

## **Author Guidelines**

Journal of Local Government Issues (LOGOS) accepts manuscript in the field of local government issues. Papers with following topics (but not limited to): governance, local politics, public policy, public services, elections, e-government, government leadership, and urban politics can be submitted. The manuscript is written in English, including research outcomes, field research or literary research and articles reflecting sociopolitical phenomena. Besides, submitted manuscripts will go through an initial review by the editor-in-chief and be forwarded to two reviewers. The LOGOS applies double blind review practice. Thus, authors' and reviewers' identity are kept anonymous. Authors are welcome to submit name(s) of prospective reviewer(s).

### **Manuscript Format**

1. The manuscript is typed using Microsoft Word program on A4 paper, minimum is 5,000-8000 words in Cambria, size 12pt and 1 space.
2. The manuscript format, please refer to the following instructions (template):

#### **Title**

The title should not exceed 15 words, it should be clear, concise, and informative. Abbreviations should be avoided.

#### **Name of authors**

First Author<sup>1</sup>, Next Author<sup>2</sup> & Last Author<sup>3</sup>

<sup>1,2,3</sup>Author Address

#### **Abstract with keywords**

The abstract has to be written within 250 words maximum. Abstract must contain research objectives, methods, result or findings, conclusion and limitation (optional). (11 pt, single line spacing, 1 paragraph and justify). While the limit of keywords is 3-6 words

#### **Introduction**

The introduction should contain (shortly and consecutively) a general background and a literature review (state of the art) as the basic of the brand-new research question, statements of the brand-new scientific article, main research problems, and the hypothesis. In the final part of the introduction, the purpose of the article writing should be stated. They should be represented in the literature review from previous research to show the brand new of the scientific article.

#### **Method**

The research method explains how the research is conducted, including research design, data collection, research instrument and analytic methods as well as reliability and validity of findings. This part should be narrated.

## **Results and Discussion**

This part consists of the research results and researchers is discussed. The results obtained from the research have to be supported by sufficient data. The research results and the discovery must be the answers or the research hypothesis or research question stated previously in the introduction part.

## **Conclusion**

This is the final part containing conclusions, limitations and recommendations. The conclusions will be the answers of the hypothesis or research question, the research purposes and the research discoveries. The conclusions should not contain only the repetition of the results and discussions. It should be the summary of the research results as the author expects in the research purposes or the hypothesis. Research limitations and recommendations contain deficiency in the research and suggestions associated with further ideas from the research.

## **References**

All the references that used in the article must be listed in this part. In this part, all the used references must be taken from primary sources (scientific journals and the least number is 80% from all the references) that published in the last 10 years (see template).

1. The manuscript is to be submitted directly to the <http://ejournal.umm.ac.id/index.php/LOGOS/index> by creating user account as an author.
2. All reference mentioned should be written down in reference using American Psychological Association (APA) style and arranged from A to Z.
3. Please check each referred article for accuracy and make sure every quoted work in the article is written in References. Works that are not cited but mentioned in References will be omitted by the editor.
4. All manuscripts are anonymously studied by reviewers appointed by the editor according to their expertise. The author is given a chance to revise the manuscript based on the reviewer's or the editor's recommendation/advice. The decision of publication or rejection will be informed through open journal system or the author's email address.
5. The editor has the right to modify and correct the spelling, writing, and grammar of the published manuscript.
6. Everything related to citing permission or computer software usage in writing the manuscript or any other things related to copyright done by the author, along with all its legal consequences, becomes the author's full responsibility.

## **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.
7. followed.

## **PUBLICATION ETHICS**

### **Publication Ethics and Malpractice Statement**

#### **1. Ethical Guideline for Journal Publication**

The publication of an article in a peer-reviewed JTI journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society.

University Of Muhammadiyah Malang as publisher of LOGOS Journal takes its duties of guardianship over all stages of publishing extremely seriously and we recognize our ethical and other responsibilities. We are committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions. In addition, the Department of Government Studies of Universitas Muhammadiyah Malang and Editorial Board will assist in communications with other journals and/or publishers where this is useful and necessary.

#### **2. Publication decisions**

The editor of the Logos Journal is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

#### **3. Fair play**

An editor at any time evaluates manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

#### **4. Confidentiality**

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

#### **5. Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

## **Duties of Reviewers**

### **1. Contribution to Editorial Decisions**

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

### **2. Promptness**

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

### **3. Confidentiality**

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

### **4. Standards of Objectivity**

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

### **5. Acknowledgement of Sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### **6. Disclosure and Conflict of Interest**

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

## **Duties of Authors**

### **1. Reporting standards**

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

## **2. Data Access and Retention**

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

## **3. Originality and Plagiarism**

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

## **4. Multiple, Redundant or Concurrent Publication**

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

## **5. Acknowledgement of Sources**

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

## **6. Authorship of the Paper**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

## **7. Hazards and Human or Animal Subjects**

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

## **8. Disclosure and Conflicts of Interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.



**Journal of Local Government Issues (Logos)**  
**ISSN: 2620-8091 (Print), ISSN: 2620-3812 (Online)**  
**Vol.3 (2), September 2020**  
Available Online at <http://ejournal.umm.ac.id/index.php/LOGOS>

**Published By**

Department of Government Studies  
Universitas Muhammadiyah Malang  
Malang

**Editorial Address**

Lt. 6 , GKB 1 UMM, Jalan Raya Tlogomas No. 246, Kota Malang, Jawa Timur  
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**The journal will bring out articles of the issues in twice a year around the month March and September. Logos is published by collaboration between Department of Governmental Studies, Faculty of Social and Political Sciences, Universitas Muhammadiyah Malang, Indonesia and Asosiasi Ilmu Pemerintahan Perguruan Tinggi Muhammadiyah (AIPPTM), Asia Pasific Society for Public Affairs (APSPA), Kesatuan Program Studi Ilmu Pemerintahan Indonesia (KAPSIPI) and Asosiasi Dosen Ilmu Pemerintahan Indonesia (ADIPSI). A manuscript submitted to the Editorial Board for consideration must be an original unpublished work, not under consideration for publication elsewhere.**



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 <http://ejournal.umm.ac.id/index.php/LOGOS>

**ISSN: 2620-8091 (Print)**  
**ISSN: 2620-3812 (Online)**