

Title : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authors: \_\_\_\_\_

Corresponding Author's Email : \_\_\_\_\_

**Checklist the right answer (Yes or No)**

| <b>A</b> | <b>ASSESSMENT THE QUALITY OF THE IDENTITY OF THIS PAPER</b>   | <b>YES</b> | <b>NO</b> |
|----------|---|------------|-----------|
| 1        | Is the title interesting, short, concise (commonly 14 words max.) and does it represent the content of the paper?   |            |           |
| 2        | Have all the authors' name been written according to the instructions?  |            |           |
| 3        | Have the corresponding author's name been written along with the affiliated email addresses? (author@trisakti.ac.id)  |            |           |
| 4        | Has the affiliated names been written in complete? (faculty, Universitas Trisakti, Jakarta, Indonesia)  |            |           |
| 5        | Has this paper been written in 5 or 7 pages?  |            |           |
| <b>B</b> | <b>ASSESSMENT THE QUALITY OF REFERENCES</b>   | <b>YES</b> | <b>NO</b> |
| 6        | Are the references written on the paper listed in the Reference Section, and vice versa- the references in the Reference Section is included in the body of the paper?    |            |           |
| 7        | Are there a minimum of 10 primary references that were published no more than 10 years ago?   |            |           |
| 8        | Are there a minimum of 10 primary references that came from reputable journals and have DOI?  |            |           |
| 9        | Do the other references NOT come from blogs and other sources that cannot be held scientifically accountable?   |            |           |
| 10       | Do the other references come from books, thesis, dissertations, and relevant links?   |            |           |
| <b>C</b> | <b>ASSESSMENT THE QUALITY OF ABSTRACT</b>   | <b>YES</b> | <b>NO</b> |
| 11       | Have I followed the journal's instructions to authors? Have I followed the right structure (i.e. structured, unstructured), style (we vs passive), template of the paper? |            |           |
| 12       | Does the word count in the abstract reach a maximum of 200-250 words?   |            |           |
| 13       | Has the goal of the paper been explained clearly? (Including the research problem and the gaps I plan to fill)  |            |           |
| 14       | Has the research methodology been explained clearly and concisely?  |            |           |
| 15       | Has the outcome of the research been explained clearly?   |            |           |
| 16       | Has the conclusion of the research been explained clearly? (Note: outcome of the research is not the same as the conclusion)  |            |           |
| 17       | Have I chosen my keywords carefully so that readers can locate my Abstract?   |            |           |
| 18       | Whenever I have given my readers information, will it be 100% clear to them?  |            |           |
| 19       | Can I make my Abstract less redundant? If I tried to reduce it by 25% would I really lose any key content?  |            |           |
| 20       | Have I used tenses correctly? present simple (established knowledge), present perfect (past to present background information), past simple (my contribution)             |            |           |
| <b>D</b> | <b>ASSESSMENT THE QUALITY OF INTRODUCTION</b>   | <b>YES</b> | <b>NO</b> |
| 21       | Is my research question (background/problem) clear?   |            |           |
| 22       | Does my Introduction act as a clear road map for understanding my paper?  |            |           |
| 23       | Is it sufficiently different from the Abstract, without any cut and pastes? (some overlap is fine)  |            |           |

| <b>D</b> | <b>ASSESSMENT THE QUALITY OF INTRODUCTION</b>   | <b>YES</b> | <b>NO</b> |
|----------|---|------------|-----------|
| 24       | Have I mentioned only what my readers specifically need to know and what I will subsequently refer to in the Discussion?  |            |           |
| 25       | Have I been as concise as possible?   |            |           |
| 26       | Have I used tenses correctly? present simple (general background context, description of what will be done in the paper), present perfect (past to present solutions), past simple (my contribution, though this may also be expressed using the present simple or future simple) |            |           |
| <b>E</b> | <b>ASSESSMENT THE QUALITY OF METHODS SECTIONS?</b>  | <b>YES</b> | <b>NO</b> |
| 27       | Have I really described my Methods in a way that is easy for readers to follow and which would enable them to replicate my work?  |            |           |
| 28       | Have I ensured that I have covered every step? Is my structure clear and complete?  |            |           |
| 29       | Have I been as concise as possible?   |            |           |
| 30       | Have I used references to previous works rather than repeating descriptions that readers could easily find elsewhere  |            |           |
| 31       | Do the individual sentences in each paragraph contain too many, too few, or just the right manageable number of steps?  |            |           |
| 32       | Have I ensured that my sentences don't sound like lists?  |            |           |
| 33       | Have I thought about the way readers prefer to receive information? (no ambiguity, no back referencing, everything in chronological order, headings, bullets)?  |            |           |
| 34       | Have I checked my grammar (infinitive, gerund, allow, thus etc.) with regard to how I outline how and why I made certain choices?   |            |           |
| 35       | Have I checked my journal's guidelines on how to use numbers?   |            |           |
| 36       | Have I used tenses correctly? past simple (in the passive form to describe what I did), present simple (descriptions of established scientific fact)  |            |           |
| <b>F</b> | <b>ASSESSMENT THE QUALITY OF RESULT</b>   | <b>YES</b> | <b>NO</b> |
| 37       | Have I expressed myself as clearly as possible, so that the contribution that my results give stands out for the referees and readers?  |            |           |
| 38       | Have I limited myself to only reporting the key result or trends that each figure and table conveys, rather than reiterating each value?  |            |           |
| 39       | Have I avoided drawing conclusions? (this is only true when the Results is an independent section)  |            |           |
| 40       | Have I chosen the best format to present my data (e.g. figure or table)? Have I ensured that this is no redundancy between the various figures and tables?  |            |           |
| 41       | Have I ensured that my tables of results are comprehensive in the sense that they do not exclusively include points that prove my point?  |            |           |
| 42       | Have I mentioned only what my readers specifically need to know and what I will subsequently refer to in the Discussion?  |            |           |
| 43       | Have I mentioned any parts of my methodology (e.g. selection and sampling procedures) that could have affected my results?  |            |           |
| 44       | Are the tables drawn without vertical lines?  |            |           |
| 45       | Is the title of the table located on top of the table and title of the picture located at the bottom of the picture?  |            |           |
| 46       | Have I used tenses correctly? past simple for your findings (in the passive form), present simple (descriptions of established scientific fact)   |            |           |
| <b>G</b> | <b>ASSESSMENT THE QUALITY OF DISSCUSSION</b>  | <b>YES</b> | <b>NO</b> |
| 47       | Have you summarized the major gap in understanding that your work is attempting to fill?  |            |           |
| 48       | Have you highlighted he importance of filling this gap?   |            |           |

| <b>G</b> | <b>ASSESSMENT THE QUALITY OF DISCUSSION</b>   | <b>YES</b> | <b>NO</b> |
|----------|---|------------|-----------|
| 49       | Have you explained the overall approach for studying the gap?   |            |           |
| 50       | Have you highlighted the most important result of your study?   |            |           |
| 51       | Have you explained how the result(s) fit with existing literature (update literature)?  |            |           |
| 52       | Have you included a discussion about additional major or minor findings?  |            |           |
| 53       | Have you included a discussion of the limitations of the study at the end of study?   |            |           |
| 54       | Have you indicated the major follow up studies based on your results?   |            |           |
| 55       | Have you included your recommendation for following-up studies?   |            |           |
| 56       | Is there a main take-home message of your study?  |            |           |
| 57       | Have you explained the main contribution that your study makes to your field?   |            |           |
| <b>H</b> | <b>ASSESSMENT THE QUALITY OF CONCLUSION</b>   | <b>YES</b> | <b>NO</b> |
| 58       | Is what I have written really a Conclusions section? (If it is more than 200–250 words, then it probably isn't – it needs to be much shorter)   |            |           |
| 59       | If the conclusions are included in the Discussion, have I clearly signaled to the reader that I am about to discuss my conclusions (e.g. by writing <i>In conclusion ...</i> )?   |            |           |
| 60       | Have I given a maximum of one line to comments related to descriptions of procedures, methodology, interviews etc.? (Generally such comments are not needed at all, unless the primary topic of your paper is the methodology itself) |            |           |
| 61       | Have I avoided cut and pastes from earlier sections? Do my Conclusions differ appropriately from my Abstract, Introduction and final paragraph of my Discussion?  |            |           |
| 62       | Are my Conclusions interesting and relevant?  |            |           |
| 63       | Have I given my Conclusions as much impact as possible and have I avoided any redundant expressions?  |            |           |
| 64       | Have I avoided any unqualified statements and conclusions that are not completely supported in result and discussion section?   |            |           |
| 65       | Is my work as complete as I say it is? (i.e. I am not trying to get priority over other authors by claiming inferences that cannot really be drawn at this stage)   |            |           |
| 66       | Have I introduced new avenues of potential study or explained the potential impact of my conclusions? Have I ensured that I have only briefly described these future avenues rather than getting lost in detail?                      |            |           |
| 67       | Are the possible applications I have suggested really feasible? Are my recommendations appropriate?   |            |           |
| 68       | Have I used tenses correctly? present perfect (to describe what you have done during the writing process), past simple (what you did in the lab, in the field, in your surveys etc.)  |            |           |

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Jakarta, July 2019

( \_\_\_\_\_ )  
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