AUTHOR INDEX

SUBJECT INDEX

The title is presented in an informative, concise, and exciting manner. (Consist of 15-25 words, Times New Roman, 14, Bold)

First Author[1], Second Author[2]

Institution, email, and country[1]
Institution, email, and country[2]

ABSTRACT (Times New Roman, 11, Bold)
The abstract contains a brief description about overall article's, problems and research objectives, research methods, research results, conclusions and suggestions. Abstract consists of 200-250 words. (Times New Roman 12, 1 space, italic)

Keywords: one; two; three (consist of 3-5 words that describe important concepts or variables in the article, to facilitate the searching. Times New Roman 12, italic)

INTRODUCTION (Times New Roman 12, Bold)

The introduction consists of (1) the background of the study, (2) the formulation of the research problem, (3) the purpose of the study, (4) the summary of theoretical studies relating to the problem or phenomenon being studied. The introduction is written in Times New Roman 12, 1 Space, with an indentation of 1 cm at the beginning of a new paragraph. Foreign languages are italicized. Writing abbreviations and acronyms is written in parentheses after its actual extension words. After the first writing the new acronym can be written directly without its extension. For example, Customer Relationship Management (CRM).

LITERATURE REVIEW (Times New Roman 12, 1 space, Bold)

Literature review contains related theories about variables or topics raised in the article. Literature reviews must be containing the results from previous studies related to the research topic. In this section, quantitative research indicators are also used to measure research variables. Literature reviews can also contain research hypotheses, research questions, or propositions. Articles that include figures (charts, pictures, photographs and histograms) must be written in the following format.

Figures in the article must be accompanied by sources, image titles, and sequential image numbers. Writing the figure title is placed below the figure, and the source is written below the figure's title. The source of the image is written in Times New Roman

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[1] *email_author@gmail.com*

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font size 10. The format of the image text wrap is "in line with text". Examples of including images are as follows:

Example 1 (Pictures taken from references or other researchers):
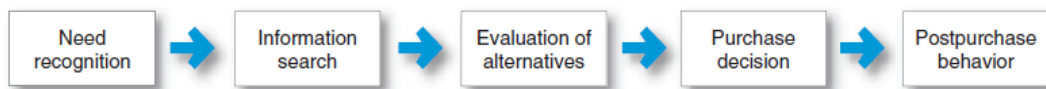
Source: Kotler and Armstrong (2012)

Figure 1. The Five Stage Model of the Consumer Purchase Decision Process

Example 2 (Image created by the author of the article himself):
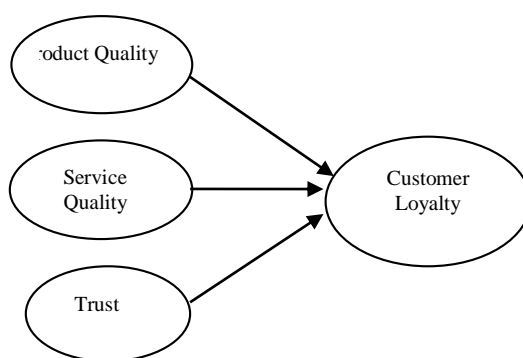
Figure 2. Conceptual Framework of the Antecedents of Customer Loyalty

Articles that include tables must be written in the following format. Tables, written in articles must be accompanied by sources, table titles, and sequential table numbers. Writing the title of the table is placed above the table, and the source is written below the table. The source of the table is written in Times New Roman size 10. The contents of the table are typed in Times New Roman, with size 10. Table contents number is written in bold. Table border style is like the following example:

Table 1. Erha Clinic Visitor Data for 3 Years

Month	2013	2014	2015
January	301	413	465
February	268	370	478
March	337	345	441
April	364	348	515
May	348	405	489
June	326	453	466
July	347	446	554
August	361	438	536
September	352	487	565
October	407	486	543
November	365	498	574
December	364	473	539
Total	4.140	5.162	6.165

Source: Erha Clinic Malang (2017)

Mathematical equations written in italics with cambria math letters, size 11, and centered. Writing decimal numbers separated by commas (,) and if more than one use semicolon (;) as separator. Writing explanations of mathematical equations must be in narrative form, not allowed in bullet or numbering form.

Example of writing mathematical equation:

$$PI = \frac{\sum PV\ Kas\ Bersih}{\sum PV\ Investasi}\ x\ 100\%$$

For the information, PI is the profitability index, which is the ratio of the activity of the value of the net present value to the present value of net income with the value of investment expenditure over the life of the investment. Net Cash PV is the present value of net cash, and PV Investment is the present value of a company's investment.

RESEARCH METHOD (Times New Roman 12, 1 space, Bold)

In this section contains the type of research conducted, population and sample research, research locations, data collection methods and data analysis techniques used. If there are figures or tables from the results of the data analysis, then use the provisions that have been explained in the sample figures and tables above.

RESULT AND DISCUSSION (Times New Roman 12, space 1, Bold)

Please provide the results systematically, concisely, and clearly. Next, compare your findings with various literatures, both of which tend to support or contradict. If there is a contradiction, convey the possible cause based on your analysis accompanied by supporting theories or other relevant research results.

CONCLUSION (Times New Roman 12, 1 space, Bold)

Based on the discussion you have made, conclude the finding. The conclusion must answer the research objectives in the introduction. Conclusions must contain clearly the results obtained and written in narrative form (not in bullet form).

REFERENCES (Times New Roman 12, 1 space, Bold)

Please use reference managers like Mendeley, Zotero, or Endnote to manage the citation (manual write doesn't allow), use primary references from journals for a maximum of the last ten years. Use APA Style. The reference must match or synchronize with the citation used in the article. The bibliography is adjusted according to the procedure below and is sorted alphabetically in the APA style (based on the author's last name). Bibliography is written in a hanging format with a distance of 1 cm.

Example of writing article's references:

Central Bureau of Statistics BPS Malang. 2000. Figures Malang in 2000. Jakarta: BPS.
LIPI. 2016. Data Perkapita Penduduk Indonesia Dalam Angka. Jakarta: LIPI Press
Luthans, Fred. 2005. Organizational Behavior 10th Edition. New York. The McGraw-

Hill Companies,Inc

Moh'd, M.A., L.G. Pery., and N.J. Rimbey. 2001. The Impact of Ownership Structure on Corporate Debt Policy: A Time-Series Cross-Section Analysis. Financial Review. August, Vol. 33, 8599

Subambang, Budiono, 2004. Kajian Inkubator Investasi Daerah Sebuah Pemikiran untuk Mendukung Pengembangan Ekonomi Lokal. Online at: http://www/pps.ui.ac.id

Weston, J.F. and T.E. Copeland. 2002. Managerial Finance. Ninth Editions. Orlando: The Dryden Press

Widagdo, Bambang., Widayat., Yuliati, Uci., Rumijati, Aniek., dan Irawati, Sandra. 2014. Guidelines for Writing Article. Malang : UMM Press

Widayat. 2008. "Penentu Perilaku Berinvestasi".Ekonomika Bisnis. Vol.01 No.02. Thn 2008. Pp. 111-127

Wilber, Ken. 2000. A Theory of Everything (third ed.). Boston: Shambhala Publications, Inc.

AUTHOR GUIDELINES MANAJEMEN BISNIS JOURNAL

GENERAL INSTRUCTIONS
1. Articles are the author's original work.
2. Articles have never been published or given to the other publication media.
3. Articles have relevance to the field of Business Management.
4. Articles should be in the form of Research Articles.
5. Published articles don't always reflect the Editor's view.

GENERAL PROVISIONS OF WRITING
1. Articles are typed in A4 paper size.
2. The maximum page of each article is 15 pages including the bibliography.
3. The size of the margin used is 3 cm above, 3 cm left, 3 cm below, and 3 cm right.
4. The articles are written on Times New Roman, size 12pt.
5. The size of the space used is 1 space.
6. The indentation used is 1 cm.
7. Articles are given page numbers in sequence.
8. Articles writing style must be consistent from the beginning till the end.
9. The citation must be managed by citation managers such as Mendeley, Zotero, or EndNote.
10. Article written in one column format
11. Reference must be in sync with the citations used in the articles and used the American Psychological Association (APA) style.
12. Articles file must be submitted in Microsoft Word format.
13. Articles must be written in English
14. The Systematics of the written article is as follows:
    1. Title
    2. Author's name
    3. Affiliations / Institutions
    4. Email (Correspondent Author / First Author)
    5. Abstract
    6. Keywords
    7. Preliminary
    8. Literature review
    9. Research methods
    10. Results and Discussions
    11. Conclusions
    12. References

Note: All of the article's content must be written in narrative form, or not allowed to write in bullet points or use bullet and numbering.

ARTICLE WRITING STANDARDS
ARTICLE TITLE
1. The title is presented in an informative, concise, and exciting manner and consists of 15-25 words.
2. The article title is written using Times New Roman, size 14pt, bold.
3. Add space after (1 space)

AUTHOR'S NAME, AFFILIATION / INSTITUTION, EMAIL
1. The author's name is written in Times New Roman size 12pt. Affiliation and e-mail are written in Times New Roman size 10pt.
2. Author's name using the full name.
3. The Affiliation tailored to the author's institution.
4. After the email adds 1 space.

ABSTRACT
1. The abstract must be consisting of a brief description of the objectives, methods, results of the study, and conclusions.
2. The abstract is written using Times New Roman, size 12pt, 1 space, italic.
3. The abstract consist of 200-250 words
4. Abstract's paragraphs must be written in left and right alignment (justify).
5. After the last line of the abstract add one space before writing keywords.

KEYWORDS / KEYWORDS
1. Keywords describe important concepts or variables in the article, to facilitate the searching
2. Keywords are written 1 space below the abstracts.
3. Keywords consist of at least 3 words and a maximum of 5 words.
4. The word "Keywords" must be written in bold.

ARTICLE CONTENTS
1. The contents of the article must be written using Times New Roman, size 12pt, and in justify.
2. The indentation used is 1 cm
3. The chapters that should be in the article are as follows: (a) title, (b) author's name without academic title, affiliation, email, (c) abstract, (d) keywords, (e) introduction, (f) literature review, (g) research methods, (h) result and discussion, (i) conclusions, (j) references. **Note:** all of the articles must be written in a narrative style, **not allowed using bullet and numbering,** and **not allowed to make sub-chapters**
4. Writing terms in other languages or abbreviations in another language are written in italic
5. The contents of the article are written in one column format
6. All figures (charts, pictures, photographs, and histograms) in the article must be accompanied by its source, title, and a sequential number of images. The title is placed below the figure, and the source is written under the figure before the title of the image. The source is written in Times New Roman size 10pt. All figures must be followed by its explanation or description.

7. Tables written in articles must be accompanied by sources, table titles, and sequential table numbers. The title is placed at the top of the table, and the source is written below the table. The source of the table is written in Times New Roman size 10pt. The contents of the table are typed in Times New Roman, size 10pt. No table contents are printed in bold. The format of tables is not permitted in the form of images (in jpg) or screen capture. All tables must be followed by its explanation or description. Writing number in decimals using point (.), not a comma.
8. Previous studies cited in the articles must be written in the name of the original author and the year of articles cited. If the author is more than 2, then at the beginning of the article all the author's names must be included in the article. But if it is mentioned again, then the second, third, and so on writers can use a summary, et al., As in the following example:

   First Writing:
   Knowledge management orientation is a multidimensional concept that reflects the tendency of companies to manage information or knowledge that is owned or new to be disseminated, absorbed, and assimilated as new knowledge and used as a reference for corporate policymaking. (Wang, Hult, Ketchen, and Ahmed, 2009).

   Second, third, and so on:
   a. Indirect quotation
      - 1 author: Aaron (2001)
      - 2 authors: Kotler and Keller (2014)
      - More than two authors: Wang, et al. (2002)
   b. Direct quotation
      - 1 author: (Aaron, 2001)
      - 2 authors: (Kotler and Keller, 2014)
      - More than two authors: (Wang, et al., 2002)

   Note: In the research and discussion section, it is not permitted to explain research instrument test results (validity and reliability tests) because they are in the pre-empirical stage. Results and discussion chapter specifically explain the result of the research.

REFERENCES
1. The citation must be managed by citation managers such as Mendeley, Zotero, or EndNote.
2. References are written sorted alphabetically by the APA style (based on the author's last name).
3. Use primary references from journals for a maximum of the last ten years
4. The minimum references used are 15, preferably from reputable national and international journals.
5. References only consist of references that are cited in the article.
6. The reference wrote in a hanging format with a distance of 1 cm.

Write a reference that is sourced from books.
Author's last name, author's first name. Year. Book title. Publisher City. The name of the publisher
Example:
Luthans, Fred. 2005. *Organizational Behavior 10th Edition*. New York. The McGraw-Hill Companies, Inc

Write a reference which is sourced from the website/internet address
Author's last name, author's first name. Year. Book title. [On line]. Website Address
Example:
Subambang, Budiono, 2004. *Kajian Inkubator Investasi Daerah Sebuah Pemikiran untuk Mendukung Pengembangan Ekonomi Lokal*. Available online at http://www/pps.ui.ac.id

Write a reference sourced from the institutional website
Name of institution. Year. Book title. [On line]. From: Website address
Example:
Universitas Muhammadiyah Malang. 2017. *Pedoman Penulisan Karya Ilmiah*. [On line]. Dari: www.umm.ac.id/2017/12/09/ppki.html

Write a reference sourced from journals
Author's last name, author's first name. Year. Journal Title. Journal Name, Volume, Number, Page.
Example:
Widayat. 2008. *Penentu Perilaku Berinvestasi*. Ekonomika Bisnis. Vol.01 No.02. 2008. Pp. 111-127

Write a reference of more than five people in one book
Author's first name 1, author's first name 1., Author's last name 2, author's first name 2., etc. Year. Book title. Publisher City. The name of the publisher.
Example:
Two persons
Weston, J.F. and T.E. Copeland. 2002. *Managerial Finance*. Ninth Editions. Orlando: The Dryden Press.
Three people
Moh'd, M.A., L.G. Pery., And N.J. Rimbey 2001. *The Impact of Ownership Structure on Corporate Debt Policy: A Time-Series Cross-Section Analysis*. Financial Review. August, Vol. 33, 8599.
Four people
Widagdo, Bambang., Widayat., Yulianti, Uci., and Rumijati, Aniek. 2014. *Guidelines for Writing Article*. Malang: UMM Press.

Write a reference of more than five people in one book
Author's first name 1, author's first name 1, Author's last name 2, author's first name 2., etc.Year. Book title. Publisher City. The name of the publisher
Example:

Widagdo, Bambang., Widayat., Mohyi, Achmad., Yuliati, Uci., Rumijati, Aniek., Irawati, Sandra. 2014. *Guidelines for Writing Article*. Malang: UMM Press

Write a reference from the Book if the writer is an editor
Author's last name 1, author's first name 1., Ed or eds. Year. Book title. Publisher City. The name of the publisher
Example:
Angmar, Deris., Ed. 2014. *Creativity for Writing Narration*. Malang: Delov, Inc.

Write a reference of books consisting of many editions
Author's last name 1, author's first name 1. Year. Book title (edition). Publisher City. The name of the publisher
Example:
Wilber, Ken. 2000. *A Theory of Everything (third ed.)*. Boston: Shambhala Publications, Inc.

Write a reference from the book which is the result of the publication of an institution
Name of institution. Year. Book title. Publisher City. The name of the publisher
Example:
LIPI. 2016. *Indonesian Population Per capita Data in Figures*. Jakarta: LIPI Press

Write a reference for the results of the translation
Author's last name, author's first name. Year. Book title. Tr. City Publisher. The name of the publisher
Example:
Wilber, Ken. 2000. *A Theory of Everything*. Tr. Taufik. Malang: Delov, Inc.

Write a reference of a thesis / dissertation / paper (unpublished)
Author's last name, author's first name. Year. Thesis/dissertation title. Thesis / dissertation from (institution name)
Example:
Tambunan, Tulus T.H. 2011. MSMEs, *Entrepreneurship, and Government Policies: The Story from Indonesia.* Paper presented at the National Seminar: Strengthening MSMEs as Leading Indonesian Economic Sector. October. UMM

Write a reference of documents
Document name. Year. Document title. Publisher City. The name of the publisher
Example:
Central Bureau of Statistics BPS Malang. 2000. *Figures Malang in 2000*. Jakarta: BPS.

Write a reference from magazines/newspapers
Author's last name, author's first name. Article Title. Magazine/newspaper name, magazine/newspaper publication date, article page. Publisher City. Publisher Name.
Example:
Angmar, Deris. The success *of Friendship*. Kompas, 23 February 2014, Pages: 1. Malang: The Malang compass.