

## CHECKLIST FOR ARTICLE CONTRIBUTORS

### (For Research-based Article)

- Indicate your situation by completing this checklist using checking marks (√)
- Scan and save it in a pdf or jpeg format
- Send to Premise editor via email while you submit the manuscript to Premise editor via OJS

The title of my article is: Examining Translation Problems in Indonesian Tourism Brochures: A Case from Gorontalo

Hereby I confirm that

- My article is a **research-based** article.
- The article has not been published elsewhere.
- It is typed in Ms Word doc., one and half -spaced format.
- The font being used is Times New Romans, size 12.
- The length of the article (excluding references) is between 10 to 15 pages; say 11 pages.
- Level one headings are typed in **ALL CAPITALS, BOLD, CENTER JUSTIFICATION** (like this example).
- Level two headings are typed in **Capital-lowercase, Bold, Left Justification** (like this example).
- Level three headings are typed in *Capital-lowercase, Italic-bold, Left Justification* (like this example).
- Its title not exceeding 12 words, say: ...11..... words, is concise and informative.
- Its abstract, max. 200 words, say ....177... words, is clear and informative.
- The keywords are well selected and closely related to the topic.
- The introduction is **without** heading and includes review of related literature and research purpose in essay style, with the proportion of 15-20% of the whole article length.
- It includes Method under a separate heading which consists of description concerning the research design, data sources, data collection, and data analysis with the proportion of 10-15% of the total article length.
- It includes Findings and Discussion under a separate heading which consist of description of the results of the data analysis to answer the research question(s) and their meanings seen from current theories and references of the area addressed, with the proportion of 40-60% of the total article length.
- It includes Conclusion consisting of the summary, restatement of the main findings (and Suggestion).
- I use reference manager such as Mendeley or Zotero, say: ...~~manual~~.....
- Quotation and references follow APA style, 6<sup>th</sup> edition.
- The list of references includes only those that I cited/referred to in the article.
- I cited the sources at least 80% coming from those published in the last 10 years.
- The citations include from journal at least 80% of the total references cited.
- I check grammatical errors and spelling using grammar checker software such as Grammarly, etc., say: ...**Grammarly**...
- My brief CV or Bio-Profile not more than 50 words (essential personal ID, education, career, relevant publications) is included at the end of the manuscript.
- I submitted the article to Premise editor via OJS.
- I send the completed checklist to Premise editor via email.

Date : 25 April 2021

Name : Novriyanto Napu

Signature : \_\_\_\_\_

