

Sociae Polites Script Writing Guidelines

TITLE (Must be standard and straightforward, no more than 17 words, *all caps, 14 pt, bold, centered*)

(Blank with one single space, 12 pt)

¹First Author's Name, ²Second Author's Name, ³Third Author's Name (no academic degree or indication of position and rank, 12 pt)

(Blank with one single space, 12 pt)

¹Name of Major, University Name, City, Country (10 pt)

²Research Group/Institution Name, City, Country (10 pt)

³Research Group/Institution Name, City, Country (10 pt)

(Blank with one single space, 12 pt)

¹*writer@address.com* (10 pt, italic), ²*writer@address.com*

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Abstract (12 pt, bold)

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The abstract should be written in English. The abstract is written with Times New Roman font, size 10 pt, and single spacing. Please translate the abstract of the manuscript written in English into Bahasa. The abstract should summarize the content, covering the aim, methods, and technique, also the result in no more than 250 words.

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Keywords: Should reflect important concepts in the article. Maximum 5 keywords in English (10 pt)

1. Introduction (12 pt, bold)

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The introduction describes the background, problem formulation, purpose and purpose, and usability. The instructions for this author are made for the similarity format of writing in the process of publishing the Sociae Polites manuscript. The manuscript per page is written with Times New Roman size 12 pt, single-spaced, justified, and not written back and forth on one page. The manuscript is written in the form of a single column on a piece of paper A4 (210 mm x 297 mm) with **top margin 3 cm, left margin 3 cm, bottom margin 3 cm, and right margin 3 cm.**

The length of the manuscript between a minimum of 10 pages and a maximum of 20 pages does not include the bibliography. The manuscript is written in English. Writing headings and subheading begins with capital letters and numbered with Arabic numerals like the following example:

1. Introduction
 - 1.1. Background
 - 1.2. Research Question
 - 1.3. Purpose and objective
- (one blank space, 12 pt)

2. Literature Review

(one blank space, 12 pt)

The literature review presents theories and concepts which are the logical basis for developing the analysis and conclusion

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3. Research Methods

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Research Methods contain the methodological substances according to the approach used in the research (quantitative or qualitative approach), which includes methods, design, operationalization of operational variables/definitions, sampling techniques/informants, data collection techniques, data analysis techniques, and hypotheses/propositions (if included).

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4. Results and Discussions

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Results and Discussions describe field findings (if research) and analysis of the discussion.

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5. Conclusions and Recommendations

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Conclusions and Recommendations contain concrete and alternative constructive solutions to the development of knowledge.

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Bibliography (Separate page, bold, 12)

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Separated between books, journals, and websites

One space

Here is an example of table and image display (if included) in the script:

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Table. 1 Typology of Political Parties (10 pt, bold)

(one single space, 12 pt)

	Integrative	Competitive
Support	Sectarian, (exclusive, regional, class, very ideological)	Comprehensive (client-oriented, pragmatic)
Organization	Closed (authoritarian, action, direct, repressive)	Open all possible permissive and pluralistic
The manner of activities and functions	Diffused (spread) national integration, community development, emphasizes on mobilization	Specialized (aggregative and representative)

Source: Almond (in Surbakti 1993, 124-127) (*centered*, 10 pt)

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The use of abbreviations is permitted but should be written in full at the first mention and then put the abbreviation in brackets. Different terms are written in *Italic* letters. The notation should be concise and clear and consistent with the standard way of writing. Symbols are written clearly and distinguishable, such as the use of the numbers 1 and letter 1 (also the numbers 0 and the letter O).

Tables, graphics, or images are placed immediately after the appointment in the script. Images that have been published by the author must obtain written permission of the author and the publisher. Include a single printed image of good quality with a full page or a well-researched scan of the format {filename} .jpeg. If the image is in photo format, then include one original photo. The image will be printed in black and white.

Quotes in the manuscript use a direct quotation system. Excerpts of no more than 4 (four) lines are integrated into the text, enclosed in quotation marks. While quotes of more than 4 (four) lines are placed separately from the text with a single spacing of 1.5 spacing measuring 10 pt and flanked by quotation marks.

To write citations and References in the Sociae Polites, the system used is the Chicago Author-Date System. Examples of citation writing in the body note and the Chicago Author-Date Library System Library are as follows:

Author-Date	Citation in Text	Bibliography
A book	(Pollan 2006, 99–100)	Pollan, Michael. 2006. <i>The Omnivore's Dilemma: A Natural History of Four Meals</i> . New York: Penguin.

Two or three authors	(Ward and Burns 2007, 52)	Ward, Geoffrey C., and Ken Burns. 2007. <i>The War: An Intimate History, 1941–1945</i> . New York: Knopf.
Four or more authors	Name the first author, followed by <i>et al.</i> ("and the other"): (Barnes et al. 2010)	Mention all author names in the Reference List with only the first author's first written first or reversed name; the other author's name is written as usual.
Editor or translator, not the original author	(Lattimore 1951, 91–92)	Lattimore, Richmond. 1951. <i>The Iliad of Homer</i> . Chicago: University of Chicago Press.
Editor or translator, in addition to the original author	(García Márquez 1988, 242–55)	García Márquez, Gabriel. 1988. <i>Love in the Time of Cholera</i> . Translated by Edith Grossman. London: Cape.
One chapter in a book	(Kelly 2010, 77)	Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." inside <i>Anthropology and Global Counterinsurgency</i> , edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.
Preliminary, starter, and Introductions, or other parts of a book	(Rieger 1982, xx–xxi)	Rieger, James. 1982. Introduksi untuk <i>Frankenstein; or, The Modern Prometheus</i> , by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.
An article in a printed journal	(Weinstein 2009, 440)	Weinstein, Joshua I. 2009. "The Market in Plato's <i>Republic</i> ." <i>Classical Philology</i> 104:439–58.
An article in an electronic journal	(Kossinets and Watts 2009, 411)	Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." <i>American Journal of Sociology</i> 115:405–50. Accessed on 28 February 2010. doi:10.1086/599247.
An article inside newspaper or magazine	(Mendelsohn 2010, 68) (Stolberg and Pear 2010)	Mendelsohn, Daniel. 2010. "But Enough about Me." <i>New Yorker</i> , 25 Januari. Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." <i>New</i>

		<p><i>York Times</i>, 27 February. Accessed on 28 February 2010. http://www.nytimes.com/2010/02/28/us/politics/28health.html.</p>
Book review	(Kamp 2006)	<p>Kamp, David. 2006. "Deconstructing Dinner." Reviews about <i>The Omnivore's Dilemma: A Natural History of Four Meals</i>, by Michael Pollan. <i>New York Times</i>, 23 April, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.</p>
Essay, thesis, or dissertation	(Choi 2008)	<p>Choi, Mihwa. 2008. "Contesting <i>Imaginares</i> in Death Rituals during the Northern Song Dynasty." Dissertation Ph.D., University of Chicago.</p>
Website	(Google 2009) (McDonald's 2008)	<p>Google. 2009. "Google Privacy Policy." Last changed on March 11th. http://www.google.com/intl/en/privacy-policy.html. McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed on 19 July. http://www.mcdonalds.com/corp/about/factsheets.html.</p>