

Preparing Your Manuscript for Publication
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GFA

- Author Guidelines, e.g.,
<http://journals.itb.ac.id/index.php/jvad/about/submissions#authorGuidelines>
- Instructions for Authors, e.g.,
<https://www.tandfonline.com/action/authorSubmission?journalCode=rpdm20&page=instructions#.VE9kVcnlfps>

Your Manuscript

Title

Remember:

- Not too long
- General topic and specific area(s)
- Avoid clichés: 'effect of,' analysis of,' 'case study of' at the beginning of title.
- No stating of figures from the results
- Avoid fixed names of object of the study
- Grammatically sound
- Good spelling
- Convey the **main topics** of the study
- Highlight the **importance** of the research

Abstract

Remember:

- Purpose of the study
- Methods used
- Results
- Normally not more than 300 words; see GFA.

Key words

- Avoid using the words already in the title.

Examples:

Manuscript title: Body, Body, Body

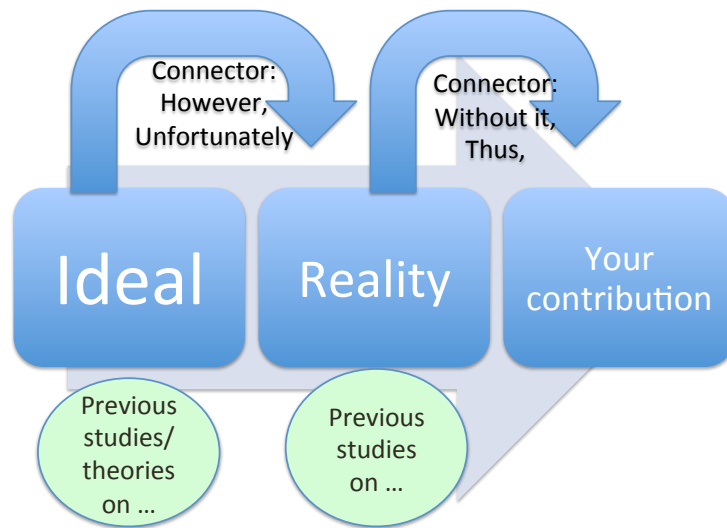
Poor keywords: body; catharsis; conflict; confrontation; contemplation; drawing.

Better keywords: ~~body; catharsis; color strokes; conflict; confrontation; contemplation; drawing;~~ (X theory of representation of the body)

Introduction

- ✓ Is there an explicit research gap in the introduction? → reading skills, previous studies.
- ✓ Is there some form of a statement of the problem? → argumentation, possibilities
- ✓ Is there a clear thesis in the manuscript? → contribution to the field of study

How to Write Statement of The Problem



How to Write Statement of The Problem:

- Never state that 'NO ONE' has done such a study (not an excuse!) → instead, state: 'very little research has been done on _____, except for *this* (X, 2010) and *that* (Y, 2015).
- Never jump too far to policies (or governments/politics) → instead, focus on facts and findings. Even if you really, really, really want to critique a certain policy, make sure you have a narrowed down aspect of the policy and LOTS of evidence.

Remember:

- Highlight research gap.
- Provide a strong statement of the problem.
- Use connectors: however, unfortunately, even so, in spite of all that.
- Normally 3-4 paragraphs; see GFA.

Methodology

- No need to write the broader scope of the study, e.g., qualitative/quantitative/descriptive.
- Provide details of research procedures.
- Always be clear: when, where, what, how, why, how many, etc.
- Normally 10-15% of the whole manuscript.
- Highlight a chronological order.
- Present **research methodology**.
- Describe specific issues taking place during the study.

Results

Remember:

- Answer the research questions.
- Provide examples; explore data.
- Always provide explanation after indicating images or graphs.

- Normally 60% of the whole manuscript.

Conclusion

Remember:

- Restate the thesis.
- Avoid repeating results.
- Avoid bullet points or numbering.
- Avoid introducing something new.
- Normally 1-2 paragraphs.

Acknowledgements

Acknowledgements

This work was supported by the Medical Research Council [grant number xxx].

The funding agency should be written out in full, followed by the grant number in square brackets.

This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

If no specific funding has been provided for the research corresponding authors should state so.

Visuals

- Comply with the conventions of providing illustrations in scientific publication
- No vertical lines in tables
- Figures must be clearly visible

Editing and Proofreading

Editing

- Content.
- Overall Structure.
- Structure within Paragraphs.
- Clarity.
- Style.
- Citation.

Proofreading

- Spelling.
- Punctuation.
- Diction.
- Sentences.
- Writing, Cohesion.
- Terminology, Jargon.

Common Practices



- highlight a chronological order.
- present **research methodology**.
- describe specific issues taking place during the study.

- **introduce** the rationale.
- present **theoretical considerations**.
- present **findings**.
- When you **conclude**.

Need Help?

- Dictionary: Merriam-Webster, Cambridge.
- Online sources: corpus of English, Grammarly, Scimago, Journalfinder
- Translators
- Proofreaders

Always

- Comply with GFA
- Defend the science.
- Be honest with your work.
- ****Your writing shows who you are as a researcher****
- Start small, but start now: you will grow.

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===== Good luck with your manuscript! =====