

Preparation of Full Paper

Manuscripts must be prepared using MS Word and must be typed using Times New Roman 12 pt and double-spaced. Manuscripts should be clearly and concisely written in English only. Manuscripts may be rejected on the basis of unsatisfactory command of either language.

Manuscripts should be organized in the following order:

- a. Title
- b. Abstract
- c. Keywords
- d. Introduction
- e. Experimental
- f. Results and Discussion
- g. Conclusion
- h. Acknowledgements (optional)
- i. References
- j. Appendices (where applicable)
- k. Table(s)
- l. Figure caption(s)
- m. Figure(s)

Title

Should be as concise as possible but informative enough to facilitate information retrieval and try to avoid abbreviations. Provide also a suitable running head (within 50 characters) derived from the title.

Authorship and Affiliations

The name of author(s) and affiliation(s) should be provided separately as Title page. The corresponding author should be indicated together with the e-mail address. Please give first, middle and last name but omit titles. Give the affiliation of each author and complete mailing address of the institution where the work was conducted. If current address of an author is different, include it in the footnote on the title page. We would like to suggest that if there is any acknowledgement(s) to be made, please provide it in the Title page also.

Abstract

The abstract should be between 200–300 words. The abstract should give a clear, concise and informative summary with scope and purpose, significant results and major conclusions as well as an indication of any new findings. Abstract should not contain literature citations that refer to the main list of references attached to the complete article nor allusions to the illustrations. Define all nonstandard symbols, abbreviations and acronyms on their first use. The abstract should be written as one paragraph and should not contain displayed mathematical equations or tabular material.

Keywords

Keywords are to facilitate the retrieval of articles by search engines and will be used for indexing purposes, therefore do not use general terms. Provide 3–5 specific and suitable keywords related to the manuscript.

Figures and Tables

Be sure to cite every figure and table in the text. Each figure and table must have a caption that is complete and intelligible by itself without references to the text. Number figures and tables in the order in which they appear in text, and each must be provided as a separate file. Please do not combine figure/table and caption in a textbox or frame.

Figures/electronic illustration

Place the figures in sequence after the collected captions. Label all figure parts with (a), (b), etc. Avoid any large disparity in size of lettering and labels used within one illustration. Ensure that lettering and lines are dark enough, and thick enough, to reproduce clearly, especially if reduction is necessary. Remember that fine lines tend to disappear upon reduction. Please make sure that artwork files are in acceptable format (TIFF, JPG or MS Office files) and with the correct resolution. The table below shows the image specifications.

Image Format (file extension)	Tagged Image File Format (.tif)	Encapsulated PostScript (.eps)	Joint Photographic Experts Group, JPEG (.jpg)
Image width	Greater than or equal to intended display size	Greater than or equal to intended display size	Greater than or equal to intended display size
Resolution	Color/Halftones: min 300 dpi Bitmapped/Line art: min 1000 dpi	-	Minimum of 500 dpi
Colourspace	RGB	RGB	RGB
Alpha Channels	None	-	-
Layers	Flattened	Flattened	-
Compression quality	-	-	Maximum

Colour figures

When preparing illustrations that will appear in colour in the online journal and in black and white in the printed journal, authors must ensure that: (i) colours chosen will reproduce well when printed in black & white and (ii) descriptions of figures in text and captions will be sufficiently clear for both print and online versions. This is the author's responsibility.

Tables

Column heading for the tables should be clear and concise with appropriate units. Units of measurement should be placed in parentheses on the line below the appropriate heading. Place footnotes to table below the table body and indicate them with superscript lowercase letters (^a, ^b, ^c, etc., with a new sequence starting with ^a for each table). Use En-dash (–) to indicate missing values. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate described elsewhere in the article.

Graphs

Graphs should be self-explanatory, their purpose evident without reference to the text. Indicate clearly what is being plotted, in both horizontal and vertical directions. Include appropriate units. Orient letters and numbers so that they may be easily read from the bottom or the right hand side of the graph. Relevant non-graphic material, such as the key to the symbolism in the graph, maybe included within the confines of the graph frame if it will fit without crowding; otherwise put the explanatory material in the caption.

Nomenclature and Units

The use of units and symbols provided by the International Bureau of Weights and Measures (BIPM) [The International System of Units (SI)] is recommended. Commonly used unit: - g (gram), ml (millilitre), m (meter), mol (mole), min (minute), candela (cd), lux (lx). All similar-looking letters, numbers, and unusual/special symbols whose identity may not be obvious must be identified the first time they appear, and at all subsequent times when confusion might arise [for example, the number 'one' (1) and the letter 'ell' (l); the Roman letter 'kay' (k) and the Greek letter 'kappa' (κ); the 'proportional to' symbol (\propto) and the Greek 'alpha' (α)].

References

All references made to publications in the text should be presented in a list of reference following the text of the manuscript. References in the list must be numbered in the order in which they were cited. The manuscript should be carefully checked to ensure that the information given in the text is exactly the same as that given in the reference list. Authors are responsible for the accuracy of the references. References to the literature should be made according to the system described below:

References in text (the corresponding number should be superscripted and appear after punctuation): -

... referring to Nadal.^{1,2} OR

...as explained by Matthews et. al.³⁻⁶

List of references at the end of article. Examples: -

Book

No. Author, A. A., Author, B. & Author, C. C. (year). *Title of Book*. Place of publishing: Publisher, page numbers.

5. Perry, L. M. (1980). *Medicinal plant of East and Southeast Asia*. Cambridge: MIT Press.

Articles/ chapters in book

No. Author, A., Author, B. & Author, C. (year). Title of article/ chapter. In Author, X. Author, Y. & Author, Z. (Eds.). *Title of Book*, nth ed (if applicable). Place of publishing: Publisher, page numbers.

10. Fitch, R. M. & Tsai, C. H. (1971). Polymer colloids. In R. M. Fitch (Ed.). *Polymer colloids*. New York: Plenum Press, 73.

Journal

- No. Author, A. A., Author, B., Author, C. C., Author, D., & Author, E. E. (year). Title of article. *Name of Journal* (abbreviated), volume number (issue number), page numbers.
13. Kyung, H. R. & Yinzhe, J. (2006). Recovery of catechin compounds from Korean tea by solvent extraction. *Bioresour. Technol.*, 97(5), 790–793.

Forthcoming

- No. Author, A. A. & Author, B. B. (forthcoming). Title of article. *Name of Journal* (abbreviated).
7. Puganesh, S., Azlina, N. M. A. & Normisbah, W. C. (forthcoming). How to prepare a manuscript for submission in a physical science journal. *J. Phy. Sci.*

Web References

- No. Author, A. A. (year). Title of article. *Name of Journal* (abbreviated), volume number (issue number), page numbers (if applicable). Retrieved date month year, from url.
9. Rabbani, S. I., Devi, K. and Khanam, S. (2010). Role of pioglitazone with metformin or glimepiride on oxidative stress-induced nuclear damage and reproductive toxicity in diabetic rats. *Malaysian J. Med. Sci.*, 17(1), 3–11. Retrieved 21 March 2010, <http://ernd.usm.my/journal/journal/02-171OA1pioglitazone.pdf>.
- No. Author, A. A. (year). Title of article. *Name of article*, date. Retrieved date month year, from URL.
2. Remington, J. P. & Wood, H. C. (1918). *The dispensatory of the United States of America*. Retrieved 23 January 2009, from <http://www.henriettesherbal.com>.

Conferences

- No. Author, A. A. & Author, B. B. (year). Title of paper presented. *Name of proceeding*, venue (province/city, country), date(s), page number(s).
8. Goh, E. G., Wan Nik, W. M. N., Fadhli Ahmad, M. & Amran, A. (2009). The assessment of rheological model reliability in lubricating behaviour of vegetable oils. *National Tribology Conference*, Universiti of Malaya, NTC, Kuala Lumpur, 4–5 May 2009, 58–65.

Thesis

- No. Author, A. (year). *Title of thesis*. Undergraduate/ Masters/ PhD diss., name of university.
6. Abdullah, N. (2005). *An assessment of pyrolysis for processing empty fruit bunches*. PhD diss., Aston University.

Multiple authors

List all names for 6 authors, if more than 6 authors, list the first 6 authors followed by “et al.”

- No. Author, A. A., Author, B., Author, C. C., Author, D., Author, E. E., Author, F., *et al.* (year). Title of article. *Name of Journal* (abbreviated), volume number (issue number), page numbers.
14. Taniguchi, S., Kuroda, K., Doi, K., Inada, K., Yoshikado, N., Yoneda *et al.* (2007). Evaluation of gambir quality based on quantitative analysis of polyphenolic constituents. *Yakugaku Zasshi*, 127(8), 1291–1300.

Formulae/equations

Subscripts and superscripts should be clearly indicated. Take special care to clearly show the difference between zero (0) and the letter O, and between one (1) and the letter l. Give the meanings of all symbols immediately after the equation in which they are first used. For simple fractions use the solidus (/) instead of a horizontal. Equations should be aligned to bring out their structure, displayed on separate lines set off from the text above and below and sequentially numbered (using Arabic numbers in parentheses flush right to the right margin). In general, only equations explicitly referred to in text need be numbered. Mathematical operation signs indicating continuity of the expression should be placed at the left of the second and succeeding lines. The use of fractional powers instead of root signs is recommended. Also powers of e are often more conveniently denoted by exp.

Example: -

The values for KIC were calculated using the following equation:

$$y = 1.93 - 3.07 (a/w) + 14.53 (a/w)^2 - 25.11 (a/w)^3 + 25.8 (a/w)^4$$

where,

y = geometrical correction factor

P = load at peak (N)

S = span length (mm)

a = notch length (mm)

t = specimen thickness (mm)

w = specimens width (mm).

Headings

1. First level heading (uppercase, bold, flush left)

Example: -

1. INTRODUCTION

2. Second level heading (upper lowercase, bold, flush left)

Example: -

1.1 Second Level Heading

3. Third level heading (upper lowercase only for first word (the rest lowercase) bold, flush left)

Example: -

1.1.1 Third level heading

4. Fourth level heading (upper lowercase only for first word (the rest lowercase) italic, flush left)

Example: -

1.1.1.1 Fourth level heading

Listings

Listings in the text should be written as follows: -

The attributes are given as follows: (1) weight, (2) volume, (3) density, and (4) melting point. OR

This study includes discussion of:

1. characteristics evaluated
 - (a) weight
 - (b) volume
 - (c) density
2. type of method used
 - (a) electrochemical impedance spectroscopy
 - (b) scanning electron microscope – energy dispersive X-ray spectroscopy
3. etc...