

# Publication Policies

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size 12 for the text. British English is preferred.

All submitted manuscripts should satisfy the following conditions:

- adhere to the journal format to facilitate peer review and editorial work.
- contents that are relevant to the stated scope of the journal and presented in an accepted language.
- maintain journal article reporting standards and in a language that is clear and correct.

2. Citations and reference entries. In-text citations and reference entries are primarily based on the APA Style. Authors should adhere to this style as closely as possible.

For further formatting and referencing aid, please consult the *Publication Manual of the American Psychological Association*, Seventh Edition, 2020. (<https://aut.ac.nz.libguides.com/APA6th/referencelist>, APA 6th Referencing Style Guide).

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### 1. Title page (Title, Authorship and Affiliation)

State the title of the paper, author's name in the order of first name, middle initial(s), and last/family name, and affiliation (position, department, university)

At the end of the paper (before the list of References), identify the first author with an\* and the second with two\*\*, etc. For sources of reference in Chinese, indicate the name(s) of Chinese authors in both Pinyin and Chinese characters.

### 2. Abstract

The abstract should be between 150-250 words to state the purpose, method, results and conclusion of the article in a concise and informative manner.

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Keywords are placed below the Abstract and labelled:

*Keywords:* (indented and in italics) with three to five keywords in lowercase.

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All headings should be clear and concise and follow a logical sequence. As far as possible, do not have more than four levels of headings.

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Second-level heading: flush left, bold, initial capital letter for important words.

Third-level heading: flush left, bold italic, initial capital letter for important words.

Fourth-level heading: indented, bold, initial capital letter for important words, and period.

### 5. Illustrations

Original illustrations such as maps, graphs and other diagrams should be numbered consecutively as figures and black and white photographs as plates. All illustrations should be accompanied by explanatory titles in italics and, wherever appropriate, acknowledgements of sources or copyright, and placed below the figure or plate.

### 6. Statistical Tables

Tables are numbered consecutively with concise and explanatory titles in italics and placed on top of the table. Separate the stub and/or column headings, the data and totals by horizontal lines. Do not use vertical lines. Use a dash in an empty cell to indicate that data are not available.

All measurements and statistics should be given in metric units. Keep tables within a page, otherwise repeat the heading row in the following page. Source references, if any, must be stated.

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Use the Author-date citation system for each work used in the text, tables, figures, notes, or appendices. Examples:

- (a) Parenthetical citation: (Author, year)
  - Single author: (Palanca, 2018)
  - Two authors: (Lee & Jackson, 2019)
  - Three or more authors: (Lee et al., 2017)
  - Group author: (Department of Statistics Malaysia [DSM], 2010). Subsequent citations: (DSM, 2010)
- (b) Narrative citation: Enclose the year in parenthesis: Palanca (2018)
- (c) To cite two works by the same author(s) in the same year, add “a” and “b” to the year, e.g. (Wong, 2019a), (Wong, 2019b), or (Carstens & Zhang, 2015a, 2015b).
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Footnotes are shown as “Notes” and placed after the list of References. Notes identified in the text with superscript Arabic numerals are arranged consecutively in the order of the callout number. Footnotes are used only for explanatory purposes and should be brief and precise.

To refer to a source in an earlier note such as Note x, state (see Note x).

Notes may be used to provide information on selected Chinese names or phrases that appear in Pinyin in the text. Identify with a footnote transcript for the first appearance of such names or phrases, e.g. *junzi*.<sup>1</sup> In the note, the term is shown in Chinese characters (君子). This is to overcome possible confusions arising from alternative interpretations of the term in the Pinyin version.

## 9. References

Arrange the list of works alphabetically by author and placed under “References” according to the format below:

### 9.1 Names of Authors and Date of Publication

#### (a) Author(s):

- State the author’s last or family name, followed by the initials, e.g. Palanca, Ellen (2018).
- In the case of Chinese names, the surname is followed by the initials of the two- or three-character personal name, e.g. Zhang, J.; Xu, L.-P.

For works in Chinese in which the family names of authors may be transliterated according to Pinyin or different dialects, indicate the original characters in square brackets.

- For Indian and Malay names, depending on personal preferences, the personal name is followed by the father’s name or vice versa.
- For two or more authors, separate the last name by an ampersand (&): Lee, B.-H. & Jackson, Donald (2019).
- For three or more authors: (Lee et al., 2017)

#### (b) Date of publication:

- year only
- year, month
- year, month and day
- No date: (Author, n.d.)

### 9.2 Books, Periodicals and Online Sources

#### (a) Books

- Song, Ong Siang (1967). *One hundred years’ history of the Chinese in Singapore*. University of Malaya Press. (First published in 1923).
- Edited books
  - ...In E. E. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher.
  - ...In E. E. Editor (Ed.), *Title of book* (2nd ed., Vol. 1, pp. xx–xx).
  - ...In A. A. Editor & B. B. Editor (Eds.), *Title of book: Vol 1. Volume title* (2nd ed., pp. xx–xx). Publisher.
- Book chapter: Wang, G.-W. (1990). Merchants without empire: The Hokkien sojourning communities. In James D. Tracy (Ed.), *The rise of merchant empires: Long-distance trade in the Early Modern World, 1350-1750* (pp. 400-421). Cambridge University Press.

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State the title, volume number, issue number, and page range or article number. Capitalize and italicize the title of periodical using title case, followed by a comma, and the volume number in italics.

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#### 10. Other Bibliographic Details

On the use of italics, numerals, ordinal numbers, punctuation marks, percentage symbol and currency, etc. For details, please consult <https://aut.ac.nz.libguides.com/APA7th/referencelist#s-lgbox-21262998>.

#### 11. Contact details

Manuscripts should be submitted to <mjcs@newera.edu.my>

For inquiries, please contact <minmin.choy@newera.edu.my> or

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