

Notes to Contributors

Please prepare your article before submission, using the following guidelines:

Format

All files should be submitted electronically as a Word document using 12 font Times NewRoman. Articles should be typed in double spacing with margins of at least 25mm all round.

Language

Article can be submitted in either English or Bahasa Malaysia.

Article Length

Articles should not exceed 5000 words excluding the reference.

Article Title Page

An Article Title Page should be submitted alongside each individual article using the template provided below. This should include:

- Article Title
- Author Details (see below)
- Abstract (see below)
- Keyword (see below)

Author Details

Details should be supplied on the **Article Title page** only. This includes:

- Full name of each author
- Affiliation of each author, at time research was completed
- Where more than one author has contributed to the article, details of who should be contacted for correspondence
- E-mail address of the corresponding author

Abstract

The abstract should be brief, self-contained, and should not exceed 250 words. English abstracts will be translated by the Editorial Board into Bahasa Malaysia. Local contributors are required to submit two (2) abstracts, one (1) in Bahasa Malaysia and the other in English.

Keywords

Please provide up to 5 keywords on the **Article Title Page**, which encapsulate the principal topics of the article.

Note/Endnotes

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

Tables/Figures

All tables and figures should be of high quality, legible and numbered consecutively with Arabic numerals.

References

References to other publications must be in **APA** Style and carefully checked for completeness, accuracy and consistency.

Enquiries and article submission should be addressed to:

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