Guidelines on Pertanika’s Special Issues
Pertanika Journal of Science & Technology (JST)

SCOPE

Writing Guideline

Pertanika Journal of Social Sciences & Humanities (JSSH)

SCOPE

Social Sciences—Accounting, anthropology, Archaeology and history, Architecture and habitat, Consumer and family economics, Economics, Education, Finance, Geography, Law, Management studies, Media and communication studies, Political sciences and public policy, Population studies, Psychology, Sociology, Technology management, Tourism;

Humanities—Arts and culture, Dance, Historical and civilization studies, Language and Linguistics, Literature, Music, Philosophy, Religious studies, Sports.
INSTRUCTIONS TO AUTHORS
(Manuscript Preparation & Submission Guide)
Revised: August 2015

Please read the Pertanika guidelines and follow these instructions carefully. Manuscripts not adhering to the instructions will be returned for revision without review. 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 Research Article Only!

REGULAR ARTICLE

Regular articles are full-length original empirical investigations, consisting of introduction, materials and methods, results and discussion, conclusions. Original work must provide references and an explanation on research findings that contain new and significant findings.
Language Accuracy

Pertanika emphasizes on the linguistic accuracy of every manuscript published. Articles must be in English and they must be competently written and argued 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) must provide a certificate confirming that their manuscripts have been adequately edited. A proof from a recognised editing service should be submitted together with the cover letter at the time of submitting a manuscript to Pertanika. All editing costs must be borne by the author(s). This step, taken by authors before submission, will greatly facilitate reviewing, and thus publication if the content is acceptable.

Linguistically hopeless manuscripts will be rejected straightaway (e.g., when the language is so poor that one cannot be sure of what the authors really mean). This process, taken by authors before submission, will greatly facilitate reviewing, and thus publication if the content is acceptable.
MANUSCRIPT FORMAT
The paper should be submitted 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 and MS Word format.

1. Manuscript Structure
   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 information.**
   This page should contain the full title of your paper not exceeding 25 words, with name(s) of all the authors, institutions and corresponding author's name, institution and full address (Street address, telephone number (including extension), hand phone number, and e-mail address) for editorial correspondence. First and corresponding authors must be clearly indicated.

   The names of the authors may be abbreviated following the international naming convention. e.g. Salleh, A.B.¹, Tan, S.G².*, and Sapuan, S.M³.

   **Authors' addresses.** Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers:
   George Swan¹ and Nayan Kanwal²
   ¹Department of Biology, Faculty of Science, Duke University, Durham, North Carolina, USA., ²Office of the Deputy Vice Chancellor (R&I), Universiti Putra Malaysia, Serdang, Malaysia.

   A list of number of **black and white / colour figures and tables** should also be indicated on this page. Figures submitted in color will be printed in colour. See "5. Figures & Photographs" for details.

   **Page 3: Abstract**
   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), and **Keywords**.

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

   **Page 4: Introduction**
   This page should begin with the **Introduction** of your article and followed by the rest of your paper.
2. **Text**

Regular Papers should be prepared with the headings *Introduction, Materials and Methods, Results and Discussion, Conclusions, Acknowledgements, References, and Supplementary data* (if available) in this order.

**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. **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.

4. **Tables**

All tables should be prepared in a form consistent with recent issues of Pertanika and should be numbered consecutively with Roman numerals. Explanatory material should be given in the table legends and footnotes. Each table should be prepared on a new page, embedded in the manuscript.

*When a manuscript is submitted for publication, tables must also be submitted separately as data - .doc, .rtf, Excel or PowerPoint files- because tables submitted as image data cannot be edited for publication and are usually in low-resolution.*
5. **Figures & Photographs**

Submit an original figure or photograph. Line drawings must be clear, with 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.

Figures or photographs must also be submitted separately as TIFF, JPEG, or Excel files—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. In general, we require 300 dpi or higher resolution for coloured and half-tone artwork, and 1200 dpi or higher for line drawings are required.

Failure to comply with these specifications will require new figures and delay in publication.

**NOTE:** Illustrations may be produced in colour at no extra cost at the discretion of the Publisher; the author could be charged Malaysian Ringgit 50 for each colour page.

6. **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.

**NOTE:** When formatting your references, please follow the APA reference style (6th Edition). 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 ([http://www.apastyle.org/](http://www.apastyle.org/)).
7. 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.

**Acknowledgements:** Individuals and entities that have provided essential support such as research grants and fellowships and other sources of funding should be acknowledged. Contributions that do not involve researching (clerical assistance or personal acknowledgements) should **not** appear in acknowledgements.

**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 from other freely available sources on the Internet before submission to Pertanika. 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, tables, etc. 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.
Upon Acceptance, Authors need to submit:

1. Manuscript: (1) Full (2) text only (3) Figures (4) Tables
2. Cover letter – the format will be provided
3. Copyright transfer agreement – form will be provided

Submission Checklist

1. MANUSCRIPT: Ensure your MS has followed the Pertanika style particularly the first four 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. COVER LETTER: All submissions must be accompanied by a cover letter detailing what you are submitting. Papers are accepted for publication in the journal on the understanding that the article is original and the content has not been published or submitted for publication elsewhere. This must be stated in the cover letter. Submission of your manuscript will not be accepted until a signed cover letter (original pen-to-paper signature) has been received. The cover letter must also contain an acknowledgement that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript. The cover letter of the paper should contain (i) the title; (ii) the full names of the authors; (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus telephone numbers and emails of all the authors. The current address of any author, if different from that where the work was carried out, should be supplied in a footnote.

3. COPYRIGHT: Authors publishing the Journal will be asked to sign a copyright form. 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.
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The corresponding author for all articles will receive one complimentary hardcopy of the journal in which his/her articles is published. In addition, 20 off prints of the full text of their article will also be provided. Additional copies of the journals may be purchased by writing to the Chief Executive Editor.
Policy on Authorship: Pertanika permits up to a maximum of 3 articles by the same author in one publication provided the author sequence differs in each article. I.e. Author A must be second or third or fourth author in the second manuscript (must not be first author in the subsequent manuscripts within the same publication). E.g.,

**Manuscript 1**: John, Jamal, Ibrahim & Wahid.
**Manuscript 2**: Jamal, John, Wahid & Ibrahim.
**Manuscript 3**: Ibrahim, Jamal, John & Wahid.

Same author may appear in 3rd MS provided authorship sequence differs.
Originality Check: For Special Issues, it becomes the Guest Editor’s responsibility to ensure that when an author submits a manuscript to Pertanika, the manuscript must be an original work. The Guest editor should check all the manuscripts for possible plagiarism using any application program such as TurnItIn or any other software before sending it out for review and submitting the manuscripts to the Pertanika Editorial Office, Journal Division.

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<th>Similarity Index</th>
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<td>&lt; 30 %</td>
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The Guest Editor must submit the full reports of the originality check for each manuscript to the Chief Executive Editor to substantiate the acceptable similarity index range.
Peer-Review Process: Pertanika journals aspire to select and publish, through a **double-blind peer-review**, the highest quality research globally. In order to achieve this goal, the entire peer-review process should be thorough, objective and fair as the Journal’s reputation depends heavily on the fairness of the peer-review process (for further details refer to Pertanika’s *Code of Ethics*).

It is for this reason, Pertanika follows a **rigid** review process. Papers that are normally submitted from a Conference or are based on a particular subject area **must be of high research quality**. It is the responsibility of the Chair of the conference to have his/her own Guest Editorial Board who would be responsible for the peer-review process.

It is recommended that **three (3) reviewers** be appointed for each manuscript. A manuscript must be reviewed by a **minimum of two reviewers**. Of which, at least one must be an **external reviewer**. The external reviewer must be from a different institution other than the host institution of the authors listed in a manuscript to avoid any conflicts of interest. The reviewers selected by the Guest editor(s) must not be the authors listed in the same issue of the journal.
Reviewers should be experts in the scientific topic addressed in the articles they review, and should be selected for their objectivity and scientific knowledge. The reviewers should provide written assessment of the strengths and weaknesses of written research, with the aim of improving the reporting of research and identifying the most appropriate and highest quality material for the journal.

For Special Issues, Pertanika does not pay the reviewers engaged by the guest editor. Usually the Chair of the Conference acts as the Guest Editor for the special issue. The papers submitted to Pertanika must be peer-reviewed and approved papers (acceptance or approval of papers must be done by the Guest editor/ Guest Editorial Board). **Final decision or approval of the manuscripts is reserved by the Journal’s Editor-in-Chief and Chief Executive Editor.**
Date of Submission of all Forms & Manuscripts:

1. Submit all the necessary documents and acceptance forms together with the approved manuscripts.
2. Pre-Press process requires **at least 2-3 months** time to have the publication ready for printing.
3. Therefore, submission of **accepted manuscripts** by end of August 2016, the “standalone” issue is expected to be ready by December 2016. (1st Cycle)
4. 2nd Cycle – 2nd special issue will be published in February 2017
5. 3rd Cycle – 3rd special issue will be published in April 2017
Please submit your full paper (8-10 pages) through online system at


Or click onto this link: Submission Link. All submitted papers should be in the form of Adobe PDF file and are to be limited to a maximum length of 10 pages, including figures, tables and references.

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