TITLE OF PAPER

[Title: uppercase, Arial, font size 12, centered]

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[Use full name of all authors, Arial, font size 11, superscript 1, 2, 3 etc. to indicate affiliation, right justified]

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Abstract

The manuscript must include an abstract, describing its main points within 150-250 words in the Malay and English language. For authors who are unable to provide the Malay Language version of the abstract, the editor will help.

Keywords: **[3-5 words; Arial; font size 11; arrange alphabetically]**

Abstrak

Makalah mesti mengandungi abstrak yang menerangkan perkara utama dengan 150-250 patah perkataan dalam Bahasa Inggeris dan Melayu.

Kata kunci: **[3-5 perkataan; Arial; saiz huruf 11; disusun mengikut abjad]**

1.0 INTRODUCTION

[All first order headings use Arial, upper case, font size 11, bold and left justified]

The manuscript should be typed with 1.5 spacing, single column and Arial font and size 11 on A4 paper not exceeding 15 pages. In general, the contents should comprise of Introduction, Materials and Methods, Results and Discussion, Conclusion, Acknowledgement and References. The manuscript should be supplied with 3-5 keywords.

2.0 MATERIALS AND METHODS

Asean Journal of Teaching and Learning in Higher Education (AJTLHE) is a refereed journal, devoted to the dissemination of information on teaching and learning in higher educational context. It is an open access journal and all articles published in AJTLHE are available to readers completely free of charge. The journal publishes articles, research notes and book reviews whose content and approach are of interest to a wide range of scholars.

2.1 Submission Guidelines
[Second order headings should be bold, Title case, Arial font size 11, and left justified]

The manuscript should be typed with 1.5 spacing, single column and Arial font and size 11 on A4 paper not exceeding 15 pages.

The following paragraph should be 0.5 inches left indented and one 1.5 spacing after the previous paragraph.

2.2 Full Length Articles

The manuscript should be in either MS-Word or WordPerfect format (Macintosh or PC). Graphics, pictures, and screen shots should be included in the manuscript and also sent as separate files, preferably in .PICT or .EPS format. If you choose to submit your figures as a digital file as well, use .EPS or .TIF format. Formats such as JPEG, GIF, PCX, Pict and WMF

will not be accepted. Submit your figures in the original program they were made in. Do not embed them in the word processing program. If illustrations were made in an Illustration- or photo-editor, use the editor program.

Authors should follow the Publication Manual of the American Psychological Association, 6th ed. or at http://www.apastyle.org/index.aspx for references.

2.3 Research Notes

Due to the rapid technological advances, innovations, practices and changes that take place within the teaching and learning in higher education, the editorial board feels that summaries of work or research in progress would keep our readers abreast with the latest ideas and practices, and at the same time not overwhelming them with technical jargons that are usually associated with new technologies.

Thus, the editorial board welcomes short research notes or summaries on the progress of a current research or a brief report on a recently concluded research. The Research Note could involve works that:

- are developmental in nature,

- implement and experiment with innovative pedagogical ideas,

- focus on alternative views on the use and practice of technology and,

- depict new procedures and applications of existing/new technologies.

A Research Note (RN) should not exceed 500 words. RN should not have sub-headings but written as a fluent and coherent piece of essay with appropriate paragraphing. It should clearly specify, explain and clarify the problem statement followed by the objectives of the research and research questions (if any).

The methodological procedures used must be briefly and concisely stated. Writers may want to include the instruments used only if the inclusion is crucial to the overall understanding of the RN. Detailed findings are not required, but the major findings that shape the overall content and title of the RN must be included.

Discussion of the major findings is necessary but must be done succinctly. The discussion must demonstrate the writers' critical thoughts and awareness of his/her own research in context of other (or similar) research. The discussion, may or may not, highlight the research's implications and recommendations for further research.

The use of quotation is discouraged but citing others' work to support or argue for the problem statement and discussion are allowed. The format of reference is similar to the format used in the full-length articles. Writers are encouraged to include images (e.g., screen shots or book covers) and hypermedia links that provide additional information, particularly for RN that depicts development, if relevant.

2.4 Book Reviews

AJTLHE accepts reviews of professional books, classroom texts, and technological resources related to the teaching and learning in higher education. Reviews should normally include references to published theory and research in teaching and learning, andragogy, or other relevant disciplines. Reviews of individual books are generally 1,200-1,600 words long. Reviews should include the name, institutional affiliation and a valid e-mail address. In addition, the following information should be included in a table at the beginning of the review:

- Books
- Author(s)
- Title

- Series (if applicable)

- Publisher

- City and country

- Year of publication

- Number of pages

- Price

- ISBN

3.0 Results and Discussion

All illustrations including figures, charts, graphs and tables must be labelled and supplied on pages separate from the text. The desired placement in the text should be clearly indicated. These illustrations should be referred to and numbered serial, as figures (Figure 1) and tables (Table 1). All figures and tables must be stated in the text before the figures and tables appear. All illustrations should be clearly drawn in permanent ink or photographed in sharp black and white and reproduced in the form of high – contrast glossy prints or digital images and provided in camera ready form.

Figure 1: [Illustration text and caption should centered, Arial, font size 11, included in body text]

Table 1: [*Table text and caption should be centered and italic, Arial, font size 11, included in body text*]

	Title 2	Title 3	Title 4	Title 5	Title 6
A					
B					
C					

3.1 References

References in the text should be denoted by giving the name(s) of the author(s). All alphabetically ordered references list should be included at the end of the manuscript. All references cited in the text must appear in the reference list. Authors are responsible for the accuracy and completeness of all information in the reference. Manuscripts must confirm to the references in the Chicago manual of Style (University of Chicago Press). The references style adopted should be consistent throughout the manuscript (Callister 2000; Patterson & Savas 2016; Zainol et al. 2017).

4.0 CONCLUSION

It is the author's responsibility to ensure that the submitted work does not infringe any existing copyright. Authors should obtain permission to reproduce or adapt copyrighted material and provide evidence of approval upon submitting the final version of their manuscript.

All manuscripts will be refereed by one, or more referees. Names of the referee(s) will not be disclosed to the author(s).

5.0 ACKNOWLEDGEMENTS

This template gives formatting guidelines for authors preparing papers for publication in the

AJTLHE. The authors must follow the instructions given in the document for the papers to be published.

6.0 REFERENCES

[arrange alphabetically]

Callister, J.W.D. (2000). *Materials Science and Engineering: An Introduction*. 5th ed. New York: John Wiley & Sons.

Khataee, E. & Davoudi M. (2018). The role of cultural schemata in inferential reading comprehension: An investigation in the Iranian EFL context. *Asean Journal of Teaching and Learning in Higher Education*, 10(2), 11 – 27.

Zainol, M.M., Amin, N.A.S. & Asmadi, M. (2017). Preparation and characterization of impregnated magnetic particles on oil palm frond activated carbon for metal ions removal. *Sains Malaysiana*, 46(5), 773-782.