

## BOOK CHAPTER

Thank you for contributing to the electronic book (ebook) published by Topazart. The following information will help in writing the chapter.

### LANGUAGE

Manuscripts are written in Indonesian or English using good and correct language rules.

### TEXT WRITING

There are two types of script writing, namely:

- Using MS Word Templates
- Use your documents with the setup according to the following format:

FORMAT	
Font Size	12 pt
Font Type	Times New Roman
Spacing and Indent	1 line, first line indent 0, After 6 pt
Page size	A4
Margins	top 2.54 cm (1 inch), bottom 3 cm (1,2 inch) left & right 3 cm (1,2 inch)
Alignment	Left

### COPYRIGHT PERMISSION

Authors wishing to include images, tables, or parts of the text that have already been published elsewhere must obtain permission from the copyright owner for both print and online formats.

We do not require authors to submit copyright permissions along with manuscripts. Still, we may ask authors to do so because there is a suspicion that part of the manuscript infringes the copyright of a third party. Reuse of third-party content must include copyright.

### TEXT LENGTH

The information below applies only to writing manuscripts using templates or their documents. Note that word and character counts are estimates only!

TEXT LENGTH	
Title	15 words
Abstract	150 – 200 words
Content	6000 – 9000 words

## ILLUSTRATION

Images in photos, diagrams, charts, and others are not created in MS Word documents but are separate files in JPEG, PNG, TIFF, BMP, EPS, or PDF formats with a resolution of 300 pixels/inch.

Tables should not be inserted into the document as an image format but created in an MS Word document.

All figures and tables must be mentioned in the body text.

### *Caption:*

Captions for figures and tables use lowercase letters, except for the beginning of sentences using capital letters and commonly used abbreviations, such as:

Figure 1. ADDIE learning development method

Table 1. Questionnaire at the need analysis stage

The image caption is placed below the image, and the table caption is placed above the table.

**Note:** To reuse figures and tables published elsewhere, authors must obtain permission from the copyright owner, both in print and online.

## NUMBERING

The writing of the chapter is divided into several parts. Please number the section headings using Arabic numerals based on the hierarchy.

Example:

1. Introduction
2. Section title
- 2.1 Subsection
- 2.1.1 Subsections ...

## CITATION AND REFERENCES

Citation and references using American Psychology Association (APA) style created with Mendeley.

The use of footnotes is not permitted.

## MANUSCRIPT PROCESSING PROCESS

### **1 Submission of manuscripts**

The author submits a complete manuscript under the manuscript writing guidelines:

### **2. Review**

Manuscripts submitted by authors are checked for completeness, then reviewed by a team of editors and reviewers. The review results are sent to the author within 10 days after submission.

### **3. Improvements by the author**

The author corrects the manuscript according to the results of the review.

The author checks for plagiarism, with a maximum, allowed similarity of 25%.

#### **4. Final manuscript submission**

The final manuscript submission is accompanied by photo and illustration files with a resolution of 300 pixels/inch in AI, EPS, TIFF, and PNG formats.