Title of the Manuscript

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ABSTRACT

The abstract should be between 200 and 250 words. The title “ABSTRACT” is in Calibri, font size 12 while the contents of the abstract are in font size 11. Make sure your abstract is in single spacing and is justified. If your article is in Bahasa Melayu, an English title, abstract, and keywords are required. Place these after your Bahasa Melayu abstract. See the example below. If your article is in English, please proceed to the “INTRODUCTION”.

**Keywords:** *State five keywords and italicize. Also in Calibri, font size 11.*

If your Paper is in Bahasa Melayu, Place the English Title Here.

ABSTRACT

Again, the abstract should be between 200 and 250 words. The title “ABSTRACT” is in Calibri, font size 12 while the contents of the abstract are in font size 11. Make sure your abstract is in single spacing and is justified.

**Keywords:** *State five keywords and italicize. Also in Calibri, font size 11.*

INTRODUCTION

The introduction title and content should be in Calibri, font size 12. Please make sure your article meets the word count requirement of 5000 – 7000 words (excluding abstract, biodata and list of references). Your article may be returned to you if these requirements are not met.

The first paragraph in each section should be left-aligned and each following paragraph should be indented. Text should be single-spaced with no space between paragraphs.

LITERATURE REVIEW OR RESEARCH BACKGROUND

*Subheadings are italicized and left-aligned*

1. *For lower level headings, use a,b,c*

METHODOLOGY

RESULTS AND DISCUSSION

If your article contains quotations,the quote is indented once, left and right. The following is an example of the format:

Meanwhile, some informants stated the fundamental assumption that informed newspaper double standard. According to Informant ABC, “CSR is good for business. Thus, his organization will always spare some amount of money for CSR initiative”. Meanwhile DEF, argued that:

Our CSR started long time ago, with a programme called Skuad Bijak. We work clossely with the Ministry of Education...that was way back in 1997.... (Informant DEF, date).

Example of table formatting:

Table 1: Title

|  |  |  |
| --- | --- | --- |
| **Item** | **Mean** | **Std Deviation** |
| In information seeking I am willing to spend maximum amount of time | 4.07 | 1.37 |
| I am willing to pay for relevant information | 4.67 | 1.25 |
| In acquiring information I make use of informal resources of information as well (family, media, friends) | 4.82 | 1.52 |
| I plan my strategy of seeking in catalogs, databases, and internet in advance | 3.66 | 1.47 |

Tables should be centered, with titles located at the top of the table. Font style and size are Calibri, 10 for both table title and table contents. Please make sure your tables are legible and do not exceed page margins.

Example of format of figures:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Figure 1: Title of figure is located at the bottom and centered

Figure titles are also in Calibri 10. The figure must be centered and must not exceed page margins.

CONCLUSION

ACKNOWLEDGEMENT (if any)

REFERENCES

References are to be put onto a **new page**. Please follow the APA format. Example:

Blair, D. B., & Coombs, T. W. (2001). Public issues education: Exploring Extension’s role. *Journal of Extension*, *39*(4).

Waber, H. W. J., & Douglas, M. M. (2019). Public opinion issues. *Policy Sciences*, *4*, 155–169.