**Format**

The paper should be formatted in one column format with at least 4cm margins and 1.5 line spacing throughout. Authors are advised to use Times New Roman 12-point font. Be especially careful when you are inserting special characters, as those inserted in different fonts may be replaced by different characters when converted to PDF files. It is well known that 'μ' will be replaced by other characters when fonts such as 'Symbol' or 'Mincho' are used.

A maximum of eight keywords should be indicated below the abstract to describe the contents of the manuscript. Leave a blank line between each paragraph and between each entry in the list of bibliographic references. Tables should preferably be placed in the same electronic file as the text. Authors should consult a recent issue of the Journal for table layout.

Every page of the manuscript, including the title page, references, tables, etc. should be numbered. However, no reference should be made to page numbers in the text; if necessary, one may refer to sections. Underline words that should be in italics, and do not underline any other words.

We recommend that authors prepare the text as a Microsoft Word file.

1. Manuscripts in general should be organised in the following order:

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

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Page 3: This page should repeat the full title of your paper with only the Abstract (the abstract should be less than 250 words for a Regular Paper and up to 100 words for a Short Communication). Keywords must also be provided on this page (Not more than eight keywords in alphabetical order).

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1. Text. Regular Papers should be prepared with the headings Introduction, Materials and Methods, Results and Discussion, Conclusions in this order. Short Communications should be prepared according to "8. Short Communications." below.
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Ali and Doris (2010) reported that …

The results have been interpreted (Doris et al. 2011).

References should be listed in alphabetical order, by the authors' last names. For the same author, or for the same set of authors, references should be arranged chronologically. If there is more than one publication in the same year for the same author(s), the letters 'a', 'b', etc., should be added to the year.

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* + - * Mellers, B. A. (2006a). Choice and the relative pleasure of consequences. Psychological Bulletin, 126, 910-924.
      * Mellers, B. A. (2006b). Treatment for sexually abused children and adolescents. American Psychologist, 55, 1040-1049.
      * Hawe, P. (2005). Capturing the meaning of “community” in community intervention evaluation: Some contributions from community psychology. Health Promotion International, 9,199-210.
      * Braconier, H. and Ekholm, K. (2006). Swedish multinationals and competition from high and low wage location. Review of International Economics, 8, 448-461.

In case of citing an author(s) who has published more than one paper in the same year, the papers should be distinguished by addition of a small letter as shown above, e.g. Mellers (2006a); Mellers (2006b).

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Monographs: Kalimapour, Y.R. (2004). Images of the U.S. Around the World: A Multicultural Perspective. Albany, NY: State University of New York Press.

Chapter in Book: Bjork, R. A. (2007). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), Varieties of memory & consciousness (pp. 309-330). Hull: Hull University Press.

Proceedings: Amir Awang. (2006). Counseling, human resources development and counseling services. In Sulaiman M. Yassin, Yahya Mat Hassan, Kamariah Abu Bakar, Esah Munji and Sabariah Mohd. Rashid (Eds.), Proceedings of Asia Pacific Conference on Human Development (p. 243-246). Serdang: Universiti Putra Malaysia.

8. Short Communications should include Introduction, Materials and Methods, Results and Discussion, Conclusions in this order. Headings should only be inserted for Materials and Methods. The abstract should be up to 100 words, as stated above. Short Communications must be 5 printed pages or less, including all references, figures and tables.

References should be less than 30. A 5 page paper is usually approximately 3000 words plus four figures or tables (if each figure or table is less than 1/4 page).

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