



Record and Library Journal (RLJ)  
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Vocational Faculty, Universitas Airlangga  
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## Description

It is a scientific journal which encompasses library science, records, information, and documentation. Record and Library Journal is a medium for researchers, academicians, professionals, practitioners, and students that are interested in the world of librarianship and records. This journal also facilitates knowledge sharing from results of studies, case study, book review, and literature review.

All manuscripts submitted to this journal (Record and Library Journal) must follow Focus and Scope and Author Guidelines of this journal. The submitted manuscript to this journal can be written in Indonesian or English. The manuscript must not have been published or submitted for publication elsewhere.

All submitted manuscripts must be free from plagiarism content. All authors are suggested to use plagiarism detection software to do the similarity checking (please use Turnitin to check the similarity). Editors will also check the similarity of manuscripts in this journal by using Turnitin software.

The submitted manuscripts to this journal will be peer-reviewed at least 2 (two) or more expert reviewers from Peer Reviewers Team. The reviewers give scientific valuable comments improving the contents of the manuscript. The review process used in this journal is a double-blind review system. 3-4 (three until four) weeks will be needed for reviewers to complete one round of the reviewing process.

The final decision of manuscript acceptance is solely made by the Editor in Chief according to the reviewer's critical comments. The final decision of the manuscript is solely based on the Editor's final review which considering peer reviewers comments (but not solely by Reviewer).

Publication of accepted articles including assigning the article to the published issue will be made by Editor in Chief by considering sequence of accepted date.

Record and Library Journal offers authors the benefits of:

- It is indexed in major databases: Science and Technology Index (SINTA), Indonesian Publication Index (IPI), Garuda, Google Scholar, DOAJ, WorldCat, Dimensions, PKP Index, Crossref, Journal TOCs.
- Rapid initial screening for suitability and editorial interest.



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Record and Library Journal has been accredited by the Ministry of Science, Research, Technology and Higher Education of Indonesia since 2016.

### **Focus and Scope**

It is a scientific journal which encompasses library science, records, information, and documentation. Record and Library Journal is a medium for researchers, academicians, professionals, practitioners, and students that are interested in the world of librarianship and records. This journal also facilitates knowledge sharing from results of studies, case study, and literature review.

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## AUTHOR GUIDELINES FOR ONLINE SUBMISSION

### HOW TO REGISTER AS AUTHOR?

- Visit the website <https://e-journal.unair.ac.id/RLJ/index>
- Select the journal from the list of journals.
- Click on the 'Register' link.
- Fill in the required information in the registration form.
- All fields marked with an asterisk are mandatory fields like Last name, username, password, validation text and email id.
- User can register as a Reader &/or Author. Under the field "Register as", please select "Author" also. Only those users who have registered their user ids as "Author" will be able to submit the manuscripts online. In case you forgot to register as author, you can still change your role from reader to author. For this, after login click on link "edit my profile". Now under the heading "role", also select role as author.
- Letters (alphabets) displayed for the "validation" field are case sensitive. Please enter the text as shown in the validation image.
- After filling the required details, click on the "Register" button.
- If registration is successful, you will be logged into the system. The page displayed is called "User Home page". You will also receive an email giving login details about your registration.

### How to login and what is Author's user home page?

- For login to the system, click on the "Login" link at the top or enter the username & password given in the right navigation bar.
- After login, the first screen displayed is "User home page" which will have link for "Author", "Active article" & "New submission".
- Clicking on "Author" link will take you to the page which will show link for "Active" & "Archived" article.
- To check the status or details of article, click on the "Active" link. For submitting new article, click on "New submission".
- To change your profile, click on the link "Edit My Profile" under the section "My Account". You can also modify your password here.



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## HOW TO SUBMIT MANUSCRIPT ONLINE?

Online submission is a five-step submission process as given below:

1. START
2. UPLOAD SUBMISSION
3. ENTER METADATA
4. UPLOAD SUPPLEMENTARY FILES
5. CONFIRMATION

Click on "New submission" (if you are on User home page after login) as shown in Fig.1 below.

[Home](#) > [User Home](#)

---

## USER HOME

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Author

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*Figure 1. Starting a new submission*



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Five-step submission process is described below:

### STEP 1: STARTING THE SUBMISSION

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**JOURNAL'S PRIVACY STATEMENT:** Authors must agree to the journal's privacy statement.

**COMMENTS FOR THE EDITOR:** You may add any comments here if you wish to send to the editor.

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### STEP 1. STARTING THE SUBMISSION

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section \*

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Enter text (optional)



Figure 2. First step of submission





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## STEP 2: UPLOADING THE SUBMISSION

**SUBMISSION FILE:** Submission file is your manuscript document file. Submission file should be a wordprocessing document as it may require editing at later stage. Try to keep the size of this main manuscript file minimum. In case the file size is more, remove the figures, images, tables, etc from the main document to reduce the file size. These figures, images, tables can be uploaded in step 4 i.e. “Uploading Supplementary Files”.

**CHOOSE FILE:** Click on "Browse" or "Choose file" button to open a Choose File window for locating the file on the hard drive of your computer. Locate the file you wish to submit and select it. Click "Open" on the Choose File window, which places the name of the file on this page.

**UPLOAD FILE:** Don't forget to click on Upload, which uploads the file from your computer to the journal's web site and renames it following the journal's conventions. In case you upload wrong file, you can replace it by uploading new file.

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To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
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### SUBMISSION FILE

File Name	18174-67391-1-SM.docx
Original file name	RLJ Article.docx
File Size	77KB
Date uploaded	2020-03-09 04:50 AM

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Choose File No file chosen

Upload

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Figure 3. Uploading submission file

Once the submission file is successfully uploaded, click on “Save and continue” button to go to next step i.e. Step 3.



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### STEP 3: ENTERING THE SUBMISSION'S METADATA

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**TITLE AND ABSTRACT:** Enter title & abstract of the article. Don't apply any formatting to the title like bold, italics, etc.

**STEP 3. ENTERING THE SUBMISSION'S METADATA**

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1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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Middle Name	RLJ
Last Name *	RLJ
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ORCID ID	

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URL	
Affiliation	Airlangga University

(Your institution, e.g. "Simon Fraser University")

Country	Indonesia
Bio Statement (E.g., department and rank)	Lecturer

---

#### TITLE AND ABSTRACT

Title *	RLJ guideline author
Abstract *	RLJ guideline autho

Figure 4. Author details, title & abstract metadata



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Academic discipline and sub-disciplines

Subject classification

Keywords

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Chronological or historical coverage

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Type, method or approach

Language   
English=en; French=fr; Spanish=es. Additional codes.

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Agencies

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Figure 5. Indexing, contributors, references metadata



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#### STEP 4: UPLOADING SUPPLEMENTARY FILES

This step is optional. Supplementary Files (see Fig. 6) can be uploaded in any file format like TIF, JPG, GIF, Word, etc. Locate the file you want to submit and select it. Click "Open" on the Choose File window, which places the name of the file on this page. Click on the button "Upload" which will open a page for entering supplementary file metadata as shown in Fig. 7 below. Click on "Save and continue" to upload the file from your computer to the journal's web site and renames it following the journal's conventions.

### STEP 4. UPLOADING SUPPLEMENTARY FILES

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				
Upload supplementary file		Choose File	Submission details.png	Upload
Save and continue		Cancel		

Figure 6. Uploading supplementary files



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[<< Back to Supplementary Files](#)

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Title *	<input type="text" value="Untitled"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	<input type="text" value="Research Instrument"/> <input type="button" value="v"/> Specify other <input type="text"/>
Brief description	<input type="text"/>

---

Publisher	<input type="text"/> <small>Use only with formally published materials.</small>
Contributor or sponsoring agency	<input type="text"/>
Date	<input type="text" value="2020-03-09"/> <input type="text" value="YYYY-MM-DD"/> <small>Date when data was collected or instrument created.</small>
Source	<input type="text"/> <small>Name of study or other point of origin.</small>
Language	<input type="text"/> <small>English=en; French=fr; Spanish=es. <a href="#">Additional codes.</a></small>

---

#### SUPPLEMENTARY FILE

File Name	18174-67393-1-SP.png
Original file name	Submission details.png
File Size	12KB
Date uploaded	2020-03-09 05:06 AM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file

\* Denotes required field

Figure 7. Supplementary file metadata

Click on “Save and continue” button to go to next step i.e. Step 5.



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## STEP 5: CONFIRMING THE SUBMISSION

You will see the file summary as shown in Fig. 8 below which will have list of main manuscript file & supplementary file (if submitted). Click on "Finish Submission" to complete the submission. Click on "Active submissions" to check the status of your article. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal website <https://e-journal.unair.ac.id/RLJ/index>.

## STEP 5. CONFIRMING THE SUBMISSION

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To submit your manuscript to Record and Library Journal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Record and Library Journal.

### FILE SUMMARY

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
67391	RLJ ARTICLE.DOCX	Submission File	77KB	03-09
67393	SUBMISSION DETAILS.PNG	Supplementary File	12KB	03-09

Finish Submissi

Cancel

Figure 8. Completing submission



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## HOW TO SEE THE PROGRESS OF THE SUBMISSION?

Authors are informed about the progress of the submission by generated email. Online publishing system informs about every important step of the review and editing process. Author should login to the system to see the progress of the submission and to take the required action.

**ACTIVE SUBMISSIONS:** After login, click on the link "Author". This page will show two tabs (links)- one for "Active" & other for "Archive". "Active" will show list of articles with its details like article id, date of submission, authors, title & its status. "Archive" will show list of articles which are either rejected or published.

**ARTICLE STATUS:** After successful submission of article, the system will show its status as "Awaiting Assignment". When Editor will send the article for peer review, its status will change to "In review". When the article is accepted for publishing, its status will be shown as "In editing".

List of various statuses given for each article is described in Table 1 below:

*Table 1. List of article status*

Status	Description
<b>Awaiting Assignment</b>	The submission has been completed by you. You cannot now delete the submission from the system yourself. The Editor can now see the submission, and must assign an Editor or Section Editor to it. Author still have chance to update the metadata details like authors, title, abstract and keywords until article is assigned by the editor.
<b>Incomplete</b>	The submission is not complete. You had left the submission in between without completing the submission. You can return and finish the submission at any time. You can continue submission from the step where you had left it last time. Author can also delete the incomplete article.
<b>In Review</b>	The submission is now in the review process. You should receive notification on the review decision.
<b>In Editing</b>	The submission has completed the review process and has been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes.
<b>Archived</b>	The submission has been rejected. Article is no longer in active process. All such articles are listed under the tab "Archived".



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ARTICLE DETAILS: After login, click on the ARTILCE TITLE link to view the details of the article. This page will show three tabs (links)- SUMMARY, REVIEW & EDITING. SUMMARY page displays the short summary of the submission and the metadata as shown in Fig. 9 below.

## #10587 SUMMARY

**SUMMARY** REVIEW EDITING

### SUBMISSION

Authors	Muhammad Rifky Nurpratama
Title	MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL
Original file	10587-36505-1-SM.DOC 2018-11-29
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Muhammad Rifky Nurpratama
Date submitted	November 29, 2018 - 01:50 PM
Section	Articles
Editor	Esti Putri

### STATUS

Status	In Review
Initiated	2018-11-29
Last modified	2019-03-25

### SUBMISSION METADATA

[EDIT METADATA](#)

### AUTHORS

Name	Muhammad Rifky Nurpratama
Affiliation	Mahasiswa S2 Manajemen Informasi Perpustakaan UGM
Country	Indonesia
Bio Statement	—
Principal contact for editorial correspondence.	

### TITLE AND ABSTRACT

Title	MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL
Abstract	.....

Figure 9. Article details - Summary





Record and Library Journal (RLJ)  
Diploma 3 (D3) Library, Engineering department  
Vocational Faculty, Universitas Airlangga  
Srikana road No. 65, Surabaya, East Java – 60286  
Phone Number: +6281 8030 34107



email: [rlj@journal.unair.ac.id](mailto:rlj@journal.unair.ac.id), website: <https://e-journal.unair.ac.id/RLJ/index>

Second tab "REVIEW" displays the status of the review process as shown in Fig. 10 below.

## #10587 REVIEW

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SUMMARYREVIEWEDITING

### SUBMISSION

Authors	Muhammad Rifky Nurpratama
Title	MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL
Section	Articles
Editor	Esti Putri

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### PEER REVIEW

#### ROUND 1

Review Version	<a href="#">10587-36507-2-RV.DOC</a> 2019-03-25
Initiated	2019-03-25
Last modified	2019-04-15
Uploaded file	Reviewer A <a href="#">10587-43820-1-RV.DOC</a> 2019-03-27 Reviewer B <a href="#">10587-44871-1-RV.DOC</a> 2019-04-15

---

### EDITOR DECISION

Decision	—
Notify Editor	Editor/Author Email Record  No Comments
Editor Version	<a href="#">10587-43638-1-ED.DOC</a> 2019-03-25
Author Version	None
Upload Author Version	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Figure 10. Article details - Review



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 Diploma 3 (D3) Library, Engineering department  
 Vocational Faculty, Universitas Airlangga  
 Srikana road No. 65, Surabaya, East Java – 60286  
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email: [rlj@journal.unair.ac.id](mailto:rlj@journal.unair.ac.id), website: <https://e-journal.unair.ac.id/RLJ/index>

Author can view the editor version of the manuscript and can also upload the author version of manuscript if he had been asked for revision by the editor. An overview of the editing status after the paper's acceptance is displayed in 3rd tab.

**#10587 EDITING**

---

SUMMARY
REVIEW
EDITING

### SUBMISSION

Authors: Muhammad Rifky Nurpratama

Title: MEMAHAMI BERBAGI INFORMASI DIGITAL NATIVES DI MEDIA SOSIAL

Section: Articles

Editor: Esti Putri

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### COPYEDITING

COPYEDIT INSTRUCTIONS

Copyeditor: None

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit File: None	-	-	-
2. Author Copyedit File: None <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	-	-	
3. Final Copyedit File: None	-	-	-

Copyedit Comments No Comments

---

### LAYOUT

Layout Editor: None

Layout Version	REQUEST	UNDERWAY	COMPLETE	VIEWS
None	-	-	-	

Galley Format: FILE  
None

Supplementary Files: FILE  
None

Layout Comments No Comments

---

### PROOFREADING

Proofreader: None

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE
1. Author	-	-	
2. Proofreader	-	-	-
3. Layout Editor	-	-	-

Proofreading Corrections No Comments PROOFING INSTRUCTIONS

Figure 11. Article details – Editing

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*Title in English*

*Title in Indonesia*

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**Paper Type:**

Penelitian/Research Paper

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Submitted 9 Agustus 2018

Accepted 5 September 2018

Online 30 November 2018

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**Full Name of Writer(s)**

*Affiliation*

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\* Correspondence :  
Name of writer

E-mail:  
Correspondence mail

**Abstract**

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**Purpose:**

**Method:**

**Findings:**

**Conclusion:**

**Keywords:** *keywords in English (min. 2 words), separated by comma*

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## Introduction

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## Metode Penelitian/Method

Metode berisi pendekatan/tipe penelitian, lokasi, populasi dan sampel, teknik pengumpulan data, dan teknik analisis data/Method contains research approach/type, population and sample, techniques of sampling, techniques of data collection and analyze be described in details.

## Hasil dan Diskusi/Result and Discussion

### Subjudul (jika ada)/Sub-heading title (if any)

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Contoh/Examples:

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500000-1000000	<b>30</b>	<b>33,3</b>	20	22,2
>=1000000	10	11,1	<b>24</b>	<b>26,7</b>
Total Orang	45	50	45	50

Sumber: data wawancara

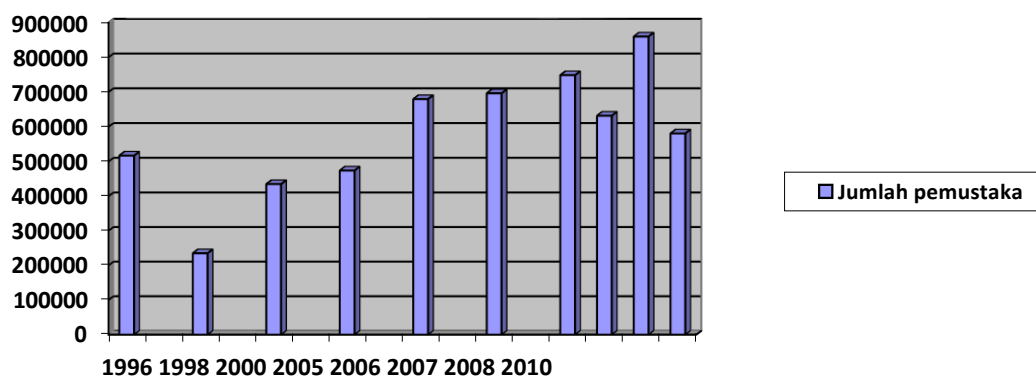
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Grafik 1. Jumlah Pemustaka (sumber: Ruang Baca Teknisi Perpustakaan 2011)

### Simpulan/Conclusion

Simpulan bukanlah pengulangan hasil penelitian, tetapi merupakan tulisan penutup yang berisi implikasi penelitian dan/atau pemahaman baru yang didapatkan dari hasil penelitian dalam kaitannya dengan permasalahan dalam konteks yang lebih luas./Conclusion may not be repetitions of ideas presented previously. It should provide implications of research and wider conception of ideas/understanding resulting from research.

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## *Title in English*

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**Paper Type:**

Tinjauan Pustaka/Literature  
Review

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**Full Name of Writer(s)**

*Affiliation*

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Submitted 9 Agustus 2018  
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\* Correspondence :  
Name of writer

E-mail:  
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## Tinjauan Pustaka/Literature Review

Berisi tinjauan pustaka dari masalah yang dibahas secara kritis, akurat dan mendalam/ Contains discussing the issues discussed critically, accurately and deeply

## Pembahasan Diskusi/Discussion

### Subjudul (jika ada)/Sub-heading title (if any)

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---

*Title in English*

---

**Paper Type:**

---

Studi Kasus/Case Study

---

**Full Name of Writer(s)**

*Affiliation*

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---

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\* Correspondence :  
Name of writer

E-mail:  
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## Analisa Kasus/Case Analysis

Analisa kasus yang dihadapi penulis secara rinci sehingga pembaca dapat memahami kasus yang diteliti/Analyze the case faced by the author in detail so that the reader can understand the case under study.

## Pembahasan Diskusi/Discussion

### Subjudul (jika ada)/Sub-heading title (if any)

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>=1000000	10	11,1	<b>24</b>	<b>26,7</b>
Total Orang	45	50	45	50

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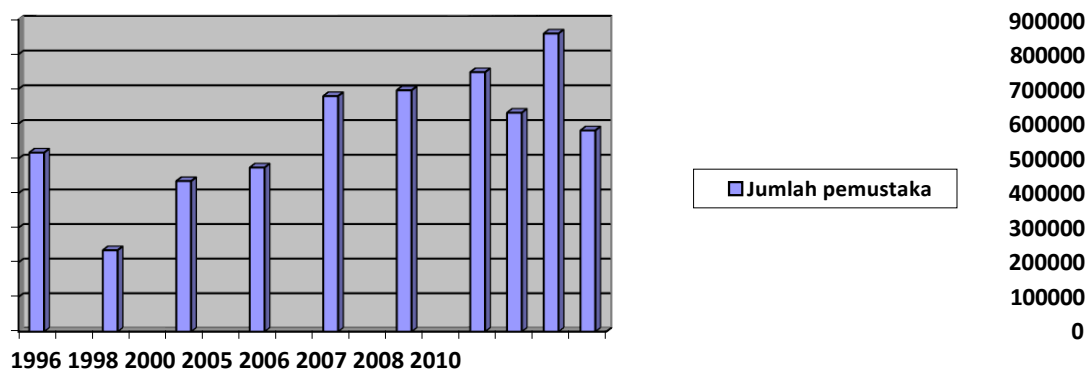
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Grafik 1. Jumlah Pemustaka (sumber: Ruang Baca Teknisi Perpustakaan 2011)

### Simpulan/Conclusion

Simpulan bukanlah pengulangan hasil penelitian, tetapi merupakan tulisan penutup yang berisi implikasi penelitian dan/atau pemahaman baru yang didapatkan dari hasil penelitian dalam kaitannya dengan permasalahan dalam konteks yang lebih luas./Conclusion may not be repetitions of ideas presented previously. It should provide implications of research and wider conception of ideas/understanding resulting from research.

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*Title in English*

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**Paper Type:**

Book Review

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**Full Name of Writer(s)**

*Affiliation*

---

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Submitted 9 Agustus 2018  
Accepted 5 September 2018  
Online 30 November 2018

\* Correspondence :  
Name of writer

E-mail:  
Correspondence mail

**Abstract**

The abstract is written in single space, Times New Roman Style 12-point font, justified. The English abstract consists of 150-200 words. The abstract includes

**Background of the study:**

**Purpose:**

**Method:**

**Findings:**

**Conclusion:**

**Keywords:** *keywords in English (min. 2 words), separated by comma*

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## Introduction

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## Hasil Tinjauan Buku /Book Review Results

Tuliskan hasil tinjauan buku yang sudah peneliti lakukan/ Writing the results of research conducted by researchers.`

## Diskusi/Discussion

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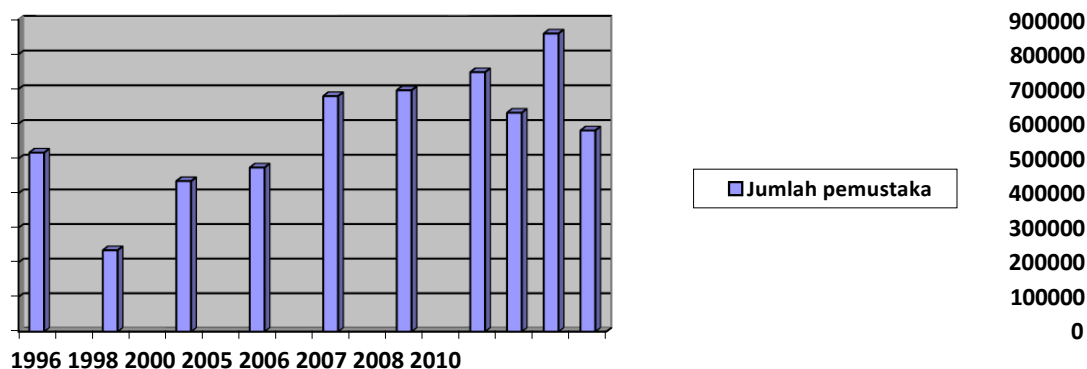
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