

## Manuscript Format

The paper should be formatted in one column format with the figures at the end. A maximum of eight keywords should be indicated below the abstract to describe the contents of the manuscript. Leave a blank line between each paragraph and between each entry in the list of bibliographic references. Tables should preferably be placed in the same electronic file as the text. Authors should consult a recent issue of the Journal for table layout. There is no need to spend time formatting your article so that the printout is visually attractive (e.g. by making headings bold or creating a page layout with figures), as most formatting instructions will be removed upon processing.

Manuscripts should be typewritten, typed on one side of the ISO A4 paper with at least 4cm margins and double spacing throughout. Every page of the manuscript, including the title page, references, tables, etc. should be numbered. However, no reference should be made to page numbers in the text; if necessary, one may refer to sections. Underline words that should be in italics, and do not underline any other words.

Authors are advised to use Times New Roman 12-point font. Be especially careful when you are inserting special characters, as those inserted in different fonts may be replaced by different characters when converted to PDF files. It is well known that '□' will be replaced by other characters when fonts such as 'Symbol' or 'Mincho' are used.

We recommend that authors prepare the text as a Microsoft Word file.

1. Manuscripts in general should be organised in the following order:

- **Page 1: Running title.** (Not to exceed 60 characters, counting letters and spaces).

This page should **only** contain your running title / full title of your paper. In addition, the **Subject areas** most relevant to the study must be indicated on this page. Select one or two subject areas from (*refer to the Scope Form*).

A **list** of number of **black and white / colour figures and tables** should also be indicated on this page. Figures submitted in color will be printed in colour. See "*5. Figures & Photographs*" for details.

- **Page 2: Author(s) and Corresponding author information.**

This page should repeat the title of your paper with name(s) of all the authors, institutions and corresponding author's name, institution and full address (Street address, telephone number (including extension), hand phone number, fax number and e-mail address) for editorial correspondence.

**Author's addresses.** Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers:

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- **Page 3:**

This page should **repeat** the title of your paper with only the **Abstract** (the abstract should be less than 250 words for a Regular Paper and up to 100 words for a Short Communication). **Keywords** must also be provided on this page (Not more than eight keywords in alphabetical order).

- **Page 4 and subsequent pages:**

This page should begin with the **Introduction** of your article and the rest of your paper should follow from page 5 onwards.

2. **Text.** Regular Papers should be prepared with the headings **Introduction, Materials and Methods, Results and Discussion, Conclusions** in this order. Short Communications should be prepared according to "9. Short Communications." below.
3. **Tables.** All tables should be prepared in a form consistent with recent issues of *Pertanika* and should be numbered consecutively with Arabic numerals. Explanatory material should be given in the table legends and footnotes. Each table should be prepared on a separate page. (Note that when a manuscript is accepted for publication, tables must be submitted as data - .doc, .rtf, Excel or PowerPoint file- because tables submitted as image data cannot be edited for publication.)
4. **Equations and Formulae.** These must be set up clearly and should be typed triple spaced. Numbers identifying equations should be in square brackets and placed on the right margin of the text.
5. **Figures & Photographs.** Submit an original figure or photograph. Line drawings must be clear, with high black and white contrast. Each figure or photograph should be prepared on a separate sheet and numbered consecutively with Arabic numerals. Appropriate sized numbers, letters and symbols should be used, no smaller than 2 mm in size after reduction to single column width (85 mm), 1.5-column width (120 mm) or full 2-column width (175 mm). Failure to comply with these specifications will require new figures and delay in publication. For electronic figures, create your figures using applications that are capable of preparing high resolution TIFF files acceptable for publication. In general, we require 300 dpi or higher resolution for coloured and half-tone artwork and 1200 dpi or higher for line drawings. For review, you may attach low-resolution figures, which are still clear enough for reviewing, to keep the file of the manuscript under 5 MB. Illustrations will be produced at extra cost in colour at the discretion of the Publisher; the author will be charged Malaysian Ringgit 50 for each colour page.
6. 

\*Authors should state the total number of words (including the Abstract) in the cover letter. Manuscripts that do not fulfill these criteria will be rejected as Short Communications without review.

## JSSH Examples of References

Literature citations in the text should be made by name(s) of author(s) and year. For references with more than two authors, the name of the first author followed by 'et al.' should be used.

Swan and Kanwal (2007) reported that

The results have been interpreted (Kanwal *et al.* 2007).

- References should be listed in alphabetical order, by the authors' last names. For the same author, or for the same set of authors, references should be arranged chronologically. If there is more than one publication in the same year for the same author(s), the letters 'a', 'b', etc., should be added to the year.
- When the authors are more than 11, list 5 authors and then *et al.*
- Do not use indentations in typing References. Use one line of space to separate each reference.
- Mellers, B. A. (2007a). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.
- Mellers, B. A. (2007b). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.
- Hawe, P. (2007). Capturing the meaning of community in community intervention evaluation: Some contributions from community psychology. *Health Promotion International*, 9, 199-210.
- Braconier, H. and Ekholm, K. (2007). Swedish multinationals and competition from high and low wage location. *Review of International Economics*, 8, 448-461.
- In case of citing an author(s) who has published more than one paper in the same year, the papers should be distinguished by addition of a small letter as shown above, e.g. Mellers (2007a); Mellers (2007b).
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Examples of other reference citations:

Monographs: Kalimapour, Y.R. (2007). *Images of the U.S. Around the World: A Multicultural Perspective*. Albany, NY: State University of New York Press.

Chapter in Book: Bjork, R. A. (2007). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hull: Hull University Press.

Proceedings: Amir Awang. (2007). Counseling, human resources development and counseling services. In Sulaiman M. Yassin, Yahya Mat Hassan, Kamariah Abu Bakar, Esah Munji and Sabariah Mohd. Rashid (Eds.), *Proceedings of Asia Pacific Conference on Human Development* (p. 243-246). Serdang: Universiti Putra Malaysia.