Manuscript Guideline

ONLINE SUBMISSIONS

We invite authors to submit their papers electronically by using the Elsya online submission website. Authors must follow the instructions set in the Authors Guideline and use the journal's template. The editorial board has provided detailed insight on the editorial process so authors who successfully submitted manuscripts will know when and what to expect at all stages.

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MANUSCRIPT GUIDELINES

- A manuscript that has never been published in any other media or journals. The manuscript also does not contain the results of plagiarism, falsification, and fabrication of data.
- The name of the author(s) is written without academic degrees. If a manuscript is written by a team or more than one person, the editor will communicate only with the correspondence author whose Elsya account submitted the paper electronically.
- Must follow Elsya Template and format the file as .doc or .docx
- Must include 5-7 keywords.
- Must use British English*.
- Minimum word count varies depending on the type of document, with 6,000 words being the minimum for an Original Research manuscript.
- Calisto MT. Font sizes: 16 for manuscript title, 12 for text section headings, 11 for text subsection headings, 10 for author name(s), 9 for author affiliation(s) and email address(es), and 10 for abstract, keywords, body text, table/chart/figure title, and any necessary additional sections for the subsection.
- Indent when starting a new paragraph and the body paragraphs must have 1.0 line spacing.
- Cite at least 25 references of sources published during the last five years.
- Must include titles if there are any figures and tables. If necessary, authors may also submit the .jpg or .png versions as supplementary files.

*To support non-native speakers, Elsya Journal has partnered with Unilak Language Editor Team (ULET) to provide language editing and translation services for a fee. Note that employing the use of such services is *not mandatory* and using it, or any other language editing service, does *not guarantee* the acceptance of the manuscript as all submissions are subject to peer review. Please contact the managing editor Ms. Tatum Derin for more information regarding ULET's services by email: t.derin@unilak.ac.id

STRUCTURE GUIDELINES

Title
- The title should summarise the main idea or ideas of the manuscript.
- The title must contain at least 10 words.

Abstract
- Clearly indicate a brief background of the problem and the study's research gap in 2-3 sentences, the researcher's objective(s), the data sample and methods, the results, and the main conclusions.
- The abstract must not be a copy+paste from a passage in the manuscript text.
- 200-275 words in British English.
- There should not be any in-text citation, except if the research uses a certain previous study or theory as a primary reference.
- 5 keywords (which do not merely repeat words from the title).

Introduction

- Start with a general statement that covers "the whole of your research" which can clearly identify the problem/phenomenon and why your study is necessary.
- State the research gaps, your research objectives, and the novelty that your research offers or its implications.
- Include a review of the relevant and recent literature that gives context to the manuscript's position within the current research field.
- When you use direct quotes from a cited study, indicate the page. Example: "…" (Author, 2020, p. 27).

Literature Review
- The literature reviewed may include old studies but must mainly contain studies that were published within last five years.
- Should mainly review journal articles rather than books or webpages, although they are also allowed if they are necessary to give context and enrich the discussion.
- The literature review should critically evaluate the contents of the cited literature rather than simply retelling previous studies' findings.
- The literature review cannot only consist of direct quotes or various definitions.

Method
- Provide sufficient detail so that editors and readers can understand and replicate the study.
- Specifically states the data sample, collection method and data analysis.

Results
- Describe the results. If appropriate, present the results as a chart/table/figure which must be described in a paragraph(s) below them.
- Excerpts should have codes (which is up to the authors). If you are unsure of how, please read this basic guide to coding qualitative data to familiarise yourself with the concept.
- Do not discuss results or speculate as to why something happened; that goes in the Discussion section.

Discussion*
- Reiterate the most significant results, but do not repeat what has been written in the Results section.
- Interpret and describe the significance of and possible/definite reasons behind these results in light of what was already known about the problem/topic (which must include a review of the relevant literature).
- Explain any new understanding, insights or contributions that emerged as a result of the study. Authors must highlight the novelty of the research.
- *Results section and Discussion section cannot be combined or merged, unless the authors can strongly justify it and the manuscript's type of data would be better delivered as part of a thematic discussion.

Conclusion
- This is the "take-home message" of the manuscript, so it must consisely answer the research question(s). It should help the reader understand why this research should matter to them after they have finished reading the paper.
- It is not a simple summary of the paper, but a synthesis of the key points.
- Must include the most significant parts of the Results and Discussion.
- Recommendations for future research related to your topic should be mentioned.
- Cannot be written in bullet points; it can only be written as 1-2 paragraphs.
- No citations in the conclusion paragraph(s).

Acknowledgment (Optional)
- Give credit to funding bodies and departments that have been of help during the project, for instance by supporting it financially or allowing the research to take place.

References
- Uses the APA 7th edition (see the APA guide).
- Authors are recommended to attach doi links of the cited studies. The links are formatted the same as URLs because the label "DOI:" is no longer necessary.
- Contain at least 25 studies that were published during the last five years (2019-2023).