

Format and Guidelines for Manuscript Preparation and Submission to Politeknik & Kolej Komuniti Politeknik & Kolej Komuniti Journal of Social Sciences and Humanities (PMJSSH) & Politeknik & Kolej Komuniti Journal of Life Long Learning (PKKJLLL)

M.R. Author¹, Y.Y. Author^{2*} and T.A. Author³

¹Kolej Komuniti Kok Lanas,
16450 Ketereh, Kelantan, Malaysia.

²Kolej Komuniti Selandar,
77500 Selandar, Melaka, Malaysia.

³Universitas Islam Indonesia, Kaliurang,
Yogyakarta 55584, Indonesia

*Corresponding Author's Email: author@kkselandar.edu.my

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Abstract

Each manuscript should contain an abstract of about 200 -300 words and be typed using Bookman Old Style, 10, Single Spacing. The manuscript has to be camera ready.

Keywords: Please provide 3-5 keywords. The keywords should be typed using Bookman Old Style,10.

Examples: cement replacement; windscreen glass waste powder; pozzolanic; compressive strength; mortar

1.0 Introduction

This document contains the guidelines for manuscript preparation and Submission. Please adhere strictly to these instructions to ensure the journal article's smooth production. Please use this template in preparing your manuscript.

2.0 Paper Format

The manuscript should be prepared using Microsoft® Word. It must be between 10 to 12 pages only, including tables, figures and a list of references. The text should be typed within a print area with margins similar to this template. The body of the manuscript should be typed in single-column and single spaces. The title should be capitalised in each word and centered across the page. It should be typed in Bookman Old Style,14, Bold.

The paper should include the names and addresses of all authors. The author's name should be typed in Bookman Old Style, font size 12 and boldface. The authors' addresses and the corresponding author's email should be typed in Bookman Old Style, font size 10.

The body text should be typed in Bookman Old Style, 12, Single Spacing. Please use the following headings:

- Introduction,
- Methodology,
- Results and Discussion,
- Conclusion(s),
- Acknowledgements,
- Author Contributions,
- Conflicts Of Interest,
- References.

2.1 Subsection Headings, Tables and Figures

The subsection headings should be numbered in Arabic numerals such as 2.1, 3.1, etc. The figures and tables should be numbered consecutively and inserted within the text. The captions for figures should be placed below the illustrations. In contrast, the captions for tables should be placed above the table content. Both captions should be typed in Bookman Old Style, 12. If the discussions need to be arranged in point form, the Roman numeral format is preferred, such as below:

- i. Example 1
- ii. Example 2

An example of the figure and its caption is shown in Figure 1.

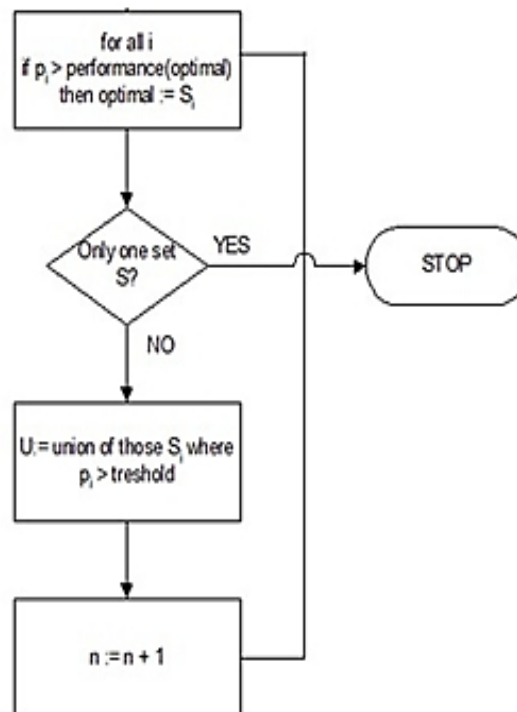


Figure 1: A flow chart of the feature selection heuristic

An example of a table and its caption is shown in Table 1.

Table 1: Floating-point operations necessary to classify a sample

Model	Feature extraction	Pre-processing	Classification
KKNN	>200,000 flops	~10 flops	~200 flops
ff NN			~10,000 flops

2.2 Photographs, Figures and Equations, Reference Style

Every photograph and figure's resolution and contrast must be of a high calibre. A resolution of at least 300 dpi is utilised for the application.

The equations must use equation editor or Math Type (Microsoft Word 2016 and upward) in their typesetting, and they should be centred across the column, numbered consecutively with the respective number given in parentheses as follows:

$$E = mc^2 \quad (1)$$

The PMJSSH and PKKJLLL use APA citing style.

References should follow the style detailed in the APA 7th Publication Manual. Ensure all references mentioned in the text are listed in the reference section and vice versa and that the spelling of author names and years are consistent. Please do not be used footnote or endnote in any format.

Tips:(Please cross check for)

1. The spelling of author names;
2. Punctuation;
3. Number of authors to include before using "etc." and;
4. Reference style

We suggest you use software ENDNOTE, MENDELEY, ZOTERO, or EASYBIB for easy citation. References should be the most recent and pertinent literature (about 5-10 years ago). Authors must also carefully follow APA 7th Publication Manual guidelines for nondiscriminatory language regarding gender, sexual orientation, racial and ethnic identity, disabilities, and age.

Examples of references:

(1) JOURNAL ARTICLES/ PERIODICALS

Basic format:

Last name, Initials. (Year). Article title. Journal Name, Volume(Issue), Page range. DOI or URL

Examples:

Ruxton, C. (2016). Tea: Hydration and other health benefits. Primary Health Care, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>

(2) CONFERENCE ARTICLES

Basic Format:

Author name, Initials. (Year, Month Day–Day). Paper title [Paper presentation]. Conference Name, City, State, Country. URL

Examples:

Jang, S. (2019, August 8–11). Deconstructing the opposition of natural/arbitrary in Coleridge's theory of language [Paper presentation]. NASSR 2019: Romantic Elements, Chicago, IL, United States.

(3) BOOKS

Basic Format:

Last name, Initials. (Year). Book title (Editor/translator initials, Last name, Ed. or Trans.) (Edition). Publisher.

Examples:

Arnott, G. D. (2017). The disability support worker (2nd ed.). Cengage Learning.

(4) HANDBOOKS

Basic format:

Author's Surname, Initial(s)/Organisation name. (Year of Publication). Book title. Publisher name. DOI/URL (if accessed online).

Example:

Valve. (2012). Handbook for new employees. Valve Press.
https://cdn.akamai.steamstatic.com/apps/valve/Valve_NewEmployeeHandbook.pdf

(5) THESES (M.S.) AND DISSERTATIONS (Ph.D.)

Basic Format:

Online:

Author, A. A. (year). Title of thesis: Subtitle [Type of thesis, name of institution awarding degree]. Name of archive or site. URL

Stored in a database:

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In print:

Author, A. A. (year). Title: Subtitle [Type of thesis]. Name of the institution awarding the degree.

Unpublished:

Author, A. A. (year). Title: Subtitle [Unpublished type of thesis]. Name of the institution awarding the degree.

Examples:

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed).
<https://doi.org/10.1037/0000165-000>

Lienart, G. H. (2016). Effects of temperature and food availability on the antipredator behaviour of juvenile coral reef fishes [Doctoral thesis, James Cook University]. ResearchOnline@JCU.
<https://researchonline.jcu.edu.au/47533/>

Hawkins, E. J. (1999). Artist and model: Shaping the creative process [Unpublished master's thesis]. James Cook University.

(6) REPORTS**Basic Format:**

Author last name, Initials. (Year). Report title: Subtitle (Report No. number). Publisher name. URL

Examples:

Bedford, D. A. D. (2017). Enterprise information architecture: An overview (Report No. WA-RD 896.4). Washington State Department of Transportation.
<https://www.wsdot.wa.gov/research/reports/fullreports/896-4.pdf>

(7) ONLINE SOURCES

Website

Basic Format:

Author, A. A., & Author, B. B. (year). Title of work. Site Name. <https://xxxx...>
Retrieved Month day, year, from <https://xxxx...>

Example:

Chappell, B. (2020, January 15). Virginia ratifies the Equal Rights Amendment decades after the deadline. NPR. <https://www.npr.org/2020/01/15/796754345/virginia-ratifies-the-equal-rights-amendment-decades-after-deadline>

Caulfield, J. (2022, June 17). How to cite a report in APA style. Scribbr. Retrieved May 5, 2023, from <https://www.scribbr.com/apa-examples/report/>

(Source: APA 7th Citation Reference Guidelines)

3.0 Article Submission

Firstly, the author is required to visit the Politeknik & Kolej Komuniti Journal:

- a) Politeknik & Kolej Komuniti Journal of Social Sciences and Humanities (PMJSSH) website at <https://app.mypolycc.edu.my/journal/index.php/PMJSSH/index>
- b) Politeknik & Kolej Komuniti Journal of Life Long Learning (PKKJLLL) website at <https://app.mypolycc.edu.my/journal/index.php/PKKJLLL/about>

If you are a first-time user, the author should complete the registration form by clicking the 'REGISTER' button.

Please fill up the profile. If you are willing to be a reviewer, please tick the reviewer check box and fill up the field text's reviewing interests (substantive areas and research methods).

Confirmation ☒ Send me a confirmation email including my username and password
Register as ☒ Reader: Notified by email on publication of an issue of the journal.
☒ Author: Able to submit items to the journal.
☒ Reviewer: Willing to conduct peer review of submissions to the site.

Identify reviewing interests (substantive areas and research methods):

Industrial ergonomics. x

Once you send the registration form, the Journal system administrator will send you a confirmation email. Please reply to this email.

Note: If you cannot find the email in your Inbox, you may check in the clutter or junk box.

The next step is to log in to the selected journal website. To begin the Submission, the author must click the About in the menu bar, select Submission, click the 'New Submission' button, and fulfil all the article submission requirements.



4.0 Conclusion

Please adhere to the guidelines and format as presented in this template. We look forward to receiving your manuscripts.

Acknowledgements

The journal committee would like to thank all the authors for their manuscript contributions.

Author Contributions

Individual contributions of authors should be specified in this section to give appropriate credit to each author, for example:

M.R. Author: Conceptualisation, Methodology, Software, Writing-Original Draft Preparation; **Y.Y. Author:** Data Curation, Validation, Supervision; **T.A. Author:** Software, Validation, Writing-Reviewing and Editing.

Conflicts Of Interest

The manuscript has not been published elsewhere and is not under consideration by other journals. All authors have approved the review, agree with its Submission and declare no conflict of interest in the manuscript.

References (APA Citation)

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The Star, Newspaper. Published: September 29, 2014.

The Star, Newspaper. Published: April 23, 2013.