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Stylesheet

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1. Title page

Title of paper, author's name in the order of last/family name, first name, middle name/initial(s). Identify the first author with an* and the second with two**, etc. and their affiliations (position, department, university). Chinese authors should also state their names in the Chinese characters.

2. Abstract

The abstract should be between 100 and 250 words to state the purpose, method, results and conclusion of the article in a concise and informative manner.

3. Keywords

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. Avoid having more than four levels of headings.

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

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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 brief captions and, wherever appropriate, acknowledgements of sources or copyright, and placed below the figure or plate. All illustrations should be reproducible to conform to a page size of 180 cm x 240 cm.

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Tables are numbered consecutively and complete with captions. Source references, if any, must be stated. Measurements and statistics should be given in metric units.

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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)
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- (d) To cite authors with the same surname, state the initials: (M. Freedman, 2018); (A. L. Freedman & Jackson, 2018)

8. Footnotes

Footnotes are shown as “Notes” and placed before the list of References. Notes identified in the text with superscript Arabic numerals arranged consecutively in the order of the callout number. Footnotes are used only for explanatory purposes and should be precise and concise.

To refer to a source in an earlier 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. 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.

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

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 - Indian and Malay names, depending on personal preferences, 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.)

(c) Date of publication in a Webpage on a website with an individual author:

- Author (year, month and day)
- Retrieved dates: (month day, year) Retrieved October 1, 2020, from <https://xxxx>

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.

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.

(b) Periodicals

Provide the periodical title, volume number, issue number, and page range or article number. Capitalise and italicise the title of periodical using title case, followed by a comma (not italicized), and the volume number in italics.

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Author, A. A. & Author, B.B. (year). Title of article, Title of Journal, 10(2), 1–11.

10. Other Bibliographic Details

On the use of italics, numerals, ordinal numbers, punctuation marks, percentage symbol and currency, etc., please consult the Seventh Edition of the *APA Publication Manual* (<https://apastyle.apa.org/style-grammar-guidelines>).

Current Issue

Vol. 13, No. 2	2024
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Past Issues

Vol. 13, No. 1	2024	
Vol. 12, No. 1	Vol. 12, No. 2	2023
Vol. 11, No. 1	Vol. 11, No. 2	2022
Vol. 10, No. 1	Vol. 10, No. 2	2021
Vol. 9, No. 1	Vol. 9, No. 2	2020
Vol. 8, No. 1	Vol. 8, No. 2	2019
Vol. 7, No. 1	Vol. 7, No. 2	2018
Vol. 6, Nos. 1 & 2		2017
Vol. 5, No. 1	Vol. 5, No. 2	2016
Vol. 4, No. 1	Vol. 4, No. 2	2015
Vol. 3, No. 1	Vol. 3, No. 2	2014
Vol. 2, No. 1	Vol. 2, No. 2	2013
Vol. 1		2012

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