



Title (Times New Roman, 16)

Author 1^{*1}, Author 2², use 'AuthorsNames

¹ Faculty of (name), university, postcode, state/country.

ABSTRACT

The abstract should be a summary of the paper and not an introduction. Because the abstract may be used in abstracting journals, it should be self-contained (i.e., no numerical references) and substantive in nature, presenting concisely the objectives, methodology used, results obtained, and their significance. This should be presented as one paragraph, not exceeding 200 words and avoiding abbreviations and acronyms. Please do a spellcheck before you submit your manuscript.

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1 INTRODUCTION

This proposed journal adopts guidelines for referencing as they are recommended and illustrated in the Publication Manual of the American Psychological Association (seventh edition), i.e. APA style. All articles should be typewritten and single spaced (with one inch [2.5 cm] margin throughout) using Times New Roman Font Type with 12pt in size.

Each submission must not exceed 7,000 words, including the abstract, references, tables, figures, and appendices. Submissions may be either conceptual papers or empirical research articles. All submissions will undergo a double-blind peer review process.

Authors are required to adhere to the specific guidelines provided below. Additionally, authors are strongly encouraged to follow the principles of sound technical writing. Manuscripts that do not meet acceptable standards of English or lack clarity may be rejected.

1.1 Heading 2 – Headings

The body of the manuscript consists of numbered sections that present the main findings. These sections should be organised to best present the content and material.

At the first occurrence of an acronym, spell it out followed by the acronym in parentheses, e.g., Relationship Assessment Scale (RAS).

The authors must divide the paper into clearly defined and numbered sections using Hindu-Arabic numerals. Type each section heading on a separate line using the appropriate style from the style list. The subsections should be numbered sequentially as 1.1, 1.1.1, 1.1.2, 1.2 etc. Paragraphs that immediately follow a section heading are leading paragraphs and should not be indented, according to standard publishing style. The same goes for leading paragraphs of subsections and sub-subsections. Use **Heading** styles. For text, use **Normal** styles.

1.1.1 Heading 3 – Tables, Figures and Fonts

All tables and figures should have a heading and a number such as Table 1, Table 2, Figure 1 (use Figure in Styles), Figure 2 etc. as well as the source. These tables and figures must be inserted within the paper, avoiding doing so at the end of the paper. Use Times New Roman font throughout the manuscript, in the sizes and styles shown in Table 1. The table caption and table should be indented to the left.

Table 1. Recommended fonts and sizes.

Style name	Brief description
Article Title	16 pt, bold
Author Names	12 pt, bold
Author Affiliations	12 pt
Abstract	11 pt
Keywords	11 pt
Heading 1	12 pt, bold
Heading 2	11 pt, bold
Heading 3	11 pt, bold
Heading 4	12 pt, bold
Body Text	12 pt
Figure caption	12 pt
Table caption	12 pt

Figure 1 contains two parts (a) and (b); therefore, all of the labeled parts should be combined in a single file for Figure 1. A figure caption list should be provided after the references. Use Figure styles.

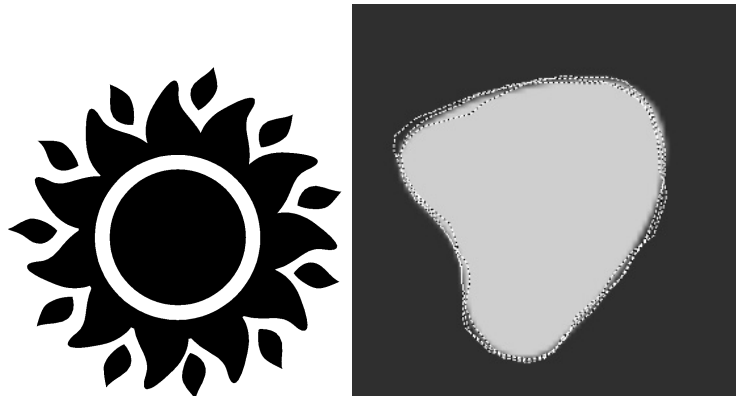


Figure 1. Example of a figure caption: (a) sun and (b) blob. (Source: from <https://xxxxx>).

1.1.1.1 Heading 4 - Citation

Authors are encouraged to practice appropriately both author prominent, i.e. Ismail and Osman-Gani (2012) ... and information prominent, i.e. ... (Ismail & Osman-Gani, 2012) citing. The authenticity of the source of literature matters in deciding on the scholarly merit of the concerned paper.

In case there are six or more than six authors of a publication, then authors may use the family name of the first author followed by et al. (year of the publication) in all citations.

2 ENDNOTES

Footnotes are not acceptable, but endnotes¹ can be used.

3 BRIEF PROFILE OF THE AUTHOR(S)

This should be presented at the end of the paper, i.e. after references and should include where the author(s) has obtained his/her present terminal degree from, his/her major research interests, current areas of teaching, and e-mail address for correspondence.

ACKNOWLEDGEMENTS

Acknowledgments, disclaimers, and conflicts of interest can be added after the conclusion, and before references. The acknowledgements may credit others for their guidance or help. Also funding sources or sponsorship information should be stated. The acknowledgments section does not have a section number. Select – **HEADING ACKNOWLEDGEMENT AND REFERENCE**

The use of footnotes should be avoided. If absolutely necessary, use endnotes instead. To insert an endnote, highlight the text, and select the Endones in the Styles section.

REFERENCES

All references should be arranged alphabetically and then sorted in reverse chronological order (i.e., latest first). Please use APA 7th Edition formatting and ensure consistency throughout.

Illustrations:

Reference to a *Journal article*

Garavan, T. N. (2007). A strategic perspective on human resource development. *Advances in Developing Human Resources*, 9(11), 1–30. <https://doi.org/10.1177/1523422306294492>

Reference to a *Book*

DeSimone, R. L., & Werner, J. M. (2012). *Human resource development* (6th ed. International). Cengage Learning.

Reference to a *Chapter in an edited book*

Nakamura, K., & Hiraki, S. (1997). Japan. In H. C. Katz (Ed.), *Telecommunications: Restructuring work and employment relations worldwide* (pp. 228–262). Cornell University Press.

Reference to a *Newspaper article*

Tuah, Y. (2015, March 13). Mixed views on BNM's 2015 outlook. *The Borneo Post*, p. B1.

Reference to *literature available online*, i.e. online newspaper article (an example copied from Publication Manual of the American Psychological Association, Seventh Edition)

Lytton, C. (2020, January 18). The playground game re-energising gym classes. *Brisbane Times*. <https://www.brisbanetimes.com.au/national/the-playground-game-re-energising-gym-classes-20200117-p53sga.html>