Title: Maximum 16 Words Capital Letter Each Word
(Times New Roman 14pt, Bold, 1 Space)

Author's name without Degree[1]; Author's Name Without Degree[2]; Author's name without Degree[3]
Author's Affiliation/Institution with City/Country[1]; Author's Affiliation/Institution with City/Country[2]; Author's affiliation/institution3 with city/country[3]
Author Email[1]; Author Email[2]; Author Email[3]

ABSTRACT
ABSTRACT is a brief summary of the research, including objectives, methods, key findings, and implications. ABSTRACT must contain the main objectives and restrictions of the research, explain the materials and methods used, summarize the results, express the main conclusions. ABSTRACT is written using English with a maximum number of words of 200 words in one paragraph, using Times New Roman with a font size of 12, italic, space 1. ABSTRACT title is written with capital words, Times New Roman, 12 pt, and bold.
.
Keywords: three to five keywords in alphabetical order

INTRODUCTION (Heading 1)

Background (Heading 2)

Contains the context of records management and archives management issues being studied. The introduction also contains relevant theory related to records management and archives management practice. In addition, the introduction contains a discussion of previous studies, best practices, and challenges in records management and archives management. The author identifies and clearly describes gaps or areas that require further research.

The introduction is written in Times New Roman font, size 12 with 1.5 spacing. The minimum number of pages in a paper is 15 pages, including tables/figures and bibliography. The maximum number of pages is 25 pages. The title of INTRODUCTION is written in Times New Roman capital letters, font size 12 and bold with Heading 1.

Research Questions or Hypotheses (Heading 2)

Contains points of questions (research questions) or statements (hypotheses) that will be discussed in the Discussion chapters. Written in Times New Roman font, font size 12 and 1.5 spacing.

METHOD (Heading 1)

The method contains a description of the research design, approach, and methodology used. The author describes the methods of data collection (eg surveys, interviews, case studies, observations), as well as details about the study participants or sample. Next, the authors explain the data analysis techniques used in this study. Written in Times New Roman font, font size 12 and 1.5 spacing.

RESULT AND DISCUSSION (Heading 1)

The author presents the findings based on the data collected and analyzed. Authors may use tables, figures, charts, graphs, or other visual aids to illustrate key points. The maximum number of visual aids is six pieces (a combination of tables, pictures, and others).

The author interprets the results and their implications for records management and archives management practices to further compare the findings with the existing literature. The author explains about how the research results can overcome research objectives or hypotheses. Next the authors consider the limitations of the study and potential sources of bias. Written in Times New Roman font, font size 12 and 1.5 spacing.

CONCLUSION (Heading 1)

The conclusion is a summary of the main findings and their significance. The author includes practical implications and recommendations for records management and archives management professionals. Conclusions are typed in Times New Roman font, font size 12 with 1.5 spacing and conclusions and suggestions merge (not stand alone).

ACKNOWLEDGEMENT

If the research is supported by certain funding.

BIBLIOGRAPHY

List all sources cited in the article, following the APA 7th citation style and mandatory use of a reference management such as Mendeley or Zotero. All sources of library materials or references in the manuscript must be listed in the bibliography. Instead, all library materials or references listed in the bibliography must be written in the manuscript. The bibliography is composed of books and journals (written alphabetically by author), legal products are written based on the highest legal product position, library materials are internet sources, and sources from records and archives.