***MANUSCRIPT’S TTTLE***

**First Author (without a degree) \***

The author’s Departments, Institutions, Countries

First author’s Email Address

**Second Author (without a degree)**

The author’s Departments, Institutions, Countries

First author’s Email Address

\*Corresponding author: email address

**ABSTRACT**

Abstract is written in 1 paragraph with a maximum of 350 words and a minimum of 250 words (conjunction count as 1 word, repeat words count as 2 words, words cannot be abbreviated) in Times New Roman font size 11 point. **Introduction**: Explains the topic discussed and community partners who participated in the activities. Avoid unnecessary content. **Background**: Describe the problem or phenomenon that requires community service activities to be carried out. **Methods**: Provide an outline of the methods/ approaches/strategies used to achieve the expected goals, and the steps of community service activities. **Results**: Include outputs or results that have an impact on society. **Conclusion**: Provide conclusions and suggestions of the community service.

***Keywords****:* keyword 1, keyword 2, keyword 3, and so on.

**INTRODUCTION**, (font 12 Times New Roman)

The introduction contains the background, context, objectives, supporting literature, and expectations for the community service results. The entire introductory section is presented in an integrated manner in the form of paragraphs, with a length of 5-15% of the total length of the article (Times New Roman, font 11).

**Paragraph** **only entered after seven taps**. Citations in the text are made in the format of name, year, such as Dittmar and Thakor (2006) for the beginning of the sentence, and (Dittmar and Thakor, 2006) for the end of the sentence. If there are more than two authors, use et al. After the first authors, such as: Garardi, et al. (2010). For more than one reference, citations are based on year chronology or alphabetical order if there are the same years. Examples are (Marosi and Massoud, 2008; Cohen and Smitz, 2009; Verdelhan, 2010) or (Hoberg and Phillips, 2010; Liberti and Mian, 2010; Verdelhan, 2010). (**Times New Roman, font 11**).

**METHOD**, (font 12 Times New Roman)

Community service method contains detailed information into paragraph about the description of the community/ partner organization and the parties involved in the service, the roles of the parties involved, description of the place and location of the service, the methods/ approaches/strategies used to achieve the expected goals, and the steps of community service activities. The method section is written with a length of 10-20% of the total length of the article. (single space, Times New Roman, **font 11**).

**RESULTS**, (font 12 Times New Roman)

The results section describes the outcomes of service activities which can be in the form of increased community skills and knowledge, or in the form of products. If the service output is a product or object, it is necessary to explain its specifications, advantages, and weaknesses. The use of tables, graphs or charts is highly recommended to explain the results. (single space, Times New Roman, **font 11**).

**DISCUSSION,** (font 12 Times New Roman)

In the discussion, it is necessary to convey the contribution of community service activities and their continuity, which is indicated by social change/transformation for the better. The length of the presentation of research results and discussion is 40-60% of the length of the article. (Single space, Times New Roman, font 11). The discussion (specifically conceptual writing or thought results) contains an explanation of the problem being studied, is analytical, argumentative, logical, critical, and most importantly shows the author's stance or attitude. The length of the discussion exposure is 40-60% of the length of the article.

**CONCLUSION AND SUGGESTION** (font 12 Times New Roman)

The conclusion section explains the answers to the service objectives along with a brief summary of the service results. In addition, the continuity of the service results and suggestions for the next service program can also be conveyed in this section. Conclusions and suggestions are presented in paragraph form. (Single space, Times New Roman typeface, **font 11**)

**REFERENCES** (font 12 Times New Roman)

a. It is hoped that references from the last 10 years will be referred to with a minimum proportion of primary literature (journals) of 80%.

b. Only contain references referred to in the article and written ALPHABETICALLY based on the first letter of the first author's name.

c. A reference list follows APA, with the following example:

**Journals**

Dittmar, A. and Thakor, A. 2006. “Why do Firms Issue Equity?”. *Journal of Finance,*  62 (1): 1-54

**Books**

Mooler, R. R. 2007. *Caso Enterprise Risk Management: understanding the new integrated ERM Framework*. New Jersey: Jhon Willey & Son, Inc.

**Book Chapters**

Keasey, K. And Wright, M. (Eds.) 1997*. Corporate Governance: Responsibilities, Risk and Remuneration*. New York: Jhon Willey & Son, Inc.

**Proceedings**

Ernyan dan Husnan, S. 2002. Perbandingan Underpricing Penerbitan Saham Perdana Perusahaan Keuangan dan Non-Keuangan di Pasar Modal Indonesia: Pengujian Hipotesis Asimetrik Informasi. *Prosiding,* Simposium Nasional Keuangan dalam Rangka Dies Natalis Ke 47 Fakultas Ekonomi Universitas Gadjah Mada; Yogyakarta, 28 Sepetember 2002. Fakultas Ekonomi, UGM, Yogyakarta. Halaman 43-56.

**Articles in Books**

Ezzamel, M. and Watson, R. 1997. Executive Remuneration and Corporate Performance. In: K. Keasey & M. Wright. Eds. *Corporate Governance: Responsibilities, Risk and Remuneration.* Jhon Willey & Son, Inc., New York

**Undergraduate Thesis/Thesis/Dissertation**

Terry, S. D. 2010. Pengaruh Corporate Governance Terhadap Peringkat dan Yield Obligasi. *Skripsi*. Fakultas Ekonomi Universitas Kristen Duta Wacana. Yogyakarta

**Internet**

French, K. R. 2005. Data Library, [http://www.mba.tuck.dartmouth.edu/pages/faculty/ ken.french/data library.html](http://www.mba.tuck.dartmouth.edu/pages/faculty/%20ken.french/data%20library.html), Diakses 10 Januari, 2011

 **Official Document**

 (ECFIN) Institute for Economic and Financial Research. 2011. Indonesian Capital Market Directory, 2011 Twenty-Second Edition

**Additional Information**

**Illustration**

 a. Tables do not use gridlines, just use horizontal lines above or below column headings and below the final row of the table or panel.

b. The titles of tables, graphs, histograms, sketches, diagrams, maps, charts and images are numbered sequentially. Short but clear title along with the units used. The title of the illustration is written in Times New Roman font size 10 points, entered one tab (5 beats) from the left edge, the beginning of the word uses capital letters, with a distance of 1 space.

c. Table captions are written at the bottom left using Times New Roman font size 10-point, single spaced.

d. Writing decimal numbers in table form for Indonesian is separated by commas (,) and for English, dots (.) are used.

e. Latin, Greek or Regional names are in italics while foreign terms are in quotation marks. f. Measuring units use the International System (SI).

**Standard Appearance Format**

 1. The manuscript is typed using the Microsoft Word program on A4 size paper weighing 80 grams, 1 space apart, 12 point Times New Roman font, 4 cm left margin, and 3 cm top, right and bottom margins each.

2. Each page is numbered sequentially.

3. Numbers and letters in images, tables or histograms are numbered sequentially and use Times New Roman font size 10 point.

4. The manuscript is written with a maximum of 15 pages including figures and tables.

5. The maximum limit of plagiarism permitted for articles that have passed the selection in this article is 20%.

Writing tables and figures (sequential numbers, dan **Times New Roman font size 10 point)**

Table 5. Revenue Data

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Unit** | **Size** | **Price (IDR/ unit)** | **Total (IDR)** |
| 1. | Product Sold | 15 | kg | 7.000 | 105.000 |
| 2. | Product Sold | 20 | Kg | 5.500 | 100.000 |
| Total Revenue |  | 205.000 |

****

Figure 1.

Respondent’s Educational Background (Times New Roman, font 10)