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I. Pedoman Umum Penulisan

Jurnal Penelitian Pos dan Informatika (JPPI) adalah jurnal yang diterbitkan secara periodik, yaitu dua kali setahun, yakni bulan September dan Desember, mengutamakan memuat Tulisan Karya Ilmiah (KTI) yang memenuhi standar (kaidah-kaidah ilmiah) atau minimal layak nya penulisan karya ilmiah, dengan ketentuan sebagai berikut :

1. Ruang Lingkup Karya Ilmiah/Naskah

karya ilmiah / Naskah yang dapat diterbitkan adalah dalam bentuk makalah akademik, laporan penelitian, survei, briefing penelitian, thesis, analisis data sekunder, pikiran, teoritis, konseptual ulasan, metodologis di lapangan yang bersifat asli dan belum pernah dipublikasikan di media lain

2. Aktualitas (*Actual*)

Aktualitas sebuah tulisan merupakan prioritas utama, yakni memuat isu-isu yang aktual, terpercaya, dan terkini atau yang sedang tren menjadi pembicaraan di kalangan masyarakat. Karena itu, hindari penulisan yang topiknya sudah usang atau kurang mendapat perhatian masyarakat atau publik.

3. Bahasa Yang Lugas

KTI harus menggunakan bahasa Indonesia yang baik dan benar (sesuai EYD) dan mudah dipahami, jelas, serta tidak membingungkan pembacanya.

4. Memuat Hal Yang Baru (Inovatif)

KTI yang memuat hasil penelitian atau kajian atau analisis teori dan pengembangannya sehingga menghasilkan temuan baru atau informasi lain atau inovasi (*innovations*) bagi masyarakat/publik yang membacanya.

5. Keaslian atau Orisinil (*Original*)

KTI atau Naskah yang dikirim harus orisinil (asli), dan belum pernah dipublikasikan atau tidak sedang dikirimkan ke Jurnal atau media lain. Hal ini untuk menghindari duplikasi atau penjiplakan atau plagiator.

II. Pedoman Teknis Penulisan

1. Format Penulisan, naskah diketik dengan huruf Times New Roman ukuran 11, spasi 1.5, dan panjang naskah 15-25 halaman kertas A4.
2. Sistematika penulisan terdiri dari :
 - a. Judul
Judul diketik dengan huruf kapital tebal (*bold*) Ukuran 16 pada halaman pertama maksimal 3 baris atau sebelas kata. Judul harus mencerminkan isi tulisan (memiliki keterkaitan dengan masalah dan sesuai dengan metodologi penelitian).
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d. Abstrak

Abstrak ditulis sebanyak 120-200 kata dalam bahasa Indonesia dan bahasa Inggris. Abstrak diketik dengan huruf miring (*italic*) untuk bahasa Inggris berjarak satu spasi. Penulisan abstrak harus ringkas dan jelas, serta mewakili isi naskah.

e. Kata kunci atau *keywords*

Kata kunci terdiri atas empat sampai enam kata ditulis di bawah abstrak. Kata kunci dalam bahasa Inggris ditulis *italic*.

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Bagian ini berisi Latar Belakang, Perumusan Masalah, dan Tujuan Penelitian.

g. Metodologi Penelitian

Bagian ini memuat paradigma penelitian, jenis penelitian, fokus penelitian, teknik pengumpulan data, sampel dan data, tempat dan waktu, teknik olah data, dan teknik analisis.

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Hasil penelitian memuat temuan dan hasil analisis dalam berbagai bentuk dan berkaitan dengan masalah.

i. Penutup

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Penulisan Daftar Pustaka atau rujukan di halaman terpisah dan disusun menurut abjad. Urutan penulisan nama pengarang atau penyunting judul artikel (jika bukan buku) dicetak biasa, judul majalah atau buku dicetak tebal, kota dan nama penerbit biasa disertai tahun penerbitan diletakkan di bawah nama pengarang/penyunting.

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