

## INSTRUCTIONS FOR PREPARING MANUSCRIPTS USING MSWORD

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### ABSTRACT

The abstract inside the paper should summarize the context, content and conclusions of the paper in no more than 350 words and followed by not more than five keywords. It should not contain any reference citations or displayed equations. Typeset the abstract in **11 pt roman** with **single spacing**.

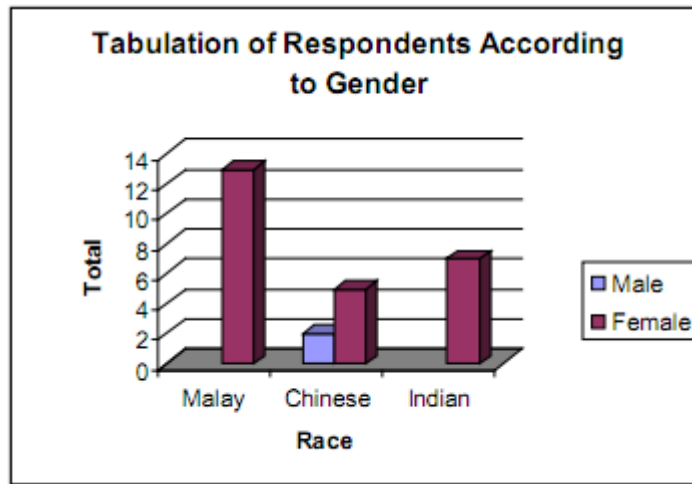
**Keywords:** Keyword1; keyword2; keyword3; keyword4; keyword5.

### THE FIRST HEADING

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold CAPITAL LETTERS and left justified. 2nd level headings should be in bold, capitalized, and left justified and 3rd level heading should be in bold italics, capitalized and left justified.

### The Second Heading

You may normally use up to three levels of heading in the text to help guide readers around your paper. Major section headings should be in bold CAPITAL LETTERS and left justified. 2nd level headings should be in bold, capitalized, and left justified and 3rd level heading should be in bold italics, capitalized and left justified.



Picture 1 Tabulation of respondents according to gender

Table 1 Organisational barriers to working with CSA cases

Categories	Subcategories
Within organisations	Inadequate manager/supervisor support Highly demanding job Excessive workload Lack of resources
Between organisations	Conflicts of power Disorganised collaboration system Lack of support from other organisations

### ***The Third Heading***

The reference section should be alphabetically listed at the end of paper. Where an entry has no author, it is cited by its title, and ordered in the reference list by the first significant word of the title.

### **REFERENCES**

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Description:

**Full Paper Format**

- software : Microsoft Word
- font type & Language : Times New Roman (**English/Bahasa Melayu**)
- font size :
  - tittle : 14 (**BOLD, CAPITAL LETTERS**)
  - full paper : 12
- distance between rows : single spacing including references and any indented quotations
- paragraphs : indented **5** spaces from left margin and leave a blank line between paragraphs except for reference list
- paper size : A4 with margin
  - 1.5 inch (left) 1.5 inch (right)
  - 1 inch (top) 1 inch (bottom)
- maximum length of: full paper : in the range of **5,000** words (including notes and references)
- maximum length of: pages : **12** pages including figures, tables, appendices, and references
- headings :
  - 1st level **BOLD, CAPITAL LETTERS AND LEFT JUSTIFIED**
  - 2nd level **Bold, Capitalized, and Left Justified**
  - 3rd level ***Bold Italics, Capitalized and Left Justified***
- abbreviations : spell them out in full on their first use (except for universally known ones such as UK, USA etc.)
- quotations : quotations in the text of more than 40 words should be pulled out of the text and indented
- references : use the APA system of referencing
  - references in the text should be made in the following ways:
    - As Tan (2006) points out ....
    - However, this might not be so (Mohd Ali, 2001; Sivamani, 2000; Wong, Ho & Mak, 2005).
    - You must make sure that all references which appear in the text are given in full in the references section
  - reference section should be listed in alphabetical order at the end of paper.
  - Where an entry has no author, it is cited by its title, and ordered in the reference list by the first significant word of the title
- number pages consecutively, with page numbers centred at the bottom of

each page

- appendixes should follow immediately after the main text to be followed by acknowledgements, notes and references
- camera ready diagrams and line drawings must be clearly drawn in black ink.
- figures and tables should be numbered in single sequence in the order in which they are referred to in the paper. All figures and tables should have brief descriptive captions