

## **THE WRITING GUIDELINES OF JURNAL WALENNAE BALAI ARKEOLOGI SULAWESI SELATAN**

### **Coverage:**

Jurnal Walennae is a forum for cultural practitioners and archaeologists from any place to publish articles, reviews, ideas, research findings, conceptual ideas, methods, as well as studies and their applications of archeological findings or other archeology-related cultural elements. This is a biannual journal, published in June and November.

### **Terms and Conditions:**

1. A submitted manuscript has never been published by other print media, as evidenced by a Statement Letter (Copyright Notice can be downloaded on: <http://walennae.kemdikbud.go.id/index.php/walennae/index>)
2. The manuscripts cover research findings, conceptual ideas, as well as archeological studies and their application in particular or other cultural elements related to archeology.
3. The manuscripts should be typed in Indonesian or English on A4 size paper using the Times New Roman font, size 12, spaced 1. Upper, lower, right and left border all edge 3; the number of words is at least 3000 and a maximum of 7000.
4. The systematics of the submission:
  - a. Title;
  - b. Name of the writer (no academic title attached);
  - c. Institution; (nationality included)
  - d. Abstract is written in both English and Indonesian;  
Description: Abstract is written in one paragraph without references, quotations, and abbreviations; it consists of four aspects: research objective, method, research finding and conclusion. The number of words ranges from 100 to 200.
  - e. Keywords  
Description: Keywords are wittten in Indonesian and English in 3 to 5 words. Abstract and keywords are typed in Times New Roman size 10 and any word in English should be italized.
  - f. Introduction, consisting of a description of the background, problems, research objective, the findinngs of previous similar studies, and the theoretical basis used.
  - g. Method. The method used can be field stufy or literature study (desk study)
  - h. Findings and Discussion (presented in sub-chapter);
  - i. Conclusion (covering conclusion and recommendation/suggestion);
  - j. Acknowledgement (Optional)
  - k. Attachement (Optional)
  - l. References.
  - m. Profile of the writer with a photo attached.

### **Special Terms and Conditions:**

1. The title should reflect the content of the writing, be specific, concise, informative, evocative, eye-catching and contain key words.
2. The Indonesian version of the title is typed in the middle in bold capital letters using Times New Roman font size 12.
3. The English version is typed under that of the Indonesian with capital letters at the beginning of each word, in bold, italic and centered, sizing 12.
4. If the title is in English, then it is rewritten in Indonesian underneath, and vice versa. For example:

**ARTEFAK LITIK DI KAWASAN PRASEJARAH BATU EJAYYA:  
TEKNOLOGI PERALATAN TOALIAN DI PESISIR SELATAN SULAWESI**

*The Lithic Artifact at Batu Ejayya Prehistoric Region:  
the Technology of Toalian Tools in Southern Coast of Sulawesi*

5. The writing of name and address:
  - a. The writer's name should be typed under the title, written in full without mentioning the title, typed in center and in bold; it is typed in Times New Roman size 10.
  - b. If a writing is co-authored, it should be separated by comma (,).
  - c. The writer's address covers name and the address of the institution. If the writer is more than one, the address will be numbered in a superscript format. If those writers have the same address, write one only, and add the country of origin.
  - d. The electronic postal (email) address is written under the writer's name. In the case of more than one writer, it is arranged in alphabetical order on the top left of the email address, according to the alphabetical system on the top right of the name after the institutional serial number.
  - e. If there is more than one address, it must be marked with a serial number on the top left according to the writer's serial number on the top right.
6. The table presentation:
  - a. The title is displayed at the top of the table, aligned left.
  - b. Every table is numbered (Table 1, Table 2, Table 3, ...etc).
  - c. The font used is Times Calibri size 9.
  - d. At the bottom of the table, the source or table description is left aligned.
7. Image presentation (maps, charts, photos and diagrams):
  - a. An image must be clear (with good resolution/300 dpi).
  - b. An image is displayed in the center of the page.
  - c. Captions are displayed below the image using Calibri size 10, placed in the center. It is required to include the source of the image in brackets.
  - d. All pictures are sorted by number (Figure1, Figure 2, Figure 3, ... etc).
  - e. All information (annotations) in the image must be clearly legible.

8. The source citation:
  - a. The reference cited in the manuscript is put in brackets in order of the writer's name, year of publication and source page; all is placed in brackets (Ambary, 1998: p. 29)
  - b. The source cited from the printed mass media and internet is put in brackets
    - The reference cited from the printed mass media without the writer's name is put in the following order: media name, date of publication and page (Kompas, May 29 2016:11).
    - The reference cited from the printed mass media with the writer's name is put in brackets in the following order: the writer's name, year of publication and page (Amirah, 2011: p. 24)
    - The reference cited from the internet without the writer's name should include the website link address in brackets ([http://www.arkeologi-sulawesi.com/situs/situs\\_tondon.html](http://www.arkeologi-sulawesi.com/situs/situs_tondon.html)).
    - The reference cited from the internet with the writer's name is put in this order: the writer's name and year of publication (Alya, 2009)
  - c. The source cited from an interview should include the identity of the interviewee (name, age, occupation, date of the interview), for instance: (Personal Talk: Nurdin, 75 years of age, retired civil servant (PNS), May 29, 2015).
9. The writing of the bibliography should refer to American Psychological Association (APA) style of the sixth edition using applications like Mendeley, Zotero, Endnotes, etc. It is demanded that at least 10 references be cited and 80% of which should be primary references (accredited/non-accredited journal, seminar results of research proceeding, dissertations, theses, and under theses. For articles cited from online journals, the DOI link is required.
10. The profile of the writer:
  - a. Personal Data: name, place and date of birth, educational background, occupation, expertise.
  - b. Every writer is required to attach personal data/information
  - c. The writer's name is placed above, left aligned and in bold.
11. A manuscript is submitted through the Open Journal System (OJS) on <http://walennae.kemdikbud.go.id/index.php/walennae/index>.
12. The Board of Editors invite anyone (researchers, lecturers, teachers and other professionals) to submit articles meeting the qualifications of Jurnal Walennae.
13. Information regarding acceptance into publication or refusal of an article will be notified in writing by email.
14. Unpublished articles will not be returned, except at the request of the writer
15. The timing of publication and writing format fall under the authority of the Board of Editors.
16. Manuscripts/articles declared not fit and/or not yet fit for publication will be sent back to the writers with some notes.

17. Every manuscript submitted **must attach The Writer's Personal Data and Statement Letter** or **Copyright Notice** (both mandatory documents can be sent separately by email).
18. The Writing Guidelines, Journal Template and Copyright Notice can be downloaded on the following:  
<http://walennae.kemdikbud.go.id/index.php/walennae>)

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