

AUTHOR GUIDELINES

Journal of Development Research, an international journal, This journal focuses on research publications in development studies, both human and regional development. Scope of this journal includes the studies of human development in the term of education, economy, health, social services, and gender as well as studies of sustainable regional development in term of engineering, geographic, environment, and tourism, etc. are particularly welcome.

All papers submitted to the journal must be written in good English. Authors for whom English is not their native language are encouraged to have their paper checked before submission for grammar and clarity. English language and copyediting services can be provided by International Science Editing and Asia Science Editing. The work should not have been published or submitted for publication elsewhere. The official language of the manuscript to be published in JDR journal is English.

1. General Author Guidelines

All manuscripts must be submitted to JDR Editorial Office using Online Submission at E-Journal portal address: <http://journal.unublitar.ac.id/jdr> where author register as Author by online. If authors have any problems on the online submission, please contact Editorial Office at the following

email: jdr@unublitar.ac.id

The following documents should accompany the manuscripts submitted by online through online submission interface (upload as supplementary files):

- Signed Copyright Transfer Agreement (CTA) form originally (scan the document after signed)
- A covering letter outlines the basic findings of the paper and their significance.

Three types of manuscripts are acceptable for publication: Original Research Articles, Short Communication, and Review Articles (not preferable, based on invitation).

2. Manuscript Template

Manuscript should be prepared according to the following author guidelines

3. Reviewing of manuscripts

Every submitted paper is independently reviewed by at least two peer-reviewers. The decision for publication, amendment, or rejection is based upon their reports/recommendation and made by Editor. If two or more reviewers consider a manuscript unsuitable for publication in this journal, a statement explaining the basis for the decision will be sent to the authors within three months of the submission date.

4. Revision of manuscripts

Manuscripts sent back to the authors for revision should be returned to the editor without delay. Revised manuscripts can be sent to editorial office through the Online Submission Interface. The revised manuscripts returned later than three months will be considered as new submissions.

5. Graphical abstract

The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership online. Authors must provide images that clearly represent the work described in the article.

Graphical abstracts should be submitted as a separate file in the online submission system or otherwise, can be submitted by email to jdr@unublitar.ac.id. after the manuscript has been accepted. Please state the manuscript number in your email subject.

Image size: please provide an image with a size of 500 × 800 pixels (height × width).

Preferred file types: TIFF, JPG, PNG, PDF, or MS Office files.

6. Editorial Office of JDR Journal

All correspondences should be sent to the following Editorial Office:

Achmad Ryan Fauzi (Editor-in-Chief)

Editorial Office of JDR Journal , Nahdlatul Ulama University Blitar. Jl Masjid 22 Blitar, Jawa Timur, Indonesia 66161

Email: achmadryan@unublitar.ac.id

7. Guideline for Online Submission

Author should first register as Author and is offered as Reviewer through the following address: <http://journal.unublitar.ac.id/jdr>

The author should fulfill the form as detail as possible where the star marked form must be entered. After all form textbox was filled, Author clicks on “Register” button to proceed the registration. Therefore, Author is brought to online author submission interface where Author should click on “New Submission”. In the Start a New Submission section, click on “Click Here”: to go to step one of the five-step submission process”. The following are five steps in online submission process:

Step 1 - Starting the Submission: Select the appropriate section of the journal, i.e. Original Research Articles, Review Article, or Short Communication. Thus, the author must check-mark on the submission checklists. An author should type or copy-paste Covering Letter in Letter to Editor.

Step 2 – Uploading the Submission: To upload a manuscript to this journal, click Browse on the Upload submission file item and choose the manuscript document file (.doc/.docx) to be submitted, then click "Upload" button until the file has been uploaded. Do not upload cover letter and other supplementary files here.

Step 3 – Entering Submission’s Metadata: In this step, detail authors metadata should be entered including marked corresponding author. After that, manuscript title and abstract must be uploaded by copying the text and paste in the textbox including keywords.

Step 4 – Uploading Supplementary Files: Supplementary file should be uploaded including Covering/Submission Letter, and Signed Copyright Transfer Agreement Form. Therefore, click on Browse button, choose the files, and then click on Upload button.

Step 5 – Confirming the Submission: Author should final check the uploaded manuscript documents in this step. To submit the manuscript to JDR journal, click Finish Submission button after the documents are true. The corresponding author or the principal contact will

receive an acknowledgment by email and will be able to view the submission's progress through the editorial process by logging in to the journal web address site.

After this submission, Authors who submit the manuscript will get a confirmation email about the submission. Therefore, Authors are able to track their submission status at any time by logging in to the online submission interface. The submission tracking includes a status of manuscript review and editorial process.

8. Author Fee (No Page Charge)

Journal of Development Research is an open access international journal. Since manuscript submission year 2017, Authors should not pay some processing and submission fees for article processing (free of charge), except for conference collaboration.

Readers can read and download any full-text articles for free of charge. Authors may also pay some fees for the Ordered Original Reprint Articles (not reprint issue) with some eligible rates.

9. User Rights

All articles published Open Access will be immediately and permanently free for everyone to read and download. We are continuously working with our author communities to select the best choice of license options.

10. Manuscript Preparation Guidelines

10.1. General Organization of Paper

The paper will be published in JDR journal after the peer-reviewed process and decided as "Accepted" by Editor. The final paper layout will be reproduced by Editorial Office of JDR journal. The final paper layout in PDF type, known as "Uncorrected Proof" should be corrected by Author. The final corrected proof will be published first in "Article In Press" pre-issue.

manuscript content should be organized in the following order: *Title; Authors Name; Authors Affiliation; Abstract; Keywords; Introduction; Materials and Methods; Results and Discussion; Conclusions; and References*. Manuscript document submitted to this journal (in one MS Word or PDF file) should be arranged as follow:

1. Body text of manuscript article (from Title to References, without tables and figures)
2. Figure Captions and Table Captions
3. Figures (one figure per page)
4. Tables (one table per page)

Please include Covering Letter in a separated document file containing your summary of scientific finding and uploaded in Supplementary Files.

10.2. Section Headings

Three levels of heading are allowed as follows:

- Level 1 (Heading1 format) - 16pt, Times bold, Center justified
- Level 2 (Heading2 format) - 14pt, Times bold, Center justified (Abstrack)
- Level 3 (Heading3 format) - 14pt, Times bold, left justified, (Case Title)
- Level 4 (Heading4 format) – 12, Times bold italic, left justified

10.3. Body Text

The body of the text is a set of body text paragraphs defined as follows:

- 12pt Times New Roman
- One-half space, defined as 12pt
- Spacing after the heading is 0pt
- Spacing before the new heading is 0pt
- Indentation for the first line is 1 cm.

10.4. Bullets

Bullet and numbering within body text are not allowed. All sentence should be typed as descriptive paragraph.

10.5. Tables

Tables are sequentially numbered with the table title and number above the table. Tables should be centered in the column OR on the page. Tables should be followed by a line space (12pt). Elements of a table should be single-spaced. However, double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be in 10pt not bold. Tables are referred in the text by the table number, e.g., Table 1. Do not show the vertical line in the table. There is only horizontal line should be shown in the table, as well as table heading.

10.6. Figures

Figures are sequentially numbered commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows:

- Ensure that figures are clear and legible with typed letterings.
- Black & white or colored figures are allowed.
- If a figure spans two columns, it should be placed at the top or bottom of a page.
- Hard copy illustrations should, preferably, be scanned and included in the electronic version of the submission in an appropriate format as follows:
 - BMP - Microsoft bitmap file
 - WMF - Windows Metafile Format
 - EPS - Encapsulated Postscript
- If figures cannot be scanned, the original should be placed in its location within the manuscript using wax or colorless glue.
- The following files are permissible:
 - Microsoft Graph
 - Microsoft Draw

Figure 1 shows an included Microsoft Draw object.

10.8. Equations

Equations should be numbered serially within parentheses as shown in Equation (1). The equation should be prepared using MS Equation Editor (not in image format). The equation number is to be placed at the extreme right side.

10.9. Units, Abbreviations, and Symbols

Metric units are preferred and should be consistent throughout bodytext. Define abbreviations and symbols at the first time as they are introduced in the text.

10.10. Manuscript Heading, Font, and Spacing

The manuscript should be typed using word processors (Microsoft Word or Open Office) software. The font used throughout the paper is Times New Roman. The paper size is A4 (i.e., 210 x 297 mm), one-column format with a 2.5 cm margin at the top, a 2.5 cm margin at the bottom, 2.5 cm margin on the left, and 2 cm margin on the right. Lines are one-half spaced, justified. Page numbers should be included in the text located in the footer section of each page. Use of pronouns such as I, we, etc. is to be avoided.

Manuscript submitted to this journal should follow the heading below, except for the review article: *Title; Authors Name; Authors Affiliation; Abstract; Keywords; Introduction; Materials and Methods; Results and Discussion; Conclusions; and References.*

10.11. Paper Title

This is your opportunity to attract the reader's attention. Remember that readers are the potential authors who will cite your article. Identify the main issue of the paper. Begin with the subject of the paper. The title should be accurate, unambiguous, specific, and complete. Do not contain infrequently-used abbreviations.

The title of the paper should be in 16 pt bold Times New Roman and be centered. The title should have 0 pts space above and 10 pts below.

10.12. Authors Name and Affiliations

Write Author(s) names without a title and professional positions such as Prof, Dr, Production Manager, etc. Do not abbreviate your last/family name. Always give your First and Last names. Write clear affiliation of all Authors. Affiliation includes a name of department/unit, (faculty), a name of university, address, country. Please indicate Corresponding Author (include email address) by adding an asterisk (*) in superscript behind the name.

Author names should be in 10 pt Times Roman bold with 12 pts above and 12 pts below. Author addresses are superscripted by numerals and centered over both columns of manuscripts. Author affiliations should be in 10 pt Times Roman italic. The body of the text should commence two lines (24 points) below the last address.

Present/permanent address. If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

10.13. Abstract and Keywords

An abstract should stand alone, means that no citation in the abstract. Consider it the advertisement of your article. The abstract should tell the prospective reader what you did and highlight the key findings. Avoid using technical jargon and uncommon abbreviations. You must be accurate, brief, clear and specific. Use words which reflect the precise meaning. The abstract should be precise and honest. Please follow word limitations (100-300 words).

Keywords are the labels of your manuscript and critical to correct indexing and searching. Therefore the keywords should represent the content and highlight of your article. Use only

those abbreviations that are firmly established in the field. e.g. DNA. Each word/phrase in keyword should be separated by a semicolon (;), not a comma (,).

10.14. Introduction

In Introduction, Authors should state the objectives of the work at the end of introduction section. Before the objective, Authors should provide an adequate background, and very short literature survey in order to record the existing solutions/method, to show which is the best of previous researches, to show the main limitation of the previous researches, to show what do you hope to achieve (to solve the limitation), and to show the scientific merit or novelties of the paper. Avoid a detailed literature survey or a summary of the results. Do not describe literature survey as author by author, but should be presented as group per method or topic reviewed which refers to some literatures.

Example of novelty statement or the gap analysis statement in the end of Introduction section (after state of the art of previous research survey): “..... *(short summary of background)*..... *A few researchers focused on There have been limited studies concerned on Therefore, this research intends to The objectives of this research are*”.

10.15 Materials and Methods

Materials and methods should make readers be able to reproduce the experiment. Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. Do not repeat the details of established methods. For the chemicals, please provide details of brand and purity (example: CaO (Merck, 99.5%)).

10.16. Results and Discussion

Results should be clear and concise. The results should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your results or findings and the previous publications by other researchers. The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

In discussion, it is the most important section of your article. Here you get the chance to sell your data. Make the discussion corresponding to the results, but do not reiterate the results. Often should begin with a brief summary of the main scientific findings (not experimental results).

The following components should be covered in discussion: How do your results relate to the original question or objectives outlined in the Introduction section (what/how)? Do you provide interpretation scientifically for each of your results or findings presented (why)? Are your results consistent with what other investigators have reported (what else)? Or are there any differences?

10.17. Conclusions

Conclusions should answer the objectives of the research. Tells how your work advances the field from the present state of knowledge. Without clear Conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the journal.

Do not repeat the Abstract, or just list experimental results. Provide a clear scientific justification for your work, and indicate possible applications and extensions. You should also suggest future experiments and/or point out those that are underway.

10.18. Suggestion

You should also suggest future experiments and/or point out those that are underway.

10.19. References

Cite the main scientific publications on which your work is based. Cite only items that you have read. Do not inflate the manuscript with too many references. Avoid excessive self-citations. Avoid excessive citations of publications from the same region. Check each reference against the original source (authors name, volume, issue, year, DOI Number). Please use Reference Manager Applications like EndNote, Mendeley, Zotero, etc. Use other published articles in the same journal as models.

All publications cited in the text should be included as a list of references. References are sequentially numbered as they appear in the text. Reference numbers are indicated in square brackets. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either “Unpublished results” or “Personal communication”. Citation of a reference as 'in press' implies that the item has been accepted for publication.

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, a reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

This journal has to follow standard templates available in key reference management packages EndNote (<http://www.endnote.com/support/enstyles.asp>), Mendeley (<http://www.mendeley.com>), or Reference Manager (<http://refman.com/support/rmstyles.asp>). Using plug-ins to word processing packages, authors only need to select the appropriate journal template when preparing their article and the list of references and citations to these will be formatted according to the journal style, which is described below.

Recommendations for references are:

- Include ALL authors. et al., for multiple authors is not acceptable.
- When referencing in the body of text, use 12pt Times Roman in square brackets [1].
- Types of references are as follows:
 - For a Book, see [1]
 - For a Journal Article, see [2]
 - For a Magazine Article, see [4]
 - For a Proceedings Paper, see [5]
 - For a Technical Report, see [6]
 - For a Dissertation or Thesis, see [7]
 - For an Internet Reference (not preferable), see [8]

When preparing your reference list, the following should be avoided:

- References not cited in the text.
- Excessively referencing your work.
- Insufficiently referencing the work of others.

10.20. References

1. Engelmores, R., Morgan, A. eds. (1986). *Blackboard Systems*. Reading, Mass.: Addison- Wesley. ← Book
2. Robinson, A.L. (1980). New Ways to Make Microcircuits Smaller. *Science*, 208: 1019-1026. ← Journal
3. Bhavsar, D.S., Saraf, K.B. (2002). Morphology of PbI₂ Crystals Grown by Gel Method. *Crystal Research and Technology*, 37: 51–55 ←Journal
4. Hasling, D.W., Clancey, W.J., Rennels, G.R. (1983). Strategic Explanations in Consultation. *The International Journal of Man-Machine Studies*, 20(1): 3-19. ←Journal
5. Clancey, W.J. (1983). Communication, Simulation, and Intelligent Agents: Implications of Personal Intelligent Machines for Medical Education. In *Proceedings of the Eighth International Joint Conference on Artificial Intelligence*, 556-560. Menlo Park, Calif.: International Joint Conferences on Artificial Intelligence, Inc. ←Conferences
6. Rice, J. (1986). Polygon: A System for Parallel Problem Solving, *Technical Report*, KSL-86-19, Dept. of Computer Science, Stanford Univ. ←Report
7. Clancey, W.J. (1979). Transfer of Rule-Based Expertise through a Tutorial Dialogue. *Ph.D. Dissertation*, Department of Computer Science, Stanford University. ←Thesis
8. Ivey, K.C. (2 September 1996). *Citing Internet sources* URL <http://www.eei-alex.com/eye/utw/96aug.html>. ←Website