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[Title, Font 16] **Sample Manuscript Showing Style and Formatting Guidelines**

 **for *i*KSP Papers**

First Name, LAST NAME of Author A,a\* First Name, LAST NAME of Author B,b First Name, LAST NAME of Author Cc

aAffiliation bAffiliation cAffiliation

\*name@corresponding.author

**Abstract –** This template shows the appearance of a manuscript for the Pertanika Journal of Scholarly Research Reviews (PJSRR). Begin the abstract after one blank line below the email of the corresponding author. The abstract should be in a single paragraph containing no more than 250 words. Immediately after the abstract is a list of up to six keywords. Manuscripts must be submitted in MS Word format (.doc or .docx) to srrjeditor@upm.edu.my, with ‘Manuscript Submission’ written in the subject field. At present, submissions to PJSRR are open to UPM postgraduate students only. Review articles must pertain to any field of study offered in UPM, and should also include the name(s), faculty affiliation(s), and email(s) of each author, with one designated corresponding author.

**Keywords:** [Enter key words or phrases in alphabetical order, separated by commas.]

**Introduction** [Heading]

The Pertanika Journal of Scholarly Research Reviews (PJSRR) is the first postgraduate journal of Universiti Putra Malaysia, and primarily features review articles or summaries of students’ current state of research. In compiling these review articles, students will be better able to acquire the knowledge and the skills necessary for both the completion of their postgraduate theses, and their future careers as researchers and educators.

PJSRR was conceived in response to the School of Graduate Studies’ efforts to provide postgraduate students with a space to publish their research and hone their research skills. In line with UPM being granted Research University status, publishing is now a prerequisite for the successful completion of students’ Master’s and PhD degrees. As such, it is vital that postgraduate students better understand the processes involved in writing and publishing research articles. The review articles published in PJSRR will enable students to achieve this, as it will alert them to the latest developments in their respective fields.

**Style guidelines** [Heading]

This electronic document, modified in MS Word 2007 and saved as the type of “Word Document” (.docx) for Windows PC, visually shows most of the required Page Setup settings in MS Word or other word processing equivalents needed for preparing electronic version of the manuscript. Margins of page, page orientation, paper size, header and footer position, number of columns, font style for the whole document and page number, line spacing, alignment and language are built-in with this document. Instructions or details are provided throughout this document and are identified in red-coloured font within the square brackets.

*Spelling* [Sub-heading]

Authors are required to use British spelling conventions (English United Kingdom in MS Word) in all instances, with the exceptions of direct quotes, which should be left in the original.

*Headings and subheadings*

Use the format as shown above for all headings and subheadings. The font size for headings and subheadings should remain the same as the rest of the body text (11 pt). Avoid using more than two levels of headings in the manuscript if possible. Headings of level one should be in bold with the first letter of first word capitalised. Headings of level two should be in italics with the first letter of first word capitalised.

*Fonts*

Use 11 pt Times New Roman throughout the manuscript, including for block quotations. Only footnote text and page numbers should be in 10 pt font. Place page numbers at the bottom centre of the page (Insert | Page Number | Bottom of Page | Plain Number 2).

*Italics*

The titles of publications and periodicals should be italicised within the text. Words that are of non-English origin that have not been incorporated into the English language should also be italicised. Authors should also take care to avoid italicising words for emphasis. For example:

* First there was the sound of the theatre, the venerable *Festspielhaus*…
* The film ends with a *deus ex machina*…

*Inverted commas*

Use double inverted commas for titles of articles, unpublished works, and short quotations. Use single inverted commas for English translations of words from another language, scare quotes, and quotations within quotations. For example:

* In his reply, entitled “Something More Profound than Prejudice” (2014), Rothstein notes that…
* As Eagleton (2004) states: “Traditionally, it is known as moral discourse. But ‘political’ discourse would do just as well”.

If punctuation marks are part of the quoted material, place them within the double inverted commas. For items that are marked by single inverted commas, however, punctuation marks should be placed outside.

* Hughes had decided that *The New Republic* could no longer, as he later put it, “be a charity,” or something greater than a commercial enterprise…
* Arraigned by its critics for the crime of ‘elitism’, the publication ceased…

*Translations*

Translations for direct quotations that are not in the language of the manuscript should be included in the footnotes. For example:

The article states that “geng boleh didefinisi sebagai sebuah kumpulan yang bersekutu di bawah pimpinan seorang ketua.”[[1]](#footnote-1)

*Quotation*

Quotation fragments should follow logically and grammatically with other parts of the text. As mentioned in the “Style Guide 2015: A Resource for Author” (PJSRR, 2015) that

block quotations of 40 or more words in length should be indented and flanked by an extra 0.7 cm margin on both sides. No indentation of the first line of a block quotation is required, nor a change of the font size to distinguish the block quotation from the body text. There is also no need to add ellipsis points at the beginning of a block quotation, even if it begins in the middle of a sentence (p.5)

For explanatory matter within a block quotation, use square brackets. Note that the line spacing for block quotations should be Single, even though the rest of the text uses Multiple 1.3 (refer Figure 1 for line spacing settings).

*Numerals and units of measure*

Numerals from one to nine should be spelled out, except in certain technical contexts. Numerals above 10 should be retained in number form. Units of measure should be spelled out upon their first instance, with symbols used thereafter. As much as possible, use international metric units of measure, or provide metric equivalents in parentheses if non-metric units of measure are necessary in context.

*Footnotes*

Footnotes should be used in the manuscript instead of endnotes. Note that footnotes should only be used for translations of quotations and additional explanations to points made in the text, and not for the citation of references, which should be included in-text using the APA format. For more on the APA format, please see the following section 3, “Citation Guidelines” of this document.

*Tables*

Tables should be prepared using the following format. All tables must be numbered, and must include a short description. Do not indent the outside borders of the table. Retain font size for all descriptions, and align these descriptions to the centre of the page.

*Table 1:* An example of a table for the PJSRR paper.

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|  | Header 1 | Header 2 |
| Row 1 | Content 2 | Content 2 |
| Row 2 | Content 3 | Content 4 |

*Images*

All images used in the manuscript should be numbered, and must include a short description. Retain font size for all descriptions (11 pt), and align these descriptions to the centre of the page. Besides inserting the image(s) into the manuscript text, image files (.jpeg, .png, .bmp) must be attached separately when sending in the manuscript. If possible, all images should be above 500 x 500 pixels.



*Figure 1:* Settings for line spacing and alignment for the body text of manuscript.

**Citation Guidelines**

*Citing references*

When citing references, authors should take care to only include works that have been used in the text. All citations follow the APA format, meaning that the author’s last name and year of publication should appear in-text, with the complete reference appearing at the end of the paper in the References section. Note that although authors’ first names appear abbreviated in the References section, these names should appear in full upon first mention within the manuscript.

*In-text citation*

Please refer “Style Guide 2015: A Resource for Author”, page 8.

Blamires (1988) indicates that “the second world war was not just something happening

overseas like the first” (p. 197).

*Reference*

Please refer “Style Guide 2015: A Resource for Author”, pages 9-10. All lines after the first line should have a hanging indentation of 0.7 cm. Authors’ names should be listed by last name and initials, and should be alphabetised. For multiple works by the same author, arrange references in chronological order.

**Conclusion**

To conclude, we ask you to make your paper look exactly like this document. The easiest way to do this is to download this template and replace the content with your own material.

**References**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. http://aaa.com/xxx/yyy/

 Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from http://www.aaa.com/xxx/yyy/

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Author, A. A., & Author, B. B. (Year). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Author, A. A. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

Author, A. A., & Author, B. B. (Year). Title of article. In *Title of Website* (chapter or section number). Retrieved from http://www.aaa.com/xxx/yyy/

1. “A gang can be defined as a hierarchical group federated under a leader.” [↑](#footnote-ref-1)