Writing Guideline and Template ***Psychological Research on Urban Society* (PRoUSt)**

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**General Manuscript Guideline**
**(For complete guideline, click** [**bit.ly/PRoUStGuideline**](https://bit.ly/PRoUStGuideline)**)**

* 1. All manuscript that submitted to PRoUSt should comply with *Publication Manual of the American Psychological Association* 7th edition (2019), except for several formatting aspects including but not limited to font type, font size, spaces between paragraph, margin, and other aspects that will be described later.
	2. The policies of the manuscript’s types that can be published in PRoUSt:
* **Original Research Paper**

Present new empirical results contributing to theoretical, methodological, and/or applied advances (with a maximum length of 8,000 words, including references but excluding tables and figures). Articles longer than 8,000 words will be accepted on an occasional basis.

* **Research Note**

Similar to original articles but shorter in nature (with a maximum length of 3,000 words, including references but excluding tables and figures).

* **Review Article**

Summarize and integrate a clearly defined literature and make theoretical advances in this area (with a maximum length of 10,000 words, including references but excluding tables and figures). Articles longer than 10,000 words will be accepted on an occasional basis. Policy reviews fall in this category.

* **Case Study**

The article should present good descriptions of experiences from particular contexts that allow lessons to be learned. It need not be a successful case; lessons can be learned from failure. An article containing a case study should address the following questions: what are the context variables that made it a success or a failure; how can we transfer lessons from this case elsewhere. Case studies should be under 6,000 words, including references but excluding tables and figures.

* 1. The manuscript should be focusing on urban society with topics as follow:
* Urban mental health and well-being
* Education and child development in urban society
* Intergroup relation, acculturation, and identity formation in urban contexts
* Urban social issues (ex: poverty, traffic, crime, and violence)
* Urban culture
* Urban issues on employment and organizational behavior
* Technology and urban society
	1. The manuscript should follow the general structure of the research article (introduction, methods, results, discussion, and conclusions)
	2. The manuscript’s file is saved in MS Word (.doc or .docx) file

**Manuscript Typesetting**

1. All submission must contain title page, abstract page, body of the manuscript, and appendix (if any)
2. Tables, figures, and other graphic elements must be separated from body of the manuscript.
3. The submitted manuscript should follow this template:
	* + Margin (top, bottom, right) : 2 cm
		+ Margin (left) : 3 cm
		+ Font type : Book Antiqua
		+ Font size and paragraph alignment :
			- Running head : 11 pts (In header, italic, left aligned)
			- Manuscript’s type : 11 pts (Uppercase, left aligned)
			- Title : 16 pts (Sentence case, bold, left aligned)
			- Running head : 11 pts (In header, left aligned)
			- Author(s) name : 12 pts (left aligned)
			- Institution name : 9 pts (left aligned)
			- Email address : 9 pts (left aligned)
			- Abstract : 11 pts (centered, bold)
			- Abstract, keywords paragraph : 11 pts (left aligned, not indented)
			- Manuscript : 11 pts (left aligned)
			- Table/figure : 10 pts (left aligned, bold (for number of table) and italics (for the titles), notes should be flush left.
			- References list : 11 pts (indent of 0.5)
			- Appendices : 11 pts
		+ Space : All sections should use 1 pts with no additional space before or after the paragraph
		+ Indentation : All paragraph should begin with indentation 0.5 in the first line.
4. Heading Level

Maximum allowed heading level is 4 and has to be written as follows.

**Heading Level 1**. **Centered, Bold, Uppercase and Lowercase Heading**

Text of heading level 1. Left aligned, not indented, and begins as a new paragraph.

**Heading Level 2. Left aligned, Bold, Uppercase and Lowercase Heading**

Text of heading level 2. Left aligned, not indented, and begins as a new paragraph.

***Heading level 3, Left aligned, Bold, Italic, Uppercase and Lowercase Heading***

Text of heading level 2. Left aligned, not indented, and begins as a new paragraph.

**Heading level 4, Intended (0.5), Bold, Ending With a Period.** Text of heading level 4 begins on the same line and continues as a regular paragraph.

 **Manuscript template (Title page)**

TYPE OF MANUSCRIPT (*Please refer to* [*our journal section*](http://proust.ui.ac.id/index.php/journal/about/editorialPolicies#sectionPolicies))

**Title of the manuscript (**Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Maximum word length for title is 14 words**)**

**First author1,2\*, Second author1, and Third author2**

1Department/Faculty

Institution

Full postal address of the institution

Country

Email address

2Department/Faculty

Institution

Full postal address of the institution

Country

Email address

(***Present/permanent address.*** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.)

*\*Corresponding author*

Corresponding author’s name.

Address, City, Country, Postal code

Email address (Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.)

Phone number (optional)

ORCID ID (if any)

**Manuscript template (Abstract page)**

**Title of the manuscript**

**Abstract**

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. Abstracts must be 200 words or fewer.

**Keywords**

Keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6

(Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes. (separated by a comma, sort alphabetically))

**Manuscript template (Body of the manuscript)**

State the objectives of the work and provide an adequate background, with extended theories that lay the foundation for further work. Authors should explicitly write the contribution of their study that adds to the past literature. This section starts without “Introduction” section label. All section must comply to the maximum 4 heading level arrangements with example as follows:

**Heading Level 1**. **Centered, Bold, Uppercase and Lowercase Heading**

Text of heading level 1. Left aligned, not indented, and begins as a new paragraph.

**Heading Level 2. Left aligned, Bold, Uppercase and Lowercase Heading**

Text of heading level 2. Left aligned, not indented, and begins as a new paragraph.

***Heading level 3, Left aligned, Bold, Italic, Uppercase and Lowercase Heading***

Text of heading level 2. Left aligned, not indented, and begins as a new paragraph.

**Heading level 4, Intended (0.5), Bold, Ending With a Period.** Text of heading level 4 begins on the same line and continues as a regular paragraph.

**Mathematic formula**

[Use the Microsoft Equation Editor formula or *MathType*, written in the center, and given a number from (1), (2) etc.]

 (1)

**Method**

Provide details of your research design to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. Provide description of Ethical Clearance of your study.

**Participants**

Please describe the details of the participants and the information about them, including how they were chosen and approached. Provide participants’ mean age and standard deviation, and other relevant information.

**Materials/Measures/Apparatus**

This subsection explains what measurements/materials/apparatus used in the study. If you use more than one material, please write the name in italic before the explanation. Please ensure that all used materials were reliable and valid for assessing the variables of interest.

**Procedure**

The explanation for what was done to the participants. The subsection should be detailed enough for the readers’ purposes, specifically to the replication study purpose.

**Data Analysis**

What statistical analysis used to process your data should described here along with the software used to compute the data.

**Results**

Results should be clear and concise, consisting of a summary of the collected data and analysis. All results should be described, both with descriptive statistics and test of significance. Any graphic elements including graph, table, and figure, should only be added in the last pages after the reference list. Please only put a center-aligned, uppercase mark in your text like this to indicate where you want to put your tables and figure in the main text.

INSERT TABLE 1 HERE

**Discussion**

This section should explore how your hypotheses are reached and how you contribute to the literature. Do not repeat your detailed results in this section. Discuss also the practical implications of your study, the limitations, and what further research should do to overcome the limitations. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusions**

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

**Declaration of Conflicting Interest**

The author(s) must inform that there is no conflicting interest to the authorship and/or the publication of the manuscript.

**Acknowledgment**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof-reading the article, etc.).

**Funding**

Please write the institution who fund your study, including the fund’s number.

**References**

Use American Psychological Association Style (7th ed) for your reference list. We strongly recommend authors to use citation tools such as Mendeley, RefWorks, or EndNote to manage their citations and reference list.

**Examples:**

**Journal article with Digital Object Identifier (doi):**

Jaya, E., & Wulandari, S. (2018). Psychotic experiences, depressive symptoms, anxiety symptoms and common mental health risk factors of urban and non-urban dwellers in Indonesia. *Psychological Research on Urban Society*, *1*(1), 3-11. <https://doi.org/10.7454/proust.v1i1.21>

**Online journal article without Digital Object Identifier (doi):**

Negi, N. J., Bender, K. A., Furman, R., Fowler, D. N., & Prickett, J. C. (2010). Enhancing self-awareness: A practical strategy to train culturally responsive social work students. *Advances in Social Work, 11*(2), 223-234. [http://journals.iupui.edu/index.php/advancesinsocialwork/article/view/482/178](http://journals.iupui.edu/index.php/advancesinsocialwork/article/view/482/1787)

**Book with Digital Object Identifier (doi):**

Hebb, D. O., & Donderi, D. C. (2013). *Textbook of Psychology (Psychology Revivals)* (1st ed.). Psychology Press. <https://doi.org/10.4324/9781315819396>

**Book without Digital Object Identifier (doi):**

McKee, T. & McKee, J.R. (2009). *Business ethics: The moral basis of commerce* (4th ed.). Oxford University Press.

**Book chapter**

Berry, W. (2005). War does not maintain peace or promote freedom. In L. I. Gerdes (Ed.), *War: Opposing viewpoints* (pp. 71-79). Greenhaven Press.

**Magazine article**

Markels, A. (2007, July 23-30). Taking credit's temperature: Risky home loans run a fever, and the market prays it doesn't spread. *U.S. News & World Report, 143*(3), 37-39.

**Online magazine article**

Copeland, L. (2011, January 26). The anti-social network: By helping other people look happy, Facebook is making us sad. *Slate.* <http://www.slate.com/>

**Conference Proceedings**

Cooper, S., & Ratele, K. (Eds.). (2014). *Psychology serving humanity: Proceedings of the 30th International Congress of Psychology, Vol. 1. Majority world psychology.* Psychology Press.

**Published thesis or dissertation**

Oyerinde, B. A. (2014). *Correlating parental involvement and mathematics achievement of African American eight-grade students* (Publication No. 3620303) [Doctoral Dissertation, Walden University]. ProQuest Dissertation Publishing. https://search.proquest.com/docview/1539327413?fromunauthdoc=true

**Unpublished thesis or dissertation**

Skidmore, K. L. (2017).*The effects of postpartum depression among young mothers who give children up for adoption* [Unpublished master's thesis]. Nova Southeastern University.

**Webpage on a news website**

Hunt, K. (2020, April 27). *Planting trees could help this city prevent 400 premature deaths*. CNN. https://edition.cnn.com/2020/04/27/health/trees-live-longer-premature-deaths-philadelphia-wellness/index.html

**Webpage on a website with an organizational group author**

World Health Organization. (2020, May 21). *Urban planning crucial for better public health in cities*. https://www.who.int/news-room/feature-stories/detail/urban-planning-crucial-for-better-public-health-in-cities

**Unpublished manuscript from university**

Bronson, E. (2013). Table of company earnings by growth rate. In F. Harber (Comp.), *MAR2011: Principles of marketing* (pp. 15-16). Indian River State College.

**Manuscript template (Figure and table)**

Tables should be titled and numbered at the top of the table. They should be numbered consecutively as they appear in the text. Tables should be clear, concise, and able to stand alone. Complete headings and footnotes should be included to clarify entries. Figures should be numbered consecutively, at the bottom of the figure, with a short and concise description. Fonts used in any table or figure should be compatible with that used in the text. All tables and figures should be referred to in the text with a notation made in the manuscript indicating approximately where each should be located. Illustrations should be of professional quality and supplied in EPS, tiff, or PDF formats.

**Table 1**

*Title of the table*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Urban residents |  | Rural residents |
| Level of psychological distress | *n* | *M* (SD) | 95% CI |  | *n* | *M* (SD) | 95% CI |
| Low | 100 | .05 (.08) | [.02, .11] |  | 40 | .14 (.15) | [.07, .22] |
| Moderate | 253 | .05 (.07) | [.02, .10] |  | 311 | .17 (.15) | [.08, .28] |
| High | 47 | .11 (.10) | [.07, .17] |  | 59 | .28 (.21) | [.15, .39] |
| *Note*. CI = confidence interval |

Figure with comparison data must have different and distinctive grayscale color

**Figure 1**

*Title of the figure*