

Pertanika Journal of Social Sciences & Humanities

Our goal is to bring high-quality research to the widest possible audience

INSTRUCTIONS TO AUTHORS

(SPECIAL ISSUES)

(Manuscript Preparation & Submission Guide)

Revised: November 2020

Please read the *Pertanika* guidelines and follow these instructions carefully. The Chief Executive Editor reserves the right to return manuscripts that are not prepared in accordance with these guidelines.

MANUSCRIPT PREPARATION

Manuscript Types

Pertanika accepts submission of regular articles for peer-review.

Regular article

Regular article is a full-length original empirical investigation, consisting of introduction, materials and methods, results and discussions, conclusions. Original research work should present new and significant findings that contribute to the advancement of the research area. Analysis and Discussion must be supported with relevant references.

Size: Generally, each manuscript is **not to exceed 6000 words** (excluding the abstract, references, tables, and/or figures), a maximum of **80 references**, and **an abstract of less than 250 words**.

Language Accuracy

Pertanika **emphasises** on the linguistic accuracy of every manuscript published. Articles must be in **English or Bahasa Malaysia** and they must be competently written and presented in clear and concise grammatical English. Contributors are strongly advised to have the manuscript checked by a colleague with ample experience in writing English manuscripts or a competent English language editor.

Author(s) **may be required to provide a certificate** confirming that their manuscripts have been adequately edited. **All editing costs must be borne by the author(s).**

Linguistically hopeless manuscripts will be rejected straightaway (e.g., when the language is so poor that one cannot be sure of what the authors are really trying to say). This process, taken by authors before submission, will greatly facilitate reviewing, and thus, publication.

Similarity Index

All articles received must undergo the initial screening for originality before being sent for peer-review. The Guest Editor should check all the manuscripts for possible plagiarism using Turn-It-In before sending them out for review. *Pertanika* does not accept any article with similarity index **exceeding 20%**.

MANUSCRIPT FORMAT

The paper should be submitted in one-column format with 1.5 line spacing throughout. Authors are advised to use Times New Roman 12-point font and MS Word format.

1. *Manuscript Structure*

The manuscripts, in general, should be organised in the following order:

- **Page 1: Running title**

This page should **only** contain the running title of your paper. The running title is an abbreviated title used as the running head on every page of the manuscript. The running title **should not exceed 60 characters, counting letters and spaces**.

- **Page 2: Author(s) and Corresponding author's information**

General information: This page should contain the **full title** of your paper **not exceeding 25 words**, with the name(s) of all the authors, institutions and corresponding author's name, institution and full address (Street address, telephone number (including extension), handphone number, and e-mail address) for editorial correspondence. **The corresponding author must be clearly indicated with a superscripted asterisk symbol (*)**.

Authors' name: The names of the authors should be named **in full without academic titles**. For Asian (Chinese, Korean, Japanese, Vietnamese), please write first name and middle name before surname (family name). The last name in the sequence is considered the surname.

Authors' addresses: Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers.

Tables/figures list: A list of the number of **black and white/colour figures and tables** should also be indicated on this page. See **"5. Figures & Photographs"** for details.

Example (page 2):

The Mediating Role of Cognitive Emotion Regulation Strategies in the Development of Social Behaviour among Adolescents

Samsilah Roslan^{1*}, Noorhayati Zakaria², Siaw Yan-Li³ and Noorlila Ahmad¹

¹Department of Foundation of Education, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor, Malaysia

²Politeknik Banting, 42700 Banting, Selangor, Malaysia

³Department of Educational Psychology and Counseling, Faculty of Education, Universiti Malaya, 50603 Kuala Lumpur, Malaysia

samsilah@upm.edu.my (Samsilah Roslan)

znorhayati@polibanting.edu.my (Noorhayati Zakaria)

yanli@um.edu.my (Siaw Yan-Li)

noorlila_ahmad@yahoo.com (Noorlila Ahmad)

*Corresponding author

List of Table/Figure:

Table 1.

Figure 1.

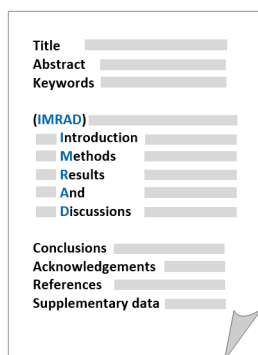
- **Page 3: Abstract**

This page should **repeat** the **full title** of your paper with only the **Abstract**, usually in one paragraph and **Keywords**.

Keywords: **Not more than 8 keywords in alphabetical order** must be provided to describe the content of the manuscript.

2. Text

A regular paper should be prepared with the headings *Introduction, Materials and Methods, Results and Discussions, Conclusions, Acknowledgements, References*, and *Supplementary data* (if any) in this order. The literature review may be part of or separated from the *Introduction*.



MAKE YOUR ARTICLES AS CONCISE AS POSSIBLE

Most scientific papers are prepared according to a format called IMRAD. The term represents the first letters of the words Introduction, Materials and Methods, Results, And, Discussion. It indicates a pattern or format rather than a complete list of headings or components of research papers; the missing parts of a paper are: Title, Authors, Keywords, Abstract, Conclusions, and References. Additionally, some papers include Acknowledgments and Appendices.

The Introduction explains the scope and objective of the study in the light of current knowledge on the subject; the Materials and Methods describes how the study was conducted; the Results section reports what was found in the study; and the Discussion section explains meaning and significance of the results and provides suggestions for future directions of research. The manuscript must be prepared according to the Journal's instructions to authors.

3. Levels of Heading

Level of heading	Format
1 st	LEFT, BOLD, UPPERCASE
2 nd	Flush left, Bold, Capitalise each word
3 rd	Bold, Capitalise each word, ending with .
4 th	<i>Bold italic, Capitalise each word, ending with .</i>

4. Equations and Formulae

These must be set up clearly and should be typed double-spaced. Numbers identifying equations should be in square brackets and placed on the right margin of the text.

5. Tables

- All tables should be prepared in a form consistent with recent issues of *Pertanika* and should be numbered consecutively with Roman numerals (Table 1, Table 2).
- A brief title should be provided, which should be shown at the top of each table (**APA format**):

Example: Table 1

PVY infected Nicotiana tabacum plants optical density in ELISA

- Explanatory material should be given in the table legends and footnotes.
- Each table should be prepared on a new page, embedded in the manuscript.
- Authors are advised to keep backup files of all tables.

**** Please submit all tables in Microsoft word format only, because tables submitted as image data cannot be edited for publication and are usually in low-resolution.**

6. Figures & Photographs

- Submit an **original** figure or photograph.
- Line drawings must be clear, with a high black and white contrast.

- Each figure or photograph should be prepared on a new page, embedded in the manuscript for reviewing to keep the file of the manuscript under 5 MB.
- These should be numbered consecutively with Roman numerals (Figure 1, Figure 2).
- Provide a brief title, which should be shown at the bottom of each table (**APA format**):

Example: Figure 1. PVY-infected in vitro callus of Nicotiana tabacum

- If a Figure has been previously published, acknowledge the original source, and submit written permission from the copyright holder to reproduce the material.
- Authors are advised to keep backup files of all figures.

**** Figures or photographs must also be submitted separately as TIFF or JPEG, because figures or photographs submitted in low-resolution embedded in the manuscript cannot be accepted for publication. For electronic figures, create your figures using applications that are capable of preparing high-resolution TIFF files.**

7. Acknowledgement

Any individuals and entities who have contributed to the research should be acknowledged appropriately.

8. References

- References begin on their own page and are listed in alphabetical order by the first author's last name. Only references cited within the text should be included. All references should be in 12-point font and double-spaced.
- If a Digital Object Identifier (DOI) is listed on a print or electronic source, it is required to include the DOI in the reference list. Use Crossref to find a DOI using author and title information.

NOTE: When formatting your references, please follow the **APA-reference style** (6th edition) (*refer to the examples*). Ensure that the references are strictly in the journal's prescribed style, failing which your article will **not be accepted for peer-review**. You may refer to the *Publication Manual of the American Psychological Association* for further details <https://apastyle.apa.org/>

Examples of reference style are given below:

Books

Books	Insertion in Text	In Reference List
Book/E-Book with 1-2 authors	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Bales, 2017)</p> <p>... (Mahat & Ali, 2020)</p> <p>... Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Bales (2017)...</p> <p>Mahat and Ali (2020) ...</p>	<p>Bales, S. (2017). <i>Social justice and library work: A guide to theory and practice</i>. Chandos Publishing. https://doi.org/10.1016/C2016-0-00181-X</p> <p>Mahat, F., & Ali, N. A. (2020). <i>Fundamental of Islamic finance</i>. UPM Press.</p>
Book/E-Book with 3 to 20 authors	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p>Information prominent' (the author's name is within parentheses):</p> <p>... (Meera et al., 2012)</p> <p>... Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Meera et al. (2012) ...</p>	<p>Meera. N., Ampofo-Boateng, K., & Abd Latif, R. (2012). <i>Coaching athletes with disabilities</i>. UPM Press.</p>

Book/E-Book with more than 20 authors		For books with more than 20 authors, please follow the guidelines for journal articles more than 20 authors.
Chapter in an edited Book/E-Book	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Nagamine et al., 2018) ...</p> <p>... (Van der Port, 2015) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Nagamine et al. (2018) ...</p> <p>Van der Port (2015) ...</p>	<p>Nagamine, T., Fujieda, Y., & Iida, A. (2018) The role of emotions in reflective teaching in second language classrooms: Felt sense, emotionality, and practical knowledge acquisition. In J. Martínez Agudo (Ed.), <i>Emotions in second language teaching</i> (pp. 145-163). Springer, Cham. https://doi.org/10.1007/978-3-319-75438-3_9</p> <p>Van de Port, M. (2015). Reading Bruno Latour in Bahia. In M. Jackson & A. Piette (Eds.), <i>What is existential anthropology?</i> Berghahn Books.</p>
Editor	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Machado & Davim, 2014) ...</p> <p>... (Sheldon & Turner-Vorbeck, 2019) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Machado and Davim (2014) ...</p> <p>Sheldon and Turner-Vorbeck (2019) ...</p>	<p>Machado, C., & Davim, J. P. (Eds.). (2014). <i>Work organization and human resource management</i>. Springer, Cham. https://doi.org/10.1007/978-3-319-06376-8</p> <p>Sheldon, S. B., & Turner-Vorbeck, T. A. (Eds.). (2019). <i>The Wiley handbook of family, school, and community relationships in education</i>. New Jersey, USA: John Wiley & Sons.</p>
Several works by the same author in the same year	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Camilleri, 2018a, 2018b) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Camilleri (2018a, 2018b) ...</p>	<p>Camilleri, M. A. (2018a). <i>Travel marketing, tourism economics and the airline product: An introduction to theory and practice</i>. Springer, Cham. https://doi.org/10.1007/978-3-319-49849-2</p> <p>Camilleri, M. A. (2018b). Understanding customer needs and wants. In <i>Travel marketing, tourism economics and the airline product: An introduction to theory and practice</i> (pp. 29-50). Springer, Cham. https://doi.org/10.1007/978-3-319-49849-2_2</p>

Journals

Journals	Insertion in Text	In Reference List
Journal article with 1-2 authors	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Al-Shboul & Maros, 2020) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Al-Shboul and Maros (2020) ...</p>	<p>Al-Shboul, Y., & Maros, M. (2020). The high and low-context communication styles in refusal strategies by Jordanian Arabic and American English speakers. <i>Pertanika Journal of Social Sciences and Humanities</i>, 28(3), 2063-2080.</p>

Journals	Insertion in Text	In Reference List
Journal article with 3 or more authors	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p>Information prominent' (the author's name is within parentheses):</p> <p>... (Khajouei et al., 2018) ...</p> <p>... (Yusop et al., 2020) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Khajouei et al. (2018) ...</p> <p>Yusop et al. (2020) ...</p>	<p>Khajouei, R., Abbasi, R., & Mirzaee, M. (2018). Errors and causes of communication failures from hospital information systems to electronic health record: A record-review study. <i>International Journal of Medical Informatics</i>, 119(January), 47-53. https://doi.org/10.1016/j.ijmedinf.2018.09.004</p> <p>Yusop, F. D., Ab Ghaffar, F., Danaee, M., Firdaus, A., Hamzaid, M. A., Abu Hassan, Z. F., Senom, F., Ebrahim, N. A., Bonn, B. Y., & Chen, Y. M. (2020). Two decades of research on early career faculties (ECFs): A bibliometric analysis of trends across regions. <i>Pertanika Journal of Social Sciences and Humanities</i>, 28(1), 325-342.</p>
Journal article with more than 20	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Tobler et al., 2017) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Tobler et al. (2017) ...</p>	<p>Tobler, R., Rohrlach, A., Soubrier, J., Bover, P., Llamas, B., Tuke, J., Bean, N., Abdullah-Highfold, A., Agius, S., O'Donoghue, A., O'Loughlin, I., Sutton, P., Zilio, F., Walshe, K., Williams, A. N., Turney, C. S. M., Williams, M., Richards, S. M., Mitchell, N. ... Cooper, A. (2017). <i>Aboriginal mitogenomes reveal 50,000 years of regionalism in Australia</i>. <i>Nature</i>, 544(7649), 180-184. https://doi.org/10.1038/nature21416</p>
Journal article with an article number	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (De Rubeis et al., 2017) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>De Rubeis et al. (2017) ...</p>	<p>De Rubeis, J., Lugo, R. G., Withöft, M., Sütterlin, S., Pawelzik, M. R., & Vögele, C. (2017). Rejection sensitivity as a vulnerability marker for depressive symptom deterioration in men. <i>PloS One</i>, 12(10), Article e0185802. doi: 10.1371/journal.pone.0185802</p>
Journal article with missing information	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Bajaj et al., 2014) ...</p> <p>... (Jdaitawi, 2015) ...</p> <p>... (Nastasa & Farcas, 2015) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Bajaj et al. (2014) ...</p> <p>Jdaitawi (2015) ...</p> <p>Nastasa and Farcas (2015) ...</p>	<p>Missing volume number</p> <p>Bajaj, G., Deepa, N., Bhat, J. S., D'Souza, D., & Sheth, P. (2014). Self-efficacy and verbal fluency — does age play a role? <i>Healthy Aging & Clinical Care in the Elderly</i>, (6), 17-24. http://dx.doi.org/10.4137/HACCE.S14292</p> <p>Missing issue number</p> <p>Nastasa, L. E., & Farcas, A. D. (2015). The effect of emotional intelligence on burnout in healthcare professionals. <i>Procedia - Social and Behavioral Sciences</i>, 187, 78-82.</p> <p>Missing page or article number</p> <p>Jdaitawi, M. (2015). Social connectedness, academic, non-academic behaviors related to self-regulation among university students in Saudi Arabia. <i>International Education Studies</i>, 8(2). https://doi.org/10.5539/ies.v8n2p84</p>

Several works by the same author in the same year	<p>Information prominent' (the author's name is within parentheses):</p> <p>... (Ibrahim, 2019a, 2019b) ...</p> <p>Or</p> <p>'Author prominent' (the author's name is outside the parentheses):</p> <p>Ibrahim (2019a, 2019b) ...</p>	<p>Ibrahim, M. H. (2019a). Capital regulation and Islamic banking performance: panel evidence. <i>Bulletin of Monetary Economics and Banking</i>, 22(1), 47-68.</p> <p>Ibrahim, M. H. (2019b). Oil and macro-financial linkages: Evidence from the GCC countries. <i>The Quarterly Review of Economics and Finance</i>, 72(May) 1-13. https://doi.org/10.1016/j.qref.2019.01.014</p>
---	---	---

Newspapers

Newspapers	Insertion in Text	In Reference List
Newspaper article – with an author	<p>... (Davidson, 2018) ...</p> <p>Or</p> <p>... Davidson (2018) ...</p>	<p>Davidson, J. (2018, January 9). CES 2018: Samsung vows to add artificial intelligence to everything it does. <i>Australian Financial Review</i>. https://www.afr.com/technology/ces-2018-samsung-vows-to-add-artificial-intelligence-to-everything-it-does-20180109-h0fdtd</p>
Newspaper article – without an author	<p>("Economics nudging," 2017).</p> <p>OR</p> <p>"Economics nudging" (2017) ...</p> <p>Use a shortened title (or full title if it is short) in Headline Case enclosed in double quotation marks.</p>	<p>Economics nudging people away from war. (2017, December 16). <i>The Age</i>, 33.</p>

Dissertation/Thesis

Newspapers	Insertion in Text	In Reference List
Published Dissertation or Thesis References	<p>... (Solomon, 2016) ...</p> <p>Or</p> <p>... Solomon (2016) ...</p>	<p>Solomon, M. (2016). <i>Social media and self-evaluation: The examination of social media use on identity, social comparison, and self-esteem in young female adults</i> [Doctoral dissertation, William James College]. ProQuest Dissertations Publishing. https://search.proquest.com/openview/7d66a63f277a84a64907db68ff991ba/1?pq-origsite=gscholar&cbl=18750&diss=y</p>
Unpublished Dissertation or Thesis References	<p>... (Curry, 2016) ...</p> <p>Or</p> <p>... Curry (2016) ...</p>	<p>Curry, J. (2016). <i>A guide to educating single mothers about early gang intervention and prevention</i> (Unpublished Master's thesis). Pacific Oaks College.</p>

Conference / Seminar Papers

Conference / Seminar Papers	Insertion in Text	In Reference List
Conference proceedings published in a journal	... (Chaudhuri et al., 2017) ... Or ... Chaudhuri et al. (2017) ...	Chaudhuri, S., & Biswas, A. (2017). External terms-of-trade and labor market imperfections in developing countries: Theory and evidence. <i>Proceedings of the Academy of Economics and Economic Education</i> , 20(1), 11-16. https://search-proquest-com.elibrary.jcu.edu.au/docview/1928612180?accountid=16285
Conference proceedings published as a book chapter	... (Morgan et al., 2017) ... Or ... Morgan et al. (2017) ...	Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), <i>Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016</i> (pp. 11-19). Springer. https://doi.org/10.1007/978-981-10-4241-6_2
Online	... (McDonald et al., 2019) ... Or ... McDonald et al. (2019) ...	McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7-10). <i>Peer mentoring in nursing - Improving retention, enhancing education</i> [Poster presentation]. STARS 2019 Conference, Melbourne, Australia. https://unistars.org/papers/STARS2019/P30-POSTER.pdf

Government Publications

Government Publications	Insertion in Text	In Reference List
Government as author	First in-text reference: Spell out the full name with the abbreviation of the body. ... U.S. Department of Housing and Urban Development (2020) ... Or ... (U.S. Department of Housing and Urban Development, 2020) ...	U.S. Department of Housing and Urban Development. (2020). <i>National comprehensive housing market analysis</i> . https://www.huduser.gov/portal/publications/pdf/National-CHMA-20.pdf

9. General Guidelines

Abbreviations: Define alphabetically, other than abbreviations that can be used without definition. Words or phrases that are abbreviated in the *Introduction* and following text should be written out in full the first time that they appear in the text, with each abbreviated form in parenthesis. Include the common name or scientific name, or both, of animal and plant materials.

Authors' Affiliation: The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved to another institution, the current address may also be stated in the footer.

Co-Authors: The commonly accepted guideline for authorship is that one must have substantially contributed to the development of the paper and share accountability for the results. Researchers should decide who will be an author and what order they will be listed depending upon their order of importance to the study. Other contributions should be cited in the manuscript's *Acknowledgements*.

Copyright Permissions: Authors should seek necessary permissions for quotations, artwork, boxes or tables taken from other publications or other freely available sources on the Internet before submission to *Pertanika*. The acknowledgement must be given to the original source in the illustration legend, in a table footnote, or at the end of the quotation.

Footnotes: Current addresses of authors if different from heading may be inserted here.

Page Numbering: Every page of the manuscript, including the title page, references, and tables should be numbered.

Spelling: The journal uses American or British spelling and authors may follow the latest edition of the Oxford Advanced Learner's Dictionary for British spellings. Each manuscript should follow one type of spelling only.

SUBMISSION OF MANUSCRIPTS

1. MANUSCRIPT:

Ensure your manuscript has followed the *Pertanika* style particularly the first three pages as explained earlier. The article should be written in a good academic style and provide an accurate and succinct description of the contents ensuring that grammar and spelling errors have been corrected before submission. It should also not exceed the suggested length.

2. DECLARATION FORM:

The corresponding author has to sign a declaration form. In signing the form, authors declare that the work submitted for publication is original, previously unpublished, and not under consideration for any publication elsewhere.

Note:

COPYRIGHT FORM: Author will be asked to sign a copyright form when the paper is accepted. In signing the form, it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form (*original pen-to-paper signature*) has been received.

Visit our Journal's website for more details at <http://www.pertanika.upm.edu.my/>

ACCESS TO PUBLISHED MATERIALS

Under the Journal's open access initiative, authors can choose to download free material (via PDF link) from any of the journal issues from *Pertanika*'s website. Under "**Browse Journals**" you will see a link, "*Regular Issue*", "*Special Issue*" or "*Archives*". Here you will get access to all current and back-issues from 1978 onwards. No hard copy of journals or offprints are printed.

Visit our Journal's website at

http://www.pertanika.upm.edu.my/regular_issues.php for "Regular Issue"

http://www.pertanika.upm.edu.my/cspecial_issues.php for "Special Issue"

http://www.pertanika.upm.edu.my/journal_archives.php for "Archives"