching. The articles published in Aksara including the results of original scientific research (top priority), the recent reviews article (not a priority), or commentary or criticism of the writing on *Aksara*. Aksara is published by Balai Bahasa Bali. Aksara accepts articles in the field of language, literature, and their teachings from various backgrounds (academic researchers, both nationally and internationally).

The articles published in *Aksara* are the articles that have been through by the peer-reviewers. Decision admissibility of a scientific article in this journal would be the rights of the Board of Editors based on the peer-reviewers recommendation.

**2. Writing Title, Name, and Author Address**

The article title, author name (without academic degrees), and author affiliations address must be written centered on the first page under the title of the article. The distance between the lines between the title and the author's name is double spaces, while the distance between the author affiliations address and the abstract title is single space. Keywords should be written below the abstract for each language, arranged in alphabetical order and separated by commas in 3—5 words. For articles written in Indonesian language, write the titles in English translation under the Indonesian language title (see example above).

 Corresponding Author should be marked with an asterisk followed by a comma "\*)" as the example above. At the bottom of the left column of the first page/abstract should be written sign as a corresponding author and also email address (see example). Communication on the revision of the article and the final decision will only be communicated through email of the Corresponding Author.

If the authors are more than one, write down the names of the authors, separated by a comma (,). If the author's name consists of two words, the first name should not be abbreviated. If the author's name consists of only one word, write the actual name in one word, but in the online version (HTML) it will be written in two words that contain the same name (repeatedly) for the purpose of indexation metadata.

1. **The General Instructions of Writing Article**

The articles which have fulfilled the instructions of writing *Aksara* (in MS Word format, which uses the template of this article) must be submitted through one of the following ways:

1. The submission of articles through e-mail address of *Aksara* (jurnalaksara@yahoo.co.id)
2. The submission of articles through online submission system at jurnalaksara.kemdikbud.go.id/after registering as an author at "register" section.

The instructions of submitting articles via online can be found on the Submit Online Instructions below. The articles which do not follow the instructions of writing *Aksara* will be returned to the author prior to continue the review process.

 The articles should contain scientific article components below (subtitled in order): (a) Article Title, (b) Name of the author (without title), (c) Writer Affiliates Address, (d) Abstract and Keywords, (e) Introduction, (f) methods, (g) Results and Discussions, (h) Conclusions, and (i) References.

 Writing a subtitle on the contents of the article (Introduction, Methods, Results and Discussion, and Conclusion) is not to be numbered. The subtitle is written with bold capital letters and compiled left alignment without underline. Sub-subtitles are in bold with Title Case format and compiled left alignment without number.

 Articles can be written in Indonesian or English in 15 pages, including pictures and tables. The articles should be written according to the article template in print-ready form. Articles should be written in A4 (210 x 297 mm) and with 30 mm left margin, 30 mm right margin, 20 mm bottom margin, and 30 mm top margin. The articles must be written using *Cambria Math* font size 12 pt (except the article title, author name, and abstract) within single space, and in a two-column format (except the article title, author name, and abstract). The distance between the columns is 10 mm.

 Foreign words or terms are written in italics. It is suggested to avoid using foreign terms to articles in Indonesian language. A new paragraph is started 7 mm from the left boundary, while between paragraphs missing spaces between. All numbers are written in Arabic numerals, except at the beginning of the sentence.

Tables and pictures are placed in the text group after the referenced tables or pictures. Each picture must be given Figure Caption above the image and numbered in Arabic numerals followed by the picture title. Each table should be given Table Caption and numbered in Arabic numerals above the table followed by the table title. The pictures should be printed clearly (font size, resolution, and size of the line to be sure printed clearly). Pictures and tables and diagrams/schematics should be placed according to the column among the text, or if too big, it is placed in the middle of the page.

**Picture 1**

**Figure Caption**

**(*Cambria Math* 11, Capital Letter on Initial, bold)**



Source: www.topholidaysbali.com

**Table 1 Table Caption**

**(*Cambria Math* 11, Capital Letter on Initial, bold)**

No. Title Writer Year

1. **Special Instructions in Writing Articles Content**

**ARTICLE TITLE**

The article title should be written briefly and clearly, and must pinpointing issues to be raised, does not allow its diverse interpretations, written entirely in capital letters symmetrically. The article title should not contain abbreviations that are not commonly used. The main ideas put in front followed by other explanations.

**INTRODUCTION**
Introduction should contain (in order) the general background, previous literature review as the basis for claiming a scientific novelty of the article, a statement of scientific novelty, and the research problems or hypothesis. At the end of the introduction, it should be written the purposes of the article. In the scientific article format it is not allowed to show the literature review as in the research report, but manifested in the form of a literature review prior to demonstrate the scientific novelty of the article. Besides, the introduction provides the theoretical basis that is used to analyze the object being studied.

**METHOD**
Method contains the main materials used in the research and the methods used in solving the problems, including analysis methods. The materials written here are only the main materials. The methods used in the completion of the research written in this section. In the method it does not need to define a word that relates to the methods and techniques used.

**RESULTS AND DISCUSSION**

The results of the discussion contain the results of research findings and scientific discussions. Write down the scientific findings obtained from the results of research that has been done, but must be supported by sufficient data. Scientific findings here are not the data of the research results. These scientific findings should be explained scientifically include: What scientific findings are obtained? Why did it happen? Why such a variable trend? All these questions must be explained scientifically, not merely descriptive, if necessary, it should be supported by the phenomena of adequate scientific basis. Furthermore, it should also be explained in comparison with the results of other researchers about the same topic. The results of the research and findings must be able to answer the research hypotheses in the introduction.

**CONCLUSION**
Conclusion describes the response of hypotheses and/or purposes of the research or scientific findings obtained. Conclusion does not contain looping of results and discussion, but rather to a summary of the findings as expected in purpose or hypothesis. If necessary, at the end of the conclusions it can also be written things that will be done associated with further ideas from the research.

**BIBLIOGRAPHY**
All references referred to the article must be listed in the bibliography. Bibliography should contain references derived from primary sources (a minimum of 80% of scientific journals of the total bibliography) published last 10 (ten) years. Each article contains at least ten (10) bibliographical references. Writing in the referral system in the article and writing a bibliography should use *American Psycological Association (APA)* format.

1. **The instructions of Writing Citations/References in the Articles**

When fetching data or quoted from other author, writers must write the reference source. References or citations must be written in the description/text by the author's name, year, and page (Foulcher and Day, 2008, p. 68). If the author is more than two, then just write the name of the first author followed by "et al." (Isabel et al., 2005, p. 15; Herusatoto, 2011, p. 80). All referenced in the text must be listed in the Bibliography, and vice versa, all that is written in the Bibliography should be referenced in the text (Budianta et al., 2003, p. 67).

1. **The instructions of Writing Bibliography**

In Writing Bibliography, it is suggested to use reference management applications, such as Mendeley, End Note, Zotero, or others. The format of writing used in *Aksara* is in accordance with the APA (American Psychological Association) format.

**Reference in the form of magazines/scientific journals**

Andayani, A. (2011). Transformasi Teks dari Pancatantra India ke Tantri Kamandaka Jawa Kuno: Telaah Sastra Bandingan. *Atavisme,* 14(2),p.138–55.

**Reference in the form of book**

Ricour, P. (2014). *Teori Interpretasi: Membelah Makna dalam Anatomi Teks* (p. 75). Yogyakarta: IRCISOD.

**Reference in the form of seminar proceedings**

Kurniawan, A. (2015). Bahasa Indonesia sebagai Medium Penyebaran Wacana Etnis dan Lokalitas. Dalam *Seminar Internasional Kebersamaan dalam Keragaman ASEAN Perspektif Bahasa dan Sastra* (p. 175–87). Yogyakarta, Indonesia: Indonesian Department, Magister of Linguistics, INCULS, and ASALS.

**Reference in the form of dissertation/theses/minithesis:**

Hardiningtyas, P.R. (2012). Wacana Pribumi dan Kaum Kolonial dalam Roman Tetralogi Pulau Buru Karya Pramoedya Ananta Toer. Thesis. Udayana University.

**Reference in the form of HandBook*:***

Mazel, D. (1996). Fluidized Bed Drying.In Glotfelty, C. and Fromm, H. (Eds.) *The Ecocriticisme Reader: Landmarks in Literary Ecology* (pp.137-46).Athens, Georgia: the University of Georgia Press.

**8. Instructions of Submitting Articles Online**

Articles must be submitted through one of the following ways (the second way is preferred):

1. The articles submission preferably with Online Submission System in the Aksara journal page (<http://jurnalaksara.kemdikbud.go.id>)
2. Firstly the author registers as an author (tick role as Author) on the "Register" in <http://jurnalaksara.kemdikbud.go.id/>
3. After logging in as Author, click on "New Submission". The steps consist of five steps: (1). Start, (2). Upload Submission, (3). Enter Metadata, (4). Upload Supplementary Files, (5). Confirmation
4. In the start section, select the Journal Section (Full Article), check the entire checklists
5. In the Upload section, please upload the article file in MS Word
6. In the Enter Metadata section, enter all author data and the affiliates, followed by title and abstract, and indexing keywords
7. In the Upload Supplementary Files section, it is allowed to upload supporting data file or covering letter or other documents
8. In the Confirmation section, please click "Finish Submission" when all the information is correct
9. If the author finds difficulties in the process of submission through the online system, the articles can also be sent via e-mail (jurnalaksara@yahoo.co.id), but this method is not recommended.

**Conclusion**Every article that is sent to *Aksara* should follow this instructions. If the article is not in accordance with these guidelines, it will be return to the author before further process.