

GUIDELINES FOR AUTHOR

SURYA OCTAGON INTERDISCIPLINARY JOURNAL OF SCIENCE

A. Technical details for scientific writing

The technical details encompass two main principles, namely:

1. Details on typing or writing;
2. Structure or sequence;

1. Details on typing or writing

General Guidelines

- The writing shall be in MS Word format
- Page size: A4
- Font: Times New Roman
- Body-text font (apart from the title): 11 points
- Line pacing: 1.5
- Paragraph spacing: default
- Paragraph format: indented
- Page margin 2.5 cm (inside, outside, top, bottom)
- Alignment: justified
- Page numbering: numerical (1, 2, 3, etc.), from the first content page (starting with the introductory chapter)
- Supplementary page numbering format: Roman numbers in lower case (i, ii, iii, iv, etc.), starting with the first page right after the inside-front cover
- Page number position: bottom right
- Title and sub-title format for every chapter:

Aspect	Title	Sub-title
Font size	14 points	12 points
Font case	All capitals, including prepositions	Sentence case, except prepositions in lower case
Position	Centered	Aligned left
Line Spacing	1.5	1.5
Font style	Bold	Bold

Title writing format

- Number of words for every title: 12-15
- Position of by-line: centered, right below the title
- Position of author's origin: centered, below the by-line
- Position of author's email: centered, below the author's origin

Procedure for spacing between parts

- Spacing between parts: Single spacing, press Enter twice to allow for an empty line.

2. Structure of Scientific Writing

- Sequence: Title, abstract, introduction, theoretical framework, methodology of research, elaboration, conclusion, bibliography and attachments (if any, such as interview transcripts and examples of questionnaire).
- Content of abstract: research background and purpose, methodology, result and conclusion of research in an abbreviated version.
- Number of words in the abstract: 150 words (one page), written in Indonesian and English with 3-5 identification keywords.
- Total number of pages: minimum 15 pages, maximum 25 pages.

B. Content of Scientific Writing

While technicalities are important in producing a scientific writing, more so is its content. Following is the format that needs to be adopted.

1. Introduction

The introduction shall contain the background of research, formulation of the issues at hand as well as the purpose of the research. Ideally the introduction shall not exceed 10% of the entire content.

2. Theoretical Outline

In composing the theoretical outline or framework, the author shall explain about the underlying theoretical principles of the research. Based on this theory the author shall develop his/her thoughts into hypothesis. The theoretical outline shall constitute 15-20% of the total content of the paper.

3. Methodology of Research

The methodology comprises the methods of research, time and location of research, sources of data, data collection techniques, and data analysis techniques.

Information on the methodology shall not exceed 10% of the total content of the scientific paper.

4. Discussion

This shall include research data, data analysis process, and explanation on the results of data analysis in its entirety along with, if any, other relevant information from the data analysis process.

After elaborating on the research findings, the author shall discuss the correlation between the outcome of the research and the corresponding theoretical framework, complete with supporting arguments. The content of this discussion shall represent 50-60% of the total content of the scientific paper.

5. Conclusion and Proposition

This contains brief yet important information regarding the result of the research. The author shall explain whether the final outcome of the research conforms to or different from previous researches. The author shall then present propositions such as whether this research can be expanded in the future to establish better results, or whether its outcome can be disseminated for public consumption. The conclusion and proposition shall not exceed 5 % of the overall content of the scientific paper.

6. Bibliography, end notes, and attachments

List of quoted references contained herein shall be placed in the bibliography. Any end note and attachment shall be included here also. The total length of the bibliography shall not exceed five percent of the overall content of the scientific paper.

C. Quotation and Bibliography

1. Writing the quotation

Every source of idea cited in the scientific writing shall be presented in quotation as is, to avoid plagiarism. Reference-list style citation is used in general in citing quotations for a scientific writing. In this regard, you are required to write the source of citation in parenthesis (*parenthetical citation*) combined with the author's sentence, and details of the cited source shall be placed in the bibliography. Such citations generally contain information on:

- The author's surname
- Year of publication
- The cited page's number

This follows American Psychological Association (APA) writing style. There's a number of citation types used here, such as:

- **Direct quotation**

This comprises short and long quotes as contained in the body note.

- a. Short quotes (less than 40 words) shall be written between quotation marks (“...”) with the same font size as its original text.

Example:

John says, “In an uncertain world, printed materials can be put to use in ways that make them powerful” (1999, h. 623).

- b. Long quotes (more than 40 words) shall be written in a new indented single-space paragraph without quotation marks, in smaller font size than that of the original text.

Example:

Trask (1995, h.21) has explained that:

One of the most important characteristics of language is the presence of grammar. The grammar of a language is simply the way it combines smaller element (such as words) into larger elements (such as sentence).

- **Indirect quotation**

This is a partial or complete citing of a source, rewritten in a way that is different from its original version but without trimming its original essence.

In applying an indirect quote, you shall still include the name of the original author, year of publication, and the cited page.

Example:

Original Source: Tyler, 2001, h.21

Culture taken in its wide ethnographic sense is that complex whole which includes knowledge, belief, art, morals, law, custom, and other capabilities and habits acquired by man as a member of society.

Example of quote:

Tyler (2001, h.12) defines culture as society's patterns of behavior and thoughts;

Or

Culture can indicate the patterns of society's thought and behavior. (Tyler, 2001, h.12)

- **Citing more than one source**

In citing many sources from different authors, information about the quotes shall be written in the same format without mentioning the cited pages. You only need to add the surnames of the authors in alphabetical order, also the year of research, separated with semicolon (;).

Example:

Learning about reading in children's environment has brought various impacts. (Albright, Wayne, & Fortinbras, 2004; Gibson, 2011; Smith & Wexwood, 2010).

- **Citing more than three original authors**

The same citation format is used when you quote from more than two authors' books or journals. You only need to add the words *et.al.* after the first author's surname.

Example:

Author's Name	Author's Name in Quotation
Sharp, Aarons, Wittenberg, & Gittens, 2007	(Sharp, et.al, 2007)

- **Citing the same author and year of publication from different books**

The same format is used when quoting from an author who presents the same statement twice in the same year but in different books. Information about the quotation shall be written like in the previous format, with an addition of the letter *a* and *b* beside the year of publication.

Example:

Several researches conducted so far (Derryberry & Reed, 2005*a*, 2005*b*) show that

- **Quotation from online sources that are similar to their printed sources**

The same format is used for quoting from online sources that are similar to their printed sources such as from books (author's surname, year of publication, and the cited page).

Authors of scientific papers are not supposed to quote from online sources that do not contain details of the sources such as full name, year of research or publication, and the URL. Given this, authors of scientific papers should avoid relying on online material as their primary source of citation.

- **Quotation from Conversations (*e-mail*, meetings, etc.)**

Information about quotation from personal conversations such as through email or private meetings should include the source's name along with the phrase of "personal communication," as well as the date, month, and year of the conversation.

Example:

The novelist has repeated this idea recently (Salman Rushdie, personal communication, May 1, 1995).

- **Quotation for End Notes**

Quotations that need further details should be put in the end notes before the bibliography. End notes are marked numerically (1, 2, 3) and are positioned in superscript style next to the quotation.

Example:

Hinton (2001) views monolingualism as a "new policy of respect" that binds the process of change in revitalization of language."¹

¹ See Wiley (2001) for further details on Native American Language Acts.

2. How to Write Bibliography

Sources of citations documented in the body of the writing should also be listed in the bibliography to allow readers to find further details of the sources. Scientific writings usually use such kind of reference as follows:

Bibliography from Primary Sources:

Book

a. One book by one author

The author's surname and first name. Year of publication. *Title of book: subtitle*. Place of publication: Name of publishing institution.

Diamond, J. 1997. *Guns, germs, and steel: the fates of human societies*. New York: W.W. Norton and Company.

b. Two books by one author

The author's surname and first name. year of publication a. *Title of book: subtitle*. Place of publication: Name of publishing institution.

Elster, J. 1989a. *The cement of society: a study of social order*. Cambridge: Cambridge University Press.

Elster, J. 1989b. *Nuts and bolts for the social sciences*. Cambridge: Cambridge University Press.

c. Books by many authors

Two Authors

First author's surname, second author's surname. Year of publication. *Title of book: subtitle*. Place of publication. Name of publishing institution.

Bird, K., dan Sherwin, J. 2005. *American Prometheus: the triumph and tragedy of J. Robert Oppenheimer*. New York: Alfred A. Knopf.

Three Authors

First author's surname and first name, second author's surname and first name, third author's surname and first name. Year of publication. *Title of book: subtitle*. Place of publication: Name of publishing institution.

Meinbach, A.M., Rothlein, L., dan Fredicks, A.D. 1995. *The complete guide to thematic units: creating the integrated curriculum*. Norwood, MA: Christopher-Gorden Publishers, Inc.

Six or More Authors

First author's surname and first name, et al. Year of publication. *Title of book: subtitle*. Place of publication. Name of publishing institution.

Howe, D., et al. 1991. *Teaching young children using themes*. Glenview, IL: Good Year Books.

d. Book by an Editor or Translator

Author's surname and first name (ed.). Year of publication. *Title of book: subtitle*. Place of publication: Name of publishing institution.

Harley, J.B. (ed.). 2002. *The new nature of maps: essays in the history of cartography*. Baltimore: Johns Hopkins University Press.

Pluralize *ed.* as *eds.* for many editors. Or use *trans.* in place of *eds* if it is translated either by one translator or more.

Fulop, Timothy E. dan Albert J. Raboteau. (eds.). 1997. *African-American religion: interpretive essays in history and culture*. New York: Routledge.

e. Article in a Book by an Editor

Surname and first name of the chapter's writer. Year of publication. "Title of the chapter." In: Name of Editor (ed.), *Title of Book: Subtitle* (cited chapter's page). Place of publication: Name of publishing institution.

Keohane, R. 1983. "The demand for international regimes." In: S. Krasner (Ed.), *International Regimes* (p.56-67). Ithaca, NY: Cornell University Press.

f. Book with Edition Number

Author's surname and first name. Year of publication. *Title of book: subtitle* (Edition number ed.). Place of Publication: Name of publishing institution.

Daniels, R. 2002. *Coming to America: a history of immigration and ethnicity in American life* (2nd ed.). New York: Harper Perennial.

g. Book with Edition Number, without Author

Title of book: subtitle (Edition number, ed.). Year of publication. Place of publication: Name of publishing institution.

Publication manual of American psychological association (5th ed.). 2001. Washington, DC: American Psychological Association.

Article from Journal

Article from Print Journal

Author's surname and first name. Year of publication. Title of article: subtitle. *Name of Journal*, Number, Volume (number if any), page.

Nayar, Pramod K. 2005. Marvelous excesses: English travel writing and India. *Journal of British Studies*, 44 (2), 213-38.

Article from Online Journal

Author's surname and first name, Year of publication. Title of article: subtitle. *Name of Journal*, Number, Volume (number if any), page. Obtained on: date, month, year; from URL.

McFarland, Daniel A. 2006. Resistance as a social drama: a study of change-oriented encounters. *American Journal of Sociology*, 109 (6). Obtained on 3 May 2006 from <http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html>

Bibliography from Secondary Sources

- Scientific writings that have not yet been published (**academic paper, thesis, dissertation**)
Author's surname and first name. Year of publication. *Title: subtitle*. Unpublished thesis/dissertation. Name of university, City.

Reid, P. 1998. *Beginning therapists and difficult clients: an exploratory study*. Unpublished Master's thesis, University of Massachusetts, Amherst.

- **Magazine**

Author's surname and first name. Year of publication. "Title: subtitle." In *Name of Magazine*, Edition Number. (Month of publication, Volume). Place of publication.

Semiawan, C. 1989. "Perkembangan sikap persahabatan pada anak-anak". In *Pertiwi* 83. (June, III). Jakarta.

- **Newspaper**

Author's surname and first name, Year of publication. "Title: subtitle." In *Name of Newspaper*.
Date, Month, Year of Edition. Place.

Simanungkalit, T. 2006. "Masih belajar di tingkat dua demokrasi kita." In *Prioritas*. 4 May 2006.
Jakarta.

- **Government Regulations**

Name of Institution. Year of Publication. *Title of government regulation* (number of regulation).
Place of Issuance. Name of Issuing Institution.

Kementerian Pendidikan Nasional Republik Indonesia. 2011. *Pedoman akreditasi terbitan berkala ilmiah* (nomor 49/Dikti/Kep/2011). Jakarta: Direktorat Jenderal Pendidikan Tinggi.

- **Web pages**

Author's surname and first name. Year of Publication. *Title of the page: subtitle*. Obtained on:
date, month, year, from name of publisher, URL.

Chou, L., McClintock, R., Moretti, F. & Nix, D. H. 1993. *Technology and education: new wine in new bottles: choosing pasts and imagining educational futures*. Obtained on 24 August 2000 from Columbia University, Institute for Learning Technologies Web site:
<http://www.ilt.columbia.edu/publications/papers/newwine1.html>

Use of reference application

The use of reference apps can facilitate the author in documenting sources of citations used in the body of the writing. Some of the apps commonly used for the purpose are EndNote, Zotero, Mendeley, and RefWorks.

D. Illustration in scientific writing

Illustrations are supporting elements of a scientific writing. They can comprise tables and pictures (graphics, photographs, diagrams, maps, ect).

The terms of picture and table are not used simultaneously in a given context. Either of them may be used consistently.

Following is a complete description of the use of illustrations in scientific writings.

Table

- Numbering in the title of the table is presented in numerical. (1, 2, 3) (Example: Table 1, Table 2, etc.).
- Lines of table: drawn horizontally, with no vertical lines.
- Title of table: Top, centered, only the first letter of every word is capitalized, except for prepositions which should be in lower case).
- Position of table: centered on page
- Every column of the table has a centered heading.
- Table numbering: written in decimal.
- Paper layout: portrait for simple table; landscape for extended one with many columns.
- Caption for picture or table should be put in the body of the text.

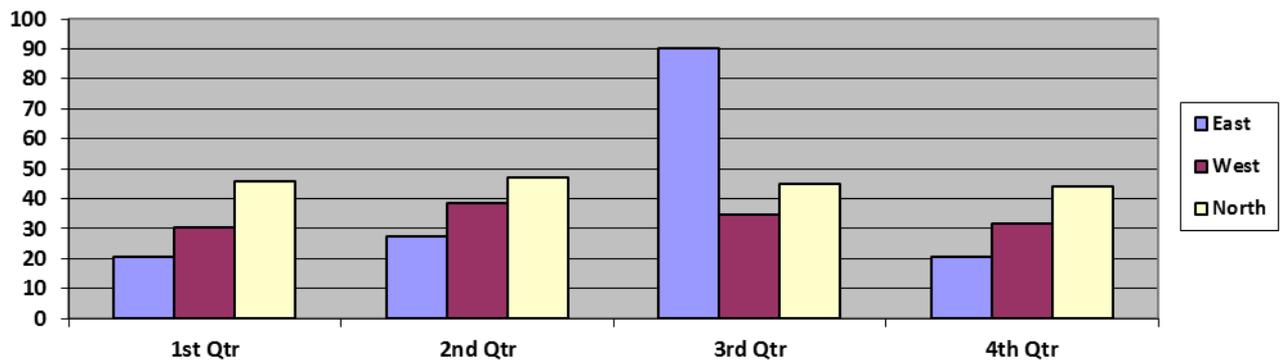
Table format example:

No	Heading 1	Heading 2
1		
2		
3		

Picture

- Pictures include graphics, photographs, diagrams, maps, etc.
- Title of the picture: bottom, cetered, only the first letter of every word is capitalized, except prepositions which should be in lower case.
- Size of picture: minium width 0.2 cm; maximum width 18 cm (2 columns)
- Position of picture: centered
- Using consistent numbers, fonts, and symbols for corresponding pictures.
- Caption should be placed in the body of the text.

Example of Graphics



Graph 1. Title of Graphic

Reference

Turabian, K. 2007. *A manual for writers of research papers, theses, and dissertations: 7th Edition*. USA: The University of Chicago Press.

American Psychological Association (APA) style On-line. Retrieved from: <http://www.apastyle.org/>

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