

**EDITORIAL POLICY INFORMATION**  
**JOURNAL ANALYSIS MANAGEMENT (MAJ)**  
**FACULTY OF ECONOMICS**  
**SEMARANG STATE UNIVERSITY**

Management Analysis Journal (MAJ) is an electronic journal published by the Department of Management, Faculty of Economics, Semarang State University (Unnes). The MAJ publishes four times a year (March, June, September and, December), containing ten articles in the fields of Financial Management, HR and Marketing, with research methodologies that meet the standards set for publication. Manuscript articles can come from the results of research by Management Department students, Faculty of Economics, Semarang State University (Unnes).

**GENERAL GUIDELINES**

1. The article authenticity is guaranteed by the author and has never been previously publishing to other journals/proceedings.
2. Contributions to the development of science and technology are measured by the novelty of findings/ideas/results of thinking by prioritizing the updating of primary library sources referred to in the past ten years.
3. Articles must be in the form of empirical research. The sharpness of analysis and synthesis is done critically.
4. The editorial team has the right to revise the style with a note that state that it does not change the intent and quality of the article.
5. Questionnaires and other instruments. Article scripts that use research with primary data or experiments must also attach the survey used.
6. Authors must have an account to be able to access the MAJ journal site at <http://maj.unnes.ac.id>.
7. Articles are sent online by uploading materials according to the layout through the address [maj.unnes.ac.id](http://maj.unnes.ac.id) and equipped with a correspondence address, institution, email, and telephone number/handphone.
8. The results of the possibility of evaluating articles can be:
  - a. Accepted with minor repairs.
  - b. Received with major improvements.
  - c. Rejected for not meeting the requirements.

**SPECIAL GUIDELINES**

**A. Writing Guidelines**

1. Articles are written in English. Any foreign language stated in the paper must be *Italic*. Single space for abstracts, single space for contents, and single space for writing the bibliography. Written with the Calisto MT font size of 10pt and the indent for the paragraph is 1cm.
2. A4 paper size (210 x 297 mm), two-column format with page setup: top margin of 3cm; under 3cm; left 3cm and right 3cm.
3. The font size for the article title is Calisto MT 12pt, with all capital letters, left and bold print.
4. After the title is followed by the name of the author (without title) with Calisto MT 11pt, with capital letters at the beginning of each word, bold, and even left.
5. Under the author's name include the origin of the institution (faculty, university, city, country), Calisto MT 10pt, capital letters at the beginning of each word, without bold and left flat.

Example: Faculty of Economics, Semarang State University, Semarang, Indonesia.

6. The author's correspondence address is listed at the bottom left of the English abstract for Indonesian language articles and under the Indonesian language abstract for English articles, accompanied by a correspondence email address.

Example: Building L2 1st floor FE Unnes

Sekaran, Gunungpati, Semarang, 50229

E-mail: ratihkk@yahoo.co.id

7. The font size for the sub-sections in the article is Calisto 10pt, with capital letters at the beginning of each word, bold, and left flat and not using numbering (bullet and numbering).
8. Writing tables.

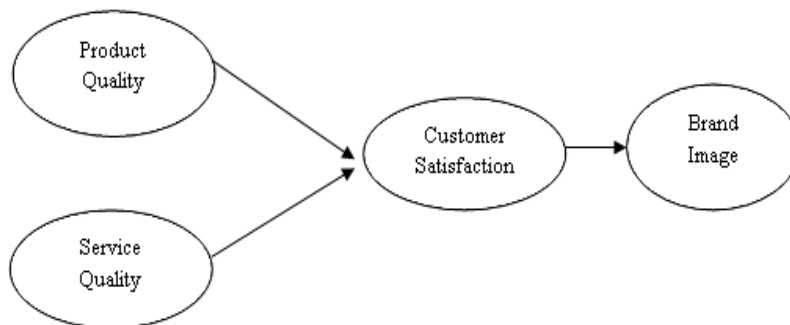
All table forms are like examples. Writing the table title is placed above the table with the left alignment. Example:

**Table 1.** Production Data and Market Share.

<b>Actual</b>	<b>Budget</b>	<b>Activity</b>	<b>Difference</b>
Raw Material Processed	445.000 Ton	340.000 Ton	23,60%
Products Produced	422.750 Ton	323.000 Ton	23,60%
Market Share (%)	2004	2005	2006
X	30	35	35
Y	35	30	25
Z	20	20	30
Others	15	15	10

9. Writing pictures.

Writing the title of the image and graph is placed under the left or right;



**Figure 1.** Research Framework

10. Total pages do not exceed 25 pages, including bibliography and appendices (if any).

## **B. Article Systematics**

The article systematics consists of a title, author's identity (without title), abstracts, keywords, introduction (without sub-sections), methods, results and discussion, conclusions and suggestions as well as a bibliography. While the analysis of the literature review and previous research is included in the introduction or results and discussion.

## **C. Article Format**

1. **Title.** The title should be concise and informative, with no more than 12 words, including conjunctions. Title concise in 12 words, avoid conjunctions and mention of objects, places, or research materials that are very detailed.

2. **Author's identity.** It contains the name of the author (without a degree), institution, the address of the agency for correspondence, and email of the author.

3. **Abstract.** Written between 100-150 words, in two languages, namely Indonesian and English. Indonesian Abstracts are written first, then abstract English (Indonesian-language articles). English abstracts are written first and then abstract Indonesian (English-language articles). The abstract is not a summary consisting of several paragraphs. Abstract contents include research objectives, data/object of research, methods, results, or conclusions.

4. **Keywords,** written in English. Keywords consist of 3 to 5 words and groups of words. Written in alphabetical order and between keywords separated by semicolons (;). Avoid many conjunctions (and, with, those and others).

5. **Introduction.** It is a state of the art research that contains background problems, research motivation, and research objectives written in flowing paragraphs. The author is asked to include references from the MAJ Journal and JDM Journal, each of which three references and sources is written in the bibliography. Authors must use the Mendeley reference application.

6. **Method.** It contains research designs used (methods, data types, data sources, data collection techniques, data analysis techniques, variable measurements) written in flowing paragraphs.

7. **Results and Discussion.** It contains the results of empirical research or theoretical studies written in a systematic, critical, and informative analysis. The use of tables, images, etc. is only a supporter that clarifies the discussion and is limited only to truly substantial supporters, for example, tables of statistical testing results, drawings from model testing, etc. Discussion of the results is argumentative concerning the relevance between results, theories, previous research, and empirical facts found, and shows the novelty of the findings.

8. **Conclusions and suggestions.** Contains conclusions with widespread deprivation from the discussion of the results of research written briefly and clearly, showing clarity in the contribution of findings, the emergence of new theories and the possibility of developing research that can be done in the future.

9. **Bibliography.** The degree of material update referred to in the last ten years. The list of reference numbers is expected to be 80% of primary sources originating from national and international research articles (with the composition of the number of international research articles preferred). The higher the primary library referred to, the more qualified the article written with the record of the frequency the writer refers to himself (self-citation) can reduce the assessment. The author was asked to include citations from articles previously published in MAJ (Management Analysis Journal) and JDM (Journal of Dynamics Management). Authors must use the Mendeley reference application to automatically create a bibliography (the guide to using the Mendeley application can be downloaded at fans page MAJ).

Example of writing a bibliography:

**For Academic Journals (APA Style):**

- Toby, A. (2006). Empirical Study of The Liquidity Management Practices Of Nigerian Banks. *Journal of Financial Management & Analysis*, 19(1), 57-70.
- Utomo, B. S. (2012). Model Peningkatan Kinerja Inovatif Dalam Konteks Teknologi Informasi. *Jurnal Dinamika Manajemen*, 3(2), 132-138.
- Garriga, E., & Melé, D. (2004). Corporate social responsibility theories: Mapping the territory. *Journal of business ethics*, 53(1-2), 51-71.

**For Books:**

- Luthans, F., 2011. *Organizational Behavior: An Evidence-Based Approach*. United States: McGraw-Hill.
- Ferdinand, A. 2014. *Metode Penelitian Manajemen Pedoman Penelitian untuk Penulisan Skripsi, Tesis, dan Disertasi Ilmu Manajemen*. Semarang: Undip Press.

**For Papers in Seminars:**

- Nugroho, W. S. 2010. Pengaruh Mekanisme *Corporate Governance* terhadap Manajemen Laba di Bursa Efek Indonesia. *Prosiding*. Disajikan Dalam Seminar Akbar Forum Manajemen Indonesia “Management Future Challenges”, Fakultas Ekonomi dan Bisnis Universitas Airlangga, Surabaya, Indonesia, 02-03 November 2010.
- Rozemeijer, F. A & Van Weele, A. J. 2005. Making the Most of Corporate Purchasing: Understanding Organizational Behaviour, in Calvi, R., and Merminod, N., Researches in purchasing and supply management, *Proceedings*. Presented at the 14th IPSERA Conference, Archamps, France. 893-903.

**For unpublished Thesis or Dissertation:**

- Dwipayana, K. 2011. Dampak Peristiwa Pengesahan UU No 25 Tahun 2007 Tentang Penanaman Modal pada Harga Saham di Bursa Efek Indonesia. *Unpublished Thesis*. Surakarta: Universitas Sebelas Maret.
- Masitho, Nurul, 1998. Pengaruh Unsur-unsur Motivasi Kerja terhadap Prestasi Kerja karyawan Operasional pada perusahaan Sepatu yang Go Publik di Jawa Timur. *Unpublished Thesis*. Surabaya: Program Pascasarjana Universitas Airlangga.

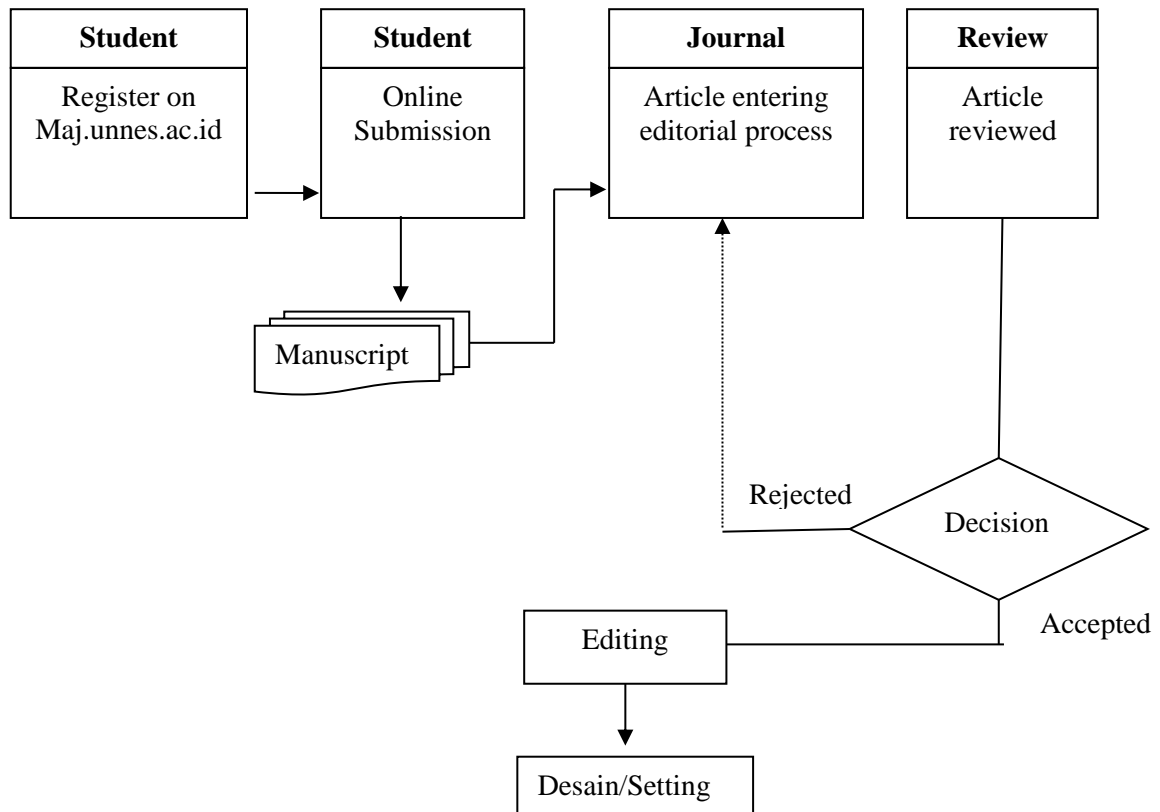
**For Internet Sources:**

- Endra. 2014. *Pola Kecenderungan Memetakan Potensi CSR di Indonesia*. Available at: <http://lingkarlsm.com/pola-kecenderunganmemetakan-potensi-csr-di-indonesia/>. 30 Maret 2015.

**Government Official Documents:**

- Undang-Undang Republik Indonesia Nomor 40 tahun 2007 tentang Perseroan Terbatas pasal 74 ayat 1.

## DESIGN OF MANAGEMENT ANALYSIS JOURNAL MANAGEMENT SYSTEMS



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Our ethic statements are based on COPE Best Practice Guidelines for Journal Editors.



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The editor is responsible for deciding which of the articles submitted to the journal should be published.

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An editor at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

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The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

## **Disclosure and conflicts of interest**

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Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

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Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

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Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.



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Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

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Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

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Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

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The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

**Multiple, Redundant or Concurrent Publication**

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

**Acknowledgement of Sources**

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

**Authorship of the Paper**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where

there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

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All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

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When an author discovers a significant error or inaccuracy in his/her own published work, it is the authors obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.