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**TITLE – NOT MORE THAN 12 TIMES NEW ROMAN FONT SIZE 12,  
BOLD, CENTRED, UPPERCASE**

**Author’s Name, Times New Roman, Font Size 11, Bold, Centered**

Author(s) email, font size 10, centred, single spacing

*Affiliation (font size 10 in italics, centred)*

(e.g. Sekolah Tinggi Bahasa Asing (STIBA) – IEC Jakarta)

First Received: (the date you send the manuscript)

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**Abstract**

The abstract should be written in one paragraph and between 150-225 words. Times New Roman, font size 11, single spacing. Follow the following pattern: General statement about the importance of the topic, gap in literature or discrepancies between theories and practices, purpose of study, method, main findings, and conclusion.

**Keywords:** *Keyword one, keyword two, keyword three, keyword four, keyword five* – Times New Roman, 11, Italic, single spacing (please provide 3-5 keywords)

**MAIN HEADINGS – FONT SIZE 11, BOLD, CAPITALISED**

**Subheadings – Font size 11, Bold, Sentence case**

*Subheadings – Font size 11, Bold, Italic, Sentence case*

**INTRODUCTION**

The article should be between 10-15 pages (between 5000-6000 words), single-spaced, 11 point Times New Roman font, excluding references and appendices. Use no indent for the first paragraphs and do not leave a space between paragraphs.

The following paragraphs is indented first line 0.75cm.

**REVIEW OF LITERATURE**

Subheading

**METHOD**

**Respondents**

*Subheadings*

**Instruments (if any)**

*Subheadings*

**Procedures**

**Data analysis**

*Subheadings*

**FINDINGS AND DISCUSSION**

**Finding**

**Discussion**

**CONCLUSION**

**ACKNOWLEDGEMENTS (If any)**

Indicate sources of funding or help received in carrying out your study and/or preparing the manuscript if any before the **references**.

**REFERENCES (Examples)**

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Commented [L1]: Online source

Commented [L2]: Chapter in book

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Big drop in students studying O-level literature. (1997, August 16). *The Straits Times*, p. 3.

Creswell, J. W. (2012). *Educational research* (4<sup>th</sup> ed.). Boston, MA: Pearson Education, Inc.

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Flower, L., & Hayes, J. R. (2008). A cognitive process theory of writing. *College Composition and Communication*, 32(4), 365-387.

Curriculum Planning and Development Division. (2007). *Literature in English, teaching syllabus*. Ministry of Education: Singapore.

**Commented [L5]:** Unpublished dissertation/thesis

**Commented [L3]:** Newspaper article

**Commented [L4]:** Book

**Commented [L6]:** Article in Journal

**Commented [L7]:** Publication with no author