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TITLE OF THE MANUSCRIPT

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ABSTRACT
The abstract should be between 200 and 250 words. The title "ABSTRACT" is in Times New Roman, font size 11 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 also 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 Times New Roman, 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 Times New Roman, font size 11 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 Times New Roman, font size 11.*

INTRODUCTION

The introduction title and content should be in Times New Roman, 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

a. 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 Y17, "Newspapers sometimes take side with a group that is linked to the publisher. So, others feel cheated and decide to react". Also, Informant Y15, argued that:

> Media do show open support to any ethnic group which is not too good where there are multi-ethnic groups…ethnic group that is not within the interest of newspapers is usually tagged negatively and exposed on every atrocity. While an ethnic group that is close to the newspapers is usually protected and cover up on any incident (Informant Y15).

In what seems to be a new twist to the issue, some of the informants directly accused some national newspapers that are based in the South-West of double standard, which implies that the location of a newspaper has impact on its coverage and that one of the Yoruba ethnic group, Oodua People's Congress, based in the South-West, is being treated as a sacred cow.

Example of table formatting:

Table 1: Information seeking behaviours among young women

Item	Mean	Std Deviation
In information seeking I am willing to spend maximum amount of time	5.07	1.37
I am willing to pay for relevant information	4.89	1.25
In acquiring information I make use of informal resources of information as well (family, media, friends)	4.44	1.52
I plan my strategy of seeking in catalogs, databases, and internet in advance	3.88	1.47

Tables should be centered, with titles located at the top of the table. Font style and size are Times New Roman, 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 Times New Roman 10. The figure must be centered and must not exceed page margins.

CONCLUSION

ACKNOWLEDGEMENT (if any)

BIODATA

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REFERENCES

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

Patton, D. B., & Blaine, T. W. (2001). Public issues education: Exploring Extension's role. *Journal of Extension*, *39*(4).

Rittel, H. W. J., & Webber, M. M. (1973). Dilemmas in a general theory of planning. *Policy Sciences*, *4*, 155–169.

Witteman, H. (1988). Interpersonal problem solving: Problem conceptualization and communication use. *Communication Monographs*, *55*(4), 336–359.