

Author's Guidelines

Paper submission

Paper is a result of research or thought related to language and literature. Paper must consist of original, unpublished work not under consideration of publication elsewhere. Paper must be written in Arabic, English or Indonesian minimum of 10 pages and no longer than 15 pages.

Paper format

Paper format is quarto (A4), Cambria 11 and space 1 for Indonesian and English, traditional Arabic 14 and space 1 for Arabic in format (*.doc or *.docx).

Body of paper as follows:

- a. Introduction elaborates background of study, research problem, purpose, significance, approach, and method.
- b. Discussion is consist of sub topic
- c. Closing is conclusion of result study

Paper subheading as follows:

First Level : **ALL CAPITAL LETTER, BOLD, LEFT JUSTIFY**

Second Level : **Capital Letter-small letter, Bold, Left Justify**

Third Level : **Capital Letter-small letter, Bold, Left Justify**

Paper of research result must be consist of (a) Title; (b) Name of author without academic degree; (c) Abstract (maximum 200 words); (d) Key words; (e) Introduction without heading included review of related literature and purpose; (f) Method; (g) Discussion and finding; (h) Closing; (i) References and (j) Attachment.

Paper of thought result must be consist of (a) Title; (b) Name of author without academic degree; (c) Abstract (maximum 200 words); (d) Key words; (e) Introduction without heading; (f) Content; (h) Closing; and (i) References.

Title

The title is not more than 12 words. If the paper is a resume of thesis, the title of paper may not be as same as thesis title because paper is thesis core.

Author

Name of author is not espoused by academic title. Correspondence address and email must be written under author name. If author is studying, the name of university can be written down. If author more than one person, all of authors' name must be written include their correspondence address and email.

Abstract and keywords

Abstract is written in English and Indonesian not longer than 200 words included research problem, review of related literature, method, and conclusion. Keywords are not more than five words.

In note

References should be up to date and use in note. Foot note is used to explain certain term, example:

(1) Arabic : هدى (2003، ص 16) or (، 2003 هدى)

(2) English : Littlejohn (2002, p. 19) or (Littlejohn, 2002, p. 19)

(3) Indonesian : Hamid (2014, h. 29) or (Hamid, 2014, h. 29)

Bibliography

Literature does not need more books, but it more significant a little book related to topic.

Example of bibliography writing:

Littlejohn, S. W. (2002). *Theories of human communication* (7th ed.) California: Wadsworth.
(Last name, initial. (Publication year). Book title. Place of publication: Publisher.)

Thus, bibliography writing is accord with A.P.A (*American Psychological Association*) as follows:

1. Reference published periodically

The list of acquired reference put down a period of journal, magazine, newspaper, etc:

Kernis, M. H., Cornell, D. P., Sun, C., Berry, A., & Harlow, T. (1993). There's more to self esteem than whether it is high or low: The importance of stability of self esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

2. Reference published not periodically

The list of acquired reference put down a title and sub title of book, report, brochure, manual book, and audiovisual media:

O'Neil, J. M., & Egan, J. (1992). Men's and woman's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues accros the life cycle* (pp. 107-123). New York: Springer.

Reference from journal (2 writers):

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45, 10-36.

Reference from journal (more than 5 writers):

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child program for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

Note: if the writer more than 6 writers in one reference, use et al.

Reference from journal in newspaper:

Zukerman, M., & Kieffer, S. C. (in press). Race differences in face-ism: does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

Reference from journal and newspaper:

Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

Reference from article in newspaper with no writer:

The new health-care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.

Reference with no issue and no serial number:

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D. (2000). An experimental evaluation of theory-based mother and mother-child program for children of divorce. *Journal of Consulting and Clinical Psychology*, 58(1, Serial No. 231).

Reference from additional journal:

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D. (2000). An experimental evaluation of theory-based mother and mother-child program for children of divorce. *Journal of Consulting and Clinical Psychology*, 24(Suppl. 2), 4-14

Reference from book:

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Fact, myths, and future prospects*. Washington, DC: American Psychology Association.

Reference from third book and the name of writer by addition of Jr. (Junior):

Mitchell, T. R. & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

Reference from edited book:

Mitchell, T. R. & Larson, J. R. (Eds.). (1987). *People in organizations: An introduction to organizational behavior*. New York: McGraw-Hill.

Reference from book with no writer and editor:

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Meriam-Webster.

Reference from revised book:

Beck, C. A. J., Sales, B. D. (2001). *Family mediation: Fact, myths, and future prospects* (Rev. ed.). Washington, DC: American Psychology Association.

Reference from encyclopedia and dictionary:

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

Reference from English translated book:

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

Reference from brochure:

Research and Training Centre on Independent Living. (1993). *Guidelines of reporting and writing about people with disabilities* (4th ed.) [brochure]. Lawrence, KS: Author.

Reference from audiovisual media:

Scorsese, M. (Prosedure), & Lonergan, K. (Writer/Director). (2001). *You can count on me* [Motion picture]. United States: Paramount Pictures.

Reference from recorded voice:

Costa, P. T., Jr. (Speaker). (1988). *Personality, continuity, and changes of adult life* (Cassette Recording No. 207-433-88A-B). Washington, DC: American Psychological Association.

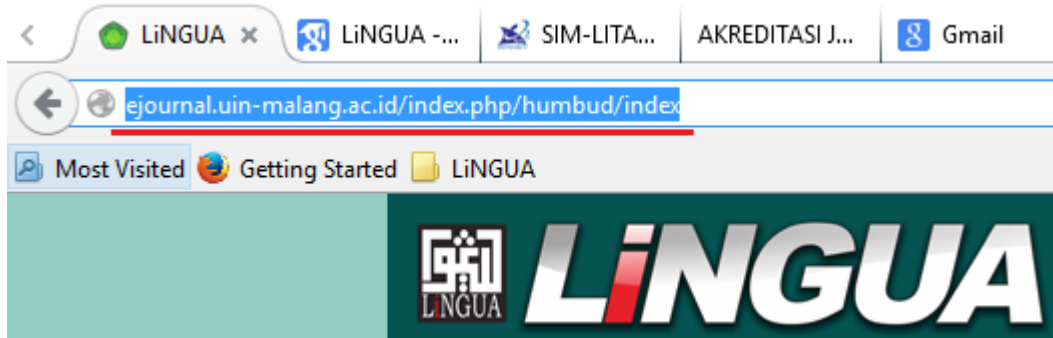
Pedoman Penulisan Artikel Jurnal LiNGUA

1. Artikel yang Bapak/Ibu kirimkan kepada kami adalah hasil penelitian, hasil pemikiran, dan/atau hasil penelitian lapangan yang mengungkap dan menganalisis bahasa atau sastra.
2. Artikel asli bukan hasil plagiarisme dan belum pernah dimuat di jurnal/berkala ilmiah lainnya.
3. Artikel ditulis dengan Bahasa Arab, Inggris, atau Indonesia antara 10–15 halaman A4. Menggunakan font Cambria 11, spasi 1 (latin), font Traditional Arabic, 14, spasi 1 (Arab), atau sesuai template artikel yang telah disediakan (*download* di web ejournal LiNGUA). File disimpan menggunakan ekstensi *.doc atau *.docx.
4. Artikel harus ditulis dalam bentuk essay dengan 'subheading' system sebagai berikut:
LEVEL SATU : **SEMUA HURUF BESAR, CETAK TEBAL, RATA KIRI**
Level Dua : **Huruf Besar-huruf kecil, Cetak Tebal, Rata kiri**
Level Tiga : **Huruf Besar-huruf kecil, Cetak Tebal, Rata kiri**
5. **Judul** tidak lebih dari 12 kata. Jika artikel merupakan ringkasan tesis, judul artikel tidak boleh sama dengan judul tesis, karena artikel merupakan inti dari tesis.
6. **Nama penulis** tidak disertai gelar akademik. Di bawahnya dicantumkan alamat lembaga tempat bekerja atau alamat korespondensi dan e-mail. Jika sedang melanjutkan studi, dapat pula disertakan alamat lembaga studinya. Jika penulis lebih dari satu orang, harus ditulis semuanya (termasuk alamat masing-masing).
7. **Abstrak** ditulis dengan Bahasa Inggris dan Bahasa Indonesia (ABSTRACT) maksimal 200 kata dalam satu paragraf, yang memuat: rumusan masalah, pendekatan/landasan teori dan cara penelitian, dan simpulan penelitian. Abstrak disertai kata kunci tidak lebih dari 5 kata.
8. **Sistematika penulisan** ditentukan sebagai berikut.
 - a. Bagian pengantar mencerminkan latar belakang, permasalahan, tujuan, manfaat, pendekatan, dan metode penelitian, tetapi penulisannya tidak seperti laporan penelitian atau makalah. Bagian pengantar ini diberi judul sesuai dengan pokok pikiran yang terkandung di dalam uraian.
 - b. Pembahasan, dapat terdiri atas beberapa subbahasan dan diberi subjudul sesuai dengan subbahasan, tanpa judul 'Pembahasan' di bagian awal.
 - c. Penutup adalah simpulan dari hasil penelitian (tanpa disertai saran-saran) dengan judul :Simpulan/Conclusion/خاتمة
9. **Referensi/Maraji'** dianjurkan 'yang mutakhir', ditulis di dalam teks, *footnote* hanya untuk menjelaskan istilah khusus. Contoh
 - a. Arab : (هدى، 2003، ص 16) atau ((هدى، 2003، ص 16))
 - b. Inggris : Littlejohn (2002, p. 19) atau (Littlejohn, 2002, p. 19)
 - c. Indonesia : Hamid (2014, h. 29) atau (Hamid, 2014, h. 29)
10. **Kepustakaan** tidak perlu banyak tetapi berkaitan langsung dengan topik artikel. Untuk referensi berbahasa Arab tetap ditulis menggunakan latin/roman. Contoh penulisan kepustakaan:
Littlejohn, S. W. (2002). *Theories of human communication* (7th ed.) California: Wadsworth.
[Nama belakang, Inisial. (tahun terbit). Judul buku. Tempat publikasi: Penerbit.]
11. Artikel **hasil penelitian** harus berisi (a) Judul; (b) Nama Penulis lengkap tanpa gelar; (c) Abstrak (maksimal 200 kata); (d) Kata Kunci; (e) Pendahuluan (Intoductio/Muqaddimah) tanpa heading yang termasuk tinjauan pustaka dan tujuan riset; (f) metode; (g) Diskusi dan temuan; (h) Penutup; (i) Daftar pustaka dan (j) lampiran, jika ada.
12. Artikel **non-riset** mencakup (a) Judul; (b) Nama Penulis lengkap tanpa gelar; (c) Abstrak (maksimal 200 kata); (d) Kata Kunci; (e) Pendahuluan (Introduction/Muqaddimah) tanpa heading; (f) Tubuh Tulisan; (g) Penutup; (h) Daftar pustaka. **Penulisan Daftar Pustaka** sesuai dengan *A.P.A (American Psychological Association)*

13. Artikel dikirim melalui laman portal e-journal LiNGUA dengan alamat: <http://ejournal.uin-malang.ac.id/index.php/humbud/index> dengan mendaftar terlebih dahulu.

Panduan Pendaftaran (*Register*) di Portal *Online* Jurnal LiNGUA

1. Buka halaman portal jurnal LiNGUA UIN Maulana Malik Ibrahim Malang di <http://ejournal.uin-malang.ac.id/index.php/humbud> pada browser Anda.



2. Setelah halaman portal jurnal LiNGUA terbuka, klik menu *Register*



3. Setelah Anda klik menu register, akan keluar tampilan form registrasi seperti berikut.

Home > User > Register

Fill in this form to register with this journal.


[Click here](#) if you are already registered with this or another journal on this site.

Profile

Username*
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password*
The password must be at least 6 characters.

Repeat password*

Validation* 
Please enter the letters as they appear in the image above.

Salutation

First name*

Middle name

Last name*

Initials Joan Alice Smith = JAS

Gender

Affiliation
(Your institution, e.g. "Simon Fraser University")

Signature

Email* [PRIVACY STATEMENT](#)

Confirm Email*

URL

Phone

Fax

Mailing Address

Country

Bio statement
(E.g., department and rank)

Confirmation Send me a confirmation email including my username and password

Working languages English Français

Register as Reader: Notified by email on publication of an issue of the journal. Author: Able to submit items to the journal. Reviewer: Willing to conduct peer review of submissions to the press.

Identify reviewing interests (substantive areas and research methods):

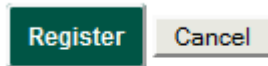
(Separate interests by pressing the enter or comma key)

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Isi semua data yang diperlukan, kolom bertanda asterisk (*) harus diisi.

- Username**, digunakan setiap kali Anda akan login ke portal ejournal UIN Malang.
- Password**, pilih password yang mudah Anda ingat tapi sulit ditebak, minimal 6 karakter.
- Repeat password**, ketik ulang password Anda.
- Validation**, isikan sesuai yang tampak pada gambar.
- First name**, isi dengan nama depan Anda.
- Last name**, isi dengan nama belakang.
- Affiliation*, isi dengan institusi Anda.
- Email**, isi dengan email Anda, semua info akan diberitahukan melalui email Anda.
- Confirm Email**, tulis ulang email Anda, pastikan tidak ada kesalahan.
- URL*, isi dengan alamat website pribadi atau profil Anda.
- Mailing Address*, alamat korespondensi.
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- m. *Working languages*, pilih English.
 - n. *Register as*, pastikan Anda centang **author** untuk bisa mengirimkan artikel. Apabila Anda menginginkan untuk menjadi reviewer artikel di jurnal LiNGUA centang **reviewer** dan isikan bidang minat Anda.
4. Setelah Anda mengisikan semua data yang diperlukan, klik tombol Register. Pastikan data yang Anda isikan benar.



* Denotes required field

Panduan Mengirimkan (*Submission*) Artikel ke Portal *online* Jurnal LiNGUA

1. Pastikan Anda telah terdaftar pada portal *online* jurnal LiNGUA (sebagaimana poin A).
2. Klik menu **Log In** kemudian keluar form login sebagai berikut.



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Home > Log In

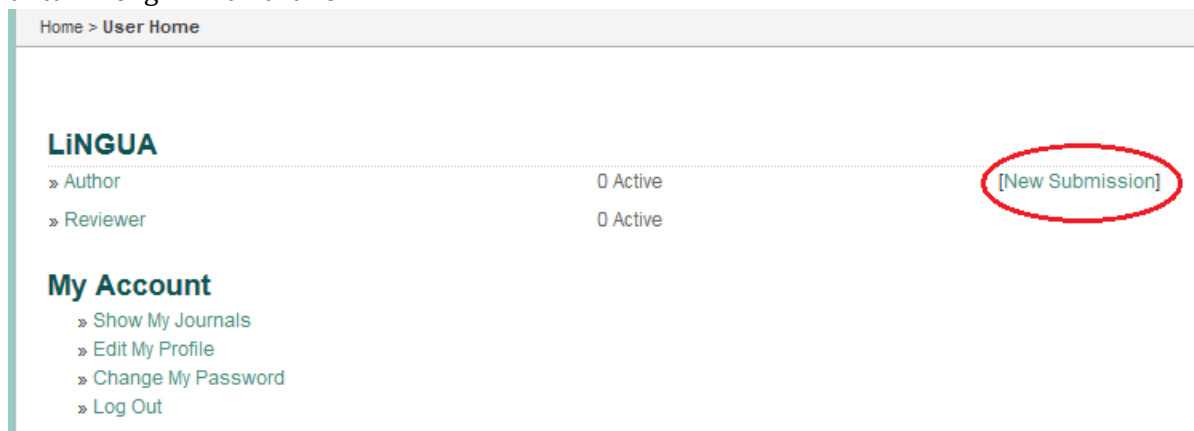
Username

Password

Remember my username and password

» Not a user? Register with this site
» Forgot your password?

3. Isikan *username* dan *password* Anda. Pastikan *username* dan *password* Anda benar, kemudian klik **Log In**.
4. Setelah login berhasil, akan tampil halaman pengguna sebagai berikut. Klik **New Submission** untuk mengirimkan artikel.



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LiNGUA

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» Reviewer 0 Active

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» Log Out

5. Kemudian Anda diminta untuk menyetujui semua poin yang tertera pada **Submission Checklist** dan **Copyright Notice** dengan cara mencentang semua poin yang ada. Bila Anda ingin memberikan catatan pada editor, silakan Anda tulis pada form **Comments for the Editor**. Kemudian klik **Save and Continue**.

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- 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).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- 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.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Copyright Notice

Authors who publish with this journal agree to the following terms:

- a. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](#) that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
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- c. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](#)).

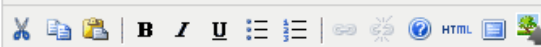
- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

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6. Kemudian langkah selanjutnya adalah mengunggah (*upload*) file artikel Anda. Pertama, klik **Browse** untuk memilih file artikel Anda. Pastikan file artikel Anda berekstensi ***.doc** atau ***.docx**. Kedua, klik **Upload** untuk proses unggah file artikel.

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1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
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3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
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Setelah Anda klik **Upload**, akan tampil data file artikel Anda sebagai berikut.

Submission File

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7. Langkah selanjutnya adalah memasukkan metadata dari artikel Anda. Meliputi data penulis dan data artikel Anda. Pertama data penulis meliputi nama dan email, periksa kembali data yang ada. Kolom bertanda asterisk (*) wajib diisi. Bila penulis lebih dari satu silahkan klik tombol **Add Author** untuk menambahkan penulis. Selanjutnya data artikel Anda yaitu judul dan abstrak. Kemudian pada bagian **Indexing**, isikan **Academic discipline and sub-disciplines** dengan disiplin keilmuan yang sesuai dengan artikel Anda. Misal: linguistis, literatur, dan lainnya. Dan isikan kata kunci (*keywords*) yang dipisahkan dengan titik koma (;). Kemudian pada bagian **Contributors and Supporting Agencies** isikan kontributor atau sponsor yang menyediakan dukungan pada artikel Anda (bila ada).

Authors

First name*	<input type="text" value="Muslikhudin"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="Muslikhudin"/>
Email*	<input type="text" value="muslikhudin@uin-malang.ac.id"/>
URL	<input type="text" value="zlich99.blogspot.com"/>
Affiliation	<input type="text" value="UIN Maulana Malik Ibrahim Malang"/> (Your institution, e.g. "Simon Fraser University")
Country	<input type="text" value="Indonesia"/>
Bio statement (E.g., department and rank)	<div style="border: 1px solid #ccc; height: 80px;"></div>

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Title and Abstract

Title*	<input type="text"/>	Judul Artikel
Abstract*	<div style="border: 1px solid #ccc; height: 150px;"></div>	Abstrak Artikel

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines

Keywords

Language

English=en; French=fr; Spanish=es. [Additional codes.](#)

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

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1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

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No supplementary files have been added to this submission.

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9. Langkah selanjutnya adalah konfirmasi dari usulan artikel yang Anda kirimkan yang akan menampilkan ID submission, nama file artikel, ukuran file, dan tanggal upload dari artikel Anda. Selanjutnya klik **Finish Submission** untuk mengakhiri pendaftaran artikel Anda. Untuk membatalkannya, Anda cukup klik tombol **Cancel**.

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To submit your manuscript to LiNGUA click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with LiNGUA.

File Summary

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10. Setelah Anda klik **Finish Submission**, akan tampil status dari artikel Anda yang dalam contoh ini *Awaiting assignment* dari reviewer.

Home > User > Author > Active Submissions

ACTIVE ARCHIVE

ID	MM-DD	SEC	AUTHORS	TITLE	STATUS
3057	08-24	ART	Muslihudin	PEMAHAMAN MAHASISWA ATAS METODE PENELITIAN KUALITATIF	Awaiting assignment

Bila pendaftaran artikel berhasil, Anda juga akan mendapatkan email balasan dari portal ejournal UIN Maulana Malik Ibrahim Malang seperti berikut. **Anda tidak perlu membalas email ini.**

The screenshot shows a Gmail interface with a search bar at the top. On the left, there is a sidebar with categories like 'TULIS', 'Kotak Masuk (205)', 'Berbintang', 'Penting', 'Pesan Terkirim', 'Draf', 'Spam (3)', and 'Lingkaran'. The main content area shows an email from 'Halimi <ejournal@uin-malang.ac.id>' to 'Halimi'. The email subject is '[LiNGUA] Submission Acknowledgement'. The body of the email is in Indonesian and includes the following text:

Halimi Zuhdy:

Thank you for submitting the manuscript, "NILAI-NILAI RELIGIUS DALAM SYAIR SHALAWAT BURDAH" to LiNGUA. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:

Manuscript URL:
<http://ejournal.uin-malang.ac.id/index.php/humbud/author/submission/3027>
 Username: halimi

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

11. Selanjutnya menunggu artikel Anda diteruskan ke reviewer untuk dinilai kelayakan artikel Anda untuk terbit di jurnal LiNGUA.

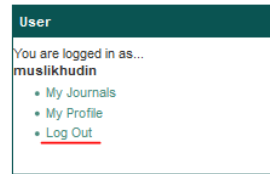
12. Setelah selesai, klik **Log Out** pada panel user sebelah kanan untuk keluar dari sistem.

corpus linguistics and others. In the area of literature, it covers literary history, literary theory, literary criticism and others, which may include written texts, movies and other media.

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- Registration and article submission guidelines can be downloaded here. (*Panduan pendaftaran dan pengiriman artikel dapat didownload di sini.*)



The image shows a user panel with a dark green header labeled 'User'. Below the header, it states 'You are logged in as...' followed by the username 'musliikhudin'. There are three bullet points with links: 'My Journals', 'My Profile', and 'Log Out'. The 'Log Out' link is underlined in red.

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