

TITLE TIMES, BOLD-FACE, 12-POINT AND CENTER

Author Name(s): Forename Middle, Family name Roman, Capital and Center 12-point

Department Affiliation and University Affiliation Italic, Upper Lower and Center 12- point

E-mail address Italic and Center 12-point

FORMATTING OF THE MANUSCRIPT

The manuscript must be in 11-point font, Times New Roman, double spacing. The page size **MUST** be set to Letter (8-1/2"x11") on "Page Setup" of your Word screen, beginning 2.54cm from the top of the page. The left and right margins are set as 2.54 cm. The text should be in one columns. The length of manuscript must be between 6000 and 8000 words excluding title page and references.

ABSTRACT

HEADING in capital, bold face font and center 11- point

A short abstract (not more than 250 word) in a single paragraph should be included here. An Abstract summarizes the major aspects of a paper. The abstract should have the following elements: **the purpose, methodology, the results, and a conclusion emphasizing new and significance contribution of the study.** The abstract should not contain any undefined abbreviations or unspecified references.

Article in Bahasa Malaysia must include title and abstract in English.

Keywords: list up not more than 5 key words.

Heading of Manuscript

Section Heads/Primary Heading centered, bold, 11-point and uppercase letters. For example: -

INTRODUCTION

METHODOLOGY

RESULTS

CONCLUSION

ACKNOWLEDGEMENT

REFERENCES

Subsection Heads

Sub-section heads or secondary headings or second-level headings should be bold-faced, 11-point in upper and lower case as shown. For subsection heads, a word like “*the*” or “*a*” is not capitalized unless it is the first word of the header.

| Level | Format |
|-------|--|
| 1 | CENTERED, BOLD, UPPERCASE Text begins indented as a new paragraph |
| 2 | Flush Left, Bold, Title Case Heading Text begins as a new paragraph |
| 3 | <i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph. |
| 4 | <i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph. |
| 5 | <i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph. |

TEXT

The first paragraph text begins with no indent. Each manuscript should not exceed 25 pages.

Text Citation of References

Within text of an article, references are to be cited by last name of author(s) and year publication. See Table 2:

Table 2

Example of Writing in-Text Citations using APA 7th Edition

| Number of authors of the reference | Citation at the end of the sentence | Citation in the sentence |
|------------------------------------|-------------------------------------|---|
| 1 Author | (Forouzan, 2007) | Forouzan (2007) proposed ... |
| 2 Authors | (Wegener & Petty, 1994) | Wegener and Petty (1994) suggested ... |
| 3+ Authors | (Morgan et al., 2017) | The study by Morgan et al. (2017) found ... |

Multiple Works with Similar Group of Authors

Sparrow (1980a) discovered...

It was also noted (Sparrow, 1980b; Kheisin, 1992) that...

Organization as an Author

If the Author is an organization or a government agency, mention the organization in the signal phrase the first time you cite the source.

World Health Organization. (2020) ...

If the organization has well-known abbreviation, you may include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in latter citations.

First citation: (World Health Organization [WHO], 2020)

Second citation (WHO, 2020)

TABLES AND FIGURES

*** Permissions**

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors. All figures should be in high resolution and readable. Authors are encouraged to submit the original format and file of the figures (not an image) if they are created using other software.

Tables

Number tables consecutively and use table numbers when refereeing to a table (Table 1, Tables

2, 3...) Use uppercase and lowercase letters for the title of the tables as shown here. Table caption must briefly explain the contents of the table.

Round to two decimal digits of accuracy while reporting correlations, proportions, and inferential statistics such as t , F , and χ^2 .

Table 1

Result of the Exploratory Factor Analysis for Student Engagement Factors (Based on Item Parcelling)

| Item parcelling | Factors | | | |
|--|---------------|---------------|--------------|--------------|
| | Factor1 | Factor 2 | Factor 3 | Factor 4 |
| SEC2 | .92 | | | |
| SEC1 | .87 | | | |
| SEC3 | .73 | | | |
| SAE1 | | .94 | | |
| SAE2 | | .68 | | |
| SEA1 | | | .78 | |
| SEA3 | | | .77 | |
| SEA2 | | | .76 | |
| SEP2 | | | | .80 |
| SEP1 | | | | .73 |
| Total of Eigen Values Percentage of variance explained | 6.38 26.59 | 3.06 12.74 | 2.01 8.38 | 1.59 6.63 |
| KMO | .79 | | | |
| Bartlett's test of sphericity* | *3380.90 | | | |
| df | 276 | | | |
| Total of Variance explained | 54.33 | | | |

* $p < .0$

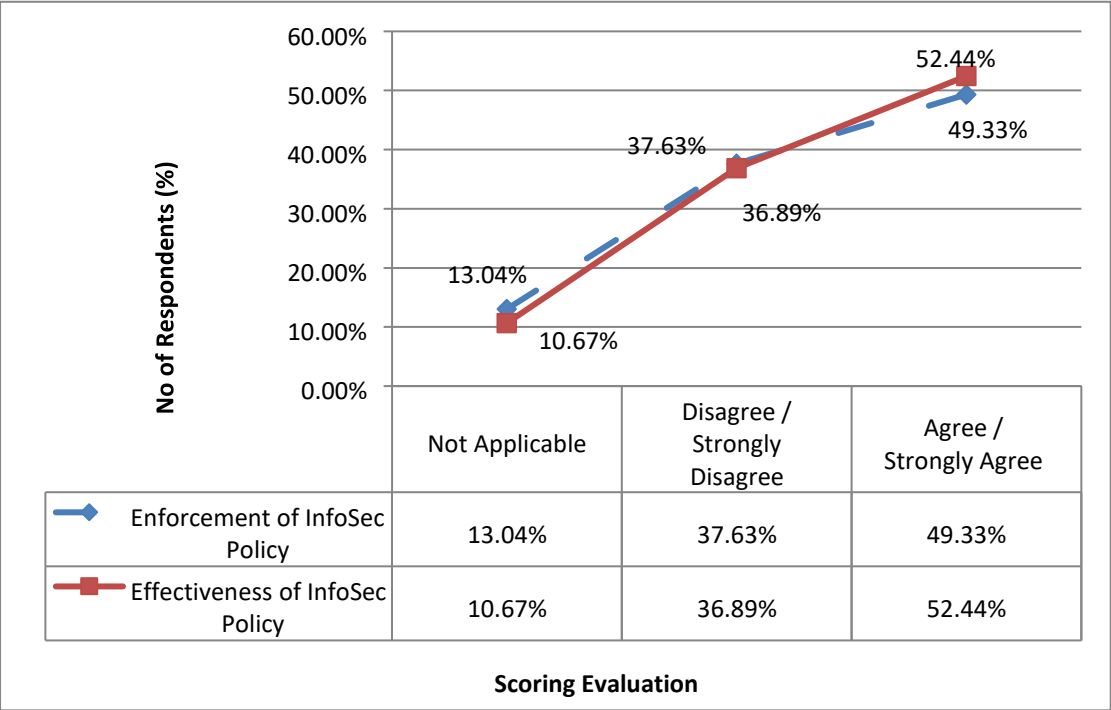
Note: SAE = Student Academic Engagement; SEA = Student Engagement with Academic Staff; SEP = Student Engagement with Peers; and, SEC = Student Engagement in Communities

Figures

Place and label figure captions below each figure, in uppercase and lowercase letters. Type (Figure 1. Captions...). See example as shown

Figure 1

Summary of the User’s Perception on the Enforcement and Effectiveness of the Institution’s Information Security Policy.



EQUATIONS

Number equations consecutively with equation numbers in parentheses flush. Use the equation editor to create an equation. Be sure the symbols in the equations are defined right after the equation appears or immediately following. See Equation 1 and a further example in Equation 2.

$$P(x)=\frac{n(x)}{n} \quad (1)$$

$$q(x) = 1 - p(x) \quad (2)$$

where,

$n(x)$ = the total number of samples located in $[x_1, x_1 + x]$,

n = the total number of samples in $[x_1, x_2]$.

ACKNOWLEDGEMENT

Any acknowledgments by the author may appear here. The Acknowledgments of people, grants, funds, etc should be brief and concise. For example:

1. **Single grant**- This work was supported by the _____ (Name of the Grant) _____ (Grant number, year).
2. **Multiple grants**- separated by comma and space.

This work was supported by the Name of the Grant1 [grant numbers xxx, year]; Name of the Grant2 [grant number yyy, year]; and Name of the Grant3 [grant number aaa, year].

3. **If Services and Facilities involved:**

Example: The authors gratefully acknowledge use of service and facilities of the Human-Centered Computing Research lab at Unviersiti Utara Malaysia, funded by Prototype Research Grant Scheme, Ministry of Higher Education [grant number and year].

4. **Non-funded**

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

REFERENCES

List of References shall be arranged in alphabetical order of last name of first-named author for with more than one author. Do not number them. Please refer and follow the APA Style 7th ed.

For examples: -

Journal Article

Simon, A. (2000). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 23, 635-647.

Book

Flynn, J.R. (2007). *What is intelligence? Beyond the Flynn effect*. Cambridge: Cambridge University Press.

Chapter in a book or entry in a reference book

Nunes, T. (2002). The role of systems of signs in reasoning. In T. Brown & L. Smith (Eds.), *Reductionism and the development of knowledge* (pp. 133-158). Mahwah, NJ: Erlbaum.

Journal article with DOI (Digital Object Identifier)

Brown, L.s. (2018). *Feminist therapy* (2nd ed.). American Psychological Association.
<https://doi.org/10.1037/0000092-00>

Journal article without DOI

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the section of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123.
<http://jbr.org/articles.html>

Unpublished dissertation or thesis

Author, A.A. (2012). Title of doctoral dissertation or master's thesis (Unpublished doctoral dissertation)

or master's thesis). Name of Institution, Location.

Conference Sessions, Papers, and Posters

Pearson, J. (2018, September 27-30). Fat talk and its effects on state-based body image in women [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia.
<http://bit.ly/2XGStHP>

Footnotes where possible should be avoided. However, it can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.