

WRITING GUIDELINES

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The article should correspond with the subject of management and/or entrepreneurship which is the result of quantitative or qualitative researches. The article must never be, and is not being, in the process of publication in any media. The article should be written in accordance with the following writing guidelines. This writing guidelines consists of two parts, namely writing format and writing systematics.

A. WRITING FORMAT

1. Typing

- The article should be typed using the Microsoft Word program, in Times New Roman letters with the size of 11 pt, single spaced (before = 0 pt, after = 0 pt), **and double columns.**
- The paper size is A4. The boundary of upper, lower, and side margins are 3 cm.
- The article's length is around 10 pages (not including references and attachments).
- The article should be written in good and correct American English.

2. Writing the article (Do not write any identity of authors in the article)

a) Title

- Title of the article is written on the first page.
- Title should contain 12 words at the most.
- The title should contain the keywords of research results and avoid the following terms: analysis, influence, relationship, study, case study, impact, role.
- The title should be written in bold capital letters, with a letter size of 14 pt, single spaced and centered.
- If there is an additional title which belongs to the main title, the additional title is written after the main title, in capital letters and separated from the main title by a colon.

b) Author's identity (Make it on a separate file)

- Author's identity is written on the first page.
- The author's name is written without academic degree and last name must not be abbreviated, bold, 11 pt.
- The author's identity should be accompanied with institution's name and institution's address (city, zip code, country), and email address, not bold, 10 pt.
- If there are more than one authors, the identity of the other author(s) should be written completely.

c) Abstract (size 10 pt)

- Abstract is written 11 pt, bold, center.
- The abstract content should be written in one paragraph, single spaced, in Times New Roman letter with a size of 10 pt.
- The length of the abstract should not exceed 120 words and accompanied by three to five keywords.

- Keywords should be written bold.
- The keywords are written in regular letters with a capital at the beginning of the first keyword and ended with a period, not bold.

d) Writing the Sub-title

- Sub-title (level 1) is written uprightly in bold letters, with a capital letter at the beginning of each word, and centered.
- Sub-sub-title (level 2) is written in bold italics, with a capital letter at the beginning of each word, and centered.
- Sub-sub-sub-title (level 3) is written in bold italics, with a capital letter at the beginning of each word, and left aligned.
- Sub-sub-sub-sub-title (level 4) is written in regular italics, with a capital letter at the beginning of paragraph and ended with a period.
- Conjunctive and preposition in each level is not written in capital letters.

e) Presenting Tables

- Each table is given a chronological number (Arabic numeral), title of the table, and source if the table is taken from other sources.
- Number and title of table is written above the table, in bold letters and left aligned.
- Number of table is written above title of table, with a capital letter at the beginning of each word.
- Table title is written under table number, with a capital letter at the beginning of each word.
- Column title is written in bold letters with a capital letter at the beginning of each word.
- Table source is written under the table, left aligned. Example: Source: World bank, 2016.
- Table is written in 10 pt. letters and single spaced.
- Table design: Table title and column title, column title and table content, table content and table source, are separated by horizontal lines (vertical lines are not necessary).
- Chronological numbers are not necessary inside the table.

f) Presenting Picture/Diagram

- Each picture is given a chronological number (Arabic numeral), title of the picture, and source if the picture is taken from other sources.
- Number and title of picture is written below the picture, written in one line, in bold letters and left aligned. Number of picture is ended with a period.
- Number and title of picture is written with a capital letter at the beginning of the sentence.
- Picture source is written under the number and title of picture, left aligned.
- The letters in the picture is written in 10 pt. letters and single spaced.

g) Presenting Direct quotation

- Short direct quotation (< 40 words) is written inside the sentence, using quotation marks and accompanied by source of the quotation, which includes author's last name, year, and number of page.
- Long direct quotation (> 40 words) is typed without quotation marks, single spaced, and indented 0.5 inch (1,3 cm or five spaces) from left margin. Quotation should be accompanied by source of the quotation, which includes author's last name, year, and no. of page.

h) Presenting Indirect quotation

- Indirect quotation is written inside the sentence without quotation marks and accompanied by source of the quotation which includes author's last name and year.

i) Presenting Quotation source

- Single author
Accompanied by author's last name followed by year of publication.
- Example of quotation source for short direct quotation:
Almond (2013) stated that ".....".
- Example of quotation source for indirect quotation:
A study on (Almond, 2013).
- Two authors
Accompanied by last names of the two authors, followed by year of publication, for example:
- Almond and Currie (2011) proved that
- The formation of human resources (Almond & Currie, 2011).
- Three to five authors
The first mention is accompanied by all the authors' last names, the following mentions is only accompanied by the first author's last name followed by et al., for example:
- First mention: Zheithaml, Bitner, and Gremler (2006) stated that
- Following mentions: Zheithaml et al. (2006) proposed that
- Six or more authors
Accompanied by first author's last name followed by et al. and year of publication, for example:
- Angist et al. (2008) suggested that
- Quotation source of more than one authors uses "and", and uses the symbol "&" when presented in brackets, table, picture, and the list of references.

j) Presenting mathematics and statistics formulas

- Mathematics and statistics formulas and notations are written in italics.

k) Presenting the list of references

- Should include all the sources used in the article.
- The references should be from publications of the latest ten years and minimally 80% of them are taken from primary references (Journals and Patents).
- The list of references should be arranged alphabetically according to authors' last names (without academic degrees).
- Quotation source and list of references should comply with the system of American Psychological Association (APA), as follows:

- Book with one author

Henry, A. (2011). *Understanding strategic management*. Oxford: Oxford University Press.

- Book with two authors

Brigham, E. F., & Ehrhardt, M.C. (2010). *Financial management: Theory & practice*. Thirteen Edition. Boston: *South-Western College Publishing*.

- **Article from a book containing a compilation of articles**

Moretti, E. (2011). Local labor market. In O. Ashenfelter, & D. Card (Eds.), *Handbook of labor economics volume 4B* (pp. 1237–1313). North Holland: Elsevier.

- **Book with no author**

Merriam-Webster's collegiate dictionary. (2013). Spring-field, MA: Merriam-Webster.

- **Periodicals: jurnal and magazine**

Weinberg, M. C. (2011). More evidence on the performance of merger simulations. *American Economic Review*, *101*(3), 51–55.

- **Newspaper article with author**

Schwartz, J. (2012, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

- **Newspaper article with no author**

New drug appears to sharply cut risk of death from heart failure. (2012, July 15). *The Washington Post*, p. A12.

- **Paper from Seminar, workshop, and training**

Suharyadi, A. (2011). *Mix-methods approach and attributed problems in impacts evaluation*. A paper presented in the workshop: Impacts Evaluation in the Social Intervention Program, Depok, Indonesia.

- **Thesis, dissertation, research report**

Johnson, T. L. (2011). *Information in options markets*. Unpublished doctoral dissertation, University of Stanford, Stanford.

- **Institution official document**

Bursa Efek Indonesia. (2010). *Directory of the Indonesian Capital Market: Supporting institutions and supporting professionals*. Jakarta: Bursa Efek Indonesia.

- **Internet**

Strauss, J. (2011). *Global growth hits soft patch, expected to rebound*. Retrieved November 18, 2013, from <http://www.imf.org/external/pubs/ft/survey/2011/NEW06171A>.

B. WRITING SYSTEMATICS

TITLE: ADDITIONAL TITLE (14pt)

Author's Name (11pt)

Name, City, Zip Code, and Country of Author's Institution (10pt)

Corresponding Author's email (10pt)

Abstract (11pt)

Contains a substantial summary of the problem and purpose of the study, the subject of the study (number and specification), the research method applied in the study (data collecting and data analysis), the results and implications of the study. Abstract should be followed by keywords which show the basic concept of the study. (10pt)

Introduction (11pt)

Contains the background of the study, formulation of problem, purpose of the study, theoretical framework which forms the base of the study, and results of latest empirical studies. Results of quantitative studies should be accompanied by hypotheses of the study. (11pt)

Research Method (11pt)

Contains the plan or design of the study which includes the subject of the study (population and sample), the operational or conceptual definition, the method and procedure of data collecting and data processing. (11pt)

Result and Discussion (11pt)

Contains the results of data processing and hypothetical tests (for quantitative study), analysis and discussion of the results of the study. The discussion may include comparisons to empirical studies which have been performed previously. (11pt)

Conclusions and Implications (11pt)

Present the conclusions of the study and the implications of the results of the study. (11pt)

References (11pt)

Includes all the sources referred to in the article. (11pt)