

AUTHOR'S GUIDELINES

Title

Abstract (100 – 200 words)

Keywords (3-7 words that encapsulate the key topics)

Main body that is not restricted to specific format but rather hinges on the manuscript type and methodology (e.g., original research article, review article, surveys, case studies, technical and management reports, viewpoints, book reviews, notes, commentaries). However, the main body may address the following sections:

Introduction

Background or Literature Review

Materials and Methods or Research Methodology

Results

Discussion

Conclusions

Acknowledgments (if any)

References

Tables and Figures

All Tables and Figures should be cited in the text in a consecutive order. Tables and Figures should be included at the end of the manuscript on separate pages, with their position in the main body of the text being indicated. Each Figure and Table must have a descriptive brief title and an Arabic number (e.g., Figure 1). Where Figures are supplied in a format that cannot be edited within a Word document, authors will be asked to provide the source files of the figures in a separate electronic file that contain vector art formats (Illustrator, EPS, WMF, FreeHand, CorelDraw, PowerPoint, Excel, etc.) or bitmap formats (Photoshop, TIFF, GIF, JPEG, etc.).

Citation

Citing other publications in the text must follow Harvard style using author and date.

Citing ONE author: (Thomas, 2012) or Thomas (2012)...

Citing ONE author with multiple works: (Hendry, 2008; 2011)

Citing ONE author with multiple works in the same year: (Hendry, 2008a; 2008b)

Citing TWO authors: (Thomas and Bradley, 2012) or Thomas and Bradley (2012)

Citing MORE than two authors: (Thomas et al., 2012) or Thomas et al. (2012) ...

Citing LIST of references should be alphabetically and then chronologically: (Kristopher and Deleon, 008; Lim and Peter, 2010; Lim, 2011, Ricardo, 1998; Santos, 2000)

Quoting SPECIFIC TEXT: (Kim, 2011, p. 145) or Kim (2011, p. 145) ...

References

References to other publications must be complete and accurate, and presented in Harvard style

Footnotes and Endnotes

Footnotes or Endnotes should be avoided and may be used if absolutely necessary. They should be numbered consecutively throughout the manuscript. They should not be used in book reviews.

Abbreviations

A list of abbreviations should be used only when the full term is very long and used often. The abbreviation should be spelled out the first time it is used in the text. Authors should also use the International System of Units (SI) where required.