

WRITING GUIDELINES TEXT JOURNAL OF ECONOMIC AND REGIONAL FINANCIAL STUDY

A. GENERAL REQUIREMENTS FOR TEXT WRITING

1. The manuscript has never been published or is not in the process of being submitted for publication to other media and does not contain plagiarism with a written statement from the author;
2. The manuscript is the result of research or conceptual writing. ± 20 pages written in Indonesian or English **B5** size paper (**182 x 257 mm**), and spaced **1^{1/2}** and include an abstract in English for articles in Indonesian and Indonesian to English language articles by the number of words between **50-75** word, accompanied by key words (*keyword*);
3. The author's short data is listed as a *foot note* on the first page of the text;
4. The manuscript is typed using the **Arial 11** letter with the Microsoft Word program. **The upper, lower and left right margin limits** are ± 1 inch , or **54 cm** , or normal in page margin settings;
5. The manuscript is sent via online submission of the KEUDA Journal at: <http://www.ejournal.mkduncen.ac.id> (*directly click list / register*);
6. All manuscripts that enter the editor will go through a blind review process by sustainable partners after review by the editor. The manuscript that is loaded will be edited again by the editor without changing the substance of the content;

B. STRUCTURE OF SCIENTIFIC TEXT

Title

1. The title should be concise, effective and informative, with a total of 12 words include conjunctions.
2. Font type Arial 16, with a row spacing 1 space.

Author Identity

1. The article is accompanied by the author's identity which includes: Author's name without an academic degree (Arial 12 is thickened), institutional affiliation of the author, institutional address, and e-mail (Arial 10, distance 1 space).
2. Institutional affiliation of students follows the place where they are concerned.
3. The author's name and the author's order (if more than one author) must be agreed upon by all authors, usually based on their size contribution and participation in the conduct of research and report writing, and all authors are responsible for fill in the article.

Abstract

1. Abstract is written in a concise and factual manner, covering research objectives, research methods, results and conclusions.
2. Abstracts are written in English and Indonesian, long abstracts ranging from 150-250 words in one paragraph, Arial letters 10.

Keywords

1. Keywords consist of 3-5 words and or groups of words.
2. Words are *italic*, between keywords separated by semicolons (;)

Preliminary

1. **INTRODUCTION** written in uppercase, 1 spacing and thickened.
2. The introduction should contain background problems; hypothesis (if any), purpose and method of research; generally articles not too extensive, about 3 pages **1^{1/2}** spaces; the introduction refers to several libraries which are the basis of theory or reason research.

Results and Discussion

1. **RESULTS AND DISCUSSION** written uppercase, spacing **1^{1/2}** space and thickened.
2. The presentation in the results and discussion are written systematically, only the results of data / information related to the research objectives; simplify tables and use open tables, and map images are more focused on the object under study and not too large file size and complicated (attempted in JPG format); tables and images are numbered.
3. Use of subtitles in discussion according to the needs of the discussion.
4. Reference source citation techniques use footnotes, using the *Chicago Manual of Style* citation system *16th edition (full note, no ibid)* Arial 10 font, see the example in the technical provisions for writing footnotes.

Conclusion

1. **CONCLUSIONS** are capitalised, spaced 1 space and thickened.
2. Conclusions should be answers to research questions, and expressed not in statistical sentences.

Thank-you note

1. When there **ACKNOWLEDGEMENTS**, written in capital letters, spacing **1^{1/2}** spaces and bolded
2. Contains gratitude to the funding institutions, and or individuals who have assist in conducting research and writing articles.

Bibliography

1. **REFERENCES** are written in the middle with uppercase letters, distance 1 spaced and thickened
2. The literature listed in the bibliography only contains sources referenced or quoted in the article.
3. Reference sources referred to in the article, should refer to one or several scientific journal articles.
4. Articles should refer to or quote one or more Journal articles

5. Bibliography writing techniques, using the *Chicago citation system Manual of Style 16^{years} edition (full note, no ibid) Arial font 11* . More details can be seen in the technical provisions for writing bibliography.

C. TECHNICAL PROVISIONS OF TEXT WRITING

Quoting Writing

1. Reference citation in the discussion should not be too long.
2. Direct quotes of less than five lines written between unified full quotes in paragraph and italic.
3. Direct quotes of five or more lines are written in separate paragraphs without quotation marks. The writing position is given a straight indent with the beginning line of paragraph.
4. Indirect quotation is the citation of a text that is abstracted and written in own sentence, written as part of paragraph without quotation marks.
5. Quoting the results of research or other people's opinions, you should use a quote indirect (using the sentence itself, not the exact same sentence).
6. Annotations (short information) are written between two large brackets [...] directly after the annotated phrase or sentence. Annotations that exceed one line are written as footnotes.

Writing Footnotes and Bibliography

Footnote writing techniques , using a citation system *Chicago Manual of Style, 16th edition (full note, no ibid) font Times New Roman 10*, written sequentially: Name of the author [without rank and title], Title the book is in italics, print / edition [if any], volume / series [if any] (place / city publisher: Publisher name, Year of publication), page number.

Bibliography writing techniques , using a citation system *Chicago Manual of Style, 16th edition (full note, no ibid) font Times New Roman 12*, written sequentially: The author's name is written surname first, followed by first name and middle name (or initials). Book title (typed in tilt). Print / Edition. Volume / Series (if any). City publisher: Name of publisher, Year of publication.

If the literature is written in more than two people: The first author's name is written first, first, followed by the second author and so on and the last name does not need to be reversed like the first author. Written 1 space, alphabetically sequential without number. Writing a bibliography does not use et al., Instead of the second author and so on.

Below are some examples of footnotes and bibliography for various sources of quotation:

Quotes from Books

1. Reference source from one author. Example: (Sugiyono, 2013) or Sartiwi Ramba (2010: 12) or Ghozali, Imam (4-8);

2. Reference source from two authors. Example (Cengel & Boles 1994) ... or Cengel and Boles (1994) ...
3. Reference sources from three authors. Examples: (Reid, Parson, & Green, 2000) ... or Reid, Parson, & Green (2000) ...
4. Reference source from four authors. Examples: (Kusdewanti, Setiawan, Kamayanti, & Mulawarman, 2014) ... or Kusdewanti, Setiawan, Kamayanti, & Mulawarman (2014) ...
5. Reference sources for more than four authors. Example (Jull *et al.* 2008) ... or Jull *et al.* (2008: 5) ..
6. Quote the same author for some posts. Example: (Scott 2003, 2004), if in the same year Mulawarman (2007a, 2007b).
7. Two or more writers. Example (Dawkins 1996; Wilmott 2000).
8. Reference from the website. Example: Albanese (2009). Website no date, for example: Albanese (nd).
9. Four writers / editors or more, in the footnote are listed only the first writer / editor followed by et al., in the bibliography all authors / editors are included.
10. Books published by institutions / agencies / organizations with no author names.

Papua Province Regional Government. 2004. *Provincial Regulation Papua Number 2 of 2004 concerning the Distribution of Special Autonomy Funds*; Government of the Republic of Indonesia. 2001. *Law Number 21 2001 concerning Special Autonomy for Papua Province*.

Excerpt from Article

In the footnote: The name of the article writer, "the article title is written in between double quotation marks, "The **name of the journal is tilted, Volume, Issue / Number (Year of publication): The page number quoted, if (if any)** . ^[11]_[SEP] Inbibliography: Author's last name, first and middle name. "Title article. " **Journal Name (italics) Volume, Number / Issue (Year published):** Article page. Doi (if any)

Excerpt from unpublished Thesis / Dissertation

Agustinus Salle, "Financial Accountability (Study of the Management of Special Autonomy Funds Based on Law Number 21 of 2001 concerning Special Autonomy for the Papua Province" (Dissertation of the Postgraduate Program, Universitas Brawijaya Malang, 2011, 229.

Excerpt of conference / seminar / symposium proceedings

Alimi, Muhammad Yasir. "When Religion Fails to Nature Character." Proceedings of the International Conference on Ethics in Development, Semarang, July 17-19, 2011.

Excerpt from Web Page (Internet)

Between 2008. Management of the Papua Special Autonomy Fund without Legal Umbrellas. On line. [http // www.antaraneews.com](http://www.antaraneews.com). February 19, 2008

Excerpts from scientific papers presented at seminars or conferences

Adelman, Rachel. "Such Stuffas as Dreams Are Made On: God's Footstool in the Aramaic Targumim and Midrashic Tradition." presented at the annual meeting of the Society of the Biblical Literature, New Orleans, Louisiana, November 21-24, 2009.

Excerpt from the interview

Sumule Agus (teaching staff) expert staff of the governor. Papua Special Autonomy Team, interview by Agustinus Salle. March 15, 2011