



## Author Guidelines

### 1. Introduction

**Buana Pendidikan** is a national scientific journal that is open to seeking innovation, creativity, and novelty. **Buana Pendidikan** is a *peer-review journal* published by the Departement of Special Education, University of PGRI Adi Buana Surabaya. The aim of the journal is to facilitate scientific publication of the results of researches in Indonesia and participate to boost the quality and quantity of research for academics and researchers. **Buana Pendidikan** is publishing research results and critical analysis studies in the field of Education

This journal was indexed in **Google Scholar**. **Buana Pendidikan's** editorial board invites you to submit your manuscript to be published in this journal.

### 2. The Manuscript General Guidelines

The manuscript text general guidelines are as follows:

1. The manuscript is the authentic research result that has not been published yet in other publication media or publishing houses.
2. Manuscript accepted standard written in Indonesian;
3. The manuscript text thought to be written as this article template. The article is written on A4-size paper (210x297 mm), with custom margins as follows: left 25 mm, right 25 mm, bottom 25 mm, and top 25 mm, Garamond theme font, 11pt font size, and 1.5 lin-spacing.
4. The manuscript is typed using Microsoft Word program on A4 paper, around 3,000-5,000 words including figures, tables, and references.
5. The manuscript does not contain any plagiarism elements. The editorial board will directly reject the text that indicates plagiarism. We use plagiarism software to check your manuscript.
6. The manuscript consists of five main headings: *Pendahuluan (Introduction)*; *Metode (Methods)*; *Hasil (Results)*; *Pembahasan (Discussion)*; *Kesimpulan (Conclusions)*; *Daftar Pustaka (References)*;
7. The title of the article should be as short as possible, and should represent the content of the manuscript;
8. Author names are written under the title, followed by author affiliation and e-mail address;
9. Abstract written in Indonesian and English. Abstract not exceeding 15-200 words, write a narrative consists of goals/objectives, methods, and findings of the research/writing;
10. Keywords: words or phrases that are important, specific, or representative for articles and consisting of 3-8 words;

### 3. The Guidelines for the Manuscript Body Text

**The title of the manuscript:** The title should be informative and be written both briefly and clearly. It cannot diverse multi interpretations. It has to be pinpoint with the issues that will be discussed. The beginning word is written in a capital case and symmetrically. The article title does not contain any uncommon abbreviations. The main ideas should be written first and followed then by its explanations. The article title should be written within fifteen to twenty words, Garamond theme font, 14pt-sized font, 1 space, spacing before 6pt and after 12 pt with the bold selection and in the center text format.



**Abstract:** The abstract has to be written within 150-200 words maximum and followed by three to eight keywords and arranged alphabetically. The abstract must contain **research objectives, methods, results, conclusions, and limitations (optional)**. Abstract was written in 1 space line, and 11 font size Garamond.

**Introduction:** The introduction must contain (shortly and consecutively) a general background and a literature review (state of the art) as the basis of the brand new research question, statements of the brand new scientific article, main research problems, and the hypothesis. In the final part of the introduction, the purpose of the article writing should be stated. They should be represented in the literature review to show the brand new of the scientific article.

**Methods:** The method explains how the research is conducted, including research design, data collection, research instrument, and analytic methods. This part should be narrated.

**Findings and Discussion:** This part consists of the research results and how they are discussed. The results obtained from the research have to be supported by sufficient data. The research results and the discovery must be the answers or the research hypothesis or research question stated previously in the introduction part.

**Conclusion:** This is the final part containing conclusions, limitations, and recommendations. The conclusions will be the answers to the hypothesis or research question, the research purposes, and the research discoveries. The conclusions should not contain only the repetition of the results and discussions. It should be the summary of the research results as the author expects in the research purposes or the hypothesis. Research limitations and recommendations contain a deficiency in the research and suggestions associated with further ideas from the research.

**Acknowledgment:** Acknowledgements to those who support the research (sponsors and respondents). Families and supervisors are not allowed in this section.

**References:** All the references used in the article must be listed in this part. In this part, all the used references must be taken from primary sources (scientific journals and the least number is 70% of all the references) published in the last ten years. Each article should have at least ten references and cite **Buana Pendidikan** articles, at least 3 articles.

**Table:** Every table must have a unique title placed at the top. Titles should be clear and concise, and they should not be complete sentences. table title is written in 1 space line, 10 font size Garamond, center, spacing before 6 pt, and bold only in the table sentence. Meanwhile, the body table is written in 1 space line, 10 font size Garamond, center.

**Figure:** each figure should have a caption. The caption should be concise and typed separately, not on the figure area; If figures have parts (for example, A and B), make sure all parts are explained in the caption. The figure title is written 1 space line, 10 font size Garamond, center, and bold only in the figure sentence.

**Equation and numbering equation:** The equation number should be placed in parentheses to the right of the equation. E.g.  $H_{n+1}(1/n+1, 1/n+1, \dots, 1/n+1)$  (1); Do not create equations as pictures. Use [MathType](#) or insert symbols as normal text. Equations should be numbered consecutively with Arabic numerals to avoid ambiguities if they will be referred to in the text. Citation for an equation should be made by using "(1)," not "Eq. (1)" or "equation (1)," except at the beginning of a sentence: "Equation (1) is..."



#### 4. The Guidelines for the Citations and References

All the served data or quotes in the article taken from the other author articles should attach the reference sources. The references should use a reference application management such as **Mendeley**, **EndNote**, or **Zotero**. The writing format used in **Buana Pendidikan** follows the APA 6<sup>th</sup> Edition (*American Psychological Association*) format.

#### 5. The Online Submission Manuscript Guidelines

The manuscript text must be submitted by one of two systems (the second procedure is more preferable):

1. The document should be submitted by the Online Submission System in the **Buana Pendidikan** E-journal portal.
2. Firstly, the author should register as either an author or reviewer (checking role as author or reviewer) in the **“Register”**
3. After the registration step is completed, log in as an author, click in **“New Submission”**. The article submission stage consists of five stages, such as: (1). *Start*, (2). *Upload Submission*, (3). *Enter Metadata*, (4). *Upload Supplementary Files*, (5). *Confirmation*.
4. In the **“Start”** column, choose Journal Section (nearby Volume and Issue will publish), check all the checklists.
5. In the **“Upload Submission”** Column, upload the manuscript files in MSWord format in this column.
6. In the **“Enter Metadata”** columns, fill in with all the author data and affiliation. Including the Journal Title, Abstract, Keywords, and References.
7. In the **“Upload Supplementary Files”** columns, the author is allowed to upload supplementary files, the statement letter, or any other else.
8. In the **“Confirmation”** columns, if the data you entered are all correct already, then click **“Finish Submission”**.
9. If the author has difficulties in the submission process through the online system, please contact **Buana Pendidikan**, the editorial team.



## Publication Ethics

Here are the deal and ethical standards for all parties involved in scientific publications, such as editor, reviewer, and author.

### 1. DUTIES OF EDITORS

Editor of the **Buana Pendidikan** is responsible for taking decisions manuscripts will be published in the **Buana Pendidikan**. The editor can be guided by the policy of the editorial board and constrained by the requirements of applicable laws regarding defamation, copyright infringement and plagiarism. Editors can discuss with other editors or reviewer in making this decision.

#### Fair Play

Editors will evaluate the manuscripts in accordance with the intellectual content without regard to race, sex, sexual orientation, religion, ethnicity, nationality, or political philosophy of the author

#### Confidentiality

The Editor and editorial staff should not provide any information about a submitted manuscript to someone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

#### Conflict of interest

The materials that are not published in a submitted manuscript may not be used for the editor's own research without the express written consent of the author.

### 2. DUTIES OF REVIEWER

#### Contribution to Editorial Decisions

The review process may assist the auditor in making editorial decisions and through the communication between editor with the author will assist the author in improving the manuscript.

#### Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

#### Confidentiality

Each manuscript has been accepted for review must be treated as confidential documents. The manuscript should not be shown or discussed with others except with permission from the editor.

#### Standards of Objectivity

The review should be conducted objectively. Personal criticism of the author is not allowed. Reviewers must show clearly the results of the assessment along with supporting arguments.

#### Acknowledgement of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.



## **Conflict of Interest**

Unpublished material contained in the manuscript must not be used for the reviewer's own research without the written permission of the author. Special information and ideas obtained through a review process should be kept confidential and not used for personal purposes. Reviewers should not consider manuscripts that have a conflict of interest due to a script that is competitive, collaborative, or other relationships with one of the authors, or a company involved with the script.

## **3. DUTIES OF AUTHOR**

### **Reporting Standard**

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. The main data to be represented accurately in the script. The manuscript should contain sufficient detail and references that allow others to do the research again. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

### **Data Access and Retention**

The author was asked to provide the raw data associated with the text for editorial review process and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

### **Originality and Plagiarism**

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

### **Multiple, Redundant or Concurrent Publication**

An author should not, in general, publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

### **Acknowledgment of Sources**

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

### **Authorship of the Paper**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

### **Disclosure and Conflicts of Interest**

All authors should disclose in their manuscript any financial or other substantive conflicts of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.



## Fundamental errors in published work

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

## Retraction

The papers published in the **Buana Pendidikan** will be consider to retract in the publication if :

1. They have clear evidence that the findings are unreliable, either as a result of misconduct (e.g. data fabri-cation) or honest error (e.g. miscalculation or experimental error)
2. the findings have previously been published elsewhere without proper crossreferencing, permission or justification (i.e. cases of redundant publication)
3. it constitutes plagiarism
4. it reports unethical research