

GUIDELINES FOR AUTHORS

Aims and Scope

The Malaysian Journal of Distance Education (MJDE) is an international peer-review journal that features reports on research findings, theoretical discussions and technical developments that contributes significantly to knowledge in the area of online and distance education. The wide range of relevant subjects comprises practical usage of technology for design, e-learning, flexible delivery systems, application of technology in distance and online learning, innovative teaching methods, lifelong learning and continuing education. The content of the journal is potentially of interest to policy makers, administrators, academicians, teachers and students within the area of distance education.

General

Manuscripts submitted for publication must be original, previously unpublished (except in the form of an abstract or as part of a published lecture or academic thesis), and not under consideration for publication elsewhere. Its publication must be approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher, Penerbit/Press Universiti Sains Malaysia (PUSM). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. This journal is indexed in ERA.

Please read and follow the instructions carefully. PUSM reserves the right to reject manuscripts that are not prepared in accordance with these instructions.

For further formatting and referencing aid, please consult *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publisher*, 15th edition. (www.chicagomanualofsytle.org)

Conflict of Interest

A conflict of interest may arise when an author (or the author's institution or employer) has financial or personal relationships that could influence the author's decisions, work, or manuscript. All authors are required to disclose all potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed in the title page of the manuscript) relevant to the subject of their manuscript. Authors are expected to provide detailed information about all relevant financial interests and relationships or financial conflicts within the past 5 years and for the foreseeable future, particularly those present at the time the research was conducted and through publication, as well as other financial interests (such as patent applications in preparation), that represent potential future financial gain. Authors may do so in the cover letter submitted via ScholarOne Manuscript^M.

Online Submission

Manuscripts should be submitted through the online submission and refereeing system, ScholarOne Manuscripts[™]. Authors must first register at http://mc.manuscriptcentral.com/mjde. This online submission system will facilitate the submission of manuscripts and also accelerate the peer review process because reviewers and editors can review the files online wherever they are in the world.

Manuscript Submission

- 1. Launch your web browser (supported browsers include Internet Explorer 7.0 or lower, or Firefox 1.0.4; 1.5 or 2.0) and go to MJDE-ScholarOne Manuscripts[™] homepage at http://mc.manuscriptcentral.com/mjde
- 2. Before accessing the online submission site, you should have the following ready to be uploaded (further manuscript preparation details are provided below):
 - Manuscript title
 - Running head
 - An abstract
 - Email address(es) and institution(s) of all authors
 - A cover letter
 - An anonymised version of the manuscript, the Main Document
 - Separate figures
 - A Title Page
- 3. Log-in or click the "Create Account" option if you are a first-time user of Manuscript Central.
- 4. If you are creating a new account:
 - After clicking on "Create Account" enter your name and e-mail information and click "Next". Your e-mail information is very important.
 - Enter your institution and address information as prompted then click "Next."
 - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise. Click "Finish" when done. (Note: The password you select must be at least 8 characters long)
- 5. After you have created your account, click "Log-in". You should see a welcome screen with two options: Author Center and Reviewer Center. Select "Author Center" to submit a manuscript.
- 6. After that, click the "Submit a new Manuscript" link in the menu bar.
- 7. Enter data and answer questions as prompted.
- 8. Click on the "Next" button on each screen to save your work and advance to the next screen.
- 9. Your will be prompted to upload your files:
 - Click on the "Browse" button and locate the file on your computer.
 - Select the description of the file in the drop down next to the Browse button.
 - When you have selected all files you wish to upload, click the "Upload" button. (*Note: You have a limit of 10 MB combined for all files you upload*)
- 10. Review your submission (in both PDF and HTML formats) before sending to the Editors. Click the **"Submit"** button when you are done reviewing.

11. Acknowledgment of receipt will be sent by email shortly after your submission is processed by online submission system. Submitted articles will not be returned. Authors should retain an original copy.

After submission, you will receive a confirmation via e-mail. You can also log-on to ScholarOne Manuscripts[™] any time to check the status of your manuscript. You will receive an e-mail once a decision has been made on your manuscript.

Manuscript Preparation

Manuscripts should be prepared according to the following style rules. Failure to comply these rules will result in the manuscript not being accepted for consideration for publication.

Manuscripts must be prepared using Microsoft Word and must be typed using Times New Roman 12 pt and double-spaced. Manuscripts should be clearly and concisely written in English (UK).

Manuscripts should have the following sections:

- 1. Title
- 2. Abstract
- 3. Keywords
- 4. References
- 5. Figure caption(s)

*Table(s) and Figure(s) must be uploaded separately

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

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. Authors must attest that all persons designated as authors qualify for authorship and all those who qualify are listed. All coauthors must have seen and approved the final version of the paper and agreed to its submission for publication. Authors must: (1) have contributed substantially to one or more of the following aspects of the work: conception, planning, execution, writing, interpretation, and statistical analysis; and (2) be willing to assume public responsibility for the validity of the work. For more information authorship please visit on http://www.icmje.org/ethical lauthor.html for guidance.

Acknowledgement

The acknowledgement section gives an opportunity for the author(s) to thank people with the study or preparation of the paper. Examples are people who provided purely technical help or writing assistance. This is also where the author should indicate that the results of this study were presented in another form such as a poster or abstract or at a symposium. All research articles should have a funding acknowledgement in the form of a sentence as follows, with the funding agency written out in full, followed by the grant number. Multiple grant number

should be separated by comma and space. Example: This work was supported by World Health Organisation, (grant number xxxxx). This section must be included in the Title Page also.

Abstract

The abstract should be no longer than 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. 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 maximum 5 specific and suitable keywords related to the manuscript.

Figures and Tables

Be sure to mention 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 Figure 1, Figure 2, 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 or EPS) and with the correct resolution. The table below shows the image specifications.

Image Type	Example		Recommended Format	Colour Mode	Resolution
<i>Line Art</i> An image composed of lines and text, which does not contain tonal or shaded areas		** T 0 025 250 ATC (mgkg)	TIFF or EPS	Monochrom e 1-bit (Bitmap) or RGB	900–1200 dpi

<i><u>Halftone</u></i> A continuous tone photograph, which contains no text	TIFF	RGB or Grayscale	300 dpi
<u>Combination</u> Image contains halftone + text or line art elements	TIFF or EPS	RGB or Grayscale	500–900 dpi

Note: Images in JPEG format will not be accepted.

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: (1) colours chosen will reproduce well when printed in black & white and (2) 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. Do not use internal horizontal and vertical grids. Place footnotes to table below the table body and indicate them with superscript lowercase letters $(^{a}, ^{b}, ^{c}, \text{etc.}, \text{ with a new sequence starting with }^{a}$ 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 elsewhere in the article.

Please do not provide tab-delimited tables. Table should consist of rows and column. Data must be typed inside the table cells using the font and font size as specified below:

Font type: Times New Roman Font size: 9 Font style: Non-bold, non-italic (except special and scientific names)

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.

Font type: Times New Roman Font size: 9 Font style: Non-bold, non-italic (except special and scientific names)

Nomenclature and Units

The use of units and symbols provided by the International Bureau of Weights and Measures (BIPM) of The International System of Units (SI) is recommended. Commonly used unit: g (gram), ml (millilitre), m (meter), mol (mole), min (minute). 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 in the text should be presented in a list of reference following alphabetical order. 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

Single author as described by Davidson (2009) (Davidson, 2009)	OR
Two authors referring to Zaid and Azlan (2009) (Zaid and Azlan, 2009)	OR
Three authors according to Rudd, Neville and Bone, 2012) (Rudd, Neville and Bone, 2012)	OR
Multiple authors (4 authors or more) following Boyce et al. (2009) (Boyce et al., 2009)	OR

List of References

Book

Single author

Allan, J. D. 1995. *Stream ecology. Structure and function of running waters*. London: Chapman and Hall.

Multiple authors

Krebs, C. J., N. L. Shakman and G. Hosea. 1989. *Ecological methodology*, 2nd ed. New York: Benjamin Cumming.

Article/chapter in book

Kessler, B., M. N. Kraak, Q. Ren, S. Klinke, M. Preito and B. Witholt. 1998. Enzymology and molecular genetics of PHA mcl-biosynthesis. In *Biochemical principles and mechanisms of biosynthesis and biodegradation of polymers*, ed. A. Steinbüchel, 48–56. Weinheim, Germany: Wiley-VCH.

Web resource

Moore, K. D. 2005. Effective instructional strategies: From theory to practice. London: Sage Publication. http://www.cast.org/publications/ nacac/ncacdiffinstruc.html/ (accessed 12 March 2009).

Journal Single author

Baulenga, G. B. R. M. 1998. A new way to perform DNA fingerprinting in mice samples. *Tropical Journal of Biomolecular Studies* 66(5): 98–107.

Multiple authors

Braunegg, G., B. Sonnleitner and R. M. Lafferty. 1978. A rapid gas chromatographic method for the determination of poly-β-hydroxybutyric acid in microbial biomass. *Journal of Applied Microbiology and Biotechnology* 6(1): 29–37.

Forthcoming/In press

Grismer, L. L., P. Jr. Wood and J. L. Grismer. 2012. A new insular species of skink of the genus *Sphenomorphus* Strauch 1887 (Squamata: Scincidae) from Pulau Perhentian Besar, Terengganu, Peninsular Malaysia. *Tropical Life Sciences Research*, in press.

Web resource

Syed Imam Rabbani, Kshama Devi, Salma Khanam. 2010. Role of pioglitazone with metformin or glimepiride on oxidative stress-induced nuclear damage and reproductive toxicity in diabetic rats. *Malaysian Journal of Medical Sciences* 17(1): 3–11. http://ernd.usm.my/journal/journal/02-1710A1pioglitazone.pdf (accessed on 21 March 2010).

Special issue

Washington, J. F. 1991. The study of water vending and willingness topay for water in Nigeria. Special issue, *World Development* 23(2–3): 23–31.

Others

Reports

Federation of Malaya. 1956. *Final report of the rice committee*. Kuala Lumpur: Government Printing Office.

Web reference

FAO. 2004. Food and Nutrition. http://www.fao.org/rice2004/en/f-sheet/factsheet3.pdf (accessed on 12 February 2004).

Conferences/Proceedings

Laitinen, A. 2003. Social equality, recognition and preconditions of good life. Paper presented at Social Inequality Today Conference, Macquarie University, Australia, organised by Center for Research on Social Inclusion. 12 November.

Carroll, J. M., G. Chin, M. B. Rosson and C. N. Dennis. 2000. The development of cooperation: Five years of particular design in the virtual school. Proceedings of ACM Symposium on Designing Interactive Systems (DIS), Brooklyn, New York, 17–19 August.

Thesis/Dissertation

Thach, E. C. 1994. Perception of distance education experts regarding the roles, outputs, and competencies. PhD diss., Texas A & M University.

Newspaper

Names

Editorial, Philadelphia Inquirer, 30 July 1990.

New York Times. 2002. In Texas, ad heats up race for governor. 30 July.

Shad Saleem Faruqi. 2011. Spotlight on federal-state ties. *The Star*, 26 January.

Authors

English name: Walker, J. R., Roxas-Tope, L. R., de Burlet, H. M. Asian names: Siti Fatimah Yusof, Hamid Fahmy Zarkasyi, Khoo, K. K., Saravanamuttu, J., Loh, F. K. W.

Multiple author

List all names for 10 authors, if more than 10 authors, list the first 7 authors followed by "et al."

Larkin, M. A., G. Blackshields, N. P. Brown, R. Chenna, P. A. McGettigan, H. McWilliam and F. Valentin et al. 2007. Clustal W and Clustal X version 2.0. *Bioinformatics* 23(21): 2947–2948.

Note: Malay names are to be written in full.

Formula/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 I. 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 Shannon-Wiener Diversity Index (H') was calculated using the following formula:

$$H' = -\sum_{i=1}^{s} p_i \ln p_i$$

where,

s = the number of species

 p_i = the proportion of individuals or the abundance of the *i*th species expressed as a proportion of total abundance

 $\ln = \log base e.$

Do not submit equation as an image.

Font type: Times New Roman Font size: 10 Font style: Non-bold, non-italic (except special and scientific names)

Notes

Authors are **discouraged** to use footnotes. Authors are allowed to include notes at the end of their article. Notes should be separated from the content of the article and only be used if absolutely essential. If used, they should be indicated in the text by superscript numbers, and kept as short as possible.

Headings

First level heading (upper lowercase, bold, flush left) Example: **First Level Heading**

Second level heading (upper lowercase, bold, italic, flush left) Example: *Second Level Heading*

Third level heading (upper lowercase, italic, flush left) Example: *Third level heading*

Listings

Listings in the text should be written as follows:

Run in

The classes are given as follows: (1) crown illumination class, (2) crown shape class, (3) log grade class, and (4) climber infestation class. OR

Outline Style

This study includes discussion of:

- 1. Habitat
 - (a) river
 - (b) mangrove forest
 - (c) reserve forest
- 2. Eating habits
 - (a) herbivore
 - (b) omnivore
- 3. etc.

Checklist

Please refer to this list for the final checking of your article before sending it to us:

- Cover Letter
- Corresponding Author of the Article
- Name
- Email Address
- Full postal address
- All necessary files are attached (Figures/Tables) in the CORRECT FORMAT
- Manuscript title
- Running head (within 50 characters)
- Keywords (3 to 5)
- All figure captions
- All tables (including title and description)
- References in the correct format
- All references mentioned in the Reference list are cited in the text
- Title page, stating author(s) name(s), affiliation(s) and acknowledgement prepared separately

• Authors should take care to remove all pointers to their own identity or to that of their institution (articles will be reviewed in a double-blind fashion, shielding authors' and reviewers' identities wherever possible).

Copyright Transfer Form

When the manuscript is accepted, the author(s) must sign a Copyright Transfer Form transferring copyright in the manuscript from the author(s) to the publisher, and that the manuscript will not be published elsewhere, in any language, without the consent to the copyright holders. In order to have your submission published in the Malaysian Journal of Distance Education, please print the Copyright Transfer Form (<u>http://mjde.usm.my/downloads/MJDEcopyrightTransferForm.pdf</u>), fill it out, scan and send by email to mjde@usm.my.

(NOTE: Accepted manuscripts will not be published until a Copyright Transfer Form has been signed and received by the publisher).

PreView

Abstract of the manuscripts will be posted on the journal's website as soon as they are accepted for publication. This will occur in advance of the cover date of the printed issue. Authors should take this into account when planning their intellectual and patent activities related to a manuscript. The actual date on which a manuscript is published online is recorded in a separate line at the bottom of the first page of the manuscript in the printed issue.

Contact Information

For further information please contact:

Chief Editor Malaysian Journal of Distance Education School of Distance Education Universiti Sains Malaysia 11800 USM, Pulau Pinang Malaysia Email: mjde@usm.my Tel: 604-653 2286 Fax: 604-657 6000