

**<Paper/ Manuscript Title/Bold, Lower Case Letters, Arial 12>**

Author1<Arial 10> \*

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Author5 <Arial 10>\*\*\*\*\*

Main author & co-authors' email address (**Decide who is a Corresponding Author**)

**Abstract (Font 10, Arial and BOLD, small caps)**

An abstract should not exceed two hundred words. It must be written in both Malay and English languages. An abstract writing must be started with an English version, followed by a Malay version. An abstract should visualise the whole idea in a manuscript. Therefore, it should be written precisely and concisely by emphasising novelty and contribution to the body of knowledge. Also, the abstract should cover sufficient information to attract the readers' interest in reading the whole manuscript. Finally, do not cite references in the abstract. (**Abstract Content must be in Arial font 10, small caps, justified**)

**Keywords:** keyword 1, keyword 2, keyword 3, keyword 4, keyword 5 <Arial 10, huruf kecil, mengikut susuan alphabet>

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< Arial 8, small caps dan align text left>



## <Tajuk Manuskrip /Bold, Huruf Kecil, Arial 12>

Penulis1<Arial 10> \*

Penulis2 <Arial 10>\*\*

Penulis3 <Arial 10>\*\*\*

Penulis4 <Arial 10>\*\*\*\*

Penulis5 <Arial 10>\*\*\*\*\*

Alamat Email Penulis utama dan penulis Bersama (Tentukan siapa Penulis Koresponden)

## Abstrak <Arial 10, BOLD, huruf kecil>

Penulisan abstrak hendaklah tidak melebihi dua ratus patah perkataan. Ianya hendaklah ditulis dalam Bahasa Melayu dan Bahasa Inggeris. Penulisan abstrak perlulah dimulai dengan versi bahasa Inggeris dahulu, diikuti dengan versi Bahasa Melayu. Abstrak seharusnya menggambarkan keseluruhan kandungan manuskrip. Oleh itu, ianya perlu ditulis secara ringkas dan jelas dengan menekankan aspek novelty dan sumbangan kajian kepada bidang ilmu. Abstrak perlu merangkumi maklumat yang mencukupi untuk menarik minat pembaca terus membaca keseluruhan kandungan manuskrip. Seterusnya, tiada rujukan atau citation dalam penulisan abstrak < Arial 10, huruf kecil, justified>

**Kata Kunci:** Kata kunci 1, kata kunci 2, kata kunci 3, kata kunci 4, kata kunci 5 <Arial 10, huruf kecil, mengikut susunan abjad>

Dihantar : 1 April 2020

Disemak : 1 Jun 2020

Diterbit : 1 Julai 2020

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< Arial 8, huruf kecil dan align text left>



## 1.0 Manuscript Preparation (Heading 1)

These instructions are written in a form that satisfies all of the formatting requirements for the author's manuscript. **Please use them as a template in preparing your manuscript.** Authors must take special care to follow these instructions concerning margins. The basic instructions are simple:

- Manuscript shall be formatted for an A4 size page.
- The top, left and right margins shall be 30 mm.
- The bottom margin shall be 25 mm.
- The text shall have both the left and right margins justified.

### 1.1 Structure (Sub Heading 2)

The manuscript should be organised in the following order: Title of the paper, Authors' names and affiliation, Abstract, Keywords, Introduction, Body of the paper (in sequential headings), Conclusion, Acknowledgements (where applicable), References, and Appendices (where applicable).

### 1.2 Author's Name and Affiliation (Sub Heading 2)

The title's font size is 12 points and should be in bold, centred on the page. The author's name(s) is also centred on the page but with a font size of 10 points. A blank line is required between the title and the author's name(s). Last names should be spelt out in full and succeeded by the author's initials. The author's affiliation, complete mailing address, and e-mail address (all in font size 10 points) are provided below. Phone and fax numbers do not appear.

### 1.3 Keywords (Sub Heading 2)

The author should provide a list of three to five keywords (maximum) that clearly describe the subject matter of the paper.

### 1.4 Date of manuscript submitted, revised and published (Sub Heading 2)

The author should provide the date of the manuscript submitted in a specific format as stated in the template. The revised and published date will be updated by journal editorial boards later once the evaluation process is completed and ready for publication.

## 2.0 Text Layout (Heading 1)

The manuscript must be typed in single spacing. Use extra line spacing between equations, illustrations, figures and tables. The body of the text should be prepared using Arial. The font size used for the preparation of the manuscript must be 10 points. Paragraphs following a heading should not be indented. Note that there is no line spacing between paragraphs unless a subheading is used. Symbols for physical quantities in the text should be written in *italics*.



### 3.0 Section Headings (Heading 1)

Section headings should be typed in left alignment on the page. The first letter of each word in the subheading should be capitalised. The type, fonts and style above (10-point bold) are examples of a section heading. Do not underline section headings. A bold font should be used for section headings. The headings should be numbered.

#### 3.1 Sub-Heading (Heading 2)

Subheadings should be positioned at the left margin, in font the same size as the main text (Arial 10 points) with single line spacing above and below. The first letter of each word in the subheading should be capitalised.

##### 3.1.1 Sub-Subheading (Heading 2)

Sub-subheadings should be typed the same size as that used for the body of the text (Arial 10 points bold). Only the first letter in the subheading should be capitalised. Note that a blank line precedes and follows the subheading.

### 4.0 Equations and Mathematical Expressions

Equation numbers should appear in parentheses and be numbered consecutively. All equation numbers must appear on the right-hand side of the equation and should be referred to within the text. Two different types of styles can be used for equations and mathematical expressions. They are:

- In-line style
- Display style.

#### 4.1 In-line style

In-line equations/expressions are embedded in paragraphs of the text. For example,  $E = mc^2$ . In-line equations should not be numbered.

#### 4.2 Display style

Equations in display format are separated from the paragraphs of text. They should be flushed to the centre of the column. Fractional powers should be used instead of root signs. A slash (/) should be used instead of a horizontal line for fractions, whenever possible; for example, use  $2/3$  for two-thirds. Refer to equations in the text as "Eq.(1)" or, if at the beginning of a sentence, as "Equation (1)". Vectors should be typed in boldface. Do not use arrows, wavy-line underscoring, etc.

### 4.0 Figures and Tables



Figures (diagrams and photographs) should be numbered consecutively using numbers. They should be placed in the text soon after the point where they are referenced. Figures should be centred in a column and should have a figure caption placed underneath. Captions should be centred in the column, in the format "Figure 1" and are in upper and lower case letters. When referring to a figure in the body of the text, the abbreviation "Figure" is used. Illustrations must be submitted in digital format, with a good resolution. Table captions appear centred above the table in upper and lower case letters. When referring to a table in the text, "Table" with the proper number is used. Captions should be centred in the column, in the format "Table 1" and are in upper and lower case letters. Tables are numbered consecutively and independently of any figures. If the figure or table adopted from any published material, author MUST include the source as according to format. All figures and tables must be incorporated into the text (in Portrait orientation).

**Table 1:** Themes and Categories of the Article in TENIAT

(Source: TENIAT, 2015)

| No | Categories                                                                                                                                                                      | Themes                               |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1  | Applied Technology, Material Sciences, Computing, Music Technology, ICT, Informatics, Future Studies, etc                                                                       | Science and Technology               |
| 2  | Media Studies, Film, Animation, Digital Media, Screen Studies, Visual Communication, Product Design, Music Studies, Sound Recording, Audio Design, Fashion Design, Gemology etc | Creative Media and Design Technology |
| 3  | Fine Arts, Cultural Studies, Performing Arts, Literature Studies, Conservation, Museumology, Archaeology, Heritage Studies, etc                                                 | Art, Culture and Heritage            |
| 4  | Service Design, Corporate Communication, Business Studies, Economics, Entrepreneurship, etc                                                                                     | Management and Entrepreneurship      |
| 5  | But, not limited to                                                                                                                                                             | etc                                  |



**Figure 1:** Front page of International Journal of Creative Future and Heritage

(Source: TENIAT, 2015)

## **5.0 Units**

The use of SI units is strongly recommended and mixed units are to be avoided.

## **6.0 Conclusion**

A conclusion section must be included and should indicate the advantages, limitations and implications or possible applications of the paper. Do mention the potential future work.

## **7.0 In-Text Citation**

Document your study throughout the text by citing the author (or brief title if there is no author) and the year of the works you researched. The reader can then locate the complete source in the reference list (in alphabetical order) at the end of your work. The in-text citation is highlighted in these examples:

### **One author**

Rahman (2010) claimed that ... or The theory was first put forward in 1960 (Rahman, 2010).

### **Two authors**

Always cite both authors.

Example: Rahman and Noor (2009) found ... or The majority found ... (Rahman & Noor, 2009).

### **Multiple authors for three (3) or more authors**

Always shortened right from the first citation. You only include the first author's name and "et al.".

Example: (Taylor, Kotler, Johnson, & Parker, 2018 ) - (Taylor et al., 2018)

### **Multiple works (when two or more references are cited for making the same point)**

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations with semicolons.

Example: (Rahman, 2010; Rahman & Kadirgama, 2009; Rahman et al., 2011)

### **Multiple works by the same author**

Arrange two or more works by the same author by year of publication. Give the author's surname once; for each subsequent work, give only the date.



Example: University research has indicated that... (Rahman, 2007, 2010).

## 8.0 Acknowledgements

An acknowledgement section may be presented after the conclusion if desired. Individuals or units other than authors who were of direct help in the work could be acknowledged by a brief statement following the text.

## 9.0 References

The **APA format 7th edition (2020) referencing system** is to be used. As compared to the previous 6<sup>th</sup> edition, there are slight changes to the APA formatting as follows:

- The publisher's location is no longer included in the reference.
- The in-text citation for works with three or more authors is now shortened **right from the first citation**. You only include the first author's name and "et al."
- Surnames and initials for up to 20 authors (instead of 7) should be provided in the reference list.
- DOIs are formatted the same as URLs. The label "DOI:" is no longer necessary.
- URLs are no longer preceded by "Retrieved from," unless a retrieval date is needed. The website name is included (unless it's the same as the author), and web page titles are italicized.
- For ebooks, the format, platform, or device (e.g. Kindle) is no longer included in the reference, and the publisher is included.

In the body of the text, a paper is to be referred to by the author's surname with the year of publication in parentheses. References should be listed together at the end of the paper in alphabetical order by author's surname. List of references indents 10 mm from the second line of each reference. Personal communications and unpublished data are NOT acceptable references.

## References

### Journal Papers

Hamada, K. I., Rahman, M. M. & Aziz, A. R. A. (2012). Characteristics of the time-averaged overall heat transfer in a Direct Injection Hydrogen Fueled Engine. *International Journal of Hydrogen Energy*, 38(11), 4816-4830.

Rahman, M. M. & Ariffin, A. K. (2006). Effects of surface finish and treatment on the fatigue behaviour of vibrating cylinder block using frequency response approach. *Journal of Zhejiang University of Science A*, 7(3), 352-360.



Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018). Characteristics of the time-averaged overall heat transfer in a Direct Injection Hydrogen Fueled Engine. *International Journal of Hydrogen Energy*, 38(11), 4816-4830.

Journal titles should not be abbreviated and is set in italics. Note that surnames and initials for up to 20 authors (instead of 7) should be provided in the reference list.

### Books

Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. Simon & Schuster.

Note that the title of the book is *italicized* and sentence case and the publisher location is no longer included in the reference.

### Ebooks

Brück, M. (2009). Women in early British and Irish astronomy: Stars and satellites ~~[Kindle version]~~. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>

<Note that for ebooks, the format, platform, or device (e.g. Kindle) is no longer included in the reference, and the publisher is included>

### Chapter in Books

Barky, M. E. & Zhang, S. (2005). *Fatigue spot welds*. Fatigue testing and analysis. Lee et al. (Eds.). Butterworth Heinrahmanemann, 285-311.

Note that the title of the book is italicized and sentence case.

### Proceeding Papers

Rahman, M. M., Bakar, R. A., Sani, M. S. M. & Noor, M. M. (2008). Investigation into surface treatment on fatigue life for cylinder block of linear engine using frequency response approach. *15th International Congress on Sound and Vibrations*, 2119-2127.

### Web Pages

Felippa, C. A. (2011). *Advanced finite element methods*. <http://www.colorado.edu/courses.d/AFM.d/Home.html>.

Rockwell Automation. *Arena*. <http://www.arenasimulation.com>.

<Note that URLs are no longer preceded by "Retrieved from," unless a retrieval date is needed. The website name is included (unless it's the same as the author), and web page titles are italicized>



## References (Example)

- Bernard, B., Sauter, S. and Fine, L. (1994). *Job task and Psychosocial Risk Factors For Work-Related Musculoskeletal Disorders Among Newspaper Employees*. Scand. J Work Environ Health 20(6), pg 417-426.
- Colombini, D., and Occhipinti, E. (2006). *Preventing Upper Limb Work Related Musculoskeletal Disorders (UL-WMSDs): New Approaches in Job (re)design and Current Trends in Standardization*. Applied Ergonomics, Issues 37, pg 441-450.
- Halim, I., Omar, A.R. and Saad, N.H. (2005). *Ergonomic Assesment to Identify Occupational Risk Factor in Metal Stamping Industry*. NAME 05.
- Lemaster, G. K., Atterbury, M. R., Booth-Jones, A.D., Bhattacharya, A., Ollila-Glenn, N., Forrester, C., Forst, L. (1998). *Prevalence of Work Related Musculoskeletal Disorders In Active*
- Massaccesia, M., Pagnotta, A., Soccettia, A., Masalib, M., Masieroc, C., Grecoa, F. (2003). *Investigation of work-related disorders in truck drivers using RULA method*. Applied Ergonomics, Issues 34, pg 303–307.
- Mc Atamney, L., Corlett, E.N., (1993). *RULA: a survey method for the investigation of work-related upper limb disorders*. Appl. Ergon. Issues 24, pg 91–99.

