

# **TITLE TIMES, BOLD-FACE, 14-POINT AND CENTER**

**Author Name(s):** Forename Middle, Family name Roman, Capital and Center 12-point

*Department Affiliation and University Affiliation* Italic and Center 12- point

*E-mail address* Italic and Center 12-point

## **FORMATTING**

### **Page Size**

The page size **MUST** be set to Letter (8-1/2"x11") on "Page Setup" of your Word screen, beginning 2.54cm from the top of the page. The left and right margins are set as 2.54 cm. The text should be in one columns.

### **ABSTRACT**

(HEADING in capital, bold face font and center 11- point)

The entire manuscript, including abstract of 150-250 words and key words (not more than five key words). Tables, figures and references, should be within 5000 words and should be typed, 1.5 spacing, on A4 paper in 11 point Times New Roman font. Standard margins (2.5" on the top and bottom and 2.5" on the left and right), on one side of the paper only, with pages numbered consecutively. An Abstract summarizes the major aspects of a paper. It is usually one paragraph long, and should succinctly summarize the purpose of the paper, the methods used, the major results, and the author's interpretation and conclusions. Avoid citing references in the abstract. Paraphrase rather than quoting. Use active rather than passive voice (but without personal pronouns). Abbreviations should be introduced at the first mention in the text.

**Keywords:** list up not more than five key words in alphabetical order, separated by commas.

## **Heading of Manuscript**

**Section Heads/Primary Heading** centered, bold, 11-point and uppercase letters. For example:-

**INTRODUCTION**

**METHODOLOGY**

**RESULTS**

**CONCLUSION**

**ACKNOWLEDGEMENT**

**REFERENCES**

## **Subsection Heads**

Sub-section heads or secondary headings flush left, bold, 11-point in upper and lower case as shown. For subsection heads, a word like the or a is not capitalized unless it is the first word of the header. For example:-

**Attracting a Demand for Municipals Bonds**

## **Tertiary Headings.**

Sub-sub headings should be 11-point, indented, bold, and with lowercase paragraph. For example:-

**Investor familiarity and confidence.**

## ***Forth headings.***

Sub-sub headings should be **font size 11, indented, bold, *italic*** and with lowercase paragraph. For example:

***Investor familiarity and confidence***  
***Borrowing costs***

## **Text**

The first paragraph text begins with no indent. Each manuscript should not exceed 25 pages.

## Text Citation of References

Within text of an article, references are to be cited by last name of author(s) and year publication. For example:-

Lave and Wenger (1991) proposed...

... was discovered ( Lave & Wenger, 1991)

Sparrow (1980a) discovered...

It was also noted (Sparrow, 1980b; Kheisin, 1992) that...

## Tables

Number tables consecutively and use table numbers when refereeing to a table (Table 1, Tables 2, 3...). Use uppercase and lowercase letters for the title of the tables as shown here. Table caption must briefly explain the contents of the table. **Round to two decimal digits of accuracy while reporting correlations, proportions, and inferential statistics such as  $t$ ,  $F$ , and  $\chi^2$ .**

Table 1

*Result of the exploratory factor analysis for Student Engagement factors (based on item parcelling)*

Item parcelling	Factors			
	Factor1	Factor 2	Factor 3	Factor 4
SEC2	.92			
SEC1	.87			
SEC3	.73			
SAE1		.94		
SAE2		.68		
SEA1			.78	
SEA3			.77	
SEA2			.76	
SEP2				.80
SEP1				.73

Total of Eigen Values	6.38	3.06	2.01	1.59
Percentage of variance explained	26.59	12.74	8.38	6.63
KMO	.79			
Bartlett's test of sphericity*	*3380.90			
df	276			
Total of Variance explained	54.33			

\* $p < .0$

Note: SAE = Student Academic Engagement; SEA = Student Engagement with Academic Staff; SEP = Student Engagement with Peers; and, SEC = Student Engagement in Communities

## Figures

Place and label figure captions below each figure, in uppercase and lowercase letters. Type (Figure 1.

Captions...). See example as shown

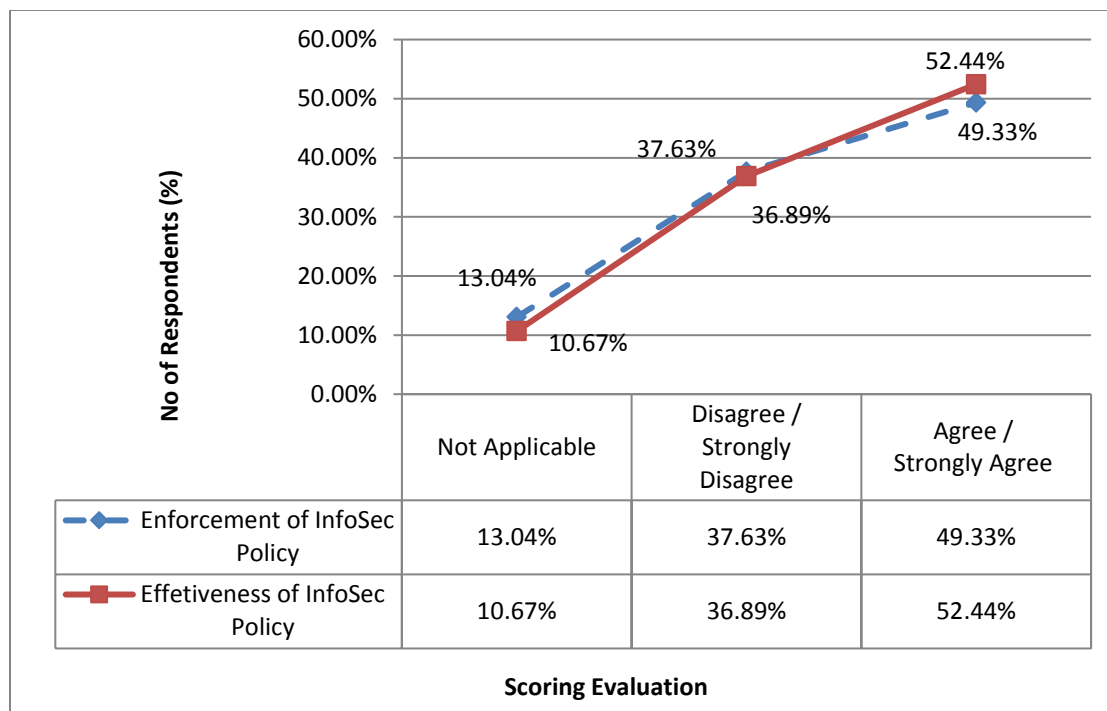


Figure 1. Summary of the user's perception on the enforcement and effectiveness of the institution's information security policy.

## ACKNOWLEDGEMENT

Any acknowledgments by the author may appear here. The Acknowledgments of people, grants, funds, etc should be brief and concise. For example:

1. **Single grant-** This work was supported by the \_\_\_\_\_ (Name of the Grant) \_\_\_\_\_  
( Grant number, year).

2. **Multiple grants-** separated by comma and space.

This work was supported by the Name of the Grant1 [grant numbers xxx, year]; Name of the Grant2 [grant number yyy, year]; and Name of the Grant3 [grant number aaa, year].

### 3. If Services and Facilities involved:

Example: The authors gratefully acknowledge use of service and facilities of the Human-Centered Computing Research lab at Unviersiti Utara Malaysia, funded by Prototype Research Grant Scheme, Ministry of Higher Education [grant number and year].

### 4. Non-funded

This research received no specific grant from any funding agency in the public, commercial, or not-for profit sectors.

## REFERENCES

List of References shall be arranged in alphabetical order of last name of first-named author for with more than one author. Do not number them. Please refer and follow the APA Style 6th ed.

For examples:-

### ***Journal Article***

Simon, A. (2000). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 23, 635-647.

### ***Book***

Flynn, J.R. (2007). *What is intelligence?-beyond the Flynn effect*. Cambridge: Cambridge University Press.

### ***Chapter in a book or entry in a reference book***

Nunes, T. (2002). The role of systems of signs in reasoning. In T. Brown & L. Smith (Eds.), *Reductionism and the development of knowledge* (pp. 133-158). Mahwah, NJ: Erlbaum.

### ***Journal article with DOI (Digital Object Identifier)***

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

### ***Journal article without DOI***

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the section of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123.  
Retrieved from <http://jbr.org/articles.html>

### ***Unpublished dissertation or thesis***

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