

JOURNALS PUBLICATION COMMITTEE Universiti Selangor	Version	: v.1.0
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Submission Guidelines for Authors

Editorial Policy

UNISEL academic journals publish refereed original papers or short articles along the following categories in order to cater to the diverse needs of its readership.

- a. Research papers - should not exceed 15 printed pages.
- b. Reviews - should be concise and not exceed 4 – 6 printed pages (about 12 – 14 manuscript pages).

All manuscripts should emphasize their relevance and implications to knowledge-based activities and work. Manuscripts which address relevant issues, in the context of knowledge-intensive work, from multidisciplinary and cross-functional perspectives, are particularly welcomed. Submission to the journal is on the understanding that the article has not been previously published in any other form and is not under consideration for publication elsewhere.

Manuscript Format

All manuscripts should be sent in the form of softcopy (MS Word) via e-mail and based on the style determined. We accept manuscript written in English and Bahasa Malaysia (Malay). Manuscript written in Bahasa Malaysia should have an English abstract.

Title

The Title should be a brief phrase describing the contents of the paper. The Title Page should include the authors' full names and affiliations, the name of the corresponding author along with phone, fax and e-mail information.

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Text

Use Times or Times New Roman 12 point size only (other sizes as specified in Table 1). Text should be single spaced. First line of all paragraphs should be indented and there should be one line gap between consecutive paragraphs.

- Justification should be set to full (or left only, if preferred).
- Do not underline: Use italics, bold or bold italics instead.
- Leave a line space between section titles and text.
- Leave only one space after a full stop.

Figures and Tables

The position of figures and tables should be placed at the top and bottom of each page. Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. In text, refer to each figure as "Figure 1:" "Figure 2:" etc.; number your tables as well. Do not abbreviate “Table”. Tables should be numbered with numerals. Regardless of placement, each table must be titled, numbered consecutively and complete with heading. Table 1 shows the fonts and style for the paper. Publication of author is shown in Figure 1.

Table 1: Fonts, style and appearance

Point size	Purpose in paper	Remarks
16	Title	Title should be in sentence case and in bold font
10	Author’s name	It should be in bold font
12	Sections	Sections should be in sentence case and in bold font
12	Body text, equations,	-
10	Table caption, figure captions	-

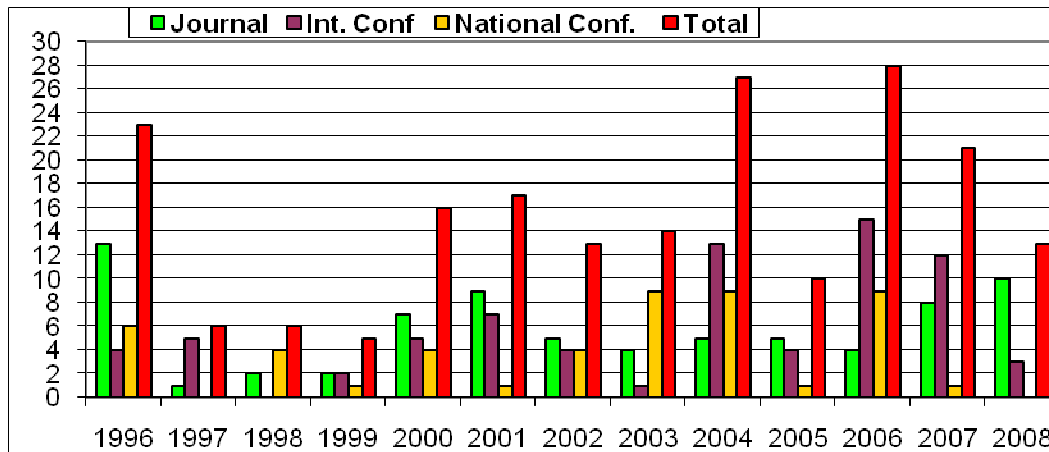


Figure 1: Publication of author

Abstract

The Abstract should be 150 – 250 words in length. It should briefly present the topic, scope, significant data, as well as major findings and important conclusions. Write the abstract after the rest of the paper is completed. Complete sentences, active verbs and the third person should be used. The abstract should be written in the past tense. Abbreviations should be avoided. No literature should be cited.

Others

- Keywords: Provide four to six keywords for indexing purposes and should be placed after the Abstract.
- The results should present the findings of the research. They should be free from discussion. Results should be written in the past tense.
- The acknowledgements should be as brief as possible.

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Reference List

The text type for references should be 10 point, Times New Roman and placed at the end of each article. Authors are required to follow the **American Psychological Association (APA)** style to cite their references. References should be listed in alphabetical order (cited by author name and year).