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| Article Title in Title Case: Subtitles Optional |
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| **Abstract.** This template provides a generic structure for authors preparing an abstract for submission to ***Kertas of Management and Social Science (KMSS)***. The abstract should begin with a brief **introduction to the topic**, including its relevance and background. The paper should then **clearly state the research problem or gap** it addresses, followed by the **main objective(s)** of the study. The next part of the abstract should briefly describe the **methodology**, including the type of data collected and methods used for analysis. Afterward, **summarize the key findings** of the study, highlighting any important trends, relationships, or discoveries. Finally, conclude with the **study's implications**, both practical and theoretical, and suggest possible directions for **future research**. Avoid using citations, acronyms, or overly technical language in the abstract. |
| **Keywords:** Add a “Keywords” line directly below the abstract text. Use the same font (10-point, Times New Roman). Begin with “Keywords:” in bold. List 4 to 6 keywords, separated by commas. |

1. Introduction

The introduction should be formatted in 12-point Times New Roman, with 1.5 line spacing, and all text should be justified. Each paragraph should begin with a first-line indent of approximately 0.5 inch (1.27 cm). Section headings should be numbered using Arabic numerals (e.g., 1, 2, 3) and formatted in bold with left alignment. If in-text citations are used, they should follow the referencing style adopted by the journal IEEE (as shown in the example citations below), as specified in the submission guidelines.

The introduction should begin with a broad **overview of the topic area**, situating the research within a general academic or real-world context. Authors should explain the relevance and importance of the topic to the field of management or social sciences [1].

Give a **summary of the related studies** that have employed a wide range of research methods, depending on the nature of the questions being addressed. Authors should ensure that every **reference in the text** appears in the list of references and vice versa. Indicate references by [2]; [2], [3]; or [2]-[5] in the text.

Additionally, some studies rely on secondary data sources such as archival records, official documents, or pre-existing datasets to conduct retrospective or comparative analyses. The **research aims**, **available resources**, and the nature of the phenomenon under investigation typically shape the selection of methodology in prior work [5], [6].

Next, the introduction should narrow the focus to the specific **research problem or gap** in the existing literature. Authors are encouraged to summarize the findings of previous studies and **clearly articulate what is missing** or underexplored. This will justify the need for the current study.

After presenting the gap, authors must **state the purpose of the research**, followed by clearly written research objectives and/or questions. These should be specific, researchable, and aligned with the study’s scope.

The introduction should also briefly describe the **research approach or methodology** used to address the problem (e.g., qualitative interviews, surveys, case studies). Quantitative approaches are often employed to collect numerical data through surveys, experiments, or structured observations, enabling statistical analysis to identify patterns, correlations, or causal relationships. Qualitative methods, including interviews, open-ended questionnaires, and content or discourse analysis, are frequently adopted to explore meanings, experiences, and contextual factors in depth. In many cases, researchers combine both types of methods in mixed-method designs to benefit from the strengths of each approach. Case studies are also common in the literature, especially when a detailed examination of a specific event, process, or group is needed. Still, the details will be provided in the Methodology section.

Finally, conclude the introduction by **outlining the structure of the paper**, indicating what each section will cover. This helps orient the reader and improves the logical flow of the manuscript.

1. Related Work

The **Related Work** section provides a critical overview of previous studies, frameworks, or approaches relevant to the research topic. Authors should summarize and compare existing research, highlighting key findings, methodologies, and theoretical foundations. The purpose of this section is to establish the current state of knowledge in the field, identify consistent themes or contradictions in the literature, and position the current study within that context.

It is important to evaluate prior studies rather than simply listing them, discussing how they contribute to or limit the understanding of the problem being investigated. This section should also clarify how the current study builds upon, differs from, or **addresses the limitations of existing work**. Citations must be included appropriately to acknowledge prior research and support claims made in the discussion.

Tables in the journal submissions must be clearly presented and integrated within the body of the text. Each table should be numbered consecutively using Arabic numerals (e.g., Table 1, Table 2) and must include a descriptive caption placed above the table. Only horizontal lines should be used: one above the column headings, one between the headings and data, and one at the bottom of the table to maintain a clean and readable layout. Vertical lines and complex formatting should be avoided. Tables must not be submitted as separate files but should be embedded directly into the manuscript near the corresponding discussion or reference. This ensures clarity, consistency, and proper alignment with the journal formatting standards.

Table formatting guidelines for the journal:

* All tables should be **numbered consecutively** using **Arabic numerals** (e.g., Table 1, Table 2, etc.).
* Each table must include a **caption** placed **above the table**, describing its content clearly and concisely.
* **Only horizontal lines** should be used to separate sections in the table:
  + One horizontal line **above the column headers**.
  + One **between the header and the body**.
  + One **below the table**.
* Avoid vertical lines or decorative borders.
* Tables must be **embedded within the text**, placed **close to the paragraph** that refers to them.
* Do not submit tables as separate files.

In the manuscript, all tables must be cited in the main text before they appear, using their assigned number (e.g., “as shown in Table 2”). Table headings should be concise, informative, and placed above the table using sentence case formatting (only the first word and proper nouns capitalized). The heading should be preceded by the table number in bold (e.g., Table 1) followed by the caption in regular font. Headings must be aligned to the left or centered, depending on the journal’s specific style, and should not include extra line spacing between the table number and the caption. Consistent formatting helps readers navigate and interpret the data efficiently within the manuscript.

Table 1. An example of a table

|  |  |  |  |
| --- | --- | --- | --- |
| **Column heading** | **Column A** | **Column B** | **Column C** |
| Add an entry | 1 | 1 | 1 |
| And another entry | 2 | 2 | 2 |
| And another entry | 3 | 3 | 3 |

1. Methods and Materials

The **Methods and Materials** section outlines the procedures followed to conduct the study and describes the tools, data sources, and techniques used to collect and analyze data. This section should begin by clearly stating the **research design**, specifying whether it is experimental, observational, qualitative, quantitative, or a mixed-methods approach. Authors must describe the **study population or data sources**, including any sampling methods, selection criteria, or conditions under which the data were gathered. A detailed explanation of the **data collection methods** should follow, which may include surveys, experiments, interviews, observations, simulations, or archival data, depending on the study type. Any materials, instruments, algorithms, methods, or technologies used (e.g., laboratory equipment, software, measurement tools) should be identified along with relevant specifications or calibration procedures. The section should also explain how the data was **processed and analyzed**, including the statistical or analytical techniques applied. If applicable, mention the software or coding environment used (e.g., SPSS, Python, NVivo). Lastly, include any **ethical approvals or considerations**, such as consent processes, data privacy, or compliance with institutional or national research guidelines.

* 1. Section

This section should be written in 10-point, Times New Roman font with 1.5 line spacing and justified alignment. Paragraphs must begin with a first-line indent of 0.5 inch (1.27 cm). Section headings (e.g., “3. Methods and Materials”) should be bold and left-aligned, with numbered subheadings as needed (e.g., “3.1 Data Collection”). Maintain consistency in terminology and avoid excessive jargon. Any tables or figures referenced in this section should be placed near their first mention, formatted according to the journal’s style guidelines (typically with captions above tables and below figures). Avoid including raw data; instead, focus on explaining how the data was handled and interpreted.

* 1. Section Headings

All section headings must be **left-aligned**, formatted in **bold**, and use **title case** (i.e., capitalize the first letter of each main word). Headings should be **numbered consecutively**, beginning with the Introduction (e.g., 1. Introduction, 2. Related Work, etc.), and continue throughout the manuscript.

* + 1. Subsection Headings

Subsection headings should follow the same formatting as main section headings, bold and left-aligned, and use a hierarchical **numbering format** (e.g., 1.1, 1.2, 2.1, etc.). If the heading extends beyond one line, only the **first line is left-aligned**, and any **subsequent lines should be indented** for visual clarity.

* 1. General Guidelines

Authors should avoid **hyphenation at the end of lines**, as it may cause formatting issues. Symbols representing **vectors and matrices** must be formatted in **bold**, while **scalar variable names** should appear in **italic** font. All measurements and quantities must be expressed in **SI (International System of Units)**. Non-standard abbreviations and symbols should be **clearly defined upon first use**, or alternatively, a **glossary** may be provided to ensure clarity.

* 1. File Naming and Delivery

All submission files must be clearly named and organized to facilitate smooth processing. Authors are required to title their files in the format: *journal acronym\_submission year\_author’s last name* (for example: **KMSS\_2025\_Ahmad**). Both the editable source file (such as Microsoft Word or LaTeX) and a PDF version must be submitted together to the Guest Editor. For any accompanying artwork (such as figures, diagrams, or illustrations), filenames should follow the syntax **“aabbbbbb.ccc”**, where *aa* denotes the component type (e.g., **gr** for figure, **pl** for plate, **sc** for scheme, **fx** for fixed graphic), *bbbbbb* refers to the manuscript reference code (assigned or author-defined), and *ccc* is the standard file extension (such as **.tif**, **.jpg**, or **.eps**). For instance, a file named **grKMSS123.tif** would refer to a figure related to manuscript KMSS123 in TIFF format. This naming system ensures consistency and prevents errors during the layout and publication stages.

* 1. Footnotes

Where possible, footnotes should be avoided to maintain clean formatting. If necessary, footnotes must be marked in the main text using **superscript lowercase letters** (e.g., a, b, c) placed immediately after the punctuation. Footnote text should be **single-spaced**, set in a **7-point font size**, and placed at the **bottom of the corresponding page**. It should be separated from the main text by a **horizontal line** extending across the column width. The **Els footnote style** is available in MS Word and should be used for formatting consistency.

Important: Please **do not alter the template margins**, as this may cause footnotes or other elements to fall outside the printable area, especially during final production.

1. Results

The **Results** section presents the findings of the study in a clear, concise, and logical manner without interpretation or commentary that is reserved for the Discussion section. Results should follow the sequence of the research objectives or hypotheses, using text supported by tables, figures, or graphs as needed. Only findings directly related to the research questions should be reported. This section may include descriptive statistics, trends, model outputs, frequency counts, thematic summaries, or comparative data, depending on the study design. Each result should be described briefly in text, and any data presented in tables or figures should not be repeated verbatim. Instead, highlight the key points or patterns that were observed. Where applicable, statistical significance, confidence intervals, and other indicators should be clearly stated.

* 1. Figures

All figures must be **numbered consecutively using Arabic numerals** (e.g., Figure 1, Figure 2, etc.). This includes all photographs, diagrams, line drawings, charts, and graphs, which should be collectively referred to as “figures.” Each figure must be accompanied by a **clear, descriptive caption** placed **below the image**, using **10-point font size and center alignment**. Figures must be **embedded directly within the manuscript**, not submitted as separate files. They should be inserted at the **top or bottom of a page**, positioned as close as possible to their first mention in the text.

Figures must be of high quality. **Low-resolution scans or pixelated graphics are not acceptable.** Line drawings should be sharp and legible, produced as high-quality scans or electronic vector images. The preferred formats for figure files include **PNG, JPEG, and GIF**, with a **minimum resolution of 300 DPI** to ensure high-quality reproduction in print and digital versions. If figures include symbols, colors, or labels, these must be clearly explained either in the **figure caption** or through a **legend** that is part of the image.

When placing figures in Microsoft Word, they should be formatted and inserted carefully to preserve alignment and layout. To conserve space, **two figures may be placed side by side** if appropriate. In such cases, each figure should still be numbered and captioned clearly (e.g., “See Figure 1”). For layout consistency, authors may insert figures inside a borderless table to control positioning. To do this, insert a table with one or two columns, place the figure(s) within the cells, type the captions underneath, and **remove all table borders**.

|  |  |
| --- | --- |
| Bar graph with downward trend with solid fill | Pie chart with solid fill |
| **(a)** optional | **(b)** optional |

Figure 1. Figure description (a) First picture; (b) Second picture

* 1. Equations

All equations and mathematical expressions must be created using **MathType** or the built-in equation editor in Microsoft Word to ensure proper formatting and compatibility. Equations that are referred to explicitly in the text should be **numbered consecutively using Arabic numerals**, with the equation number placed in parentheses and right-aligned on the same line. Each equation should be clearly separated from the surrounding text by at least **one blank line above and below**, allowing for a clear visual distinction.

To maintain consistent alignment and formatting, equations may be placed inside a **single-cell table**. After inserting the equation and its corresponding number, **remove all borders** from the table to create a clean, integrated appearance within the manuscript. This technique ensures proper positioning and alignment, especially when multiple equations appear on the same page. Eq (1) is an example.

|  |  |
| --- | --- |
|  | (1) |

Do not use an **image** for the formula representation. Ensure that all symbols, variables, and notations used in the equations are **clearly defined** in the text. Maintain consistency in symbol formatting (e.g., italics for scalar variables, bold for vectors and matrices), and avoid redundancy between equations and explanatory text.

1. Conclusion

By submitting and publishing in journals under the **KertasSci** publisher, authors implicitly agree to **transfer the copyright** of their articles to KertasSci. Prior to publication, all authors are required to complete **the Procedia Exclusive License Transfer Agreement**, which is facilitated through an online submission system. This copyright transfer grants KertasSci the exclusive rights to reproduce and distribute the article in any form, including **reprints, digital formats, photographic reproductions, microfilm, and translations**, while preserving the authors’ proprietary and moral rights over their work. The purpose of this agreement is to allow KertasSci to safeguard the integrity and legal usage of the published material on behalf of the authors. It is the responsibility of the authors to **obtain written permission** from the original copyright holders to reproduce any third-party materials (such as figures, tables, or extended quotations) included in their manuscript.

Acknowledgement

This section is **compulsory**. The heading “Acknowledgement” must be **left-aligned**, in **bold**, with **only the first letter capitalized**, and **not numbered**. The text below should continue in normal paragraph style (12-point Times New Roman, 1.5 line spacing, justified). Authors should acknowledge funding sources, institutional support, or individual contributions that were not part of the author list.

*Example: The authors would like to thank the University of XXXXXX for its financial and administrative support throughout this research.*

Conflict of Interest

This section must follow the same formatting as “Acknowledgement”: **left-aligned**, **bold**, **title case**, and **unnumbered**. Authors are required to declare any potential conflicts of interest. If none exist, the following statement should be included:

*Example: The authors declare that there is no conflict of interest regarding the publication of this paper.*

Author Contribution

This section is **compulsory** and must follow the same formatting rules: **left-aligned**, **bold**, **title case**, and **unnumbered**. All authors must explicitly state their individual contributions to the research and writing process. The journal requires public responsibility for the content by all listed authors.

*The authors confirm contribution to the paper as follows: study conception and design: Author X, Author Y; data collection: Author Y; analysis and interpretation of results: Author X, Author Y, Author Z; draft manuscript preparation: Author Y, Author Z. All authors reviewed the results and approved the final version of the manuscript.*

For **single-author submissions**, use this phrasing:

*The author confirms sole responsibility for the following: study conception and design, data collection, analysis and interpretation of results, and manuscript preparation.*

Data Availability

This section should describe where and how the data supporting the study's findings can be accessed. If data is not publicly available, authors must provide a reason.

Possible Options:

*-All data generated or analyzed during this study are included in this published article and its supplementary information files.*

*-The dataset used in this study is available in the [Repository Name] repository, [DOI or URL].*

*-The data that support the findings of this study are available from the corresponding author upon reasonable request.*

Ethical Approval (if applicable)

Required for studies involving human or animal subjects or sensitive data. State whether approval was obtained from an institutional review board or ethics committee.

Possible Options:

*-This study was approved by the [Name of Institutional Review Board or Ethics Committee], Approval No. [XXXX].*

*-Not applicable.*

Appendix A: An Example

If authors choose to include an appendix, it must appear **before the References section** in the manuscript. The heading should follow the same formatting as other section titles, bold, left-aligned, and using title case, but **should not be numbered**. Instead, appendices are labeled alphabetically as **Appendix A**, **Appendix B**, **Appendix C**, etc., depending on the number of supplementary sections provided.

Each appendix should have a **clear and descriptive title** following the label. For example:

**Appendix A:** Questionnaire used in the study

Appendix B: Statistical test results

Text within the appendix should follow the standard formatting used in the main document (e.g., 12-point Times New Roman, 1.5 line spacing, justified alignment). Any tables or figures included in the appendix should be numbered **separately** from the main text (e.g., *Table A1*, *Figure B1*).

Appendices may be used to include extended data tables, sample instruments, additional figures, or other relevant content that supports the main text but is not essential to include within the body of the article.

References

The **References** section should be included at the **end of the manuscript** and must follow the **APA Style (7th edition)**. All sources cited in the text must appear in the reference list and vice versa. The heading **“References”** should be **left-aligned**, in **bold**, with **title case formatting** (capitalize only the first letter of the first word and proper nouns), and **not numbered**.

All entries should:

* Be arranged in **alphabetical order** by the first author's last name.
* Use **hanging indentation** (0.5 inch or 1.27 cm).
* Use **double-spacing** throughout (including between entries).
* Follow APA guidelines for capitalization, italicization, and punctuation.
* Include **DOIs or URLs** when available and appropriate.
* Ensure that all retrieval dates are included only for content that is **likely to change over time** (e.g., dashboards, wikis).

Below are selected examples by type, formatted correctly per APA 7:

📘 *Journal Article*

[1] Akmal Nizam Mohammed, & Ismail, F. (2013). Study of an entropy-consistent Navier-Stokes flux. International Journal of Computational Fluid Dynamics, 27(1), 1–14. <https://doi.org/10.1080/10618562.2012.752573>

🌐 *Online Magazine Article*

[2] Thomson, J. (2022, September 8). Massive, strange white structures appear on Utah’s Great Salt Lake. Newsweek. <https://www.newsweek.com/mysterious-mounds-great-salt-lake-utah-explained-mirabilite-1741151>.

📰 *Online Newspaper Article*

[3] Roberts, S. (2020, April 9). Early string ties us to Neanderthals. The New York Times. <https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

📚 *Authored Book*

[4] Kaufman, K. A., Glass, C. R., & Pineau, T. R. (2018). Mindful sport performance enhancement: Mental training for athletes and coaches. American Psychological Association. <https://doi.org/10.1037/0000048-000>

📖 *Edited Book Chapter*

[5] Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), Promoting mind–body health in schools: Interventions for mental health professionals (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

📄 *Report by Organization*

[6] World Health Organization. (2014). Comprehensive implementation plan on maternal, infant and young child nutrition. <https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1>

🎓 *Dissertation*

[7] Horvath-Plyman, M. (2018). Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition (Publication No. 10937367) [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

🎧 *Podcast*

[8] Santos, L. (Host). (n.d.). Psychopaths and superheroes (No. 1) [Audio podcast episode]. In The Happiness Lab with Dr. Laurie Santos. Pushkin Industries. <https://www.happinesslab.fm/season-2-episodes/episode-1>