

Author Guidelines

Papers submitted for publication must conform to the following guidelines:

- Papers must be typed in one-half spaced on A4-paper size.
- Papers length is about 5.000-8.000 words.
- Papers uses English.
- Papers is an original work of the author and the team based on real research results have not and will not be published in any media.
- All submission must include a 150-200 word abstract; and selected keywords (at least 3-5 of author's own).
- Full name(s) of the author(s) must be stated, along with his/her/their institution and complete address;
- All submission should be in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format;
- Bibliographical reference must be noted in bodynote (full name (s), year).
- All articles must include a bibliography at the conclusion of their manuscript that conforms to the most current APA (American Psychological Association)(6th edition) style; for more information, see: <http://www.apastyle.org>

Examples for Bibliography

Books

Nursi, B. S. (2008). *The Words*. (S. Vahide, Trans.). Istanbul: Sozler Publication.

Cutlip. S. M. Center. A. H. & Broom. G. M. (2006). *Effective Public Relations*, New Jersey: Pearson Education International.

Website

Down to Earth.(2004). Military will Continue to Vital Object, <http://dte.gn.apc.org/61BRF.HTM>, Accessed 1 June 2008.

Journal

Witteman, H. (1988). Interpersonal problem solving: Problem conceptualization and communication use. *Communication Monographs*, 55(4), 336–359.

In book

Grunig. J. E. Grunig. L. A. & Dozier. D. M. (2006). "The Excellence theory". In Botan, C. H. & Hazleton, V. (Eds.) *Public Relations Theory II*, Hillsdale, NJ: Lawrence Erlbaum Associates.

Article structure

Title Page

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Abstract, made in essay form consists of introduction, purpose, method, conclusion, written in 1 (one) paragraph, space 1, paragraph justify, 150-200 words, no numbering. Created in Bahasa Indonesia and English.

Keywords

Consist of 3-5 relevant words/phrases

Introduction

State the objectives of the work and provide an adequate background, avoiding an unnecessarily detailed literature survey or a summary of the results.

Literature Review

A literature review is both a summary and explanation of the complete and current state of knowledge on a limited topic as found in academic books and journal articles. It discusses scholarly information about a topic which is relevant to the research that you are currently writing. In writing a literature review, you do not only summarize and report what previous relevant studies have done. You should critically analyze the information from the previous studies by identifying gaps in current knowledge; showing limitations of theories and points of view; and formulating areas for further research and reviewing areas of controversy. The objective of writing a literature review is to show your readers that you have an in-depth grasp of your subject; and that you understand where your own research fits into and adds to an existing body of agreed knowledge.

Here are the four main tasks to guide you in writing a literature review.

- demonstrates a familiarity with a body of knowledge and establishes the credibility of your work;
- summarizes prior research and says how your project is linked to it;
- integrates and summarizes what is known about a subject;
- demonstrates that you have learnt from others and that your research is a starting point for new ideas.

Methods

Provide sufficient detail to allow the reader to interpret the results, and to enable the work to be reproduced. Methods already published should be summarized and indicated by a reference: only relevant modifications should be described in detail.

Results and Discussion

This section should clearly and concisely describe the results of your study. Explain the statistical analyses (if used). Provide visual representations of the data (tables, graphs) where appropriate, but make sure to reference and explain these in the text.

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid excessive citations and discussion of published literature.

Conclusion

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

REFERENCES

- Follows the APA style (American Psychological Association) <http://www.apastyle.org>
- Suggested using [Mendeley](#)
- Arranged by alphabetic
- Comprised at least 15 reference sources
- References with maximum 10 years



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