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Member

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General information

HORTATORI Journal (E-ISSN 2579-7840) (P-ISSN 2579-7832) is a peer-reviewed scientific open access journal. First published in June 2017 by Department of Language Education, Universitas Indraprasta PGRI. The aim and scope in this journal area a forum devoted to the interdisciplinary study of language education and communication. Published biannually in June and December.

Peer Review Process

All submission follows a double-blind review process, that is, the identity of authors is never revealed to reviewers throughout the review process and vice versa. On the whole, the evaluation process last four months approximately. First, each manuscript is sent to two reviewers who can accept, reject, or suggest that the manuscript be revised and resubmitted. In case the evaluations of the two reviewers are steps that will be taken:

Evaluation 1 : Accept recommendation: revise and resubmit
Evaluation 2 : Revise and resubmit
Evaluation 1 : Reject recommendation: Reject
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Evaluation 2 : Reject

Publication frequency

HORTATORI Journal is Published biannually in June and December.

Office & Help Desk

Campus A: Jl. Nangka No. 58 C Tanjung Barat, Jagakarsa, Jakarta Selatan Telp. (021) 78835283 Fax. (021) 78835283
Campus B: Jl. Raya Tengah, Kelurahan Gedong, Pasar Rebo, Jakarta Timur. Telp. (021) 87797409
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www.unindra.ac.id
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Editor's Preface

Dear readers,

It is a great challenge to bring a new Journal into the world, especially when the Journal aims to published high quality manuscript. After all this time is working, with great pleasure, we present Hortatori Journal, which published original work on language education and applied linguistics. Hortatori Journal 1 published by Centre of Indonesian Language Education Studies Universitas Indraprasta PGRI (Unindra).

We would like thank to Prof. Sumaryoto as the Rector of Universitas Indraprasta PGRI who have given a permission over the presence of this Journal. We secondarily acknowledge to Yulia Agustin, M.Pd. as The Chairman of the Education of Indonesia language for wonderful support to the editorial team. Finally, we express much gratitude to all the diverse team of peer reviewers provided critical feedback in the finals stage of the publication process.

Readers who wish to send us any comments and suggestion concerning the development of our journal are welcome to do so anytime. Authors are invited to submit original studies on a broad range of language education and applied linguistics topics. To Access the electronic version of the current and back issues please visit the Journals website available at https://journal.unindra.ac.id/index.php/hortatori/index.

Jakarta, June 31st, 2022

Erna Megawati
Editor in Chief

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♦ Author Guidelines

Focus and Scope

Hortatori: Journal of Language Studies is a journal aims to be a peer-reviewed platform and an authoritative source of information. We publish scientific works from national and international lecturers, researchers, students, and practitioners to present their new ideas, concepts and theories in Indonesian language and literature education focused on Language Learning and Indonesian Literature, Class Action Research (CAR) of teaching of Language and Indonesian Literature, Indonesian Linguistics and Literature, Linguistic and Literary analysis as well as related topics.

All articles are peer-reviewed by at least two peer-reviewers. Hortatori is managed to be issued twice in every volume. The scope of Hortatori is: phonetics, phonology, morphology, syntax, discourse analysis, pragmatics, anthropolinguistics, language and culture, dialectology, language documentation, cognitive linguistics, corpus linguistics, neurolinguistics, language education, translation, language planning, psycholinguistics, sociolinguistics and other scientific fields related to language studies.

Preparation of manuscripts

Authors should carefully prepare their manuscripts in accordance with the following instructions: (1) All manuscripts should be prepared according to the Publication Manual of the Modern Language Association 7th ed. [MLA]; (2) Manuscripts should be as concise as possible, yet sufficiently detailed to permit adequate communication and critical review; (3) Consult the MLA Publication Manual for specific guidelines regarding the format of the manuscript, abstract, citations and references, tables and figures, and other matters of editorial style, and; (4) Tables and figures should be used only when essential.

The type of manuscript

All of the types of manuscripts submitted must under this category and describe well-designed for (1) Research Article; or (2) Article/extensive book reviews/reports review/literature review/conceptual paper. They must inform and advance language education, literature, and applied linguistics. The article that came from Skripsi (S1), Thesis (S2) or Dissertation (S3) have to go through the academic supervisor's permission (permit letter required).

Submit the manuscript

Before all of you submit the manuscript, please read carefully and following the information: (1) The manuscript was the result of your own works (original – not plagiarism) and never been published in another journal; (2) The article can be written in English or Bahasa Indonesia, but keep your Abstract and Keywords clear written in English; (3) Manuscript file must be digital. We suggest for use software Microsoft Office (2010 or above) with extension document (.rtf, .doc, or .docx). – hard copy submissions are not accepted, and; (4) Document format style: Manuscript type on A4 Margin Left: 2 cm, Top: 2.5 cm, Right: 2 cm, Bottom: 2.5 cm, and Gutter:

0,5 cm (left). Author(s) can use operating system Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2 for minimal requirement. In body text use one column; single line spacing -- before = 0 and after = 0; black color font, and; use only one space after each word periods. For specific information about technically information about the manuscript content, see the Submission Preparation Checklist and use the template.

The structure of manuscripts

- **Research Article**: (a) Title of Article, (b) Abstract, (c) Keyword(s), (d) Introduction, (e) Method, (f) Results and Discussion, (g) Conclusions, and (h) References.
- **Article/extensive book reviews/reports review/literature review/conceptual paper**: (a) Title of Article, (b) Abstract, (c) Keyword(s), (d) Introduction, (e) Discussion, (f) Conclusions, and (g) References.
- I**mportant Notes for Author**: To ensure the blinded manuscript. This title page document should not contain the Ms. Word properties. Author(s) Name only (i.e., no degrees or position titles listed), Department Name, University Name, at City (if applicable). Author Name is now at Department Name, University Name, at City (if changed from above listing). Correspondence concerning this article should be addressed to Author Name, full mailing (including street or PO Box) address, City, State (using postal abbreviation), zip code (e-mail:name@affiliation.ac.id).

Recommendation software for managing citation and references

We suggest all of you using software MENDELEY, ZOTERO, or ENDNOTE for easily citation. References should be the most recent and pertinent literature available (about 5-10 years ago). Using literature (more than 10 years ago) maybe allowed at least 25% from total references who using in the manuscript.

Page limitations

The full length of submission manuscript not more than 6000 words, or **maximum 14 pages and minimum 6 pages**; including references, table and figure (Appendix--Exclude).

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Lengthy quotations (generally 400 cumulative words or more from one source) require written permission from the copyright holder for reproduction. Previously published tables or figures that are used in their entirety, in part, or adapted also require written permission from the copyright holder for reproduction. It is the author's responsibility to secure such permission, and a copy of the publisher's written permission must be provided to the Editor immediately upon acceptance for publication.

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As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. Title Page: maximum 15 words; font Times New Roman; Bold; size 16; one space; center alignment; Sentence-style capitalization; attract readers and convey main findings of research or topic/idea.
2. Author(s) agree to given identity with following format: Author(s) Name only (i.e., no degrees or position titles listed), Department Name, University Name, at City (if applicable). Author Name is now at Department Name, University Name, at City (if changed from above listing). Correspondence concerning this article

should be addressed to Author Name, full mailing (including street or PO Box) address, City, State (using postal abbreviation), zip code (e-mail: name@affiliation.ac.id).

3. Correspondence concerning this article should be addressed to Author Name, full mailing (including street or PO Box) address, City, State (using postal abbreviation), zip code (e-mail: name@affiliation.ac.id)
4. Abstract: The length of article between 100 - 150 words. If possible, avoid to contains no information who not included in the paper. Trade names, acronyms, abbreviations, or symbols. Abstract written in English.
5. The keyword(s) are relevant for indexing purposes. Please select a maximum of 5 words to enable your manuscript to be more easily identified and cited.
6. Tables and Figures: No more than 5 tables and 5 figures with each manuscript will be accepted. Please be sure to indicate the table or figure callouts within the manuscripts. Figures (graphs, illustrations, line drawings) must be supplied in electronic format with a minimum resolution of 600 dots per inch (dpi) up to 1200 dpi. Halftone line screens should be a minimum of 300 dpi. JPEG.
7. References should follow the style detailed in the MLA 7th Publication Manual. Make sure that all references mentioned in the text are listed in the reference section and vice versa, and that the spelling of author names and years are consistent.
8. The manuscript clear from footnote or endnote in any format; incorporate any information within the body of the manuscript.
9. The body text of manuscript typed with one space, font Times New Roman; size 11; alignment justify; except the title using size 16; Bold, left alignment and Sentences case.
10. Authors grant HORTATORI Jurnal Pendidikan Bahasa dan Sastra Indonesia the right of first publication. Although authors remain the copyright owner.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); 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.

Section Policies

Articles

☑Open Submissions ☑Indexed ☑Peer Reviewed

Peer Review Process

All submissions follow a double-blind review process, that is, the identity of authors is never revealed to reviewers throughout the review process and vice versa. On the whole, the evaluation process lasts four months approximately. First, each manuscript is sent to two reviewers who can accept, reject, or suggest that the manuscript be revised and resubmitted. In case the evaluations of the two reviewers are at variance, the following is a summary of the steps that will be taken:

Evaluation 1: Accept Recommendation: Revise and resubmit
Evaluation 2: Revise and resubmit

Evaluation 1: Reject Recommendation: Reject
Evaluation 2: Revise and resubmit

Evaluation 1: Accept Recommendation: Send to a third reviewer. The two concepts (out of the three) that are similar at the end of the evaluation process will be used to decide on whether to accept or reject the manuscript.
Evaluation 2: Reject

If an article requires major changes it will be returned to the author with the recommendation: revise and resubmit. The author will be given three weeks to revise the manuscript; failure to comply with this deadline will result in the manuscript being considered as a new submission. Once the revised version is received it will be sent to the two original reviewers (or the third one, if applicable) for their final evaluation. The editing process will start once the article is accepted after having been read by members of the editorial committee and the advisory board. Authors should be ready to revise it if necessary and the edited version will be sent to the author for approval. Authors will be given deadlines to revise the manuscript throughout the process of edition as well; final acceptance and date of publication of the manuscript depend on the timely response to such deadlines.

Open Access Policy

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

Publication Ethics and Publication Malpractice Statement

The purpose of this declaration is to clarify the expected duties and ethical behavior for all the parties involved in the process of submission, evaluation, and selection of manuscripts sent to the HORTATORI journal.

Duties Expected of the Editor

The Editor is responsible for maintaining the quality of the contents of the journal and, as such, has the final say on whether to accept or reject a manuscript.

The Editor ensures that all submissions comply with the editorial policies and the guidelines for authors found on the journal website and in the print version.
The Editor guarantees that all authors are treated fairly and their manuscripts evaluated without regard to the authors' race, gender, religious beliefs, sexual orientation, political philosophy, ethnic origin, institutional affiliation, or citizenship.

The Editor is expected to be in constant communication with authors and reviewers about the status of a manuscript or about any other issue that may arise along the process of submission, evaluation, and selection of manuscripts and which requires the attention of some or all of the parties involved.

Initially, the Editor assigns two reviewers for each manuscript taking into account the reviewers' areas of interest. The Editor must also ensure the double-blind nature of the review process. When the two concepts from the evaluators are at odds, the Editor must select a third reviewer. In the end, the Editor must consider all the factors present along the evaluation of a manuscript to reach a final decision.

The Editor treats with confidentiality all the information gathered throughout the submission, evaluation, and selection of a manuscript, disclosing only what is necessary for the purposes of evaluation and edition and to the incumbent parties.

The Editor refers to the policies of the journal, the guidelines for authors, or the present declaration to decide on cases of unethical behavior (plagiarism, self-plagiarism, parallel submission). However, when another issue

of a legal nature not contemplated in the abovementioned documents arises, the Editor will resort to the Editorial Committee to define the course of action.

Duties Expected of the Author

The Author submits manuscripts that follow standards of academic writing and that are based on original research. The manuscript should advance the knowledge in the field by presenting data that are easily replicated and relevant to interested readers. Falsification and manipulation of data are unethical and unacceptable behaviors.
The Author should consult and comply with the guidelines for authors and the editorial policies of the journal prior to the submission of a manuscript.

The Author must be aware that practices like parallel submission (sending the same manuscript simultaneously to other journals), plagiarism, and self-plagiarism are unacceptable. All manuscripts with evidence of any of those practices will be immediately rejected and no future submissions from the same author will be considered for evaluation.

The Author properly cites all works used in the composition of the manuscript. A list of all the references cited is included at the end of the manuscript (following the MLA style, 7th ed., as stated in the guidelines for authors).
The authorship of a manuscript is only granted to the people who made significant contributions either during the development of the study or during the composition of the manuscript. The inclusion of “guest authors” (people who did not actually collaborate at any point but who, for some reason, are listed as authors) or the omission of “ghost authors” (authors who made significant contribution but who are not listed as authors) are unethical and unacceptable practices. People who made minor contributions can be labelled as collaborators and their help mentioned in an acknowledgement note at the end of the manuscript.

The maximum number of authors per submission to the HORTATORI journal is three. In this case, the corresponding author makes sure that the co-authors agree with the version of the manuscript submitted for evaluation or with that which results after a process of revision and resubmission.
The Author sends the consent form used to obtain authorization from participants (if these are present) in order to reproduce the information gathered from them. For underage participants, the consent form must be signed by their legal guardians.

The Author ensures the anonymity of the participants involved in a given study either by giving them pseudonyms or by using codes to identify them.

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The Author discloses any potential conflict of interest that may originate along the process of evaluation. The Author is also required to give information about the funding sources of the study described in the manuscript.

The Author maintains a respectful and professional tone in the communication with the Editor and in the comments addressed to the Reviewers. The Author is entitled to object to any evaluation if it is considered poorly carried out.
The Author promptly informs the Editor of any error that may be found in an article after its publication. The Author and the Editor will work together to try and fix the error in the best way possible. An erratum may be issued and, in extreme cases, the article may be retracted altogether.
If the work described in the manuscript involves animal subjects, psychological procedures, or any hazardous element (e.g., chemicals), the Author provides the necessary information to verify that the international ethical standards for these cases were properly followed.

Duties Expected of the Reviewer

Based on their expertise, reviewers assist the Editor in the evaluation and selection of manuscripts. Reviewers respond promptly to the Editor’s evaluation requests, whether to accept them or decline them. Reviewers comply with the deadline established by the Editor to complete the review. The corresponding evaluation form must be adequately filled in and reviewers are also entitled to write comments to the authors directly on the manuscript. Reviewers perform their evaluations in a respectful and objective manner, trying to give the necessary arguments to support their comments or suggestions.

As part of the evaluation process, reviewers treat the information used or produced with confidentiality. Reviewers also disclose any potential conflict of interest as well as any other major problem that they may detect during evaluation (falsification of data, plagiarism, parallel submission, etc.).

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