

# How to submit an article

## Author Guidelines

- All submitted manuscripts must be original work of the authors, have not been previously published in any form, either in part or in whole, and are not currently being considered for use by any other institutions.
- All submitted manuscripts should be written in essay format, 5.000-8.000 words in length for research article including abstract and bibliography, and 1.500-2.000 words for a book review.
- All submitted manuscripts should be typed in Book Antiqua 12pt font, single-spaced, and aligned text-justify.
- The title of the manuscript should not exceed 15 words and should represent the substance.
- The abstract should not exceed 250 words and contain all key elements of the manuscript, accompanied by several keywords.

## Submission Preparation Checklist

As part of the submission process, authors must check off their submission's compliance with all of the following guidelines,

1. The submitted article should not have previously published, nor is it before another journal for consideration.
2. The submission file is in Microsoft Word document (.doc) file format.
3. Where available, URLs for the references have been provided.
4. The text uses Book Antiqua, single-spaced, 12-point font, and all illustrations, figures, and tables are placed within the text at the appropriate points rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.
7. All submitted manuscripts should follow publication ethics in which they have to use academic citation when use arguments, data, and/or any information from other sources. The academic rules of *Global Focus* journal are as follows:

All manuscripts should use body note citation style following the format: (last name, year of publication: page(s)). Example:

- **Citing from a certain page:**

(Wendt, 1999: 4).

- **Citing an argument without referring to a certain page:**  
(Wendt, 1999).
- **Citing by mentioning author's name:**  
Wendt (1999: 4) has argued that ...
- **Citing articles anonymously from newspaper or magazine:**  
(Kompas, 2014: 8).
- **Citing anonymously from online sources:**  
(Aljazeera, 2014).
- **Citing from an edited or co-edited volume:**  
(Wendt in Lapid & Kratochwil, 1996: 47).
- **Citing from a source written by two authors or more:**  
(Wendt et al., 1996: 18).

Bibliography format uses Harvard style following the format: Last name, First name initial. (Year of publication) Title of publication. City of publisher: Publisher. Example:

- **Book with a single author:**  
Wendt, A. (1999) *Social Theory of International Politics*. Cambridge: Cambridge University Press.
- **Edited or co-edited book:**  
Lapid, J. & Kratochwil, F. eds. (1996) *The Return of Culture in IR Theory*. Boulder: Lynne Rienner.
- **Anthology of the edited volume:**  
Wendt, A. (1996). Identity and Structural Change in International Politics. In: Lapid, J. & Kratochwil, F. eds. *The Return of Culture in IR Theory*. Boulder: Lynne Rienner, pp. 47-64.
- **Journal article:**  
Wendt, A. (1992). Anarchy is What States Make of It: The Social Construction of Power Politics. *International Organization*, 46 (2) Spring, pp. 391-425.
- **Paper presentation:**  
Rosyidin, M. (Oktober, 2014). ASEAN In(Security) Community? Arms Race and Collective Identity Building in Southeast Asia. *Paper presented at the international conference on ASEAN Studies*, Yogyakarta.
- **Thesis and dissertation:**  
Novotny, D. (2007). *Indonesian Foreign Policy: A Quest of The Balance of Threats*. Ph.D. dissertation, University of New South Wales.

- **Newspaper and magazine article:**

McRae, D. (2014). Membaca Kebijakan Luar Negeri Indonesia [Understanding Indonesia's Foreign Policy]. *Kompas*, 5 March, p. 7.

- **Online article:**

*With an author:*

Anwar, D.F. (2013) Indonesia's Wary Thinking on Foreign Policy [Online], Europe's World. Available at:

<<http://europesworld.org/2013/06/01/indonesias-wary-thinking-on-foreign-policy/>> [accessed on 27 March 2014].

*Without an author:*

BBC (2019) Trump-Kim summit breaks down after North Korea demands ends to sanctions [Online], 28 February. Available at:

<<https://www.bbc.com/news/world-asia-47398974>> [accessed on 18 March 2019].

8. There are no submission fees, processing fees, and publication charges for this journal.

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