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| --- |
| Manuscript Template |
| Before submitting your article, please consult this manuscript template and the following guidelines and rules |
| **Manuscript Preparation Guidelines**   * Language : English (UK spelling) * Font : Times New Roman * Font Size : 12 point * Spacing : Double spacing * Citation & References : APA Style * Word count : 5,000-7,000 words (including notes, references, tables and   figures)  **Manuscript Submission Rules**   * Articles should be accompanied by a cover page with the paper title and author/s details (institutional affiliation, email address, postal address). * **Author name and other identification information must not appear anywhere else in the manuscript, except the cover page.** * All articles should be accompanied by an **abstract that should not exceed 200-250 words** and **three to** **five keywords in English**. * Full papers (in soft copy) should be sent in **MS Word only.** * Paper filenames should follow the following conventions:   + (Short title)\_(Author’s Name)   + Examples:     - Civilisation and dialogue\_John Doe     - Review on sustainability\_Shaharir Mohd Zain |
|  |

[TITLE HERE, UP TO 12 WORDS, ON ONE TO TWO LINES, UPPERCASE]

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**Abstract**

[The abstract should be in one paragraph of less than 200 words. It is not indented and the texts should be justified.]

**Keywords:** [three to five keywords]

[**Heading 1**]

[The heading should not be numbered. The texts should be justified. Paragraphs in the texts use a half-inch (0.5 inch) first line indent, except for the first paragraph and the paragraphs after tables, figure and etcetera.

Tables and figures must follow the appropriate style (refer to pp. 5-6). In-text citation should follow the Author-Date System (Last Name, Year). If including page numbers please type as follows (Last Name, Year, p.\_) or (Year, p.\_)]

[***Sub-Heading 1***]

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[*Sub- Sub-Heading 1*]

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[**Heading 2]**

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**[References]**

[The references should follow the American Psychological Association (APA) format. The list of references must be arranged from the latest year of publication, in alphabetical order, and should not be numbered. The list must also have a hanging indentation of 0.5 inch.]

Examples are as follow:

**Books**

Author, A. (Year). *Title of book*. Place: Publisher.

Eisenman, R. (2012). *The dead sea scrolls and the roots of Christianity and Islam.* Kuala

Lumpur: University of Malaya Press.

**Edited Books**

Editor, A. A., & Editor, B. B. (Eds.). (Year). *Title of book*. Place: Publisher.

Faridah Noor Mohd Noor. (Ed.) (2006). *Dimensions of shadow play in Malay civilization*.

Kuala Lumpur: University of Malaya Press.

**E-Books**

Author, A. A. (Year). *Title of book.* Retrieve from URL (or DOI number).

Shotton, M. A. (1989)*. Computer addiction? A study of computer dependency.* Retrieved

from <http://www.ebookstore.tandf.co.uk/html/index.asp>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing,*

*recovery, and growth.* doi:10.1036/0071393722

**Book Chapters**

Author, A. (Year). Chapter title. In Editor, *Book Title* (pp.xx-xx). Place: Publisher.

Kingham, S. (2006). The *Kayon* in the shadow play of Kelantan and Bali. In Faridah Noor

M. N. (Ed.), *Dimensions of shadow play in Malay civilization* (pp. 63-73). Kuala

Lumpur: University of Malaya Press.

**Journals**

Author, A. A. (Year). Title of article. *Title of Journal, Vol*#(issue#), pp-pp.

David, M. K. (2011). Women, language and peace. *Katha,* 7(1), 23-35.

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<https://www.katha.um/monitor>

**Unpublished Thesis**

Author, A. (Year). Thesis title. Unpublished doctoral thesis. University Name, Place.

**Internet Sources**

Author, A. A. (date of last update). *Site title.* Retrieved from URL

Ministry of Women, Family and Community Development (2014, February). *Kementerian*

*Wanita komited bantu mangsa banjir.* Retrieved from <http://www.kpwkm.gov.my/>

**Citing names in the text**

In the text, only use *and* instead of “&” (except for citations)

(Text) According to O’Neil and Egan (1992)…

(Citation) …as indicated (O’Neil & Egan 1992).

**Endnotes**

In-text citations are preferred. However, if endnotes are used, please adhere to the following:

* Use superscript: 1See Osman Bakar, 2014, pp.123.
* Please include the complete information in the reference list.

**Reference list basic format:**

* Second and subsequent lines of a citation are to be **indented**.
* Reference list is to be arranged by the author’s last name, except for Malay names: Shaharir Mohd Zain.
* Only the first and middle initials of the author’s name are needed, except for Malay names (as above).
* Names of multiple authors can be listed up to seven (7) names.
* Use the ampersand (&) symbol before the last author’s name instead of the word “*and”.*

**Tables**

Table 1

*Table Title*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column Head | Column Head | Column Head | Column Head | Column Head |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

*Note:* [Place all tables for your paper in a tables section, following references (and, if applicable, footnotes). Start a new page for each table, include a table number and table title for each, as shown on this page. All explanatory text appears in a table note that follows the table, such as this one. Use the Table/Figure style, available on the Home tab, in the Styles gallery, to get the spacing between table and note. Tables in APA format can use single or 1.5 line spacing. Include a heading for every row and column, even if the content seems obvious.]

**Figures**

Figure 1. *Figure Title*

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