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## AUTHOR GUIDELINES

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ISSN: 2502 – 5465 / e-ISSN: 2621 – 7120  
Accredited by LIPI Number: 752/AU2/P2MI-LIPI/08/2016  
Recognized as an International Journal by the Indonesian Institute of Science  
(SK Kepala LIPI Number B-12765/SU.3/HK.01/XII/2017)  
Accredited by ARJUNA Kemenristek/BRIN (Ministry of Research and Technology/  
National of Research and Innovation Agency) Number 85/m/kpt/2020

# *Analisa*

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Journal of Social Science and Religion

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### GENERAL GUIDELINE

1. The article has not been previously published in other journals or other places
2. The article should be written in English (United State of America English) with a formal style and structure. This is because it is a fully peer-reviewed academic journal, so that an oral and informal language would not be accepted
3. The article should be written in word document (MS word), 1 space (single space), 12pt Georgia,
4. The article should be written between approximately 8,000 – 10,000 words including body text, all tables, figures, notes, and the reference list.
5. The article has to be an original work of the author/s
6. The author/s have responsibility to check thoroughly the accuracy of citation, grammar, table and figures before submission
7. The author/s has responsibility to revise their article after receiving a review from the editorial boards.
8. The author/s should register at the e-journal of Analisa before submitting their paper and fill the form completely.

9. The article should be submitted via online submission at the e-journal of Analisa
10. The articles will be reviewed by editorial boards
11. The author should use a “template” provided by Analisa Journal (it can be downloaded from the Analisa website) to write their article.

### STRUCTURE OF THE ARTICLE

1. Title
2. Author’s name, email address, author’s affiliation address
3. Abstract (250 words maximum, it consists of background of the study, research method, and finding of the research)
4. Key words ( 3-5 words/phrases)
5. Introduction (it consists of background statement, research questions, theoretical framework, literature review)
6. Hypothesis (optional)
7. Research method (it consist of data collecting method, research subject/object, data analysis, time and place of the research if the article based on the field research)
8. Research findings and discussion

9. Conclusion
10. Acknowledgement (optional)
11. Reference
12. Index (optional)

## WRITING SYSTEM

### 1. Title

1. Title should be clear, short and concise that depicts the main concern of the article
2. Title should contain the main variable of the research
3. Title should be typed in bold and capital letter

### 2. Name of the author/s

- a. The author/s name should be typed below the title of the article without academic title
- b. The author/s address (affiliation address) should be typed below the name of the author/s
- c. The author/s email address should be typed below the author/s address
- d. If the author is more than one writer, it should be used a connecting word “and” not a symbol “&”

### 3. Abstract and key words

1. Abstract is the summary of article that consists of background of the study, data collecting method, data analysis method, research findings.
2. Abstract should be written in one paragraph, single space and in italic
3. Abstract should be no more than 250 words
4. The word “abstract” should be typed in bold, capital letter and italic

5. Key words should consist of 3-5 words or phrases.
6. Key words should be typed in italic

### 4. How to present table

- a. Title of the table should be typed above the table and align text to the left, 11pt font Georgia
- b. The word “table” and “number of the table” should be typed in bold, while title of the table should not be typed in bold (normal).
- c. Numbering for the title of table should use an Arabic word (1, 2, 3, and so forth)
- d. Table should be appeared align text to the left.
- e. To write the content of the table, it should be typed in 10pt font Georgia, 1.0 space.
- f. Table should not be presented in picture, it should be type in real table-office word formatting
- g. Source of the table should be typed below the table, align text to the left, 10pt font Georgia.
- h. Example:

**Table 4.** Number of Rice, Corn and Sweet potato Production

Product	2010	2011	2012
Rice	1.500 Ton	1.800 Ton	1.950 Ton
Corn	950 Ton	1.100 Ton	1.250 Ton
Sweet potato	350 Ton	460 Ton	575 Ton

Source: Balai Pertanian Jateng, 2013.

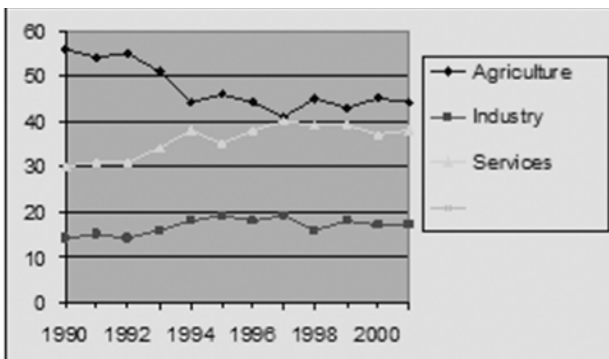
### 5. How to present picture, graph, photo, and diagram

- a. Picture, graph, figure, photo and diagram should be placed at the center

- b. Number and title should be typed above the picture, graph, figure, photo and diagram.
- c. Number and the word of the picture, graph, figure, photo and diagram should be typed in bold, 11pt *Georgia* and at the centre, while title of them should be typed in normal (not bold).
- d. Number of the picture, graph, figure, photo and diagram should use an Arabic word (1, 2, 3 and so forth).
- e. Source of the picture, graph, figure, photo and diagram should be typed below the table, align text to the left, 10pt font *Georgia*.
- f. Picture, graph, figure, photo, and diagram should not be in colorful type, and in high resolution, minimum 300-dpi/1600 pixel (should be in white and black, or grey).

**Figure 1**

Indonesian employment in agriculture compared to others sectors (% of the total employment)



Source: World Development Indicator, 2005

## 6. Research finding

This part consists of the research findings, including description of the collected data, analysis of the data, and interpretation of the data using the relevant theory.

## 7. Citation and Referencing system

All notes in the article must appear in the text as citations. A citation usually requires

only the last name of the author(s), year of publication, and, sometimes, page numbers. For example: (Hefner 2009a: 45; Geertz 1966: 114). Explanatory footnotes may be included. All works cited must appear in the reference list at the end of the article. References must be arranged in alphabetical order (A-Z), and not separated by reference type or genre. In matter of citation and bibliographical style, Analisa follows the **American Sociological Association** manual style. The references should use a reference application management such as Mendeley.

Examples:

### Citation and References List

#### Journal Article

Javanese Islam (Ricklefs 2014: 30)  
Ricklefs (2014: 30) said that...

Ricklefs, M. C. 2002. *Yogyakarta Di Bawah Sultan Mangkubumi 1749-1792*. Yogyakarta: Mata Bangsa.

Ricklefs, M. C. 2014. "Rediscovering Islam in Javanese History." *Studia Islamika* 21(3): 397-418.

#### Book

(Ricklefs 2002:120)

Ricklefs, M. C. 2002. *Yogyakarta Di Bawah Sultan Mangkubumi 1749-1792*. Yogyakarta: Mata Bangsa.

#### Book Chapter/Section

(Slama 2014:40)

Slama, Martin. 2014. "From Wali Songo to Wali Pitu: The Travelling of Islamic Saint Veneration to Bali." Pp. 112-43 in *Between Harmony and Discrimination :Negotiating Religious Identities within Majority-Minority Relationships in Bali and Lombok*, edited by B. Hauser-Schäublin and D. D. Harnish. London and Boston.

## Newspaper Article

(Ghufron 2017)

Ghufron, Fathorrahman. 2017. "Menumbuhkan Literasi Agama." *Kompas*, April 12, 6.

## Web Page

(Gallop 2014)

Gallop, Annabel Teh. 2014. "Asian and African Studies Blog Malay Manuscripts on Chinese Paper." *Asian and African Studies Blog, British Library* 18–23. Retrieved (http://britishlibrary.typepad.co.uk/asian-and-african/2014/02/malay-manuscripts-on-chinese-paper.html?utm\_source=feedburner&utm\_medium=email&utm\_campaign=Feed:+asian-and-african+(Asia+and+Africa)).

(Tepas Tandha Yekti 2018)

Tepas Tandha Yekti. 2018. "Sejarah Dokumentasi Visual Keraton Yogyakarta." Retrieved February 3, 2019 (https://www.kratonjogja.id/ragam/6/sejarah-dokumentasi-visual-keraton-yogyakarta.).

**Note: For a complete citation and reference style, the author should look at the reference application (Mendeley), such as proceeding, working paper, laws, regulations, interviews, and theses/dissertations.**

## 8. Transliteration system

Arabic romanization should be written as follows:

Letters: ' , b, t, th, j, h, kh, d, dh, r, z, s, sh, s, d, t, z, ' , gh, f, q, l, m, n, h, w, y.

Short vowels: a, i, u. long vowels: ā, ī, ū.

Diphthongs: aw, ay.

Tā marbūṭā: t.

Article: al-.

For detail information on Arabic Romanization, please refer the transliteration system of the Library of Congress (LC) Guidelines: https://www.loc.gov/catdir/cpsol/romanization/arabic.

pdf, or

[https://www.loc.gov/catdir/cpsol/roman\\_arabic.html](https://www.loc.gov/catdir/cpsol/roman_arabic.html)

To type Arabic romanization, you simply copy the list of letters and long vowels, and paste it in the text that you want to type.



ISSN : 2502 – 5465 | e-ISSN : 2621 - 7120

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Office of Religious Research and Development Ministry of Religious Affairs  
Semarang