Templat Kertas Kerja Penuh dan Garis Panduan Pengarang untuk Penyerahan Artikel
(Full Paper Template and Author Guidelines for Submission of Article)

By:

Name Pengarang (Kelayakan)[1*]
*Pengarang Koresponden,
[1]Jawatan, Fakulti, Nama Universiti A, Bandar, Negara
pengarang@university.edu

Nama Pengarang (Kelayakan)[2]
[2] Jawatan, Nama Fakulti, Nama Universiti B, Bandar, Negara
pengarang@university.edu

Nama Pengarang (Kelayakan)[3]
[3] Jawatan, Nama Fakulti, Nama Universiti C, Bandar, Negara
pengarang@university.edu

ABSTRAK
 Tujuan dokumen ini adalah untuk menyediakan format yang seragam untuk kertas kerja penuh yang digunakan untuk prosiding persidangan dan jurnal. Penerbit menyarankan pengarang menggunakan templat kertas kerja penuh ini semasa menyediakan artikel. Dokumen ini juga menyediakan garis panduan kepada pengarang untuk penyerahan kertas kerja penuh untuk penerbitan.

Kata kunci: Kertas Penuh, Templat, Pengarang, Garis Panduan

ABSTRACT
 The purpose of this document is to provide a consistent format for full papers appearing in the conference proceedings and journal. The publisher strongly encourages the authors to use the full paper template when preparing the article. This document also provides guidelines to the authors for submission of full paper for publication.

Keywords: Full Paper, Template, Author, Guidelines

PENGENALAN

Penulis hendaklah menyediakan kertas penyelidikan mereka mengikut templat dan garis panduan yang disediakan dalam dokumen ini. Kertas yang tidak disediakan mengikut garis panduan ini boleh dikembalikan untuk pembetulan sebelum sebarang pertimbangan editorial.
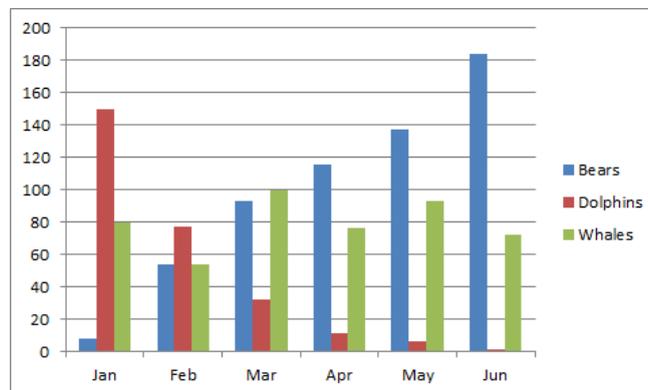
Templat dan garis panduan ini digunakan untuk kedua-dua prosiding persidangan dan artikel jurnal.

2. Templat Kertas Kerja Penuh

Format yang seragam akan membantu pembaca memahami artikel dengan mudah. Ini boleh dicapai dengan berkesan sekiranya pengarang menggunakan fail templat ini untuk penyediaan kertas kerja.

Jadual 1: Format of Papers

Paper Length	Between 10 to 15 pages.
No. of Words	4,000 to 7,000 words
Paper Title	Not exceeding 15 words *** For paper in Bahasa and Arabic, author also needs to provide title in English**
Abstract	Not exceeding 200 words in a single paragraph including the purpose of the paper, the scope, objective, methodology, findings, practical applications and significance *** For paper in Bahasa and Arabic, author also needs to provide the abstract in English**
Keyword	3 to 5 keywords *** For paper in Bahasa and Arabic, author also needs to provide the keywords in English**
Font	Garamond, Single Spacing - Paper Title: 16-point Bold (centred) - Abstract: 12-point Italic - Subtitle: 12-point Bold - Body text: 12-point Normal/Traditional Arabic 14-point font should be used for Arabic characters Table / Figure header: 10-point Bold
Table **(Jadual)**	Header at the top of a Table - (See Table 1 for reference)
Figure **(Rajah)**	Header at the bottom of a Figure (See Figure 1 for reference)
Abbreviation	Define abbreviation upon first appearance in text
Reference Style	American Psychological Association (APA). For manuscripts not in English (e.g in Arabic or Malay), the list of references must be written in Roman alphabet.

Rajah 1: Example of Figure

3. Kandungan Kertas Kerja/Artikel

Kertas kerja boleh terdiri daripada kertas konsep atau kertas kerja penyelidikan. Kertas konsep mengandungi pengenalan, sorotan karya, kerangka teori, metod, rumusan. Manakala kertas kerja penyelidikan mengandungi pengenalan, sorotan karya, metodologi, dapatan kajian dan perbincangan, rumusan dan implikasi kajian.

4. Garis Panduan Pengarang

Garis Panduan untuk Penyerahan Artikel
Sebagai sebahagian daripada proses penyerahan artikel, pengarang dikehendaki menyemak semua item berikut, kerana artikel boleh dikembalikan kepada pengarang sekiranya tidak mematuhi garis panduan ini.

Jadual 2: Submission Preparation Guidelines

Item	Description
File Format	- The submission file must be in Microsoft Word file format. - Other formats will be rejected.
Submission Rules	- Author is responsible to ensure paper submitted has not been previously published. - Author is responsible to ensure paper submitted must not be under consideration for publication in another journal.
Originality	- The acceptable similarity index is below 25% including references and appendices. - Work from other publications must be appropriately cited or quoted.
Copyright and confidentiality	- Author is responsible to ensure that his or her submitted works do not infringe any existing copyright. - Author is also responsible to protect the anonymity and confidentiality of the respondents or to obtain letters of permission from the respondents if such anonymity and confidentiality are to be compromised.
Language	- It is the responsibility of the author(s) to ensure that the English used has been thoroughly checked to ensure that there is no grammatical or spelling error. Authors who wish to refine the use of English in their manuscripts may like to consider engaging professional editing services. Any costs incurred in engaging such services are the sole responsibility of the author(s).
Acknowledgement	- All conflicts of interest must be declared by all prospective contributors in the Acknowledgement section of the article. Conflicts of interest include any personal or professional affiliation, any financial interests, and/or any past, present or anticipated activities that may compromise the quality or objectivity of the manuscript.

KESIMPULAN

Untuk sebarang pertanyaan, pengarang boleh menghantar e-mel kepada mrmkl@um.edu.my/amieazmi@um.edu.my untuk mendapatkan bantuan.

RUJUKAN

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