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WRITING INSTRUCTIONS FOR JURNAL ILMIAH KEBIJAKAN HUKUM

Jurnal Ilmiah Kebijakan Hukum (JIKH) focuses on the field of Legal Policy. It is published 3 (three) times a year (March, July, November). JIKH welcomes the submission of scientific papers in the field of Law and Policy. The submitted manuscripts must be written based on research, studies, and legal reviews that have never been published in other media with the following requirements:

1. The editorial team receives scientific papers in the field of Law and Policy from within and outside the Center for Policy Studies and Development.
2. JIKH uses the peer review and editorial system. The editorial team and peer reviewer will be the examiner of the submitted manuscripts. As the examiner, the two have the right to reject manuscripts that are not qualified.

3. The paper can be in the form of:

- Research articles
- Academic articles
- Conceptual articles (freelance writing/short essays)

in the field of Law and Policy, both from within and outside the Ministry of Law and Human Rights

4. The articles are written in Indonesian or English, submitted in the form of an electronic file (e-mail) in MS Word Office program or in hard copy and accompanied by a Curriculum Vitae.
5. The articles should not be more than 25 regular pages (A4). It includes abstract images, tables and references. If an article has more than 25 regular pages (A4), the editor has the right to re-edit and consult with the author if it is necessary.
6. The composition of the research/academic article must include:

- **Title**

The title should be written briefly with a maximum of 14 words, size 13, bold, in Indonesian (capital letter [UPPERCASE] bold font style) and English (capital letter at the beginning of the word [Capitalize Each Word] italic bold font style).

The author's identity is typed under the title. The identity must include the author's name without a title, place of work, work unit address, as well as the author's phone number, fax, and email, written in bold font style.

- **Abstract**

Abstract provides a brief summary of the content. It includes background, research questions, objectives, methodology, discussion, conclusions, and suggestions without including pictures, tables, or references. Abstract should not exceed 200 words. It is written in Indonesian (regular font style) and English (italic font style).

Keywords represent the principal problem of the study and the main terms that underlie the implementation of the research. Keywords consist of minimum 3 words, maximum 5 words written in bold font style. Keywords are written in Indonesian (regular font style) and English (italic font style)

- **Introduction** (containing: background, research question, objectives and methodology)
- **Research methodology** (containing: Approach, Nature, Form, Sampling Techniques, Data Collection Techniques and Data Analysis Techniques)

- **Discussion** (theory and discussion based on the data)
- **Closing** (conclusions and suggestions)
- **References**

Each part of the manuscript (abstract, introduction, research methodology, discussion, and closing) is written in Arial 13 bold style.

7. The composition of legal review articles (freelance writing) must include:

- **Title**

- **Abstract**

The abstract is written the same way as writing a research/academic paper

- **Introduction**

Containing background, research questions, and objectives.

- **Discussion**

sub item, related to the discussed problem

- **Closing (must answer the problem)**

Containing Conclusions and Suggestions

- **References**

The writing composition of journal can be seen in the Manuscript Template at <http://ejournal.balitbangham.go.id/index.php/kebijakan>

8. The manuscripts are written on A4 portrait paper, with 1 space. It uses 11 pt Arial font with number on each page. Foreign words are written in italic font style. If there is already Indonesian language for a term, the foreign language of that term is written in brackets. Then, the Indonesian language of that term are used afterwards.

9. Writing citations from volume 10 number 1 Year 2016 onwards uses the footnote model. Footnote is inserted with Mendeley tools, Turabian 8th edition (full note) style using Arial 10 font.

A. Footnote is inserted with Mendeley tools, Turabian 8th edition (full note) using Arial 10 for the font.

B. Referencing

- The reference used should be the most recent edition.

- Reference list is arranged alphabetically;

- The use of references from the internet should use official sites that can be accounted for.

- The references are compiled by inserting them on Mendeley Tools. The main references are journal articles, and books (published in the last 5 years), excluding laws and regulations and other sources. Additional references are in the form of laws and regulations and other sources. Maximum page length is 2 pages. Paragraphs using 1 cm hanging indent format (Arial font 11, space 1).

10. The manuscripts must be submitted via <http://ejournal.balitbangham.go.id/index.php/kebijakan>