

INSTRUCTIONS FOR AUTHORS

(Manuscript Preparation & Submission Guide)

Please read The Arbitrer guidelines and follow these instructions carefully. Manuscripts that not fulfill the instructions will be returned for revision without review. The Chief Executive Editor reserves the right to return manuscripts that are not prepared in accordance with these guidelines.

MANUSCRIPT PREPARATION

Manuscript Types

Arbitrer accepts submission for the following types.

1. REGULAR ARTICLE

Regular articles are full-length original empirical investigations and research, consisting of introduction, materials and methods, results and discussion, conclusions. Original work must provide references and an explanation on research findings that contain new and significant findings.

Note: The article should in 6 and 12 journal pages (excluding the abstract, references, tables and/or figures), a maximum of 20 references, and an abstract of 100–200 words.

2. REVIEW ARTICLE

Review article is critical evaluation of materials about current research that has already been published by organizing, integrating, and evaluating previously published materials. It summarizes the status of knowledge and outline future directions of research within the journal scope. It aims to provide systemic overviews, evaluations and interpretations of research in a given field. The manuscript title must start with "Review Article:".

Note: The articles is about 7-10 pages, include appropriate figures and/or tables, and an abstract of 100–200 words.

Language Accuracy

Arbitrer **emphasizes** on language accuracy. It must be written in **English** with clear and concise grammatical English. The authors are suggest to have the manuscript checked by a colleague or reputable institution. Author must provide submission with **Certificate of Check** from reputable institution.

MANUSCRIPT FORMAT

The paper should be submitted in A4 size with two column. The margin 2.5 cm for each side and 1.5 spacing throughout. The document must be in *MS Word* format with Times New Roman 11-point font. For detail format, refer to **Paper Template**

Manuscript Structure:

Title & Abstract

Title and abstract must be in one column format with following excerpt:

Title

This page should **only** contain the running title of your paper. The running title is an abbreviated title used as the running head on every page of the manuscript. The running title should not exceed 60 characters, counting letters and spaces.

Author(s) and Corresponding author information.

This page should contain the **full title** of your paper not exceeding 25 words, with name(s) of all the authors, institutions and corresponding author's name, institution and full address (Street address, telephone number (including extension), hand phone number, and e-mail address) for editorial correspondence. First and corresponding authors must be clearly indicated.

Abstract

This page should **repeat** the **full title** of your paper with only the **Abstract** (the abstract should be less than 250 words for a Regular Paper and up to 100 words for a Short Communication), and **Keywords**.

Keywords: Not more than eight keywords in alphabetical order must be provided to describe the contents of the manuscript.

Content

Content must be in 2 columns with prepared according to IMRAD (*Introduction, Methods, Results, And Discussion*) along with *Conclusion, References, and Supplementary data* (if available). The Introduction explains the scope and objective of the study in the light of current knowledge on the subject; the Materials and Methods describes how the study was conducted; the Results section reports what was found in the study; and the Discussion section explains meaning and significance of the results and provides suggestions for future directions of research. The manuscript must be prepared according to the Journal's instructions to authors.

Table, Figure, and Image

All tables should be prepared in a form consistent with recent issues of Arbitrer and should be numbered consecutively with Roman numerals. Explanatory material should be given in the table legends and footnotes. Each table should be prepared on a new page, embedded in the manuscript.

When a manuscript is submitted for publication, tables must also be submitted separately as data - .doc, .rtf, Excel or PowerPoint files- because tables submitted as image data cannot be edited for publication and are usually in low-resolution.

Submit an **original** figure or photograph. Line drawings must be clear, with high black and white contrast. Each figure or photograph should be prepared on a new page, embedded in the manuscript for reviewing to keep the file of the manuscript under 5 MB. These should be numbered consecutively with Roman numerals.

Figures or photographs must also be submitted separately as TIFF, JPEG, or Excel files- because figures or photographs submitted in low-resolution embedded in the manuscript cannot be accepted for publication. For electronic figures, create your figures using applications that are capable of preparing high resolution TIFF files. In general, we require **300 dpi** or higher resolution for **coloured and half-tone artwork**, and **1200 dpi or higher** for **line drawings** are required.

NOTE: Failure to comply with these specifications will require new figures and delay in publication.

General rules on Figures and Tables

- All Figures and Tables should be numbered sequentially (e.g. Table 1, Table 2 etc.) and cite each one in your writing as Table 1 or Figure 1.
- All tables should be referenced in the text of the paper and in the reference list.
- Each table should have an individual title. Each word in the title should be italicized and capitalized except with, of, in, and, etc.

References

References begin on their own page and are listed in alphabetical order by the first author's last name. Only references cited within the text should be included. Ensure that in-text (Citation) references are quoted as per the APA in-text citation style. All references should be in 12-point font and double-spaced.

General Guidelines

Abbreviations: Define alphabetically, other than abbreviations that can be used without definition. Words or phrases that are abbreviated in the introduction and following text should be written out in full the first time that they appear in the text, with each abbreviated form in parenthesis. Include the common name or scientific name, or both, of animal and plant materials.

Acknowledgements: Individuals and entities that have provided essential support such as research grants and fellowships and other sources of funding should be acknowledged. Contributions that do not involve researching (clerical assistance or personal acknowledgements) should **not** appear in acknowledgements.

Authors' Affiliation: The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved to another institution, the current address may also be stated in the footer.

Co-Authors: The commonly accepted guideline for authorship is that one must have substantially contributed to the development of the paper and share accountability for the results. Researchers should decide who will be an author and what order they will be listed depending upon their order of importance to the study. Other contributions should be cited in the manuscript's Acknowledgements.

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- The right to enter into separate, additional contractual arrangements for the non-exclusive distribution of the article's published version (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal (Arbitrer).

Footnotes: Current addresses of authors if different from heading may be inserted here.

Page Numbering: Every page of the manuscript, including the title page, references, tables, etc. should be numbered.

Spelling: The journal uses American or British spelling and authors may follow the latest edition of the Oxford Advanced Learner's Dictionary for British spellings.

SUBMISSION OF MANUSCRIPTS

Submission received electronically using the **online submission system** or by emailing to arbitrer@hum.unand.ac.id, and cc. To handoko@hum.unand.ac.id. For more information, go to our web page and click "**Online Submission**".

Submission Checklist

1. **COVER LETTER:** All submissions must be accompanied by a cover letter detailing what you are submitting. Papers are accepted for publication in the journal on the understanding that the article is **original** and the content has **not been published** either **in English** or **any other language(s)** or **submitted for publication elsewhere**. The letter should also briefly describe the research you are reporting, why it is important, and why you think the readers of the journal would be interested in it. The cover letter must also contain an acknowledgement that all authors have contributed significantly, and that all authors have approved the paper for release and are in agreement with its content.

The cover letter of the paper should contain (i) the title; (ii) the full names of the authors; (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus telephone numbers and emails of all the authors. The current address of any author, if different from that where the work was carried out, should be supplied in a footnote.

The above must be stated in the cover letter. Submission of your manuscript will not be accepted until a cover letter has been received.

2. **MANUSCRIPT:** Ensure your MS has followed the Arbitrer style particularly the first four pages as explained earlier. The article should be written in a good academic style and provide an accurate and succinct description of the contents ensuring that grammar and spelling errors have been corrected before submission. It should also not exceed the suggested length.

Please do **not** submit manuscripts to the editor-in-chief or to any other office directly. Any queries must be directed to the **Chief Executive Editor's** office via email to arbitrer@hum.unand.ac.id.

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