**AUTHOR GUIDELINES**

**Full Paper:** The Full Paper should be supplied in electronic form, based on this template, both as Word and PDF files. The deadline for the submission of Full Paper is **31 May 2022.** Full Paper that is received after this deadline will not be included in the Conference Pro­ceedings. At least one author must be duly registered at the time of manuscript submission.

**Copyright:** Authors are responsible for ensuring that nothing in their papers infringes any existing copyright.

**Length:** Full Papers should have at most **fifteen (15) pages (size A4)**, including tables, figures and references.

**SI units**: All measurements and data should be given in metric (SI) units.

**Abbreviations:** Must be explained the first time they occur.

**Figures and tables:** All figures and tables should be mentioned in the text and should be numbered in the order in which they appear. They should be placed as close as possible to the place where they are first mentioned.

**References:** References should be ordered alphabetically.

**PAGE LAYOUT**

**Paper size:** A4 = 210(w) × 297(h) mm

**Margins:** default standard = 1 inch or 2.54 cm at all sides

**Justification:** Full.

The first page must contain:

**Title of the pape**r: Times New Roman 18 point font, bold, capital letters.

**Names of the authors**: Times New Roman 12 point font, bold.

**Author affiliations**: Times New Roman, 10 point font.

**Abstract headin**g: Times New Roman 10 point font, bold, capital letters.

**Abstract text**:Times New Roman 10 point font, 1 (one) paragraph not exceeding 200 words,

**Keywords**:Times New Roman 10 point font, maximum 6 words, italics.

**Full Paper text**: Times New Roman 11 point font.

**Line spacing**: Line spacing should be set at 1 (one).

**Sentence spacing:** Leave only one space after a full stop.

**Paragraphs:** Do not indent the first line of a paragraph, instead leave 1 (one) line space between paragraphs.

**Footnotes:** Arabic numerals, Times New Roman 10 point font, indicated by superscript lower case letters and place at the foot of the page.

**Pages numbering:** Pages should be numbered with Arabic numerals on the center and bottom of page, Times New Roman 10 point font.

**Figure and Table numbering:** Arabic numerals, Times New Roman 11 point.

**Below you will find an example of a Full Paper that you may use as a template by overwriting it. Please do not forget to RENAME this file with this following format:**

**(**FCL[number as assigned in the abstract ID]\_File[number as assigned in the abstract ID]

**Please also delete the first two pages of this guideline.**

FULL PAPER TITLE IN UPPERCASE (FONT: 18 bold)

**First Author1, Second Author2, Third Author3 (Font: 12 bold)**

1 1First author’s institution, country, and email (Font: 10)

2Second author’s institution, country, and email email (Font: 10)

3Third author’s institution, country, and email (Font: 10)

ABSTRACT (Font: 10 bold)

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 200 words and accompanied by three to six keywords. It should consist of the objectives, research method, and findings. The keywords are written in Italics, in regular letters with a capital at the beginning of the first keyword and ended with a period.

**Keywords:** *Maximum, six, words, italics.*

# INTRODUCTION (Font: 11 bold)

It is expected that authors will submit carefully written and proofread material. Spelling and gram­ma­tical errors, as well as language usage problems are not acceptable in the final submission. Papers should clearly describe the background of the subject, the authors work, including the methods used, and concluding discussion on the importance of the work. Papers are to be prepared in AmericanEnglish. Technical terms should be explained.

Acronyms should be written out at their first appe­ar­ance. Please note the following details:

* Template is an A4 format.
* All text paragraphs should be single spaced, with margins 1 inch each side.
* Leave one line space between paragraphs.
* Papers should use 11-point, Times New Roman font.
* It is recommended that text in figures is not smaller than 10-point font size.

# LITERATURE REVIEW AND HYPOTHESIS (Font: 11 bold)

**Presenting Quotation Source**

For quoting in the text, kindly follow the rule below.

* Single author: Accompanied by author’s last name followed by year of publication.

- Example of quotation source for short direct quotation: Almond (2019) stated that “..........”.

- Example of quotation source for indirect quotation: A study on .......... (Almond, 2019).

* Two authors: Accompanied by last names of the two authors, followed by year of publication, for example:

- Almond and Currie (2018) proved that ..........

- The formation of human resources .......... (Almond & Currie, 2018).

* 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 (2019) stated that ..........

- Following mentions: Zheithaml *et al.* (2019) 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.* (2018) suggested that ..........
* Quotation source of more than one authors uses “and”, and uses the symbol “&” when pre­sented in brackets, table, figure, and the list of references.

# RESEARCH METHOD (Font: 11 bold)

**Writing the Sub-title**

* Sub-title (level 1, for example: **INTRODUCTION** etc.) is written uprightly in bold letters, with a capital letter of each word, and left aligned.
* Sub-sub-title (level 2, for example: **Presenting Quotation Source** etc.) is written in bold, with a capital letter at the beginning of each word except preposition, and left aligned.
* 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.

# FINDINGS (Font: 11 bold)

Figure captions and table headings should be sufficient to explain the figure or table without needing to refer to the text. Figures and tables not cited in the text should not be presented. Each table or figure should be presented within the text (not at the end of the text).

**Presenting Tables**

* Each table is given a chronological number (Arabic numeral).
* 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, 2018.
* Table is written in 11 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.

**Presenting Figure/Diagram**

* Each figure is given a chronological number (Arabic numeral.
* Number and title of figure is written below the figure, written in one line, in bold letters and left aligned. Number of figure is ended with a period.
* Number and title of figure is written with a capital letter at the beginning of the sentence.
* Figure source is written under the number and title of figure, left aligned.
* The letters in the figure is written in 11 pt. letters and single spaced.

# DISCUSSION (Font: 11 bold)

The following are examples of table and figure. Tables and figures should be placed close after their first reference in the text and mentioned in the text. All figures and tables should be num­bered with Arabic numerals. Table title should be above the tables. Figure captions should be left aligned below the figures. Minimum figures resolution: 150 dpi.

Tables and figures may not be placed separately on two pages or more. Make sure that all the writing guidelines above must be followed otherwise the submission will be considered unqualified and re­jected. If there are any questions, feel free to email the committee any time. Please email all your inquiries to paper-submission@petra.ac.id.

**Table 1**

**Title of Example Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Types** | **Format 1** | | | | **Format 2** | | | |
| **Result**  **1** | **Result 2** | **Result 3** | **Result 4** | **Result**  **1** | **Result 2** | **Result 3** | **Result**  **4** |
| Indicator 1 | 29.53 | 44.58 | 41.05 | 23.81 | 27.4 | 43.6 | 40.87 | 20.65 |
| Indicator 2 | 60.4 | 60.92 | 60.47 | 38.24 | 60.91 | 63.83 | 63.53 | 26.19 |

Source: World Bank, 2018

Variable 3

Variable 4

Variable 1

Variable 2

**Figure 1. Example figure**

# CONCLUSION (Font: 11 bold)

Paragraphs: Do not indent the first line of a paragraph, instead leave 1 (one) line space between paragraphs. Do not underline: Use *italics*, bold, or *bold italics* instead. Pages numbering: Pages should be numbered Arabic numerals, Times New Roman 11 point. Figure and Table numbering: Arabic numerals, Times New Roman 11 point.

# REFERENCES

It must only include all cited sources in the text of the paper, recent years publication, and at least 80 percent are premier sources or journal publications, and listed alphabetically. List of references must follow APA 6th edition style. For more information, please visit: http://www.apastyle.org/index.aspx.

**Presenting the List of References**

- **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: Journal 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. Al, 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.

# SUBMITTING THE FULL Paper

The full paper and similiraty check have to be submitted to the following address:

<http://i-come.petra.ac.id/submission/>

Deadline is **31 May 2022.**