



MALAYSIAN ONLINE JOURNAL OF EDUCATIONAL MANAGEMENT

(
MOJEM)

MONTH 20XX, VOLUME XX, ISSUE X, ?? - ??

E-ISSN NO: 2289 – 4489

ARTICLE TITLE

*Corresponding Author¹, Author¹, & Author¹

ABSTRACT

A

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Keywords: Keyword 1, keyword 2, keyword 3.

[1]

Affiliation

[2]

Affiliation

Corresponding Author:

Affiliation

Email:

*correspondingauthor
@email.com*

ARTICLE HISTORY (For office use)

Received: [Day Month Year]

Revised: [Day Month Year] (where
applicable)

Accepted: [Day Month Year]

Published: [Day Month Year]



[Manuscript Formatting and Writing Instructions]

Authors are required to format their manuscripts strictly according to the MOJEM template and **APA 7th edition** standards. Submissions that do not follow these requirements may be returned for correction before review.

General Writing and Style

- Manuscripts must be written in **clear, Calibri font (size 10), formal academic English**.
- Use **APA 7th edition** for writing style, citations, references, tables, and figures.
- Avoid bullet points in the main text. Write in **continuous paragraphs**, except where tables or figures are required.
- Use **past tense** for methodology and results, and **present tense** for established knowledge.
- Avoid excessive use of first-person pronouns unless methodologically justified.

Example:

TOPIC

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Topic

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Headings and Subheadings

- Use APA-style headings consistently (Level 1 to Level 3 as appropriate).
- Ensure logical progression from Introduction to Conclusion.
- Headings should clearly reflect content related to **educational leadership, management, policy, or organisational practice**.



In-text Citations (APA 7th Edition)

- Use **author-date format** for all citations.
 - Example: *(Leithwood & Jantzi, 2019)*
- For direct quotations, include **page numbers**.
 - Example: *(Hallinger, 2020, p. 45)*
- Ensure all in-text citations appear in the **References** list, and vice versa.
- Avoid over-reliance on secondary citations.

Reference List

- The reference list must follow **APA 7th edition** format.
- Arrange references **alphabetically by the first author's surname**.
- Use **hanging indentation**.
- Ensure accuracy and completeness of all references.
- Authors are encouraged to cite **recent and high-quality international journals**, where relevant.

Tables

- Tables must be formatted according to **APA 7th edition**.
- Number tables consecutively (Table 1, Table 2, etc.) in the order they appear in the text.
- Each table must have a **clear, concise title** placed above the table.
 - Example:
Table 2
Descriptive Statistics of Leadership Variables
- Refer to each table explicitly in the text.
- Tables should be **editable** (not embedded as images).

Figures



- Figures include graphs, diagrams, models, and charts.
- Number figures consecutively (Figure 1, Figure 2, etc.).
- Each figure must have a **caption** placed below the figure.
 - Example:
Figure 1. Conceptual framework of the study.
- Ensure figures are **clear, readable, and of high resolution**.
- Refer to each figure explicitly in the text.
- Avoid duplicating information already presented in tables.

Numbering and Consistency

- Ensure consistent numbering of sections, tables, and figures throughout the manuscript.
- Do not restart numbering in different sections.
- Use consistent terminology and variable names across the text, tables, and figures.

Final Checks Before Submission

- Ensure the manuscript fully follows the **MOJEM template**.
- Confirm compliance with **APA 7th edition** throughout.
- Verify that Turnitin similarity is **below the journal threshold**.
- Ensure ethical approval and declarations are clearly stated where applicable.



MALAYSIAN ONLINE JOURNAL OF EDUCATIONAL MANAGEMENT

(
MOJEM)

EDITOR'S CHOICE & FURTHER GUIDE

[These sections are required to strengthen manuscript transparency, research integrity, and international indexing readiness, in line with top journal evaluation and selection criteria.]

[Required and Recommended Sections Before References]

[Before the REFERENCES section, authors are required to include the following sub-sections where applicable. These sections are aligned with international journal evaluation standards (e.g. Web of Science Core Collection) and support transparency, research integrity, and scholarly contribution.]

[Compliance with International Editorial Conventions]

[All manuscripts submitted to MOJEM must comply with the following international editorial conventions. Items marked Mandatory must be provided before publication. Items marked Strongly recommended should be included unless they are not applicable.]

[Article Title in English (Mandatory)]

[The article title must be written in English. It should be clear, concise, informative, and consistent with the study's scope, variables, population, and context.]

[References in the Roman Alphabet (Mandatory)]

[All references must be presented in the Roman alphabet. Sources originally published in a non-Roman script must be romanised consistently. An English translation of the title may be provided in square brackets where required by APA 7th edition. Authors must include a DOI in URL format, <https://doi.org/xxxxx>, whenever one is available (strongly recommended).]

[Required and Recommended Statements]

[Acknowledgements and a Conflict of Interest Statement are mandatory. An Author Contributions Statement and a Data Availability Statement or information on supplementary data are strongly recommended. An Ethics Declaration Statement is mandatory for studies involving human participants, animals, identifiable personal data, or other activities requiring ethical oversight.]

[Implications for Educational Leadership and Management]

[Authors should clearly explain how the findings contribute to educational leadership, management practice, policy development, institutional governance, or organisational decision-making. This section should demonstrate the relevance of the study to leaders, managers, and policymakers in educational settings.]

eg; This study provides evidence-based insights that can inform school leaders and education managers in designing leadership strategies and organisational practices that enhance institutional effectiveness and staff outcomes.

[Theoretical and Practical Contributions]

[Authors should explicitly state the theoretical contributions of the study and explain how the findings extend,



refine, or challenge existing theories or models. Practical contributions should highlight how the results can be applied in real educational or organisational contexts.]

eg; The findings extend existing leadership and organisational theories by demonstrating how contextual factors shape professional outcomes, while offering practical guidance for education leaders to improve policy implementation and management practices.

[Limitations of the Study]

[Authors should acknowledge key methodological, contextual, or analytical limitations of the study. This section should be concise and transparent, demonstrating critical reflection rather than weakening the study.]

eg; This study is limited by its cross-sectional design and context-specific sample, which may affect the generalisability of the findings to other educational settings.

[Recommendations for Future Research]

[Authors should provide clear, focused recommendations for future research directions based on the findings and limitations of the study, particularly in relation to educational leadership, management, policy, or institutional practice.]

eg; Future studies are encouraged to adopt longitudinal or mixed-method approaches to further examine leadership and management dynamics across different educational contexts.

[Ethics Declaration Statement (Mandatory Where Applicable)]

[For research requiring ethical oversight, authors must identify the approving ethics committee or institutional review body, approval reference number and approval date where applicable, informed consent or assent procedures, and measures used to protect privacy, confidentiality, and data. If ethical approval was not required, authors should state the reason.]

eg; Ethical approval for this study was obtained from the relevant institutional ethics committee, and informed consent was secured from all participants prior to data collection.

[Data Availability Statement or Supplementary Data (Strongly Recommended)]

[Authors should state whether the data and supplementary materials supporting the findings are publicly available, available from the corresponding author subject to reasonable and ethical conditions, subject to restricted access, or not available. A repository name, persistent link, accession number, or justification for restricted access should be provided where relevant.]

eg; The data supporting the findings of this study are available from the corresponding author upon reasonable request, subject to ethical and confidentiality considerations.

[Conflict of Interest Statement (Mandatory)]

[All authors must disclose financial, professional, personal, editorial, or other interests that could be perceived to influence the work. If none exist, state: The authors declare no conflict of interest.]

eg; The authors declare no conflict of interest, including no editorial, reviewer, or decision-making role in MOJEM



related to this manuscript. Artificial intelligence tools, where used, were applied only for linguistic support and did not contribute to research design, data analysis, or interpretation.

[Author Contributions Statement (Strongly Recommended)]

[Describe each author's substantive contribution to the conception or design, data collection, analysis, interpretation, drafting, or critical revision of the manuscript. Confirm that all authors approved the final version and accept accountability for the work. The CRediT contributor roles may be used where appropriate.]

eg; Conceptualisation, A.A. and B.B.; methodology, A.A.; formal analysis, B.B.; writing - original draft, A.A.; writing - review and editing, A.A. and B.B. All authors reviewed and approved the final manuscript.

[Others (If applicable)]

[Funding / Grant Information]

[Authors should clearly state whether the study received any external or internal funding. If funding was received, the funder's name and grant reference number must be provided. If no funding was received, this should be explicitly stated.]

This research was funded by the Ministry of Higher Education Malaysia under the Fundamental Research Grant Scheme (FRGS), Grant No. FRGS/1/2023/SS09/UM/02/1.

OR (if no funding):

This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

[Acknowledgements (Mandatory)]

[Authors must include an Acknowledgements section. Acknowledge individuals, institutions, or organisations that supported the work but did not meet the criteria for authorship. If there is no acknowledgement, state: The authors have no acknowledgements to declare.]

The authors would like to thank the participating schools and educators for their cooperation and valuable contributions to this study. Appreciation is also extended to colleagues who provided constructive feedback during the early stages of manuscript preparation.

Optional AI-related acknowledgement (if applicable):

Artificial intelligence tools were used solely to support language editing and clarity, without influencing the study's conceptualisation, analysis, or interpretation.



REFERENCES

- Ardeni, V., Dallavalle, S., & Serafin, K. (2021). Building student communities in spite of the COVID- 19 Pandemic. *Journal of Teaching and Learning with Technology*, 10 (1), 88-102.
- Asghar, M., Barbera, E., Rasool, S., Seitamaa-Hakkarainen, P., & Mohelska, H. (2022). Adoption of social media-based knowledge-sharing behavior and authentic leadership development: evidence from the educational sector of Pakistan during COVID-19. *Journal of Knowledge Management*, 27 (6), 59-83.
- Barczyk, C., & Duncan, D. (2013). Facebook in higher education courses: An analysis of students' attitudes, community of practice, and classroom community. *International Business and Management*, 6 (1), 1-11.
- Bartels, J., Peters, O., de Jong, M., Pruyn, A. & van der Molen, M. (2010). Horizontal and vertical communication as determinants of professional and organizational Identification. *Personnel Review*, 39 (2), 210-226.
- Bass, B., & Bass, R. (2008). *The Bass Handbook of leadership, theory research & managerial applications*. New York, NY: Free Press.

APPENDICES

1. APPENDIX A: Title
2. APPENDIX B : Title