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NILAD

Journal

PUBLICATION POLICY MANUAL



NILAD JOURNAL

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NILAD

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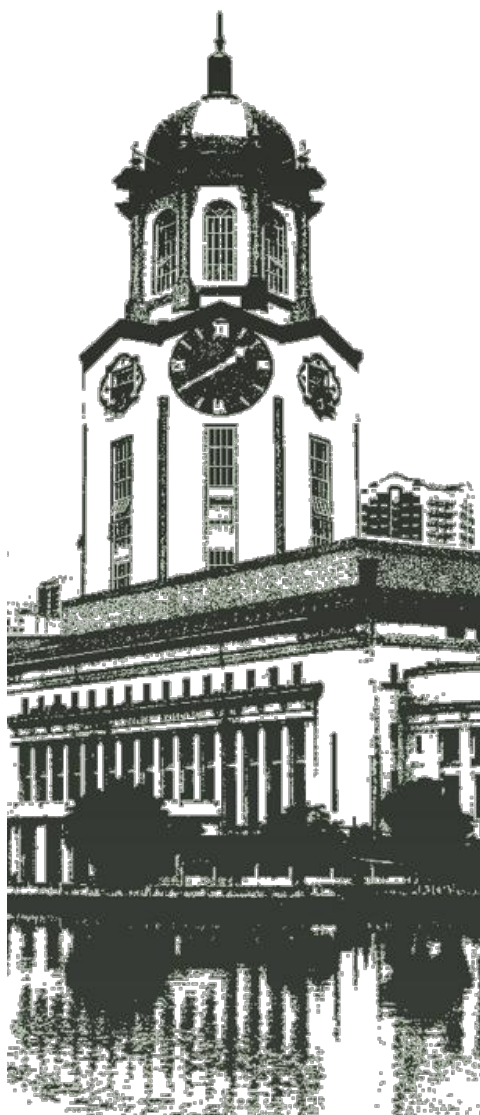
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TABLE OF CONTENTS

About the Journal	5
Aims and Scope	5
The Publisher and Editorial Board	6
Preparation Guidelines	6-11
<i>Types of Publications Before Submission</i>	
<i>Accepted File Formats Formatting Requirements</i>	
<i>Language, Grammar, and Formatting Artwork</i>	
<i>Figure Captions Tables</i>	
<i>References Back Matter</i>	
Research Manuscript Sections	12-14
<i>Essential Title Page Information</i>	
<i>The Body of the Article</i>	
<i>Supplemental Pages</i>	
Editorial Procedures and Peer-Review	15-16
<i>Initial Check and Review Peer-Review</i>	
<i>Editorial Decision and Revision</i>	
<i>Publication</i>	
Publication Ethics	16-17
Citation Policy	18
Errata and Corrigenda	18
Article Sharing	18
Institutional Repository	19
Copyright and Licensing	19
Data Privacy and Anti-Piracy	19
References	20



About the Journal

NILAD is an interdisciplinary, peer-reviewed publication of Universidad De Manila (UDM). It is concerned with the development and production of new knowledge and innovations throughout the disciplines of Arts and Sciences, Business and Management, Criminal Justice, Education, Engineering and Technology, Health Sciences, and Law. and how these new insights and innovations help to enhance, advance, and progress the disciplines and research that are grounded in a local context but have global resonance.

NILAD is open to a variety of perspectives, disciplines, strategies, and philosophies. The journal encourages a range of techniques to empirical research (qualitative, quantitative, and mixed methodologies), as well as high-quality systematic reviews and meta-analyses.

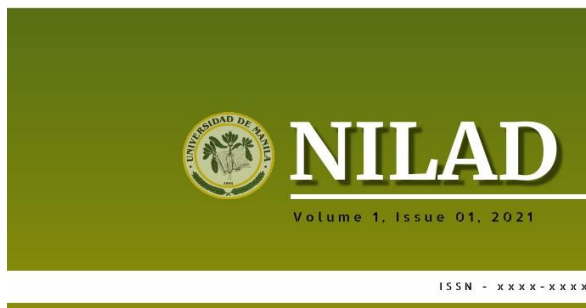
Aims and Scope

NILAD publishes original research articles, systematic reviews, policy briefs, and meta-analyses in the following areas:

- Arts and Sciences
- Business and Management
- Criminal Justice
- Education
- Engineering and Technology
- Health Sciences
- Law
- Public Administration



A Multidisciplinary Journal of the Universidad de Manila



The Publisher and Editorial Board

The journal is published bi-annually by the Publication Unit of the Universidad De Manila under the University Research, Innovation and Social Engagement (URISE) Center. The journal's Editorial Board is made up of professionals in the fields covered by the journal.

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Preparation Guidelines

This guide details the typographic and layout requirements for final manuscript submission to the NILAD Journal.



Types of Publications

Manuscripts must be between 6000 and 9000 words in length, not including the journal's bibliography. All relevant information must be provided to enable replication of the results.

When manuscripts are submitted to NILAD Journal, they should not have been previously published or considered for publication in another journal. The basic types of articles are as follows:

- **Articles:** The journal accepts original manuscripts that provide strong scientific discoveries and significant new information. Peer review will determine the study's quality and impact.
- **Critical Reviews and Meta-Analyses:** These provide brief and accurate summaries and updates on the most current developments in a particular field of research, based on the available literature.
- **Policy Papers:** A piece of study that focuses on a particular policy topic and makes specific recommendations to policymakers.

Before Submission

Prior the submission of the articles, authors are expected to comply with the publication guidelines set in the journal.

- **Conflict of Interest:** All authors are requested to disclose any actual or potential conflict of interest including any financial, personal, or other relationships with other people or organizations within three years beginning the submitted work that could inappropriately influence, or be perceived to influence, their work.
- **Contributors:** All authors must have materially participated in the research and/or article preparation. The statement that all authors have approved the final article should be true and included in the disclosure.
- **Submission, Declaration, and Verification:** Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the copyright-holder.
- **Use of Inclusive Language:** Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant



culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." It is recommended to avoid the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition unless they are relevant and valid. These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

- **Author Contributions:** For transparency, it is encouraged to submit an author statement file outlining their individual contributions to the paper using the relevant CRediT (Credit Roles Taxonomy): Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; Writing - review & editing. Authorship statements should be formatted with the names of authors first and CRediT role(s) following.
- **Changes to Authorship:** Authors are expected to carefully consider the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion, or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal, or rearrangement. In the case of addition or removal of authors



this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion, or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any request approved by the Editor will result in a corrigendum.

- **Role of the Funding Source:** Authors are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement, then this should be stated.
- **International Comprehensibility:** Please note that every paper must be comprehensible to an international audience. National colloquialisms and idiomatic use of language should therefore be avoided to the extent possible.

Submission

Manuscripts for publication in the NILAD Journal must be submitted by email. The submitting author, who is often the corresponding author, is in charge of the document during the submission process. The submitting author must ensure that the author list includes all qualifying co-authors. Before submission, the authors should have read and approved the final version of the paper.



Accepted File Formats

Authors must prepare their manuscripts using a Microsoft Word template. The time required to complete copyediting and publish approved papers will be significantly reduced if writers adhere to the journal's template and format.

Formatting Requirements

- At the top of the article, add 250 to 300 word abstract and five (5) keywords.
- Leave off page numbers, headers, and footers.
- Submit the article as a single file, including tables, figures, and appendices in a word file.
- The paper should be 8.5 x 11 inches in size (Letter).
- All margins (left, right, top, and bottom), including tables and figures, should be 1.5 inches (3.8 cm).
- Keep the text single-spaced.
- Use a single column, justified layout.
- Font:
 - Main Body — 12 pt., Arial
 - References — 10 pt., Arial
 - Tables/Matrices — 10 pt. Arial

Language, Grammar, and Formatting

All submissions must be in English (except for special cases). It is necessary to translate Filipino quotations. For Filipino terms, italics should be utilized. Authors must follow proper English grammar. The American Psychological Association's (APA)



Publication Manual, Seventh Edition, serves as the standard guidance. For the purposes of publication, the NILAD Journal Publication Format must be followed.

Artwork

Electronic Artwork: General Points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.
- Ensure that color images are accessible to all, including those with impaired color vision.

Figure Captions

Ascertain that each illustration is captioned. Provide captions separately from the figure. A caption should include a brief title (that does not appear on the picture) and a description of the illustration. Maintain a minimal amount of text in the pictures themselves, but explain all symbols and abbreviations used.

Tables

Submit tables as editable text and not as images. Tables can be placed next to the relevant text in the article. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Avoid using vertical rules and shading in table cells.

References

- **Citation in Text:** Ascertain that the reference list includes all references cited in the text and vice versa. References cited in the abstract must be included in their entirety. Personal communications and unpublished results are not advised in the reference list but may be discussed in the text. If these references are included in the reference list, they should adhere to the journal's usual reference style and add the phrase 'Unpublished Results' or 'Personal Communication' in place of the publication date. The term 'in press' indicates that an article has been accepted for publication.
- **Web References:** At the very least, the whole URL should be included, as well as the date on which the reference was last accessed. Additional information (author names, dates, a reference to a source publication, etc.) should be included if it is available (author names, dates, a reference to a source publication, etc.). Web references can be listed separately (e.g., following the reference list) or incorporated in the reference list.



- **Data References:** The journal invites authors to acknowledge important or underlying datasets in their manuscripts by referencing them in the text and including a data reference in the Reference List. The following elements should be included in data references: author(s), dataset title, data repository, version (if available), year, and persistent global identifier. To properly identify the reference as a data reference, append [dataset] directly before it. The identification for the [dataset] will not appear in the published paper.

Back Matter

- **Appendices:** Describe any supplementary materials that have been made available online in conjunction with the manuscript (figure, tables, video, etc.). Give each element a unique name and a subtitle (ex. A-Table S1: title; B-Figure S1: title)
- **Funding:** The research funding sources should be made public. Indicate any funding received in support of the research. Provide the following information: “This research received no outside funding” or “**This research was financed by [name of funder] grant number [xxx].**”
- **Acknowledgments:** The authors like to express their gratitude to everybody who assisted them, particularly those not mentioned in the finance sections. This may include administrative and technical aid as well as in-kind contributions (e.g., materials used for experiments). For authors affiliated with the Universidad De Manila,



acknowledgment of university support should be indicated in this section.

- **Conflict of Interest:** Any personal interest which can influence the authors' interpretation or analysis of published results must be disclosed. Indicate **"The authors declare no conflict of interest"** if there is none. Any funding sponsors' involvement in the study design, data collection, analysis, interpretation, article authoring, or decision to publish the results must also be indicated. If no role was played, state, **"The sponsors had no involvement in the study design, data collection, analysis, or interpretation, manuscript preparation, or the decision to publish the findings."**
- **Ethical Statement:** When researchers publish research involving human subjects, they must state that the study adhered to the 1975 Helsinki Declaration's standards. **"All subjects provided informed consent for inclusion in the study prior to participation, and the study adhered to the Helsinki Declaration."**

Research Manuscript Sections

Manuscripts submitted to NILAD Journal must adhere to the "IMRaD" format. The "IMRaD" format consists of four major sections: Introduction, Methods, Results, and Discussion.

Essential Title Page Information

- **Title.** Concise and enlightening. In information retrieval systems, titles are frequently utilized. Where possible, avoid



abbreviations and formulae.

- **Author Names and Affiliations.** Indicate each author's given name(s) and family name(s) and ensure that all names are spelled correctly. Between parenthesis, names may be inserted. Present the writers' affiliation addresses (the locations of their actual work) beneath their names. All affiliations should be indicated with a lower-case superscript letter immediately following the author's name and preceding the appropriate address. Provide the complete postal address for each affiliation, including the country name, as well as the author's e-mail address if available.
- **Corresponding Author.** Indicate clearly who will be responsible for correspondence throughout the refereeing and publication processes, as well as post-publication. This includes responding to any future inquiries about the Methodology and Materials. Ascertain that the related author includes an e-mail address and that contact information is kept current.

The Body of the Article

- **Abstract:** In 250 to 300 words, this section summarizes the research (problem, objectives, purpose, method, significant findings, conclusions, and recommendations). At the end of the Abstract, include at least five keywords (keywords should be in italics).
- **Introduction:** The introduction discusses the importance of the study. Introduce the investigation by identifying the problem that triggered it. Then, by outlining the status of

research in the subject or discipline, highlight the research gap in the topic. Describe the present research's approach to resolving that issue or bridging that gap. Hypotheses are included at the conclusion of the introduction if the study contains them or if they are applicable in quantitative investigations. This section has the following components: The Background of the Study, the Study's Purpose, and a Literature Review.

- **Methods:** This section details the researcher's methodology. It comprises information about the sample, the processes, the equipment (if any), and the population under research. This section should include instructions on how other researchers and readers can duplicate the study. This section should be in the past tense. It is made up of the following components: Respondents/ Participants/Artifacts, Instrumentation, Validity and Reliability of the Instrument, and Statistical Treatment of Data (for quantitative research) or Data Analysis (for qualitative research).
- **Results:** This section is where the researcher(s) must present their findings. In most cases, the Results section simply summarizes the facts without providing any context or analysis. Additionally, this section is written in the past tense. Ascertain that each table and figure is properly labeled and numbered. Captions appear above tables and beneath figures.

Discussion: The researcher/s should synthesize noteworthy findings, offer valid interpretations, and make connections to related studies and literature in this section. Additionally, the researcher(s) should acknowledge the limits of the study and offer future research options. It is divided into three sections: Data Analysis, Conclusions, and Recommendations.

Supplemental Pages

- **Appendices:** Contain information that is too comprehensive for the main report, such as lengthy mathematical derivations or calculations, extensive technical drawings, or raw data tables. The article's material should be summarized and referred to appropriately throughout. If more than one appendix is included, they should be labeled A, B, and so forth. (For instance, A-Table S1 has the title; B- Figure S1 contains the title).
- **Funding:** If this section applies, list funding sources in a consistent manner to ensure compliance with the funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Department of Science and Technology, Manila, Philippines [grant number zzzz]; and the Commission in Higher Education [grant number aaaa].

If no funding has been provided for the research, include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

- **Acknowledgements:** Acknowledgements should be included at the conclusion of the paper, right following the discussion section. Individuals who aided in the research should be acknowledged here (e.g., providing language help, writing assistance, or proofreading the article, etc.). For

authors affiliated with the Universidad de Manila, acknowledgement of university support should be indicated on this section.

- **Conflict of Interest:** Any conflicting personal interests that might affect the authors' interpretation or analysis of published results must be stated. In the absence of a conflict of interest, state "The authors declare no conflict of interest." The role of any funding sponsors in the study's design, data collection, analysis, interpretation, article writing, or decision to publish the results must also be disclosed. If no role was played, mention, "The sponsors were not involved in the design of the study, data collection, analysis, or interpretation, manuscript preparation, or decision to publish the findings."
- **Ethical Statement:** When researchers publish research involving human subjects, they must state that the study adhered to the 1975 Helsinki Declaration's standards. "All subjects provided informed consent for inclusion in the study prior to participation, and the study adhered to the Helsinki Declaration." Further, the conduct of research should follow the ethical principles of the Nuremberg Code.
- **References:** All information, methods, statistics, diagrams, and maps must be acknowledged using the APA 7th Edition format, regardless of whether they were obtained or based on the work of others.



Editorial Procedures and Peer-Review

Initial Check and Review

The Managing Editor will assess all manuscripts submitted to the Editorial Board to prepare and adhere to the journal's ethical norms adequately. Prior to peer review, manuscripts that do not adhere to the journal's principles or meet its requirements will be rejected. If manuscripts are not properly prepared, they will be returned to the authors for editing and resubmission. Following review, the Managing Editor will consult with the journal's Editor-in-Chief to assess if the contribution falls within the scope of the publication. At this time, there will be no evaluation of the work's potential impact. The Editor-in-Chief will verify any rejection choices made at this point.

Peer-Review

Following the initial review, the work will be subjected to a double-blind peer review by three experts, with the authors' identities concealed from the reviewers. These reviewers will include faculty members from the University and from other institutions, industry professionals, and members of the journal's Editorial Board. Reviewers should not have collaborated on any research projects with any of the co-authors in the preceding five years, and they should not be currently employed or affiliated with the co-authors' department or college.

Editorial Decision and Revision

Following the peer-review process, the managing editor will inform the researchers of the decision of the editor-in-chief as follows:

- **Accept with Minor Revisions:** The article is in principle approved following minor revisions in response to the reviewer's comments. Authors have ten (10) working days to make minor revisions.
- **Reconsider after Major Revisions:** Acceptance of the manuscript would be contingent upon author/s modifications. If the author is unable to change a portion of the reviewer's comments, he or she must react in detail or give a rebuttal. There is a limit of one round of substantial modifications. The writers must resubmit the amended work within 20 working days, and it will be returned to the reviewer for additional feedback.
- **Reject and Encourage Resubmission:** If additional analysis or experiments are required to substantiate the study's conclusions, the article will be rejected. The authors will be prompted to resubmit the work following completion of the extra analysis.
- **Reject:** The article has multiple inaccuracies and/or offers no substantial contribution to the field. No invitation to resubmit to the journal will be extended.

All reviewer comments should be addressed in a table that includes the comment, the author's (s) response or action, and the page on which the criticism was made. When authors disagree with a

reviewer, they must do so in a clear and concise manner. Appeals for article rejection must be done in formal writing citing justifications.

Publication

Following approval, the work will undergo copyediting and author proofreading, final edits, pagination verification, and publication in both the online and print editions of the journal.

Publication Ethics

The journal's editors employ a rigorous peer-review process and uphold strict ethical ideals and standards to ensure that only high-quality research works are accepted. The editors of NILAD Journal take plagiarism, falsification, fabrication, unethical co-authorship procedures, and other instances of research misconduct extremely seriously. In some instances, instructions are given for a zero-tolerance policy.

Researchers who wish to publish their articles or reviews in NILAD Journal should abide by the following:

- Any information in the paper that could be interpreted as indicating a potential conflict of interest for the authors must be disclosed.
- The authors must be truthful in their description of the research findings and provide an objective analysis and interpretation of the study's major findings.

- The data and methods used in the study must be described in sufficient detail in the publication to allow for replication by other researchers.
- It is not permitted to submit articles to multiple journals at the same time.
- It is not acceptable to republish anything that is not new or has been published in another language.
- If the authors discover errors or inconsistencies after their manuscript has been published, they must immediately notify the journal editors to take necessary action.
 - An erratum must be published if serious errors could jeopardize the authors' work or reputation.
 - If the findings are revealed to be incorrect, the authors must sign a retraction describing the error and how it affected the manuscript and the study's conclusions.
- Manuscripts submitted to the journal for publication should not contain already published material. If the researcher wishes to republish previously published figures or images under the Creative Commons-BY license, the researcher must first obtain permission from the copyright holder and or follow proper citation.
- Plagiarism, fabrication, falsification of data, image manipulation, and other forms of misconduct in research are not tolerated.
 - Plagiarism refers to the act of representing as one's original work the creative works of another, without appropriate acknowledgment of the author or source, even the researcher's work (The University of Melbourne, n.d.).



- If any scientific misconduct is uncovered throughout the peer-review process, the manuscript will be rejected.
- If any scientific misconduct is discovered after the manuscript has been published, the editorial board may issue a correction or retract the paper.
- The editors will conduct investigation into any allegations of research misconduct made in a published article. If there is proof of misbehavior, appropriate steps will be taken to edit or retract the article. When authors publish in the NILAD Journal, they are expected to adhere to ethical publication practices.

Citation Policy

Authors should ensure that information acquired from other sources is correctly referenced and that permission is secured from the original authors when applicable.

At all costs, excessive self-citation of one's work should be avoided. Similarly, authors should refrain from first citing their own, friends', or peers' publications.

Original quotations from other scholars' works should be enclosed in quotation marks and accompanied by appropriate citations as indicated in the APA 7th edition format.

Errata and Corrigenda

All content of published articles is subject to the editorial review process, organized by and under the auspices of the editor. Should



the authors wish to add to their article after acceptance, they must submit a request to the editor and the new content will be reviewed.

An erratum refers to a correction of errors introduced to the article by the reviewers and editors. All editor-introduced changes are highlighted to the author at the proof stage and any errors are ideally identified by the author and corrected by the editors before final publication.

A corrigendum refers to a change to the article that the author wishes to publish at any time after acceptance. Authors should contact the editor of the NILAD journal, who will determine the impact of the change and decide on the appropriate course of action. NILAD will only instigate a corrigendum to a published article after receiving approval and instructions from the editor.

Article Sharing

Authors who publish in NILAD journal can share their research in several ways. Researchers who have access to articles can share too. There are some simple guidelines to follow, which vary depending on the article version the author wishes to share. Authors can share their preprint anywhere at any time. They can share their accepted manuscript immediately via their non-commercial personal homepage or blog. The Published Journal Article (PJA) can be shared privately with students or colleagues for their personal use by the author. NILAD journal supports the guidelines set for the voluntary principles for article sharing on scholarly collaboration networks (STM Voluntary Principles, 2015).



Institutional Repository

All articles published in the NILAD Journal will be archived in the University's institutional repository system and database.

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Data Privacy and Anti-Piracy

All articles published in the journal must conform with the rules, guidelines and provisions of Data Privacy and Anti-Piracy laws.



References

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NILAD <i>Multidisciplinary Journal</i>		ISSN: XXX-XXX Issue: Do Not Fill Pages: XX - YY
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The Effect of Corporate Governance

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The Effect of Corporate Governance

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ABSTRACT

The abstract should be self-contained, which means it should not contain any citations. Consider it your article's advertisement. The abstract should explain what you did and highlight the key findings for the prospective reader. Use of technical jargon and uncommon abbreviations should be avoided. You must be precise, succinct, clear, and specific. Use words that accurately reflect the meaning. The abstract should be precise and honest. Please adhere to the word limit (250-300). Keywords serve as the labels for your manuscript and are essential for proper indexing and searching. As a result, the keywords should represent the article's content and highlights. Use only abbreviations that are well-known in the field (10pt).

Keywords: Corporate governance, financial performance, innovation

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1. Maximum 300 words
2. 10 font size
3. In one paragraph
4. Content MUST include – objective of the research, methodology, result and implication/conclusion

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2. Alphabetical order

RESULTS AND DISCUSSIONS

The results should be clear and concise. Rather than providing data in great detail, the results should summarize (scientific) findings. Please highlight any differences between your results or findings and previous research published by other researchers. Tables are sequentially numbered, with the table title and number displayed above the table. Tables should be left align in a column OR on a page.

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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. The result of the reliability test is shown in Table 1.

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Table 1

Reliability test analysis

Variable	Alpha	Decision
AAA	0.003	Reliable
BBB	0.004	Reliable
CCC	0.005	Reliable
DDD	0.006	Reliable
EEE	0.007	Reliable

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2. Provide table in edited version/Ms Word file
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*Source: Rahmah et al. (2016)

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XXXXXXXXXXXX. The results for path coefficient shown in Figure 1.

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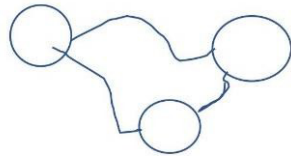


Figure 1. Path coefficients and significance (Rahmah et al., 2016)

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CONCLUSIONS

Conclusions should answer the objectives of research. Tells how your work advances the field from the present state of knowledge. Without clear Conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the proceeding.

ACKNOWLEDGEMENT

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