

Acknowledgements

The articles in the present issue have undergone meticulous review by the following reputable experts:

1. Prof. Sofendi, Ph.D., Universitas Negeri Sriwijaya, Palembang
2. Dr. Rita Inderawati, M.Pd., Universitas Negeri Sriwijaya, Palembang
3. Prof. Dr. Indawan Syahri, M.Pd., Universitas Muhammadiyah, Palembang
4. Dr. Sunda Ariana, M.Pd., M.M., Universitas Bina Darma, Palembang
5. Dr. Dian Ekawati, M.Pd., Lembaga Penjamin Mutu Pendidikan, Palembang
6. Dr. A. Gumawang Jati, M.A., Institut Teknologi Bandung, Bandung
7. Dr. Yuli Utanto, M.Si., Universitas Negeri Semarang, Semarang
8. Dr. Een Y. Haenilah, Universitas Negeri Lampung, Lampung
9. Dr. Nurlaelah, M.Hum., Universitas Muslim Indonesia, Makassar
10. Drs. Deddy Suryana, M.A., Universitas Pendidikan Indonesia, Bandung
11. Dr. Alimin Laundung, M.Pd., Politeknik Negeri Makassar, Makassar
12. Drs. Zubaidi, Dipl. TESL, M.Pd., Politeknik Negeri Malang, Malang
13. I Nyoman Rajin Aryana, S.Pd., M.Hum., Politeknik Negeri Bali, Bali
14. Dr. Mulyadi, M.A., Universitas PGRI, Palembang
15. Drs. Iman Suroso, M.Pd., Politeknik Negeri Semarang, Semarang

The Editor Board and Administrative Management of **HOLISTICS Journal** would like to extend their gratitude and appreciation to them for their scrupulous work in reading and reviewing the articles, and offering remarks and corrections for the betterment of the present issue. However, any possible deficiency and negligence are the responsibility of the Journal Management.

HOLISTICS Journal Management

CHECKLIST for ARTICLE CONTRIBUTORS

(Please complete this checklist with check marks ✓ and attach it to the manuscript that you are sending to **HOLISTICS JOURNAL**)

=FOR RESEARCH REPORT ARTICLE=

The title of the article that I am sending is :

Hereby I confirm that

1. my article is a **research report** article
2. the article has not been published elsewhere
3. it is typed in Ms Word doc., double-spaced format
4. the font being used is Times New Roman size 12
5. the length of the article is between 10 to 20 pages; say.....pages
6. I am including two hard copies and a CD of this article
7. level one headings are typed in **ALL CAPITALS, BOLD, LEFT Justification**
8. level two headings are are typed in **Capital-lowercase, Bold, Left Justification**
9. level three headings are typed in *Capitals-lowercase, Italic-bold, Left Justification*
10. its abstract, max 250 word, say:words, clear and informative
11. the key words are well selected and closely related to the topic
12. the introduction is **without** heading and includes review of related literature and research purpose in essay style
13. it includes Research Methods under a separate heading
14. it includes Research Findings under a separate heading
15. it includes Discussion of Findings under a separate heading
16. it includes Conclusions and Suggestions
17. the list of references includes only those that I cite/refer to in this article
18. I am enclosing my brief CV of not more than 200 words (essential personal ID, education, career, relevant publication)
19. I have copied this checklist format and will send it by mail to the Editor together with two hard copies of my article, and a related CD

Name :

Signature :

CHECKLIST for ARTICLE CONTRIBUTORS

(Please complete this checklist with check marks ✓ and attach it to the manuscript that you are sending to **HOLISTICS JOURNAL**)

=FOR NON-RESEARCH REPORT ARTICLE=

The title of the article that I am sending is :

Hereby I confirm that

1. my article is a **non-research report** article
2. the article has not been published elsewhere
3. it is typed in Ms Word doc., double-spaced format
4. the font being used is Times New Roman size 12
5. the length of the article is between 10 to 20 pages; say.....pages
6. I am including two hard copies and a CD of this article
7. level one headings are typed in **ALL CAPITALS, BOLD, LEFT Justification**
8. level two headings are are typed in **Capital-lowercase, Bold, Left Justification**
9. level three headings are typed in *Capitals-lowercase, Italic-bold, Left Justification*
10. its abstract, max 150 word, say:words, clear and informative
11. the key words are well selected and closely related to the topic
12. the introduction is **without** heading and includes review of related literature and research purpose in essay style
13. the list of references includes only those that I cite/refer to in this article
14. I am enclosing my **brief** CV of not more than 200 words (essential personal ID, education, career, relevant publication)
15. I have copied this checklist format and will send it **by mail** to the Editor together with two hard copies of my article, and a related CD

Date :

Name :

Signature :

HOLISTICS JOURNAL

GUIDELINES FOR ARTICLE CONTRIBUTORS

1. HOLISTICS JOURNAL accepts articles on English language teaching and learning, linguistics, literature, and hospitality, which have not been published elsewhere.
2. To be considered for publication, manuscripts should be typed in MS Word format, using 12 size Times New Roman fonts, double-spaced on A4-size paper, 10-20 pages in length, with two hard copies and the related CD.
3. Articles will be received by subject reviewers, while the editors reserve the right to edit articles for format consistency without altering the substance.
4. Articles are to be written in essay style with a sub-heading for each part, except for the introduction. The sub-heading system is as follows:
LEVEL ONE : ALL CAPITALS, BOLD, LEFT JUSTIFICATION
Level Two : Capitals-lowercase, Bold, Left Justification
Level Three : Capitals-lowercase, Italic-bold, Left Justification
5. Non-research articles should include : (a) Title; (b) Full name of contributor(s) without title(s); (c) Abstract (max.100 words); (d) Key words; (e) Introduction without heading; (f) Body text; and (g) References.
6. Research report articles should contain : Title; (b) Full name of contributor(s) without title(s); (c) Abstract (max.200 words); (d) Key words; (e) Introduction without heading, which includes review of related literature and research purpose; (f) Method; (g) Findings; (h) Discussion of the Findings; (i) Conclusions and Suggestions; (j) References; (k) Appendix, if any.
7. The writing of references must use APA 6th edition.
8. Two hard copies are to be sent by mail to the following addresses: HOLISTICS Publication Division c.o. English Department, Sriwijaya State Polytechnic, Jalan Sriwijaya Negara-Bukit Besar, Palembang 30139. Soft files should be e-mailed to *holisticsjournalpolsri@gmail.com*.
9. An article contributor is entitled to two offprint editions of the current issue.