

## Author's Guidelines for Submission of Contributions

- a) Submissions must not already have been published elsewhere. Further, they must not be currently under consideration for publication or presentation elsewhere. Papers presented at conferences (not published) are welcome provided the conference organizers do not have a copyright claim to the material.
- b) All submissions need to strictly comply with appropriate word count limit and the specified format.
- c) Successful Authors are not sent a copy of the published article by CUeJAR.
- d) All full papers must be submitted to [Editor-in-Chief@city.edu.my](mailto:Editor-in-Chief@city.edu.my)

### 1. Submitting an article

Articles should be between 3,500 and 5,500 words in length, typed and emailed to [Editor-in-Chief@city.edu.my](mailto:Editor-in-Chief@city.edu.my). The articles need to be formatted according to the style, layout and referencing requirements. The preferred format for the article is Word.

### 2. The cover page should include:

**Title of paper:**

**Number of pages:**

**Abstract:** (up to 300 words)

**Word count:** (between 3,500-5,500 words; including the abstract and body, excluding titles and references)

**Number of tables/figures:**

**Keywords:** (up to eight keywords)

**Author's details:** Full name (Name, Family Name), institution affiliation and email address

### 3. Style and layout requirements for manuscript submission

#### 3.1. General guidelines

- The **language** of the journal and for all submissions is English (American or British usage is accepted, but not a mixture of these).
- The **word count** of the submission should be between 3,500-5,500 words (including the abstract and body, excluding titles and references). Authors should provide a **structured abstract** of up to 300 words. Up to eight relevant **keywords** should be provided.
- **Author's details** - full name (Name, Family Name) and institution affiliation
- **Referencing style** - Please use the 7<sup>th</sup> Edition of APA referencing style which is available electronically at: <https://apastyle.apa.org/style-grammar-guidelines/references/>

- **Accepted submissions** - Authors of accepted submissions must revise their work following the suggestions (if any) of the reviewers, and submit an electronic copy of the final version as an email attachment to [Editor-in-Chief@city.edu.my](mailto:Editor-in-Chief@city.edu.my) (in Word format) of the work by the specified deadline.

In addition, each author will need to complete, sign and send to [Editor-in-Chief@city.edu.my](mailto:Editor-in-Chief@city.edu.my) the duly signed Copyright Assignment Form prior to publication of the accepted manuscript.

### 3.2. Style guidelines

As the articles are available on the journal website in PDF versions, please follow these instructions to encourage efficient editing of the papers and a high quality of production.

- **Text area:** A4 paper size. Margins: 2.5 cms top and bottom, 2.5 cms left and right.
- **Format:** Use Times New Roman 12 point throughout the paper except where specified otherwise. The headings should be left aligned and in bold. The text in the body (except the References section) should be fully justified. Paragraphs should not be indented and a clear line should separate two paragraphs. Submissions should be one-line spaced.
- **Headings:** Keep them short, relevant and numbered. Use minimal capitalization (i.e. only capitalize the first word in the heading). Leave one line above the heading and one line below the heading. If a heading is directly followed by a lower level heading leave one line between them.
- **Footnotes:** Should be kept to a minimum and for substantive observations only and identified by consecutive numbers.
- **Page numbers:** Do not include page numbers in your submission. These will be added later by the editors to ensure page numbers can be used in citations for the article.
- **Tables and figures:** Should be kept to a minimum and provided within the text. Please keep tables and figures in a simple format. Left aligned figures and tables between the margins with one blank line above and below each.

Insert the text 'Table (or Figure) no.: description' in 12 point font at the top of the table/figure and in bold. Use minimal capitalization in headings. Number tables and figures using 1, 2, 3 etc.

Insert the source of the table/figure at the foot of the table/figure in 12 point font. If the figure/table is an original, use the words: Source: Developed for this research (paper).

For example:

**Table 1: The factor analysis and reliability test of research constructs**

<b>Construct</b>	<b>Cumulative %</b>	<b>Alpha Value (P)</b>
Work Values	54.255	0.7
Work Attitudes	50.004	0.7
Work expectations	64.38	0.7

Source: Developed for this research.

- **Quotations:** Quotations of more than 40 words should be indented 1cm from the text margin, without the use of quotation marks.

### **3.3. Preferred structure to be used for research-based manuscripts**

Manuscript submitted for review will need to follow the following structure:

- **Title** - consists of the title of the manuscript. Leave two blank lines after the title and then give the author's full name (Name, Family Name) and institution affiliation of each author including institution, country, using Times Roman 11 point, italics and center aligned. Please do not put any acknowledgements or thanks here, but place them in an optional 'Acknowledgements' section at the end of the document before the reference list.
- **Abstract** - the abstract should be no more than about 300 words in length, Times Roman 12 point, italics (except for Keywords) and fully justified. The abstract is to be set out under the headings below:

*Introduction: (including the purpose of the research/paper)*

*Methodology: (if applicable)*

*Results and discussion/Themes and findings: (for Literature Review manuscripts)*

*Conclusion and/or recommendations:*

**Keywords:**

- **The body of the paper** - the body of the paper should include the following major headings:
  - 1. Introduction**
  - 2. Literature review**
  - 3. Methodology**
  - 4. Results and discussion/Themes and findings** *(for Literature Review manuscripts)*
  - 5. Conclusion and/or recommendations**
  - 6. Acknowledgements** - This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References.
  - 7. References** (on a separate page)
- **Reference list** - list all items cited in the text alphabetically by author and for each author, by year of publication. The used references should be relevant, actual and

international. This section should begin on a separate page, written in Times New Roman 12 point, left aligned with hanging indentation of 1 cm and single line spacing.

- Use the 7<sup>th</sup> edition APA referencing style which is available electronically at: <https://apastyle.apa.org/style-grammar-guidelines/references/>. Some examples of in-text citations and reference list citations are given below.

<p><b>In-text citation</b></p>	<p>In the body of the text references should be as follows:</p> <p><b>Single author:</b> According to Smith (2014)... / at end of sentence (Smith, 2014)</p> <p><b>Two authors:</b> According to Smith and Lloyd (2013)... / at end of sentence (Smith &amp; Lloyd, 2013).</p> <p><b>Three to five authors:</b> List all the authors in the signal phrase or in parentheses the first time you cite the source. Use the word ‘and’ between the authors' names within the text and use the ampersand in parentheses, e.g. (Kernis, Cornell, Sun, Berry, &amp; Harlow, 1993). In subsequent citations, only use the first author's last name followed by ‘et al.’ in the signal phrase or in parentheses, e.g. (Kernis et al., 1993).</p> <p><b>Six or More Authors:</b> Use the first author's name followed by et al. in the signal phrase or in parentheses, e.g. Harris et al. (2001) argued... or (Harris et al., 2001)</p> <p>Multiple references in the body of the text should be listed chronologically in descending order, starting with the most recent reference e.g. (Karnis et al., 2019; Kernis, 2016; Kernis &amp; Lloyd, 2012). In instances where an author has more than one article in a year and both are cited in the text, referencing should be as follows: Kernis (2014a); Kernis (2014b).</p>
<p><b>Books</b></p>	<p>Surname, Initials. (Year). <i>Title of book: Capital letter also for subtitle</i>. Publisher.</p> <p>E.g. Matto, R. (2001). <i>Trade in Services</i>. Simon &amp; Schuster.</p>
<p><b>Book chapter</b></p>	<p>Surname, Initials., &amp; Surname, Initials. (Year). Title of chapter. In Initials Editor's Surname (Ed.), <i>Title of book</i> (pages of chapter). Location: Publisher.</p> <p>E.g. Calabrese, F. A. (2005). The early pathways: Theory to practice – A continuum. In M. Stankosky (Ed.), <i>Gender issues across the life cycle</i> (pp. 107-123). Springer.</p>
<p><b>Journal article</b></p>	<p>Surname, Initials. (Year). Title of article. <i>Journal Name</i>, volume(issue), pages. doi number as appear in the article.</p>

	E.g. Capizzi, M. T., & Ferguson, R. (2005). Loyalty trends for the twenty-first century. <i>Journal of Consumer Marketing</i> , 22(2), 72-80. <a href="http://doi.org/10.3352/2013.10.3">http://doi.org/10.3352/2013.10.3</a>
<b>Published conference proceedings</b>	<p>Surname, Initials. (Year). Title of paper. In Initials Surname (Ed.), <i>Title of published proceeding</i> (page numbers). Place of publication: Publisher.</p> <p>E.g. Armstrong, D. B., Fogarty, G. J., &amp; Dingsdag, D. (2007). Scales measuring characteristics of small business information systems. In W-G. Tan (Ed.), <i>Proceedings of Research, Relevance and Rigour: Coming of age: 18th Australasian Conference on Information Systems</i> (pp. 163-171). Toowoomba, Australia: University of Southern Queensland.</p>
<b>Electronical Sources</b>	<p>Generally, individual webpages and documents hosted online are cited similarly to print content. Note, however, that the URL is typically included at the end of the entry.</p> <p>Author, A. A., &amp; Author B. B. (Date of publication). <i>Title of page</i>. Retrieved from <a href="https://www.someaddress.com/full/url/">https://www.someaddress.com/full/url/</a></p> <p>E.g. Davis, J. (n. d.). <i>Familiar birdsongs of the Northwest</i>. Available from <a href="https://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0">https://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0</a></p>

## Sample Cover Page

<b>Title of paper:</b>	Paper title
<b>Number of pages:</b>	Xx (excluding this page)
<b>Abstract</b> (up to 300 words)	Xx words
<b>Total Word count:</b> (between 3,500-5,500 words; including the abstract and body, excluding titles and references)	Xx words
<b>Number of tables/figures:</b>	Xx
<b>Keywords:</b> (up to eight keywords)	Keyword 1, keyword 2, keyword 3,
<b>Author's details:</b> Full name (Name Family Name), faculty and institution affiliation and email address	Name Family name <sup>a</sup> , Name Family name <sup>b</sup>  <sup>a</sup> Faculty name, Institution name, Country email address@universtiy.name  <sup>b</sup> Faculty name, Institution name, Country email address@univeristy.name

## **Sample Layout of Manuscript**

***Title of manuscript***  
**(Times New Roman, 12 point, centered, not exceeding 20 words)**

Author's name Surname <sup>a</sup>, Author's name Surname <sup>b</sup>  
*(Times New Roman, 11 point, centered)*  
<sup>a</sup> Faculty, Institution, Country of Institution <sup>b</sup>, Institution, Country of Institution  
*(Times New Roman, 10 point, centered, italics)*

**Abstract** *(Times New Roman, 12 point, fully justified, sentence case, 300 words maximum).*

**Introduction:**

**Methodology:** *(if applicable)*

**Results and discussion/Themes and findings:** *(for literature review manuscripts)*

**Conclusion and/or recommendations:**

**Keywords:** *(maximum 8 words)*

## **1. Introduction (All main headings - numbered, Times New Roman, bold, sentence case, left-aligned, font size 12 point)**

Your document should be written in English language in the same format as this file. Full papers should be written in good English (American or British usage is accepted, but not a mixture of these). The language must be clear and accurate. The work should be written in an impersonal academic style.

Introduction should provide wider context, substantiation of the need of writing and publishing the paper, and its goal.

For the body of the document, use Times New Roman font, 12 point type size, single spaced. The whole document should be fully justified (except for the References section) and single line spacing.

## **2. Literature review**

The body of the document should be fully justified (except for the References section and single line spacing).

### **2.1 Sub Section (All sub-headings should be numbered, Times New Roman, bold, left aligned, sentence case, font size 12 point)**

Subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection

## **3. Methodology**

The body of the document should be fully justified (except for the References section) and single line spacing.

### **3.1 Sub Section**

Subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection.

## **4. Results and discussion/Themes and findings (for Literature Review manuscripts)**

The body of the document should be fully justified (except for the References section) and single line spacing.

### **4.1 Sub Section**

Subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection, subsection.

## **5. Conclusion and/or recommendations**

Conclusion should contain evaluations and descriptions of achieved results. It should also compare the achieved results with previously published papers, author's opinion of established differences, his/her attitude to the results. When necessary indicate the advantages, limitations, and possible applications.



**6. Acknowledgements** (*Only applicable for manuscripts supported by grants*)

An acknowledgement is necessary for manuscripts supported by a grant agency or other external resources. In such cases, state the full name of the funding organization for the project. Optional - A brief acknowledgement section (maximum 50 words) may be included between the Conclusion and References.

**References** (*List the references on a separate page. The body for this section only is left-aligned with hanging indentation of 1 cm, single line spacing*)

DeMarco, Z. (2003). It's the meaning of life. *Monitor on Psychology*, 28(10), 68-75.

<https://doi.org/10.1037/e241172003-036>

Abdullah, M., & Ibrahim, E. M. (2017). *Theoretical basis for engineering* (4th ed.). Petaling Jaya, Malaysia: City University Press.