

Type of the Paper (Article, Review Paper, Book Review, etc.)

Article Title

Firstname Lastname ¹, Firstname Lastname ² and Firstname Lastname ^{2,*}

¹Department, Institution/Organization, Postcode Town/State, Country

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*Corresponding author: email@email.com

Abstract: An abstract is a short summary of your manuscript, usually about a paragraph 150 to 250 words, and must not contain any references. Abstract should include six main elements: introduction of the topic, significance of the topic discussed, overview of method used, results, conclusion and implication. An abstract should be typed as a single paragraph in a block format. All numbers in the abstract should be typed as digits rather than words. Manuscripts written in Malay language should provide both English and Malay language abstracts.

Keywords: Provide at least FIVE (5) keywords. Keywords are your own designated keywords which can be used for easy location of the manuscript using any search engines.

Introduction

Ideally, the Introduction should contain a clear description of the background of the topic, the problem statements, conceptual definitions of variables/concepts included, scope, aims and objectives. The Introduction may include several subtitles/sections such as Literature Review, Conceptual Definition, Theoretical Review etc. These sections can be written in separate sections.

For the English language, the journal refers to British spelling conventions as found in the Oxford series of dictionaries with the exception of material in a direct quote, which should follow the original source. For example: centre, not center/ programme, not program/ colour, not color/ flavour, not flavor/ specialise, not specialize/ honour, not honor/ humour, not humor/ saviour, not savior/ organise, not organize/ labour, not labor.

Methodology

The methodology section should **include** what (1) method they used to gather data (survey, interviews, experiments, etc.), why they chose this method, and what the limitations are to this method; (2) sample groups, sample size and sampling technique; (3) research instruments; and (4) research procedure.

For **empirical research, systematic reviews and meta analysis**, it is compulsory to provide the methodology section clearly and as detail as possible. For **review articles**, it is not necessarily to have methodology but authors are encouraged to provide description of article identification.

The Findings

This section should provide a concise and precise description of the results of the research, including the data and their interpretation. For quantitative research, data are best presented using Table and Figure. Nonetheless, Graph can be also presented depending on the types of data.

A common use of tables is to present quantitative data or the results of statistical analyses as well as informant demographic (optional). The title must be at the top of the table, centred and Sentence case. The sources (if necessary) must be at the bottom of the table, centred and Sentence case. Tables must be mentioned in the text.

Table 1. Title

Times New Roman	Font Size	Case	Align
Left alignment	10	Sentence case	Centre
Left alignment	10	Sentence case	Centre
Left alignment	10	Sentence case	Centre
Left alignment	10	Sentence case	Centre
Left alignment	10	Sentence case	Centre

Source: XXX (2022)

The explanation of the Table should be after the Table. Do not repeat information presented in the Table. The best way to explain is to summarize the whole Table, including the highest, the lowest and the unique information.

Figure 1. Title



Source: XXX (2018)

A common use of Figures is to present graphs, photographs, or other illustrations (other than tables). The explanation of the Table should be after the Figure. All figures and tables should be cited in the main text as Figure 1, Table 1, etc.

This section may be divided by subheadings. The first subheading should be bold, *italic* and Capitalize Each Word. The second subheading should be *italic* and Sentence case. See as follow:

First Subsection (first subheading)

Authors are advised to use up to two subheadings. Authors may structure information or data in bulleted and numbered lists. Bulleted lists should be indented 1.0 cm, as follow:

- First bullet;
- Second bullet;
- Third bullet.

The numbered lists should also be indented 1.0 cm with specific numbering style. See as follow:

1. First item;
2. Second item;
3. Third item.

Subsubsection (second subheading)

For qualitative data, the quotes can be presented in a table form and followed by explanation and interpretation. The title must be at the top of the table, centred and Sentence case. The sources (if necessary) must be at the bottom of the table, centred and Sentence case. See example of the tables as follow:

Table 2. Title one

Theme	Quotes	Interpretation/remark
Theme 1	<i>I feel like... (Informant 1, Female, 16 years old)</i>	xxxxx
Theme 2	<i>I am sorry to say this, but... (Informant 3, Male, 21 years old)</i>	xxxxx
Theme 3	<i>My father and my mother... (Informant 3, Male, 18 years old)</i>	xxxxx

Table 3. Title two

Theme	Quotes
Theme 1	<i>I feel like... (Informant 1, Female, 16 years old)</i>
Theme 2	<i>My father and my mother... (Informant 3, Male, 18 years old)</i>

The information of participants must be pseudonyms and may include gender, age and position. In the text, the quotes must be illustrated as follow: Informant X (female, teacher, 40 years old) says “*I enjoy working here. I enjoy teaching.*” Meanwhile, the quotes that have more than three full line must be presented as follow:

“A quote of more than three full lines should be indented 1.0 cm from the left margin and single-spaced like the rest of the paper. The quotes must be formatted in italics for the reader to identify them easily. Please use an open inverted commas (‘’) at the beginning of the quotation and close inverted comma (’’) at the end. After each quote, state that the quote is from a participant (using pseudonyms).”

(Informant X, Male, 34 years old)

Discussion

Authors should discuss the results and how they can be interpreted from the perspective of previous studies and of the working hypotheses. The findings and their implications should be discussed in the broadest context possible. Future research directions may also be highlighted. Also, the conclusion should discuss briefly the limitations of the study.

Conclusion

Conclusion section is mandatory. It should summarize the whole parts of the research paper and discuss briefly the contribution of the study in practice and field.

Acknowledgement: Acknowledgement is mandatory. All acknowledgments should be included at the very end of the manuscript before the references. Anyone who made a contribution to the research or manuscript, but who is not a listed author, should be acknowledged (with their permission). Also, if this research and

publication is funded by particular organization, authors may add: ‘This research/publication was funded by XXXX, grant number XXX’

Ethical Approval: In this section, you should add an approval number, if relevant to your study. You might choose to exclude this statement if the study did not require ethical approval. Please note that the Editorial Office might ask you for further information. Please add “Ethical approval for this study was granted by the XXXX Ethics Committee with protocol code: XXX and date of approval: XXX.”

Informed Consent Statement: Any research article describing a study involving humans should contain this statement: ‘Informed consent was obtained from all subjects involved in the study.’ For studies not involving humans, please exclude this statement.

Conflicts of Interest: Declare conflicts of interest or state: ‘The authors declare no conflict of interest.’

References

Referencing (include in-text citation) must follow the latest version of APA style, including in-text citation. Log on to the website: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

Reference examples for journal articles:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Reference examples for e-book/book/book chapters:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

Report by a government agency:

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>