

## **1. MANUSCRIPT SUBMISSION**

To make a successful submission, the following guidelines should be strictly adhered to:

- 1.1 Manuscripts must use Times New Roman, font size 12, double spacing and justified margins.
- 1.2 Manuscripts should include the following three major sections:
  - (i) Title page: should contain the title of the paper, name of author(s), institutional affiliation, present position and complete address (including telephone/fax and e-mail).
  - (ii) Abstract: should be between 250–300 words consisting of a list of keywords (up to five keywords).
  - (iii) Main body and references: do not include the author's information in the full manuscript to facilitate the blind review process.
- 1.3 SEARCH emphasizes linguistic accuracy of every manuscript published. As such, authors are required to get their manuscripts edited by professional English language editors.
- 1.4 A biodata of not more than 50 words should be included at the end of the manuscript.

### **1.5 The manuscript must cite TWO papers previously published in APJFES**

This Journal practices a double-blind peer review policy. The Editorial Board may exercise its prerogative to reject a manuscript without peer review if that article is judged to be out of the scope of the journal, poorly written, badly formatted or lacking in significance.

The Editorial Board may also exercise its right to reject a manuscript at any stage in the pre-publication process if it is not in accordance with the journal's publishing policies or preparation guidelines.

## **2. MANUSCRIPT PREPARATION**

### **2.1 Preparation of Text**

APJFES invites contributions of empirical research papers between 5,000 – 7,000 words (excluding references and appendix).

The manuscript should be written with the following elements in the following order: title page; abstract; keywords; main text introduction, literature review, materials and methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list)

The manuscript should be in **British English** and the reference format adheres to the APA (American Psychological Association, 6th edition) style. Authors are to check 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 unacceptable number of grammatical errors and guidelines for submission are not followed.

### **2.2. Authorship and Affiliations**

Authors should attest that all persons designated as authors qualify for authorship, and all those who qualify are listed. All co-authors should have seen and approved of the final version of the paper and agreed to its submission for publication. Only appropriate co-authors are included in the paper.

Please provide the affiliation of each author and complete mailing address of the institution where the work was conducted. Please denote the corresponding author with an asterisk (\*) and provide the email address of the corresponding author.

### **2.3 Title**

Title should be as concise as possible but informative enough to facilitate information retrieval. Abbreviations should be avoided when constructing a manuscript title. A manuscript title should not be more than 20 words, titles are considered very good if they are between 8-16 words. The body of the text may have **subtopics** (a maximum of 5 and written in *italics* (Upper and lower case).

## **2.4 Abstract**

The abstract should be between 250–300 words. The abstract should give a clear, concise and informative summary with scope and purpose, significant results and major conclusions as well as an indication of any new findings. It should be a stand-alone document that can be understood without reading the full manuscript. Abstract should not contain literature citations that refer to the main list of references attached to the complete article nor allusions to the illustrations.

## **2.5 Keywords**

Keywords are to facilitate the retrieval of articles by search engines and will be used for indexing purposes, therefore do not use general terms. Provide five specific and suitable keywords related to the manuscript.

## **2.6 Acknowledgement**

Acknowledgement creates an opportunity for the author to express appreciation to people involved in the research and preparation of manuscript. All contributors who do not meet the authorship criteria should be listed in 'Acknowledgement'. These can include those who provided purely technical assistance or writing facilitation.

Acknowledgement should also include the source of funding, where the funding agency is written in full followed by the grant number. Multiple grant numbers should be separated by commas. Funding acknowledgment can be written in the format below.

Example: This work was supported by World Health Organization [grant number xxxx].

Acknowledgement should be included only after the paper has been accepted for publication.

## **2.7 Images, Illustrations, Tables, Photos and Other Supplementary Materials**

Authors are welcome to submit digital supplementary materials, e.g., figures, images, maps, diagrams, photos, etc., together with their manuscript. All the materials must come with appropriate captions. Each author is responsible for acquiring copyright of complimentary materials and providing a letter of permission from the appropriate party (for instance institution, publisher, person, archives, etc.) at the same time the manuscript is sent.

Without the aforesaid official permission, such illustrations may not be featured if the manuscript is accepted for publication.

Illustrations submitted should be as separate digital files, not embedded in the text. The files should follow these guidelines:

- 300 dpi or higher in pixel size.
- Sized to fit on page with measurement of 15.2 cm (5 in) × 21.5 cm (7.5 in).
- JPEG, TIFF or EPS format only.

Tables must be prepared using MS Word or MS Excel, and fully editable with the same software. Please do not submit tables as embedded images in the manuscript. Additionally, authors should not provide the tables in tab-delimited form. Proper rows and columns must be constructed, with data inserted using a minimum font size of 8 pt. A table width must not exceed five inches. Authors are responsible for making the necessary re-organization and re-structuring of tables whenever it exceeds five inches.

**\*Please refer to the template provided in the Author's Guidelines**

## **2.8 Examples of References**

### **Book by one author**

Biagi, S. (2005). *Media impact: An introduction to mass media* (7th Ed.). Ontario: Thomson.

### **Book with two or more authors**

Adler, R. B., & Towne, N. (2004). *Looking out/Looking in* (10th Ed.). Ontario: Thomson.

### **Chapter in an edited book**

Abbott, J. P. (2004). The Internet, reformasi and democratization in Malaysia. In E. T. Gomez (Ed.), *The State of Malaysia: Ethnicity, Equity and Reform*. (pp. 79-104). New York: Routledge Curzon.

### **Article in a journal**

Atton, C. (2009). Why alternative journalism matters. *Journalism*, 10(3), 283-285.

Bryant, J., & Miron, D. (2004). Theory and research in mass communication. *Journal of Communication*, 54(4), 662-704.

### **Article in a journal with DOI**

Carragee, M., & Roefs, W. (2004). The neglect of power in recent framing research. *Journal of Communication*, 54, 214-233. doi:10.1037/0033-2909.125.4.470

### **Article in a weekly magazine**

Kapur, A. (2012, October 29). In search of a new India. *Time*, 180, 28–31.

### **Article in a weekly magazine with DOI**

Hoff, K. (2010, March 19). Fairness in modern society. *Science*, 327, 1467–1468.  
doi:10.1126/science.1188537

### **Article in a print newspaper**

Tan, V. (2008, February 26). "Interfaith bill gets thumb-up". *The Star*, p. 3.

### **Dissertation (PhD or masters)**

Yang, L. F. (2012). *Framing interethnic conflicts: A comparative analysis of Malaysian newspapers*

(Unpublished doctoral dissertation). University of Malaya, Kuala Lumpur, Malaysia.

**Online article based on a print source, with DOI (e.g., a PDF of a print source from a database)**

Smeltzer, S. C. (2008). Blogging in Malaysia: Hope for a new democratic technology? *Journal of International Communication*, 141, 1-18. doi:10.1037/0021-843X.114.4.537

**Online article based on a print source, without DOI, without issue no. (e.g., a PDF of a print source from a database)**

Woodstock, L. (2002). Public journalism's talking cure: An analysis of the movement's 'problem' and 'solution' narratives. *Journalism*, 3, 37-55.

**Article in an Internet-only journal**

Weaver, D. H. (2007). Thoughts on agenda setting, framing, and priming. *Journal of Communication*, 57. Retrieved from <http://www.socwork.net/2009/1/articles/mcdonaldchenoweth>

Email or other personal communication (cite in text only)

Gan, personal communication, September 28, 2011

For detailed information, please see the Publication Manual of the American Psychological Association, 6th edition, <http://www.apastyle.org/> and <http://blog.apastyle.org/>. Authors are also encouraged to refer to the journal's recent issues for an understanding of the style and formatting.

**3. COPYEDITING, PROOFS AND PUBLICATION**

All papers will go through Taylor's Press for copyediting. Proofs, prior to final publication, will be sent to corresponding authors via email in PDF format. It is, therefore, essential that all submissions contain the e-mail address of the corresponding author. To avoid delays in publication, **proofs should be checked immediately** for typographical errors and returned as instructed in the proof e-mail.

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## **6. MANUSCRIPT & FURTHER INQUIRIES**

Further inquiries should be sent to the following email:

**Dr. Kalai Vaani Rajandram**  
[apjfes@taylors.edu.my](mailto:apjfes@taylors.edu.my)

Managing Editor  
Asia-Pacific Journal of Futures in  
Education and Society (APJFES)  
Taylor's University, Lakeside Campus,  
No. 1, Jalan Taylor's, 47500 Subang Jaya,  
Selangor Darul Ehsan, Malaysia.