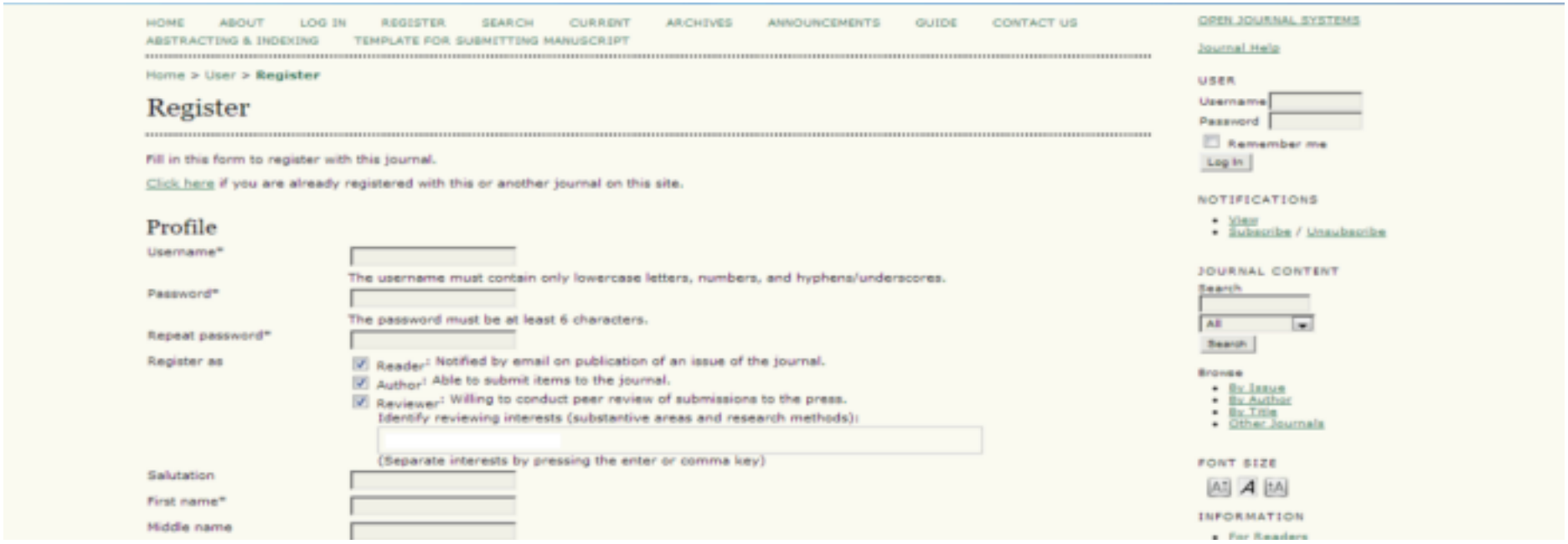
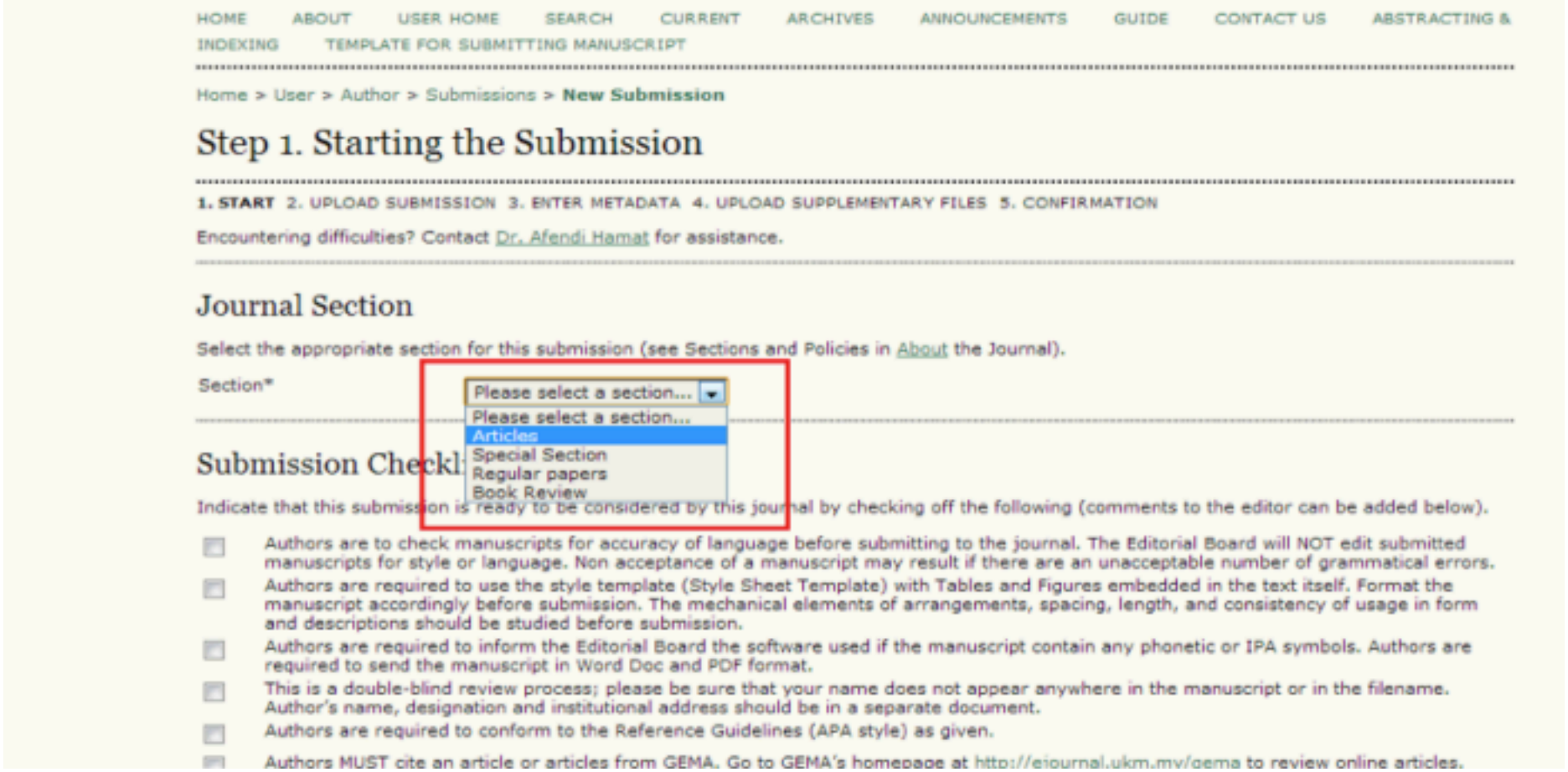
OJS Author Guides (To submit an article)

1. Please register at http://ejournals.ukm.my/index/user/register for new user.

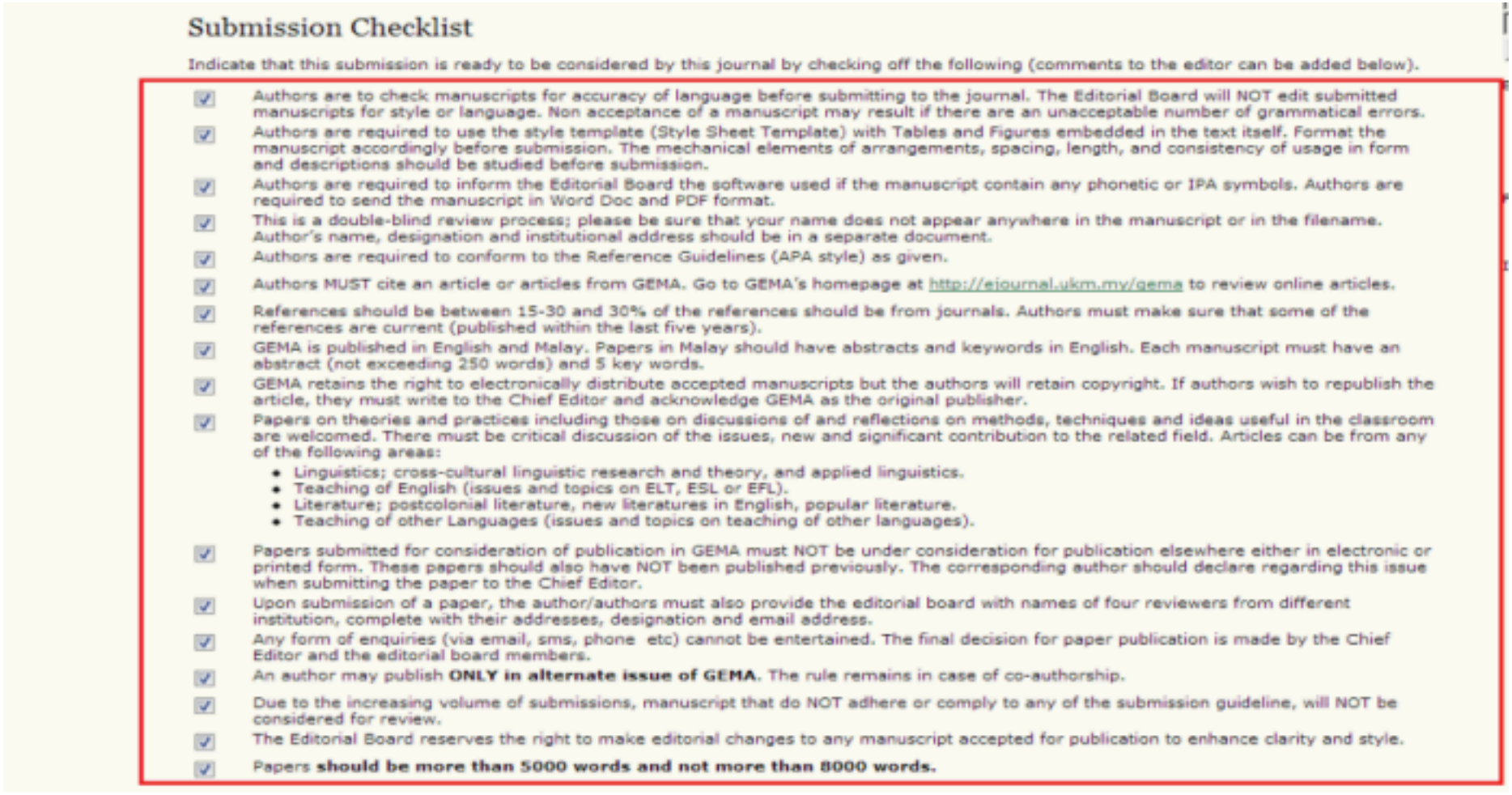


2. Click on New Submission.

3. Select section for your article.



4. Please tick in the box and make sure you followed all the submission guidelines to avoid your article to be rejected.

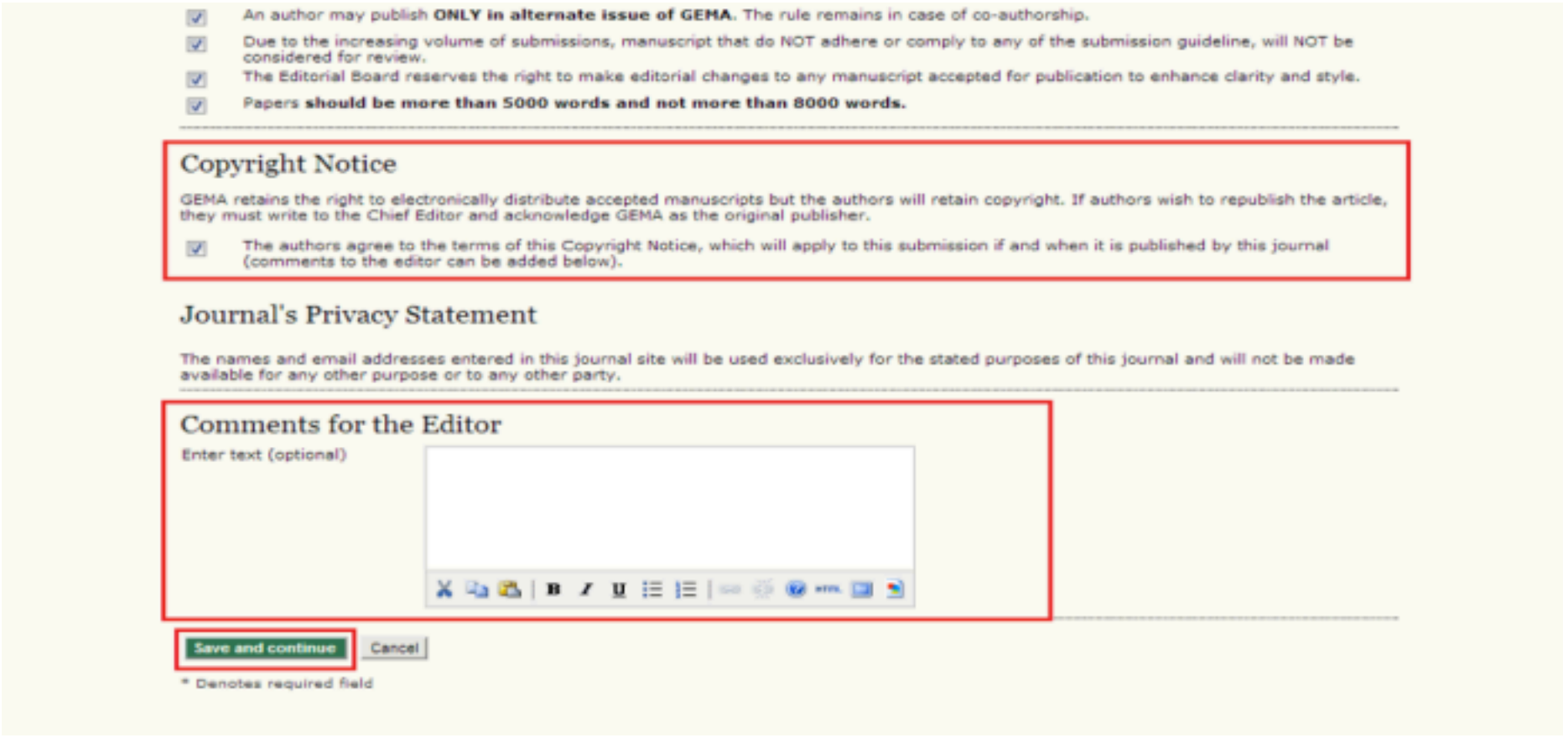


Submission Checklist

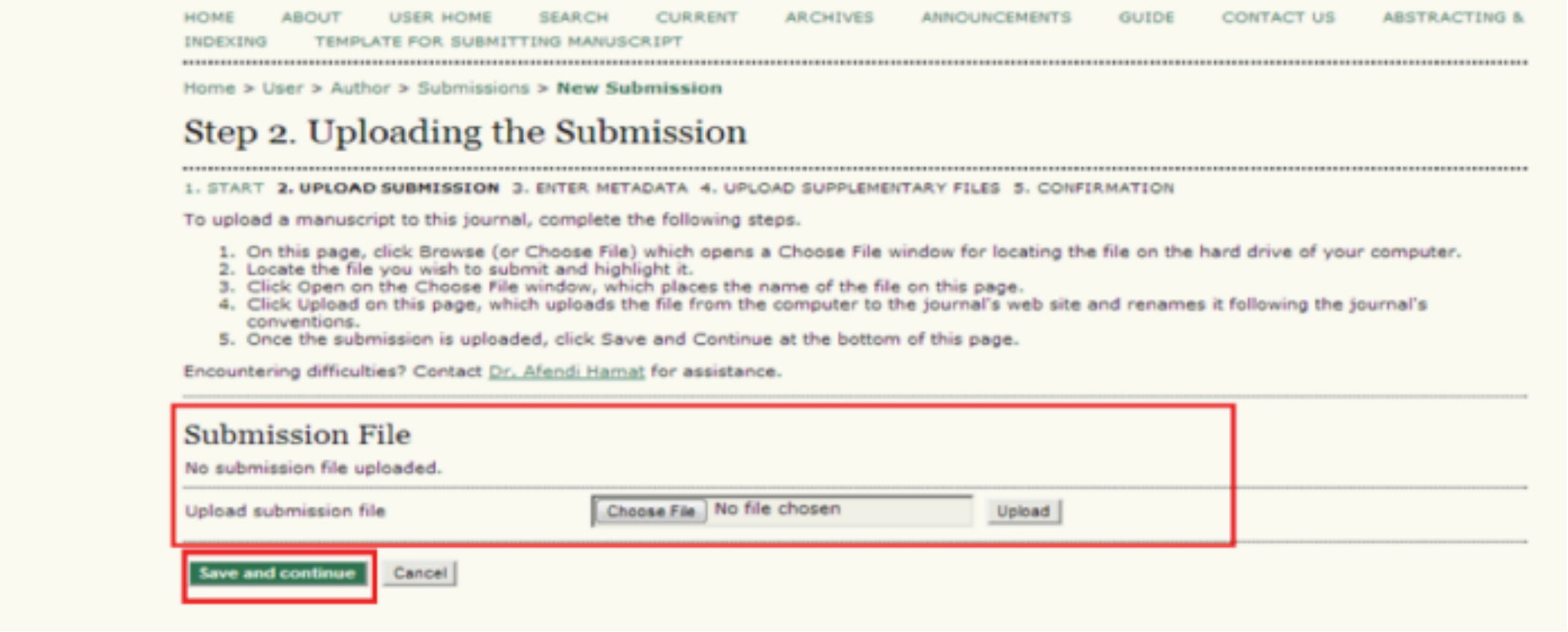
Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☑ Authors are to check manuscripts for accuracy of language before submitting to the journal. The Editorial Board will NOT edit submitted manuscripts for style or language. Non acceptance of a manuscript may result if there are an unacceptable number of grammatical errors.
- ☑ Authors are required to use the style template (Style Sheet Template) with Tables and Figures embedded in the text itself. Format the manuscript accordingly before submission. The mechanical elements of arrangements, spacing, length, and consistency of usage in form and descriptions should be studied before submission.
- ☑ Authors are required to inform the Editorial Board the software used if the manuscript contain any phonetic or IPA symbols. Authors are required to send the manuscript in Word Doc and PDF format.
- ☑ This is a double-blind review process; please be sure that your name does not appear anywhere in the manuscript or in the filename. Author's name, designation and institutional address should be in a separate document.
- ☑ Authors are required to conform to the Reference Guidelines (APA style) as given.
- ☑ Authors MUST cite an article or articles from GEMA. Go to GEMA's homepage at http://ejournal.ukm.my/gema to review online articles.
- ☑ References should be between 15-30 and 30% of the references should be from journals. Authors must make sure that some of the references are current (published within the last five years).
- ☑ GEMA is published in English and Malay. Papers in Malay should have abstracts and keywords in English. Each manuscript must have an abstract (not exceeding 250 words) and 5 key words.
- ☑ GEMA retains the right to electronically distribute accepted manuscripts but the authors will retain copyright. If authors wish to republish the article, they must write to the Chief Editor and acknowledge GEMA as the original publisher.
- ☑ Papers on theories and practices including those on discussions of and reflections on methods, techniques and ideas useful in the classroom are welcomed. There must be critical discussion of the issues, new and significant contribution to the related field. Articles can be from any of the following areas:
  - Linguistics; cross-cultural linguistic research and theory, and applied linguistics.
  - Teaching of English (issues and topics on ELT, ESL or EFL).
  - Literature; postcolonial literature, new literatures in English, popular literature.
  - Teaching of other Languages (issues and topics on teaching of other languages).
- ☑ Papers submitted for consideration of publication in GEMA must NOT be under consideration for publication elsewhere either in electronic or printed form. These papers should also have NOT been published previously. The corresponding author should declare regarding this issue when submitting the paper to the Chief Editor.
- ☑ Upon submission of a paper, the author/authors must also provide the editorial board with names of four reviewers from different institution, complete with their addresses, designation and email address.
- ☑ Any form of enquiries (via email, sms, phone etc) cannot be entertained. The final decision for paper publication is made by the Chief Editor and the editorial board members.
- ☑ An author may publish **ONLY in alternate issue of GEMA**. The rule remains in case of co-authorship.
- ☑ Due to the increasing volume of submissions, manuscript that do NOT adhere or comply to any of the submission guideline, will NOT be considered for review.
- ☑ The Editorial Board reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.
- ☑ Papers **should be more than 5000 words and not more than 8000 words.**

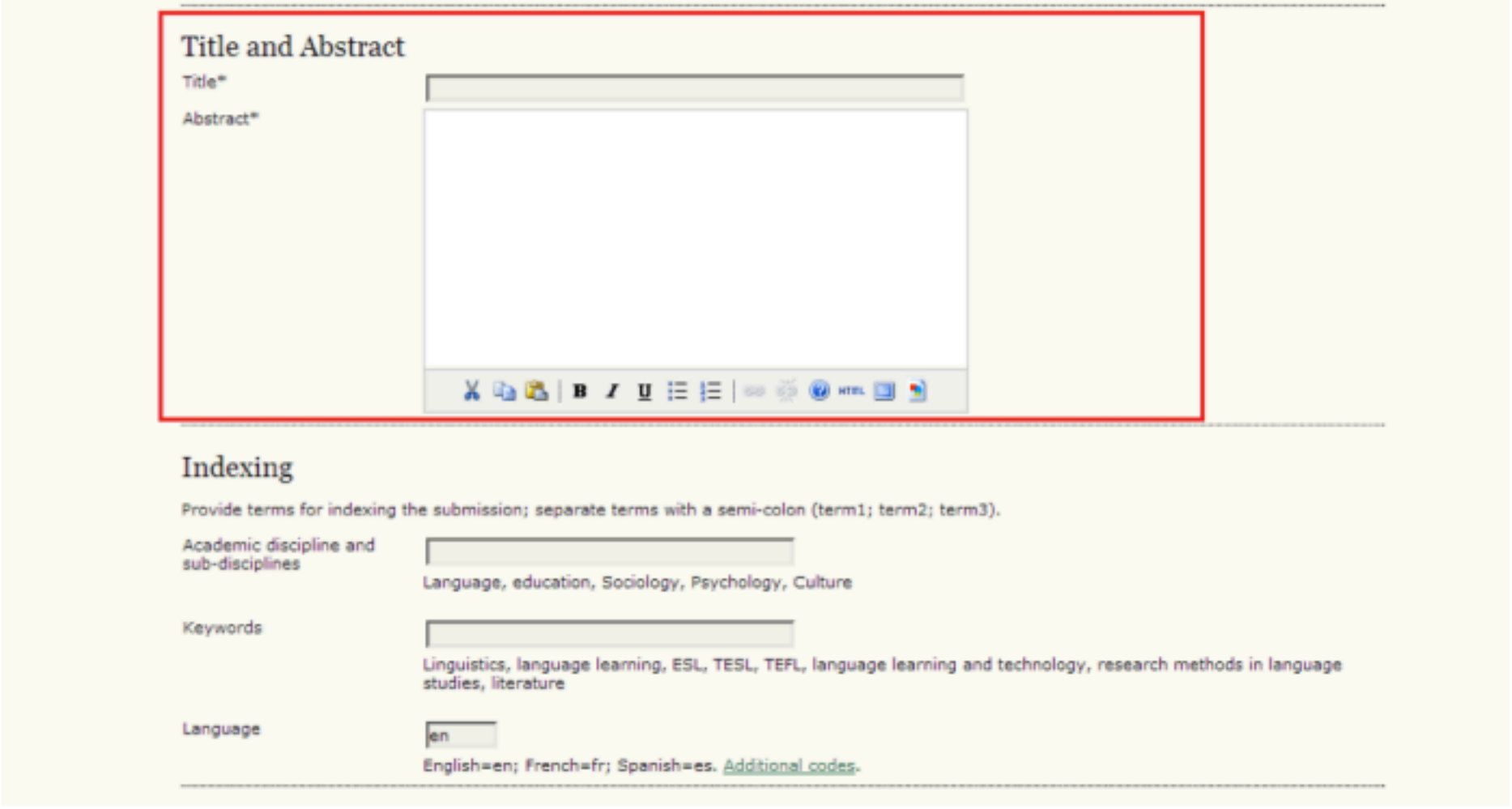
5. Tick in the box for Copyright Notice and enter your comments in the box to add the additional comments. Then clicks Save and continue.



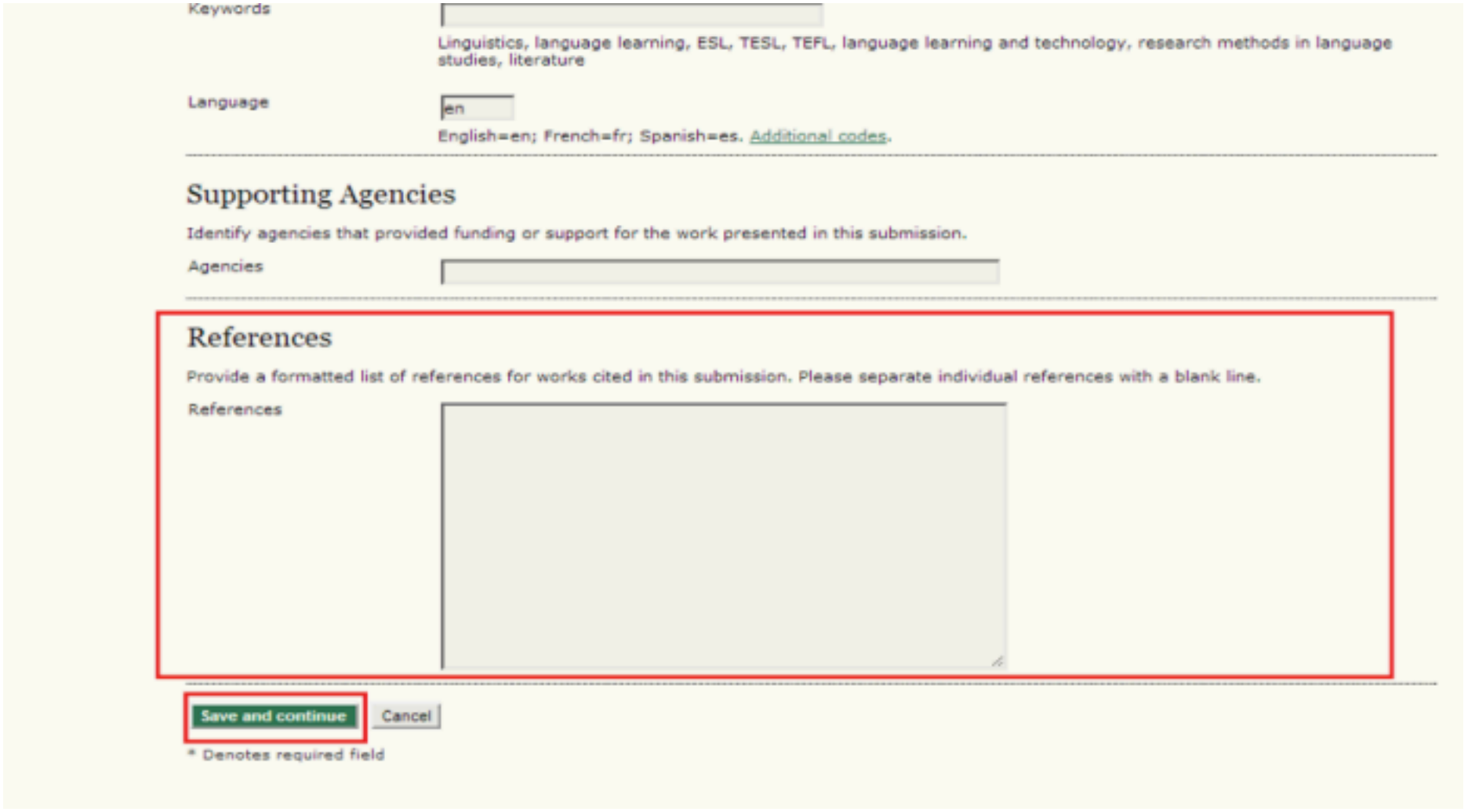
6. Submit your manuscript and upload the manuscript. Then click Save and continue.



7. Fill in your manuscript title and abstract. This is compulsory.



8. Fill in the references and each reference separate with a blank line. Then click Save and continue.



9. Upload your supplementary files such as suggested names of reviewer and then Save and continue. If you don't have any supplementary files, just proceed by click on Save and continue.

10. Your manuscripts successfully uploaded and click Finish Submission.

Step 5. Confirming the Submission

To submit your manuscript to GEMA Online® Journal of Language Studies click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with GEMA Online® Journal of Language Studies.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
5785	TESTING.DOCX	Submission File	33KB	04-24

Finish Submission Cancel