

Acknowledgment

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Author Guidelines

The editor of JLA welcomes article submissions in accordance with the following guidelines:

1. Articles have not been published or accepted for publication, or are being considered for publication elsewhere. In addition to the manuscript, a written statement should be attached which clarifies that the article is original and does not contain any elements of plagiarism.
2. Types of articles suitable for publication include the following; research reports (laboratory, field, archives), conceptual ideas, studies, theory applications.
3. Another suitable type of article is a book review. Please note the following requirements for submitting book reviews:
 - books being reviewed should be newly published (within the last one year for books in Indonesian and two years for books in other foreign languages),
 - book reviews should be between 3-5 pages in length, and
 - a copy/ scan of the book cover should be attached.
4. Articles are written preferably in English using academic language along with standard academic writing structure and composition. Manuscripts are typed 1 spaced in a quarto paper size (A4), between 4000-8000 words in length including references, pictures, and tables.
5. Articles should be in form of essay which includes:
 - title (10-20 words),
 - author's name (without any academic degree) with an e-mail address and institution's name,
 - abstract (150-200 words for each) which includes research problems, methods, and results,
 - keywords (3-5 words),
 - introduction which includes background, a brief literature review study of similar previous studies (there must be a reference to a journal in the last 10 years), novelty statement of the study, problems and/or hypotheses (if any), and objectives,
 - Research methods,
 - Result/findings and discussion,
 - Conclusion, which is a brief summary of result/findings and discussion. It is strongly recommended to avoid mere repetitive statements from the previous sections,
 - References.

6. Reference list format is based on APA (American Psychological Association) style. The reference list should appear at the end of the article and includes only literature actually cited in the manuscripts. References are ordered alphabetically and chronologically. We strongly recommend authors to use reference tools, such as *Mendelay*, *Zotero*, *Endote* etc. Herewith are some of the APA-based reference format structure:
 - Printed book: Author, A.A. (Year of Publication). *Title of work*. Publisher City, State: Publisher.
 - Online book: Author, A.A. (Year of Publication). *Title of work* [E-Reader Version]. Retrieved from <http://xxxx> or [doi:xxxx](https://doi.org/xxxx).
 - Journal article in print: Author, A.A. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.-pp.
 - Journal article online: Author, A.A. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.-pp. doi: xx.xxxx or Retrieved from journal URL
 - Website article: Author, A.A. (Year, Month Date of Publication). Article title. Retrieved from URL; Article title. (Year, Month Date of Publication). Retrieved from URL
 - Newspaper in print: Author, A.A. (Year, Month Date of Publication). Article title. *Newspaper Title*, pp. xx-xx.
 - Newspaper online: Author, A.A. (Year, Month Date of Publication). Article title. *Newspaper Title*, Retrieved from newspaper homepage URL
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 - Encyclopedia: Author, A. A.. (Publication Year). Entry title. In *Encyclopediatitle*, (Vol. XX, pp. XX). City, State of publication: Publisher.
7. Articles should be submitted in soft files using Microsoft Word application to this page
<https://jurnal.ugm.ac.id/jla/about/submissions#onlineSubmissions>

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The Title of the Article (in English): The Article Title Must Appropriately Reflect the Content of The Study (Max. 15 Words) [1]

1st Author's Name^{1*}, 2nd Author's Name²[2]

1st Author's Institution/University¹

2nd Author's Institution/University²

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ABSTRACT

Times New Roman 11 pt, space 1, both margins justify, italic, written using English with a maximum number of words of 200 words in 1 paragraph. Abstract must contain the main objectives and restriction of the research, explain the materials and methods used, summarize the results, express the main conclusions. Times New Roman 11 pt, space 1, both margins justify, italic, written using English with a maximum number of words of 150-200 words in 1 paragraph. Abstract must contain the main objectives and restriction of the research, explain the materials and methods used, summarize the results, express the main conclusions. Times New Roman 11 pt, space 1, both margins justify, italic, written using English with a maximum number of words of 200 words in 1 paragraph. Abstract must contain the main objectives and restriction of the research, explain the materials and methods used, summarize the results, express the main conclusions. Times New Roman 11 pt, space 1, both margins justify, italic, written using English with a maximum number of words of 200 words in 1 paragraph. Abstract must contain the main objectives and restriction of the research, explain the materials and methods used, summarize the results, express the main conclusions.

Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

Suggestion for citation:

Author (year). Title. *JLA (Jurnal Lingua Applicata)*, vol (no), page number.

INTRODUCTION

The introduction section contains: background, a brief literature review of previous research on the topic (there must be a reference to a journal published within the last 10 years), differences from previous research, problem formulation and hypotheses (if any), and research objectives.

The article manuscript must meet the requirements as stated in the Author Guidelines available on the official JLA (Jurnal Lingua Applicata) website. The manuscript should be typed on A4 paper, consisting of 4,000-8,000 words, including references, tables, and figures. The manuscript should be typed in Times New Roman font, size 12 pt, single-spaced, in MS Word format.

METHODS OF RESEARCH

The research methods section contains the methods used in the data collection process, presented in detail. Manuscripts with a large amount of research data stored in a publicly accessible database must include specific information about that database and its access code.

RESULT AND DISCUSSION

The results and discussion section can be divided into several subtopics. The presentation of results and discussions should provide a clear and precise description of the research findings, the author's interpretation of these findings, and the conclusions that can be drawn.

1) Result and Discussion 1

If there are multiple results and discussions, they can be divided into several clearly titled and numbered subtopics. Results and discussions presented in the form of tables can use the following format (font size 10 pt):

Table 1. Title of the Table

10 pt, Title 1	Title 2	Title 3
Data 1	Data 3	Data 5
Data 2	Data 4	Data 6

(Source: Data sources, year)

2) Result and Discussion 2

If there are multiple results and discussions, they can be divided into several clearly titled and numbered subtopics. Results and discussions presented in the form of figures can use the following format (font size 10 pt):

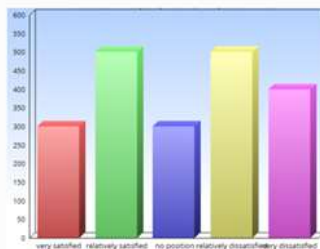


Fig. 1 : Attitudes towards postoperative care in patients over 55"

Figure 1. Title of Figure

(Source: write the source of the figures)

CONCLUSION

The conclusion section must be a brief summary of the results and discussion section. Authors are strongly advised to avoid repetitive statements from the previous sections.

REFERENCE

The paper must have at least 20 references, 80% of which must consist of journal articles. The bibliography must be written using the APA (American Psychological Association) format. Ensure that every reference cited in the text is included in the bibliography. An example of citing references in the text is as follows:

... (Chiavacci, 2012)

As stated by Chiavacci (2012), ...

... (Henning & Mintz, 2015)

Avoid excessive citations of the same source or articles authored by the same author. Verify the original sources of each reference cited in the article (author's name, volume, year, DOI).

Books and Journals

Chiavacchi, D. (2012). Japan in the “Global War for Talent”: Changing Concepts of Valuable Foreign Workers and Their Consequences. *Asien: The German Journal on Contemporary Asia*, 124, 27-47.

Hennings, M., & Mintz, S. (2015). Japan’s Measures to Attract International Students and The Impact of Student Mobility on The Labor Market. *Journal of International and Advanced Japanese Studies*, 7, 241-251.

Tjandra. S.N. (2014). *Sintaksis Jepang*. Jakarta: Bina Nusantara.

Xu, W. (2011). Learning Styles and Their Implications in Learning and Teaching. *Theory and Practice in Language Studies*, 1 (4), 413–416. <https://doi.org/10.4304/tpls.1.4.413-416>

Websites

Liputan6.com. (2019, 18 Maret). 4 Ciri-ciri Globalisasi yang Tanpa Disadari Mengubah Kehidupan. Diakses pada 19 Maret 2019, dari <https://www.liputan6.com/citizen6/read/3919594/4-ciri-ciri-globalisasi-yang-tanpa-disadari-mengubah-kehidupan>

The format for the bibliography follows APA 7th edition rules. It is recommended to use reference management tools such as Mendeley, Zotero, etc. Guidelines on how to format the bibliography for various types of references can be found in the [Author Guidelines](#) on the official JLA (Jurnal Lingua Applicata) website.

*** Font guidelines for writing in foreign languages**

- | | |
|-------------|-----------------|
| 1. Japanese | MS Mincho 11 pt |
| 2. Korean | Batang 11 pt |
| 3. Mandarin | Hanzi 11 pt |

Judul artikel maksimal 15 kata

diberi tanda * untuk corresponding author

JLA (Jurnal Lingua Applicata) is an academic, open access, peer-reviewed journal issued twice a year by the Departemen Bahasa, Seni dan Manajemen Budaya (DBSMB), Sekolah Vokasi UGM. JLA aims to provide comprehensive knowledge of the applicative aspects of foreign languages in its real-life practices, especially in academic and workspace settings. JLA accepts research articles or book review manuscripts written in Bahasa Indonesia or English in the field of applied foreign language studies, especially in English, Japanese, Mandarin, and Korean, as well as Indonesian for foreign speakers.

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