

# INDONESIAN JOURNAL OF EDUCATIONAL COUNSELING

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## AUTHOR GUIDELINES

**Indonesian Journal of Educational Counseling (IJEC)** is a periodical scientific research, literature review or article, report experiences of best practices in the field of guidance and counseling, psychology of education. IJEC published twice a year, the first issue in January and the second issue in July.

### GENERAL GUIDELINES

Articles must be original (not plagiarism) and has never been published in another journal. If ever presented in the form of seminars, workshops, etc., say the name of the activity.

Articles are written by a program Microsoft Word to the top, A4 size paper, page margins: top 3 cm, left 3 cm, bottom 3 cm, and right 3 cm, typed with lines 1 density spacing, font Arial 11, text format in one column, or use the following [TEMPLATE](#).

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For the January issue article can be sent in July-November, editing will be done in December. For the July issue of the articles can be delivered starting in January- May, editing will be done in June. The article goes into the desk editors selected by the editor. Articles can be accepted without repair, refurbishment accepted, or rejected, and the article is rejected is not returned unless requested by the author.

### STRUCTURE OF PAPER

The length of the manuscript of no more than 5000 words or 10-15 page. Articles are written by systematic and the following provisions.

1. Title: written in a concise and informative, maximum 12 words (single-spaced) should reflect the substance of the variables described in the article body.
2. Name of Author: without titles, the author can be an individual or a team.
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6. Keywords: terms that reflect the essence of the concept within the scope of the problem may consist of several pieces of terms.

### The body of manuscript :

1. **Theoretical/Conceptual Article** consist of an **INTRODUCTION, LITERATURE REVIEW, DISCUSSION, and CONCLUSIONS.**
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Reference/Bibliography: use APA (American Psychological Association) citation rules, cultivated from a primary source, and if it comes from the most current cultivated journals (3-5 years) and just acknowledgment of the source designated in the article body. Instead, the name that is referenced in the body must exist in the bibliography. Second row to the right of the entrance 7 letter. Here are some examples of writing a bibliography of several types of sources. Recommended to use **Citation Software** Ex. **MENDELEY, ZOTERO**, etc.

## APA FORMAT–6<sup>TH</sup> EDITION

### JOURNALS, MAGAZINES, NEWSPAPERS IN PRINT FORMAT General Form

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, xx, xxx-xxx.

**NOTE:** The journal title and the volume number are in italics. Issue numbers are not required if the journal is continuously paged. If paged individually, the issue number is required and is in regular type in parentheses adjacent to the volume number.

#### One Author

Williams, J. H. (2008). Employee engagement: Improving participation in safety. *Professional Safety*, 53(12), 40-45.

#### Two to Seven Authors [List all authors]

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. *Social Services Review*, 81, 453-484.

#### Eight or More Authors [List the first six authors, ... and the last author]

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J.-Y., Coatsworth, D., Lengua, L.,...Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

#### Magazine Article

Mathews, J., Berrett, D., & Brillman, D. (2005, May 16). Other winning equations. *Newsweek*, 145(20), 58-59.

#### Newspaper Article with No Author and Discontinuous Pages

Generic Prozac debuts. (2001, August 3). *The Washington Post*, pp. E1, E4.

## BOOKS, CHAPTERS IN BOOKS, REPORTS, ETC. General Form

Author, A. A. (Year). *Title of work*. Location: Publisher.

### One Author

Alexie, S. (1992). *The business of fancydancing: Stories and poems*. Brooklyn, NY: Hang Loose Press.

### Corporate Author with an Edition and Published by the Corporate Author

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

### Anonymous Author

*Dorland's illustrated medical dictionary* (31<sup>st</sup> ed.). (2007). Philadelphia, PA: Saunders.

### Chapter in a Book

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), *Handbook of peer interactions, relationships, and groups* (pp. 490-507). New York, NY: Guilford Press.

### ERIC Document

Shyyan, V., Thurlow, M., & Liu, K. (2005). *Student perceptions of instructional strategies: Voices of English language learners with disabilities*. Minneapolis, MN: National Center on Educational Outcomes, University of Minnesota. Retrieved from the ERIC database.(ED495903)

## ONLINE JOURNALS, MAGAZINES, NEWSPAPERS General Format – Databases

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Name of Journal*, xx, xxx-xxx. doi:xxxxxxxxx

### Article Retrieved from an Online Database

**NOTE:** Use the article's DOI (Digital Object Identifier), the unique code given by the publisher to a specific article.

Senior, B., & Swales, S. (2007). Inside management teams: Developing a teamwork survey instrument. *British Journal of Management*, 18, 138-153. doi:10.1111/j.1467-8551.2006.00507.x

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Koo, D. J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine activities/lifestyle of active drug users. *Journal of Drug Issues*, 38, 1105-1137. Retrieved from <http://www2.criminology.fsu.edu/~jdi/>

### Article from an Online Magazine

Lodewijkx, H. F. M. (2001, May 23). Individual-group continuity in cooperation and competition under varying communication conditions. *Current Issues in Social Psychology*, 6(12), 166-182. Retrieved from <http://www.uiowa.edu/~grproc/crisp/crisp.6.12.htm>

## OTHER ONLINE RESOURCES General Form

Author, A. A. (Year). *Title of work*. Retrieved from web address

### Online Report from a Nongovernmental Organization

Kenney, G. M., Cook, A., & Pelletier, J. (2009). *Prospects for reducing uninsured rates among children: How much can premium assistance programs help?* Retrieved from Urban Institute website: <http://www.urban.org/url.cfm?ID=411823>

### Online Report with No Author Identified and No Date

*GVU's 10th WWW user survey*. (n.d.). Retrieved from [http://www.cc.gatech.edu/user\\_surveys/survey-1998-10/](http://www.cc.gatech.edu/user_surveys/survey-1998-10/)

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Kidpsych is an excellent website for young children (<http://www.kidpsych.org>).

## REFERENCE CITATIONS IN TEXT

APA utilizes a system of brief referencing in the text of a paper, whether one is paraphrasing or providing a direct quotation from another author's work. Citations in the text usually consist of the name of the author(s) and the year of publication. The page number is added when utilizing a direct quotation.

### Indirect Quotation with Parenthetical Citation

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

### Indirect Quotation with Author as Part of the Narrative

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

### Direct Quotation with Parenthetical Citation

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

### Direct Quotation with Author as Part of the Narrative

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness— genealogical rather than ecological"(p. 14).

## CITING SECONDARY SOURCES

When citing in the text a work discussed in a secondary source, give both the primary and the secondary sources. In the example below, the study by Seidenberg and McClelland was mentioned in an article by Coltheart, Curtis, Atkins, & Haller.

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) provided a glimpse into the world.

In the references page, you would cite the secondary source you read not the original study.

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed- processing approaches. *Psychological Review*, 100, 589-608.