

AUTHOR'S GUIDELINES

1. *Cakrawala Pendidikan* publishes research-based papers on education which have contributions to the understanding, improvement, development of scholarly theories and concepts and their application in education, particularly that in Indonesia.
 2. During submission, authors are required to agree to the Author's Declaration confirming that the work as submitted has not been published or accepted for publication, nor is being considered for publication elsewhere, either in whole or substantial part; the work is original and all necessary acknowledgements have been made; all authors and relevant institutions have read the submitted version of the manuscript and approve its submission; all persons entitled to authorship have been so included.
 3. The papers should adhere to the following requirements:
 - Written either in good Indonesian or English
 - Should be 5,000 – 8,000 words in length (excluding abstract and references).
 - A4 paper size
 - 1.5 space, Times New Roman, font 12
 - Margin 4cm top and left, 3cm right and bottom
 4. The papers should have clearly defined manuscript structure as standard:
 - Title: should be condense, 13 words maximum, and should reflect the content as explored in the paper
 - Author details: without title, written under the title of the paper
 - Author's institution and contact: address and email should be written under author's name
 - Abstract: should be written in both English and Indonesian in a single paragraph, 150 – 200 words, highlighting the key messages from the research like research goals, methods, and findings and shows how the paper contributes to the field of education as a whole.
 - Key words: should be written under the abstract in bold italics and should reflect the substance of the paper as also mentioned in the title
 - Body: should consist of rationale and literature review (max. 20%), methods (15%), results and discussion (60%), and conclusions (5%)
 - Acknowledgements (optional)
 - References
 5. Citations and references.
 - Citations should be listed in chronological order in the text and be separated by a semi-colon, e.g. Balmford & Gaston 1999; Royle et al. 2007.
 - Citation to work by four or more authors should be abbreviated with the use of et al. (e.g. Manel et al. 1999).
 - Citation to work by one, two or three authors should always give the author names in full.
 - Work with the same first author and date should be coded by letters, e.g. Thompson et al. 1991a,b.
 - The references in the Reference list should be in alphabetical order with the journal name unabbreviated.
 - It is recommended to include the last 3-5 years journal articles.
 - Only those cited in the paper should be in the reference or else bibliography.
 - Author's own publications should not be included in the bibliography.
 - The format for papers, theses, entire books and chapters in books is exemplified as follows:
 - Jurnal** article:
Slamet PH. 2014. "Politik Pendidikan Indonesia dalam Abad ke-21", in *Cakrawala Pendidikan, Jurnal Ilmiah Pendidikan*, XXXIII (3), pp.324-337.
 - Book:
Creswell, John W. 2014. *Educational Research, Planning, Conducting, and Evaluating Quantitative and Qualitative Research*. Englewood Cliff, New Jersey: Pearson Merrill Prentice Hall.
 - Book section"
Penaflorida, Andrea H. 2014. "Nontraditional Forms of Assessment and Response to Student Writing: a Step Toward Learner Autonomy", in Richards, Jack C. dan Willy A. Renandya (eds), (*Methodology in Language Teaching, an Anthology of Current Practice*. Cambridge: Cambridge University Press. Hlm.100-115.
 - Internet:
Mueller, John. 2014. *Authentic Assessment Toolbox*. North Central College, Naperville,
<http://jonathan.mueller.faculty.noctrl.edu/toolbox/index.htm>, diunduh 9 September 2014.
- 6. Submission, initial assessment and peer review**

Cakrawala Pendidikan has a fully web-based system for the submission and review of manuscripts. Submissions should be prepared in accordance with the Author Guidelines and uploaded to <http://journal.uny.ac.id/index.php/cp/user/register>. Your mobile number should be provided for easier communication. Manuscripts may be returned to authors without a scientific assessment if they do not meet all submission requirements, if they are not in the correct format, are too long or cannot be downloaded reliably.

Submissions must represent the original and independent work of the authors. Each new submission is assessed by one or more editors to determine whether it falls within the general remit of Cakrawala Pendidikan. We will reject a manuscript without review if it contains insufficient educational content; does not have clear application to education; is mainly concerned with developing and advancing methodology and not primarily with the application of these methods to education; there are substantive issues with the design, methodology, or data quality; it exceeds our word limit or is incorrectly formatted; it is poorly presented and unclear.

Manuscripts that pass the initial assessment are assigned to a subject expert in our team of Associate Editors to oversee the review process. All papers are subject to peer review and authors can expect a decision, or an explanation for the delay, within a month of receipt. If a revision is invited, the corresponding author should submit the revised manuscript within 2 weeks. The final decision is taken by one of the senior editors based on the information gained through the peer review process.

Types of decisions: reject, resubmit, revision, accept

Reject

Following peer review, the paper is judged not to be acceptable for publication in Cakrawala Pendidikan and resubmission is not possible.

Resubmit

The submitted version of the paper is not acceptable and requires major revision but there is clear potential in the work and Cakrawala Pendidikan is prepared to consider a new version. Authors are offered the opportunity to resubmit their paper as a new submission. Concerns will remain regarding the suitability of the paper for publication until the editors are convinced by the authors that their paper fits the scope and standards of Cakrawala Pendidikan. The resubmitted manuscript will be returned to the original associate editor if at all possible.

Revision

The paper requires changes before a final decision can be made. Authors are asked to modify their manuscript in light of comments received from referees and editors, and to submit a new version for consideration within 2 weeks of receiving the decision letter. A point-by-point explanation of how comments have been addressed must be supplied with the revised version of the paper. Revisions may undergo further peer review and papers may undergo more than one round of revision. If the authors do not revise their papers to the satisfaction of the editors, the paper can still be declined from publication in Cakrawala Pendidikan.

Final accept

The paper is acceptable for publication, subject to conditions that need to be addressed in producing a final version of the manuscript. These may include sub-editing changes and minor amendment to ensure the paper fully matches our criteria. After final checking in the editorial office, acceptance is confirmed and the paper is forwarded to the publishers for publication.

Author Fees

This journal charges the following author fees.

Article Submission: 0.00 (IDR)

Fast-Track Review: 0.00 (IDR)

Article Publication: 1000.000.00 (IDR)

If this paper is accepted for publication, you will be asked to pay an Article Publication Fee to cover publications costs.

If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.