

# *Pertanika Journals*

*Our goal is to bring high quality research to the widest possible audience*

## INSTRUCTIONS TO AUTHORS

(REGULAR ISSUE)

-- Manuscript Preparation & Submission Guide --

*Revised: March 2020*

Please read the Pertanika guidelines and follow these instructions carefully. 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 mainly **four** types of manuscripts

- that have not been published elsewhere (including proceedings)
- that are not currently being submitted to other journals

#### 1. REGULAR ARTICLE

Regular article is a full-length original empirical investigations, consisting of introduction, methods, results and discussion. Original research work should present new and significant findings that contribute to the advancement of the research area. Analysis and Discussion must be supported with relevant references.

*Size:* Generally, it is expected **not to exceed 6000 words** (excluding the abstract, references, tables and/or figures), a maximum of **80 references**, and **an abstract of less than 250 words**.

#### 2. REVIEW ARTICLE

A review article reports critical evaluation of materials about current research that has already been published by organizing, integrating, and evaluating previously published materials. It summarizes the status of knowledge and outline future directions of research within the journal scope. A review article should aim to provide systemic overviews, evaluations and interpretations of research in a given field. Re-analyses as meta-analysis and systemic reviews are encouraged.

*Size:* Generally, it is expected **not to exceed 6000 words** (excluding the abstract, references, tables and/or figures), a maximum of **80 references**, and **an abstract of less than 250 words**.

#### 3. SHORT COMMUNICATIONS

Each article should be timely and brief. It is suitable for the publication of significant technical advances and may be used to:

- reports new developments, significant advances and novel aspects of experimental and theoretical methods and techniques which are relevant for scientific investigations within the journal scope;
- reports/discusses on significant matters of policy and perspective related to the science of the journal, including 'personal' commentary;
- disseminates information and data on topical events of significant scientific and/or social interest within the scope of the journal.

*Size:* It is limited to **3000 words** and have a maximum of **3 figures and/or tables, from 8 to 20 references, and an abstract length not exceeding 100 words**. Information must be in short but complete form and it is not intended to publish preliminary results or to be a reduced version of Regular or Rapid Papers.

#### 4. OTHERS

Brief reports, case studies, comments, concept papers, letters to the editor, and replies on previously published articles may be considered.

##### Language Accuracy

Pertanika **emphasizes** on the linguistic accuracy of every manuscript published. Articles must be in **English** and they must be competently written and presented 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) **may be required to provide a certificate** confirming that their manuscripts have been adequately edited. **All editing costs must be borne by the author(s).**

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.

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#### 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's information**

**General 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. **The corresponding author must be clearly indicated with "\*".**

**Authors' name:** The names of the authors should be named **in full without academic titles.** For Asian (Chinese, Korean, Japanese, Vietnamese), please write first name and middle name before surname (family name). The last name in the sequence is considered the surname.

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

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

*Example (page 2):*

***In vivo* Fecundity Evaluation of *Phaleria macrocarpa* Extract Supplementation in Male Adult Rats**

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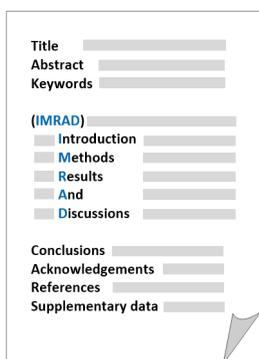
- **Page 3: Abstract**

This page should **repeat** the **full title** of your paper with only the **Abstract**, usually in one paragraph and **Keywords**.

*Keywords: Not more than 8 keywords in alphabetical order* must be provided to describe the contents of the manuscript.

- **Page 4: Text**

A regular paper should be prepared with the headings *Introduction, Methods, Results and Discussions* in this order. The literature review maybe part of or separated from Introduction. A conclusion maybe embedded or separated from Results and Discussions.



**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.

## 2. Levels of Heading

Level of heading	Format
1 <sup>st</sup>	<b>LEFT, BOLD, UPPERCASE</b>
2 <sup>nd</sup>	<b>Flush left, Bold, Capitalise each word</b>
3 <sup>rd</sup>	<b>Bold, Capitalise each word, ending with .</b>
4 <sup>th</sup>	<b><i>Bold italic, Capitalise each word, ending with .</i></b>

## 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 (Table 1, Table 2).
- A brief title should be provided, which should be shown at the top of each table (**APA format**):

Example: Table 1

*PVY infected Nicotiana tabacum plants optical density in ELISA*

- Explanatory material should be given in the table legends and footnotes.
- Each table should be prepared on a new page, embedded in the manuscript.
- Authors are advised to keep backup files of all tables.

**\*\* Please submit all tables in Microsoft word format only - 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 (Figure 1, Figure 2).
- Provide a brief title, which should be shown at the bottom of each table (**APA format**):

*Example: Figure 1. PVY-infected in vitro callus of Nicotiana tabacum*

- If a Figure has been previously published, acknowledge the original source and submit written permission form the copyright holder to reproduce the material.
- Authors are advised to keep backup files of all figures.

**\*\* Figures or photographs must also be submitted separately as TIFF, JPEG, 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.**

## 6. Acknowledgement

Any individuals and entities who have contributed should be acknowledged appropriately.

## 7. 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 **Pertanika-APA-reference style** (6<sup>th</sup> Edition) (*refer to examples*). 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 <https://apastyle.apa.org/>

Examples of reference style are given below:

### Books

Books	Insertion in Text	In Reference List
Book with 1-2 authors	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Cochrane, 2007) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Cochrane (2007) ...</p>	Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i> . Malden, United States: Blackwell Publishing.
Book with 3 or more authors (Pertanika's format)	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Seeley et al., 2011) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Seeley et al. (2011) ...</p>	Seeley, R., VanPutte, C., Regan, J., & Russo, A. (2011). <i>Seeley's anatomy &amp; physiology</i> . New York, United States: McGraw-Hill.

Books	Insertion in Text	In Reference List
Book with 6-7 authors	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Bulliet et al., 2011) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Bulliet et al. (2011) ...</p>	<p>Bulliet, R. W., Crossley, P. K., Headrick, D. R., Hirsch, S. W., Johnson, L. L., &amp; Northrup, D. (2011). <i>The earth and its peoples: A global history</i> (5th ed.). Boston, United States: Wadsworth.</p>
Book with more than 8 authors	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p>A recent study (Edge et al., 2011) concluded that...</p> <p>Or</p> <p>Edge et al. (2011) concluded that ....</p>	<p>For books with eight or more authors, please follow the guidelines for journal articles with eight or more authors.</p>
Chapter in edited book	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Richards, 1997) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Richards (1997) ...</p>	<p>Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), <i>Australia in a global world</i> (pp. 29-43). Sydney, Australia: Century.</p>
e-book/online book	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Niemann et al., 2004) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Niemann (2004) ...</p>	<p>Niemann, S., Greenstein, D., &amp; David, D. (2004). <i>Helping children who are deaf: Family and community support for children who do not hear well</i>. Retrieved June 1, 2019, from <a href="http://www.hesperian.org/publications_download_deaf.php">http://www.hesperian.org/publications_download_deaf.php</a></p> <p>Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722</p>
Editor	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Zairi, 1999) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Zairi (1999) ...</p>	<p>Zairi, M. (Ed.). (1999). <i>Best practice: Process innovation management</i>. Oxford, United Kingdom: Butterworth- Heinemann.</p>

Books	Insertion in Text	In Reference List
Several works by same author in the same year	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Fullan, 1996a, 1997b) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Fullan (1996a, 1996b) ...</p>	<p>Fullan, M. (1996a). Leadership for change. In <i>International handbook for educational leadership and administration</i>. New York, United States: Kluwer Academic.</p> <p>Fullan, M. (1996b). <i>The new meaning of educational change</i>. London, United Kingdom: Casell.</p>
Several authors, different years referred to collectively in your work	<p><b>List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List.</b></p> <p>The cyclical process (Carr &amp; Kemmis, 1986; Dick, 2000) suggests...</p>	<p>Carr, W., &amp; Kemmis, S. (1986). <i>Becoming critical: Education knowledge and action research</i>. London, United Kingdom: Falmer Press.</p> <p>Dick, B. (2000). <i>A beginner's guide to action research</i>. Retrieved June 1, 2019, from <a href="http://www.scu.edu.au/schools/gcm/ar/arp/guide.html">http://www.scu.edu.au/schools/gcm/ar/arp/guide.html</a></p>

## Journals

Journals	Insertion in Text	In Reference List
Journal article with 1-2 authors	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Kramer &amp; Bloggs, 2002)...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Kramer and Bloggs (2002) ...</p>	<p>Kramer, E., &amp; Bloggs, T. (2002). On quality in art and art therapy. <i>American Journal of Art Therapy</i>, 40, 218-231.</p>
Journal article with 3 or more authors (Pertanika's format)	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Erlo et al., 2008) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Erlo et al. (2008) ...</p>	<p>Elo, A., Ervasti, J., Kuosma, E., &amp; Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. <i>Journal of Occupational Health Psychology</i>, 13(1), 10-23. doi: 10.1037/1076-8998.13.1.10</p>

Journal article with 6 - 7 authors	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Restouin et al., 2009) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Restouin et al. (2008) ...</p>	Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., & Collette, Y. (2009). A simplified, 96-well-adapted, ATP luminescence-based motility assay. <i>BioTechniques</i> , 47, 871–875. doi: 10.2144/000113250
Journal article with more than 8 or more authors	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Steel et al., 2010)..</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Steel et al. (2010) ...</p>	Steel, J., Youssef, M., Pfeifer, R., Ramirez, J. M., Probst, C., Sellei, R., ... Pape, H. C. (2010). Health-related quality of life in patients with multiple injuries and traumatic brain injury 10+ years postinjury. <i>Journal of Trauma: Injury, Infection, and Critical Care</i> , 69(3), 523-531. doi: 10.1097/TA.0b013e3181e90c24
Journal article with DOI	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Shaw et al., 2005)..</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Shaw et al. (2005) ...</p>	Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2005). Psychological interventions for overweight or obesity. <i>The Cochrane database of systematic reviews</i> (2). doi:10.1002/14651858.CD003818.pub2

## Newspapers

Newspapers	Insertion in Text	In Reference List
Newspaper article – with an author	... (Waterford, 2007)...	Waterford, J. (2007, May 30). Bill of rights gets it wrong. <i>The Canberra Times</i> , p. 11.
Newspaper article – without an author	... ("Internet pioneer", 2007) ...	Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p. 15.
Article in an newsletter	... ("Australians and the Western Front", 2009) ...	Australians and the Western Front. (2009, November). <i>Ozculture newsletter</i> . Retrieved June 1, 2019, from <a href="http://www.cultureandrecreation.gov.au/newsletter/">http://www.cultureandrecreation.gov.au/newsletter/</a>

### Conference / Seminar Papers

Conference / Seminar Papers	Insertion in Text	In Reference List
<p><b>Print –</b> If the paper is from a book, use the book chapter citation format. If it is from regularly published proceedings (e.g. annual), use the Journal article citation format.</p>	<p>... (Edge, 1996) ...</p> <p>Or</p> <p>Edge (1996) ...</p>	<p>Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, &amp; U. B. Kejser (Eds.), <i>Proceedings of the Conference on Research Techniques in Photographic Conservation</i> (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.</p>
<p><b>Online</b></p>	<p>... (Tester, 2008) ...</p> <p>Or</p> <p>Tester (2008) ...</p>	<p>Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci &amp; A. R. Budd (Eds.), <i>Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference</i>, Canberra, Australia: Geoscience Australia. Retrieved June 1, 2019, from <a href="http://www.ga.gov.au/image_cache/GA11825.pdf">http://www.ga.gov.au/image_cache/GA11825.pdf</a></p>

### Government Publications

Government Publications	Insertion in Text	In Reference List
<p>Government as author</p>	<p><b>First in-text reference: Spell out the full name with the abbreviation of the body.</b></p> <p>... (Department of Finance and Administration [DOFA], 2006) ...</p> <p><b>Subsequent in-text reference/s: Use the abbreviation of the body.</b></p> <p>... (DOFA, 2006)...</p>	<p>Department of Finance and Administration. (2006). <i>Delivering Australian Government services: Managing multiple channels</i>. Canberra, Australia: Author.</p>
<p>Government report - online</p>	<p><b>First in-text reference: Spell out the full name with the abbreviation of the body.</b></p> <p>... (Department of the Prime Minister and Cabinet [PM&amp;C], 2008) ...</p> <p><b>Subsequent in-text reference/s: Use the abbreviation of the body.</b></p> <p>... (PM&amp;C, 2008)...</p>	<p>Department of the Prime Minister and Cabinet. (2008). <i>Families in Australia: 2008</i>. Retrieved June 1, 2019, from <a href="http://www.....">http://www.....</a></p>

## 9. 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.

**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.

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**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 and tables 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. Each manuscript should follow one type of spelling only.

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## SUBMISSION OF MANUSCRIPTS

All submissions must be made electronically using the **online submission system ScholarOne™**, a web-based portal by Clarivate Analytics. For more information, go to our web page and [click "Online Submission"](#).

### 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. DECLARATION FORM:

- Author has to sign a declaration form. In signing the form, authors declare that the work submitted for publication is original, previously unpublished, and not under consideration for any publication elsewhere.
- Author has to agree to pay the publishing fee once the paper is accepted for publication in Pertanika.

*Note:*

**COPYRIGHT FORM:** Author will be asked to sign a copyright form when the paper is accepted. 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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[http://www.pertanika.upm.edu.my/cspecial\\_issues.php](http://www.pertanika.upm.edu.my/cspecial_issues.php) for "Special Issue"

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Upon acceptance of manuscript, a processing fee of RM 750 / USD 250 will be imposed on authors; RM 750 for any corresponding author affiliated to an institution in Malaysia; USD 250 for any corresponding author affiliated to an institution outside Malaysia. Payment must be made online at <https://paygate.upm.edu.my/action.do?do=>

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Any queries may be directed to the **Chief Executive Editor's** office via email to [executive\\_editor.pertanika@upm.edu.my](mailto:executive_editor.pertanika@upm.edu.my)