**Templat Kertas Kerja Penuh dan Garis Panduan Pengarang untuk Penyerahan Artikel**

*(Full Paper Template and Author Guidelines for Submission of Article)*

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**Abstrak:** *Tujuan dokumen ini adalah untuk menyediakan format yang seragam untuk kertas kerja penuh yang digunakan untuk prosiding persidangan dan jurnal. Penerbit menyarankan pengarang menggunakan templat kertas kerja penuh ini semasa menyediakan artikel. Dokumen ini juga menyediakan garis panduan kepada pengarang untuk penyerahan kertas kerja penuh untuk penerbitan.*

**Kata kunci**: kertas penuh, templat, pengarang, garis panduan

**Abstract:** *The purpose of this document is to provide a consistent format for full papers appearing in the conference proceedings and journal. The publisher strongly encourages the authors to use the full paper template when preparing the article. This document also provides guidelines to the authors for submission of full paper for publication.*

**Keywords**: full paper, template, author, guidelines

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**1. Pendahuluan**

Penulis hendaklah menyediakan kertas penyelidikan mereka mengikut templat dan garis panduan yang disediakan dalam dokumen ini. Kertas yang tidak disediakan mengikut garis panduan ini boleh dikembalikan untuk pembetulan sebelum sebarang pertimbangan editorial.

Templat dan garis panduan ini digunakan untuk kedua-dua prosiding persidangan dan artikel jurnal.

**2. Templat Kertas Kerja Penuh**

Format yang seragam akan membantu pembaca memahami artikel dengan mudah. Ini boleh dicapai dengan berkesan sekiranya pengarang menggunakan fail templat ini untuk penyediaan kertas kerja.

**Jadual 1: Format of Papers**

|  |  |
| --- | --- |
| Paper Length | Between 5 to 15 pages. There is no limitation on the number of words. |
| Paper Title | Not exceeding 15 words |
| Abstract | Not exceeding 300 words in a single paragraph  **\* For paper in Bahasa, author also needs to provide the abstract in English** |
| Keyword | 3 to 5 keywords  **\* For paper in Bahasa, author also needs to provide the keywords in English** |
| Font | Times New Roman, Single Spacing   * Paper Title: 16-point Bold * Abstract: 12-point Italic * Subtitle: 12-point Bold * Body text: 12-point Normal   Table / Figure header: 10-point Bold |
| Table **(Jadual)** | Header at the top of a Table   * (See Table 1 for reference) |
| Figure **(Rajah)** | Header at the bottom of a Figure  (See Figure 1 for reference) |
| Abbreviation | Define abbreviation upon first appearance in text |
| Reference Style | American Psychological Association (APA) |



**Rajah 1: Example of Figure**

**3. Garis Panduan Pengarang**

**Garis Panduan untuk Penyerahan Artikel**

Sebagai sebahagian daripada proses penyerahan artikel, pengarang dikehendaki menyemak semua item berikut, kerana artikel boleh dikembalikan kepada pengarang sekiranya tidak mematuhi garis panduan ini.

**Jadual 2: Submission Preparation Guidelines**

|  |  |
| --- | --- |
| **Item** | **Description** |
| File Format | * The submission file must be in Microsoft Word file format. * Other formats will be rejected. |
| Submission Rules | * Author is responsible to ensure paper submitted has not been previously published. * Author is responsible to ensure paper submitted must not be under consideration for publication in another journal. |
| Originality | * The acceptable similarity index is below 20% including references and appendices. * Work from other publications must be appropriately cited or quoted. |
| Copyright and confidentiality | * Author is responsible to ensure that his or her submitted works do not infringe any existing copyright. * Author is also responsible to protect the anonymity and confidentiality of the respondents or to obtain letters of permission from the respondents if such anonymity and confidentiality are to be compromised. |

**4. Kesimpulan**

Untuk sebarang pertanyaan, pengarang boleh menghantar e-mel kepada publication@asianscholarsnetwork.com untuk mendapatkan bantuan.

**Rujukan**

Harrington, A. (2005). Modern Social Theory. 1-13.

Harris, A. L., Lang, M., Yates, D., & Kruck, S. E. (2008). Incorporating Ethics and Social Responsibility in IS Education. Journal of Information Systems Education, 22(3), 183-189.

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