AUTHOR'S GUIDELINES FOR MFIFC 2022

Please use the following rules for whole text, including abstract, keywords, heading and references.

A. Abstract

1. Abstract: (150-250 words) should include the following: aim, method, results and conclusion.

2. The abstract must be written in Times New Roman, Font Size 10 and Italic.

3. Keywords: up to 5 keywords, Times New Roman, Font Size 10 and Italic.

B. Page setup

1. Margins: 1 Inch (2,54 cm) on all sides (top, bottom, left, right)

2. Font Size and Type:

   i. Malay & English Language: 12-pt. Times New Roman font

   ii. Arabic language: 14-pt.

   iii. Line Spacing: Single space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figures.

   iv. Alignment: Justified

   v. Orientation: Portrait

   vi. Page size: A4

C. Preparation of text

1. Title: 14 pts, uppercase and lowercase letters bolded and centered

2. Name and personal information (academic title, institutional affiliation, email address and phone number) should be placed under the title.

3. Spacing: Between abstract and main text, you should leave two empty lines.

4. Subdivision of the article: The papers should be structured in title and subtitle sections and should be numbered: 12 pts, alignment left (the abstract is not included in section numbering). Between title section and main text one empty line should be left.

   Example of subdivision of the article:

   1. First Subdivision

   1.1 Second Subdivision

   1.1.1   Third subdivision

5. Tables and figures should be included within the text of the paper and must be numbered, please use for the tables Times New Roman 10 pts.

6. Typescripts must be in Arabic, Malay, English and should be approximately 5,000 to 6,000 words. Authors should not submit manuscripts that are under consideration for publication elsewhere. All typescripts will be assessed by academic referees.

D. References

1. References should follow the referencing style used by the American Psychological Association (APA) in alphabetical order. All sources cited in the paper must be included in the References section. Please refer to this link: http://www.apastyle.org/

2. References should be placed in alphabetical order at the end of the paper and should be in Roman script. Footnotes should be avoided. When an author's name appears in the text, the date should follow in brackets,

   e.g. (Hamdi, 2000), or Hamdi (2000), or where there is reference to a particular page or quotation, e.g. Hamdi (2000: 37).

3. Citations in the text

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as "in press" implies that the item has been accepted for publication.

Examples of references:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51-59.

Reference to a book:

Strunk, W., Jr., & White, E. B. (1979). *The elements of style*. (3rd ed.). New York: Macmillan.

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

Reference to a web source:

Smith, Joe, (1999), One of Volvo's core values. [Online]

Available: http://www.volvo.com/environment/index.htm (accessed on July 7, 1999)