Submission

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Author Guidelines

Manuscript Style

Authors should format submissions in Times New Roman with a 12-point font size and singlespaced. Manuscripts should follow the American Psychological Association (APA) guidelines. For details of the APA style, kindly refer to http://www.apastyle.org/

Manuscript Length and Language

Article length should be 6,000–8,000 words and include a concise abstract of 200– 300 words. Papers must be written using UK English.

Contents of Manuscript

Manuscript layout:

1. Title page
2. Abstract and key words (up to five key words)
3. Main text
4. References.

Please place tables and figures at the end of the paper.

Contents of Title Page

The title page should include the following information:

1. Title of the manuscript
2. Name of author(s)
3. Full address of author(s)
4. Telephone number
5. Email address

The name of author who will handle correspondence should be mentioned in the title page.

Acknowledgement

Reference Style

Please follow APA Citation Style (Available in Endnote® citation manager software)

a. In-text citation In-text citations should consist of surname(s)/name(s) of author(s) and publication year. For example: Malaysia has suffered from colonial rule (Ahmad, 2014). Ahmad (2014) suggested that Malaysia has suffered from colonial rule.

b. Book Author, A. (publication year). Title of book. Location: Name of publisher. For example: Ahmad, A (2014). History of Malaysia. Kuala Lumpur: UM Press.

c. Chapter in Book Author, A. & Author, B. (publication year). Title of article. In Editor, A & B. Editor (eds.), Title of book (pp-pp). Location: Name of publisher. For example: Ahmad, A & Andi, B. (2014). A brief introduction to history of Selangor. In Abdul, A & C. Abu (eds.), Introduction to history of Malaysia (pp.11-21). Kuala Lumpur: UM Press.

d. Article Author, A. & Author, B. (publication year). Title of article. Title of journal, number of volume, pp-pp. For example: Ahmad, A & Andi, B. (2014). A brief introduction to history of Malaysia. UM Journal of History, 10:20-31.

e. Conference proceeding Author, A. & Author, B. (publication year). Title of article. In Editor, A & B. Editor (eds.), Title of conference proceeding (pp-pp). Location: Name of publisher. For example: Ahmad, A & Andi, B. (2014). A brief introduction to history of Selangor. In Abdul, A & C. Abu (eds.), Proceeding of the UM history conference (pp.11-21). Kuala Lumpur: UM Press.

f. Conference presentation Author, A. & Author, B. (publication year). Title of conference presentation. Paper presented at the name of conference, location. For example: Ahmad, A & Andi, B. (2014). A brief introduction to history of Perak. Paper presented at the UM history conference, Kuala Lumpur.

g. Thesis Author, A. (publication year). Title of thesis (Doctorial/Master's thesis). Name of Department, Name of University For example: Ahmad, A. (2014). Economic development and investments in Penang (Doctorial Thesis). Department of East Asian Studies, University of Malaya.

h. Internet material Author, A. (publication year). Title of internet material. Retrieved from http://www.aaa, [accessed on data of access]. For example: Ahmad, A. (2014). Introduction to history of Kedah. Retrieved from http://www.um.edu.my, [accessed on 19 March 2014].