

FORMATTING YOUR ARTICLE

ARTICLE COMPONENTS

Abstract

Structured abstract must be brief, comprehensive summary of the contents of the article. It allows readers to survey the contents of an article quickly. Manuscript in Bahasa Melayu must include title and structured abstract in English. An Abstract summarizes the major aspects of a paper. It should succinctly summarize the purpose of the paper, the methods used, the major results, and the author's interpretations and conclusions (see **MJLI structured abstract below**).

Purpose

- Bold face 11- point. Text should not be bold.
- Reason/aims of paper.
- State the background of the study.

Method

- Methodology/'how it was done'/scope of study.
- State the selection and numbers of participant.
- State the design and procedures used, including the intervention or experimental manipulations and the primary outcome measures.

Findings

- State the main results of the study. Numerical data may be included but should be kept to a minimum.
- State the conclusions that can be drawn from the data provided and their implications (if appropriate)- impact on society

Significance

Who would benefit from this and what is new about it?

Keywords

List up not more than 7 key words.

SUBMISSION REQUIREMENTS

Cover Letter

Enclose a letter when submitting an article. Include the following:-

- Telephone number; e-mail address and mailing address for future correspondence.
- State that the manuscript has not been published, and is not under consideration for publication elsewhere. (A manuscript already sent to or accepted for any other publication should not be submitted)

Paper

- Type the manuscript or print it on one side of A4 paper.
- Each manuscript should not exceed 25 pages.
- Manuscripts should be written as accurately as possible and should be typed in double-spacing.
- Manuscript in Bahasa Malaysia must include title and structured abstract in English.

Typeface

- 11-pt Times.

Margins

- Leave margins of at least 1 in. (2.54 cm) at the top, bottom, left and right every page.

Page Numbers

- Number all pages in Roman numerals in the upper right-hand corner.

Paragraph and Indentation

- Indent the first line of every paragraph and the first line of every footnote.
Exceptions to these requirements are:
 - (a) First paragraph in the text.
 - (b) The abstract.
 - (c) Block Quotations.
 - (d) Titles and Headings.
 - (e) Table Titles and Notes.
 - (f) Figure Captions.

Uppercase and Lowercase Letter

- The parts of a manuscript typed in uppercase and lowercase letters are:
 - (a) Most elements on the title page (not the running head of publication)
 - (b) Page labels (Abstract, Footnotes, etc)
 - (c) Table titles

(d) Some elements of the reference list

Spacing and Punctuation

- Space once after all punctuation as follows:
 - (a) A comma, colon and semicolons
 - (b) After punctuation marks at the ends of sentences

Quotations

- Short quotations- quotation of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (“ ”)
- Long Quotation- Display quotation of 40 or more words in a double-spaced block of typewritten lines with no quotation marks. Do not single space. Indent five to seven spaces from the left margin.

Heading of Manuscript

Primary heading - Font size 11, centered, bold, and with all uppercase letters. For example: -

**INTRODUCTION
MATERIALS AND METHODS
RESULT AND DISCUSSION
CONCLUSION
REFERENCES**

Secondary headings- font size 11, flush left, italic, bold, with uppercases, and lowercase letters of each word. For example: -

***Attracting a Demand for Municipals Bonds
Attracting a Supply of Municipal Bonds***

Tertiary headings – font size 10, flush left, italics and with uppercase and lowercase letters of each word. For example:

Investor Familiarity and Confidence

Borrowing Costs

Title Page

The title page contains **only** the title, byline and institutional affiliation.

Title

- Type the title in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page. Double-spacing between the lines.

Byline

- Type the name of the authors in the order of their contribution using uppercase letters, centered between the side margins, one double space line below the title.

Institutional affiliation

- Type the institutional affiliation, centered under the author's name, on the next double space line, using uppercase and lowercase letters.

First page of article

- For the purpose of blind review, no author identification should appear on the first page of the article. Begin with the full title (as on the title page), then the abstract.

Text

- The first paragraph text begins with no indent.

Tables and Tables Titles, Notes, and Figures

Tables Titles, and Headings.

- Type the word Table and its Roman numeral flush left at the top of the table.(e.g. Table 1)
- Place the table caption below the table title, flush left and italic.
(e.g. Table 1 *Proportion of Errors and Younger and Older Groups*)
- Use uppercase and lowercase letters for the title of tables.
- If the title is longer than one line, double space between the lines and begin subsequent lines centered under the first line.

- Table caption must briefly explain the contents of the table.

Table Notes

- Double-space all notes at the end of the table flush left.
- Use font 9-pt Times.

Figures and Figure Caption

- Label Figure Caption, in uppercase and lowercase letters, below of the page.
- Begin each caption flush left, and type the word **Figure**, bold followed by the appropriate number. (E.g. **Figure 2...**)
- Capitalizing the initial letter of the principles words

References

- Type the word References in an uppercase letters and center.
- Only works cited in the text should be provided at the end of the text arranged in alphabetical order
- Double-space all references entries.
- Follow the **APA style 6th ed.** Please refer to the APA manual for details (guides are also available online).
- APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented. Some examples are given below:

a. Books :

e.g. Tanenbaum, A.S. (2003). *Computer networks* (4th ed.). New Jersey: Prentice Hall.

b. Journal :

e.g. Ziegler, J. (2006). Do differences in brain activation challenge the universal theories of dyslexia? *Brain and Language*, 98, 341-343.

c. Journal article with DOI

e.g. Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

d. Journal article without DOI

e.g. Sillick, T.J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

e. Articles in edited books

McNay, I. (1995). From the collegial academy to corporate enterprise: The changing

cultures of universities. In Schuler, T. (Ed.), *The changing university* (pp. 105-15). Milton Keynes: Society for Research into Higher Education and Open University Press.

f. Published Conference Proceedings :

e.g. Deci, E.L., & Ryan, R.M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspective on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

g. Unpublished Conference Proceedings:

e.g. Lanktree, C., & Briere, J. (1991), January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

h. Newspaper Articles

e.g. Schwartz, J. (1993, September 30). Obesity affects economics, social status. *The Washington Post*, pp. A1, A4.

i. Electronic Sources:

e.g. Shotton, M.A. (1989). *Computer addiction? A study of computer dependency* (DX Readerversion). Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>. London, England: Taylor & Francis.

j. Working Papers

e.g. Moizer, P. (2003, March). *How published academic research can inform policy decisions: The case of mandatory rotation of audit appointments*. Working paper, Leeds University Business School, University of Leeds, Leeds.

k. Unpublished dissertation or thesis

e.g. Author, A.A. (2012). *Title of doctoral dissertation or master's thesis* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.