# JURNAL BINA PRAJA

## Journal of Home Affairs Governance

# AUTHOR INFORMATION PACK

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## INTRODUCTION

Jurnal Bina Praja: Journal of Home Affairs Governance (hence JBP) is a journal that provides scientific information resources aimed at researchers, research institutions, government agencies, and stakeholders. JBP publishes original research manuscripts, review articles, studies, and case studies that focus on: Local Autonomy and Bureaucracy, Politics and Public Administration, Territorial Administration and Rural Governance, Population and Civil Registration, Regional Election and Regional Innovation, Regional Fiscal Policy and Development.

## Abstracting and indexing

1.  Google Scholar
2.  Indonesian Scientific Journal Database (ISJD)
3.  Mendeley
4.  CrossRef
5.  ResearchBib
6.  Directory of Open Access Journals (DOAJ)
7.  Bielefeld Academic Search Engine (BASE)
8.  JournalTOCs
9.  WorldCat
10. Scilit
11. Open Academic Journals Index (OAJI)
12. Moraref
13. Ingenta Connect
14. PKP Index
15. Genamics JournalSeek
16. Indonesia OneSearch
17. CiteFactor
18. Sherpa/Romeo
19. Directory of Open Access Scholarly Resources (ROAD)
20. Microsoft Academic

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Accreditation Number: 735/AU2/P2MI-LIPI/04/2016

## Article criteria

Editors will judge submissions on the following criteria:

- Aim/scope of the submission is clearly defined
- Scientifically relevant methodologies used and adequately described
- Novelty and scientific impact will also be consideredresults of interest to a particular niche/broad community and have not been published previously
- Conclusions are supported by the presented data
- Submission is well written and logically constructed

## Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

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All necessary files have been uploaded:

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- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
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*Graphical Abstracts / Highlights files (where applicable)*

*Supplemental files (where applicable)*

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- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

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- the conception and design of the study, or acquisition of data, or analysis and interpretation of data
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## PREPARING THE MANUSCRIPT

### Formatting requirements

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Heading Level 1; Heading 1 should be written in title case, left aligned, bold, 14 Cambria, and Roman numbered followed by a dot.

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# Article structure

The manuscript should begin with title, abstract, and keyword(s) followed by the main text. The main text should consist of at least IMRaD structure, except for the review article: Introduction, Method/Material, Result and Discussion, and Conclusion; followed by acknowledgement and References.

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The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section. The conclusion section should lead the reader to the important matter of the paper. Suggestion or recommendation related to further research can also be added but not to confuse the research with an uncompleted work.

## Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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Abstract should be concise and factual, contains neither pictures nor tables, and should not exceed 250 words. The abstract should state briefly the background of the research, purpose of the research, the method of the research, the principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

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## Instruments

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