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NO.	DETAILS	DONE	NOTE
1	Check the article by section editor using plagiarism checker application, and the similarity rate is not more than 20%		If it exceeds 20% and can not be tolerated, it is recommended to reject it. If it is less than 20% and can be tolerated, it is recommended to be flagged by the editor, so that it can be corrected by the author
2	The title contain maximum 12 words, without abbreviations, 16-point Cambria, Bold, Align Left, without subtitles. For article in Bahasa Indonesia, title is also in Bahasa Indonesia.		
3	The names of all authors are completely written without title, 12-point Cambria, Capital Each Word, Align left		
4	Institution of each author listed should be complete with the City and Country Example: Sekolah Tinggi Ilmu Komunikasi LSPR, Jakarta, Indonesia		
5	The author's email address, the email is listed with the appropriate name. Inappropriate example: akumenggemaskan@gmail.com		
6	The correspondence of all authors are written in footnote form on the first page, consisting of: full name, title, institution, institution address, email of each author, Written in Calibri 9 pt.		
7	Abstract Bahasa Indonesia, made in essay form consists of intro, purpose, method, conclusion, written in 1 (one) paragraph, 11 point Cambria, space 1.15, paragraph justify, 200 words, no numbering		
8	Keywords consist of 5 relevant words/ phrases, made in Bahasa Indonesia		
9	English Abstract for article in Bahasa Indonesia: The title contain maximum		

	12 words, without abbreviations, 14-point Cambria, Capitalize Each Word, Bold, align left, space 1, without subtitles and punctuation, made in English		
10	Abstract, made in essay form consists of intro, purpose, method, conclusion, written in 1 (one) paragraph, 11-point Cambria, paragraph justify, 200-250 words, no numbering, created in English		
11	Keywords consist of 5 relevant words/ phrases, in English		
12	The article consist of : • INTRODUCTION, • METHOD • RESULTS AND DISCUSSION, • CONCLUSIONS, • REFERENCE Please refer to the Author Guidelines and template.		
13	The manuscript consists of 6000 - 9000 words, page numbering will follow previous article, footnote, foreign languages in *ITALIC*, quote more than 3 lines (made 1 space with margin indented).		
14	Throughout the manuscript, each paragraph consist of at least 2 sentences, space 1.15, justify, 12 point Cambria.		
15	Throughout the manuscript, all citation follows the style of APA, by consistently quoting. (Check the guidelines)		
16	Table listing procedure: Follow the article template.		
17	Pictures, all pictures in the form of graphics, diagrams, schematics, photos are named with PICTURE, and made in the box/group so as not rupture when the layout created. Remember to follow the article template.		
18	Conclusion should answers the research objectives. Recommendations are made in paragraph without numbering.		
19	Reference are minimum 15 reference sources		

20	Reference follows the APA style		
21	Alphabeticaly alligned		
22	All the sources contained in the reference must be stated in the script (Editor should double check)		
23	All quotes contained in the text should be listed in the reference		
24	Reference consist of 60% of Journal/primary referrals		
25	Reference consist of 80% reference sources not more than 10 years		
26	Articles in Bahasa Indonesia must use EYD, slang words should be "_" and italic.		
27	Correct typos ;)		

RESULT

ACCEPTED without changes (Changes already covered by the editor)	ACCEPTED with editing revisions	REJECTED

ASSESSMENT/SCORE 1-5 for the entire article.	