Title of the Manuscript

ABSTRACT

The abstract should be between **200 and 250 words ONLY**. The title “ABSTRACT” is in Calibri, font size 12 while the contents of the abstract are in font size 11. Make sure your abstract is in single spacing and is justified. If your article is in Bahasa Melayu, an English title, abstract, and keywords are also required. Place these after your Bahasa Melayu abstract. See the example below. If your article is in English, please proceed to the “INTRODUCTION”, no need Malay abstract. ***Please avoid stating the author name in this manuscript, and make a separate file as a supplement file in your submission (can contain 3 suggestion reviewer’s names, author & university name, acknowledgement, and simple author biodata****.*

**Keywords:** *State five keywords and italicize (in Calibri, font size 11).*

If Your Paper is in Bahasa Melayu, Write Abstract in Both Language.

ABSTRAK

Sekali lagi dinyatakan bahawa abstrak mestilah mengandungi 200-250 patah perkataan sahaja. *Formatting style* adalah sama seperti abstrak Bahasa Inggeris. Amat TIDAK DIGALAKKAN untuk meletakkan nama penulis di dalam manuskrip ini, bagi memudahkan pihak editor untuk terus menggunakan manuskrip *raw file* ini untuk proses *blind review*.

**Keywords:** *State five keywords and italicize (in Calibri, font size 11).*

INTRODUCTION

The introduction title and content should be in Calibri, font size 12. Please make sure your article meets the **word count** requirement of **5000 – 7000 words** (from Introduction-Conclusion; excluding abstract, biodata and list of references). Your submission will be withdrawn if these requirements are not met.

 The first paragraph in each section should be left-aligned and each following paragraph should be indented. Text should be single-spaced with no space between paragraphs. Please ensure that **80% of the citations** in all the submitted manuscripts must be from sources **published in recent years** (3 years back from the year the manuscript is written). Some of the other papers had been held back from the scheduled publication because of using old sources as their study references.

LITERATURE REVIEW OR RESEARCH BACKGROUND

*Subheadings are italicized and left-aligned*

1. *For lower level headings, use a,b,c*

METHODOLOGY

Methodology of the study must be mentioned in the manuscripts. The sample must be big enough to support your research. Please quote from recent sources to support your statement.

RESULTS AND DISCUSSION

If your article contains quotations,the quote is indented once, left and right. The following is an example of the format.

 Meanwhile, some informants stated the fundamental assumption that informed newspaper double standard. According to Informant Y17, “Newspapers sometimes take side with a group that is linked to the publisher. So, others feel cheated and decide to react”. Also, Informant Y15, argued that:

…ethnic group that is not within the interest of newspapers is usually tagged negatively and exposed on every atrocity. While an ethnic group that is close to the newspapers is usually protected and cover up on any incident (Informant Y15).

 Tables should be centered, with titles located at the top of the table. Font style and size are Calibri, 10 for both table title and table contents. Please make sure your tables are legible and do not exceed page margins.

Example of table formatting:

Table 1: Information seeking behaviours among young women (10 font size with only 3 lines for table)

| **Item** | **Mean** | **Std Deviation** |
| --- | --- | --- |
| In information seeking I am willing to spend maximum amount of time | 5.07 | 1.37 |
| I am willing to pay for relevant information | 4.89 | 1.25 |
| In acquiring information I make use of informal resources of information as well  | 4.44 | 1.52 |
| I plan my strategy of seeking in catalogs, databases, and internet in advance | 3.88 | 1.47 |

 Figure titles are also in Calibri 10. The figure must be centered and must not exceed page margins. The page can be rotated as a landscape page if it takes larger space.

Example of format of figures:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Figure 1: Title of figure is located at the bottom and centered (10 font size)

CONCLUSION

Please put the abstract and reference in this file. Reference must be put in a new page (page break).

REFERENCES

References are to be put onto a **new page**. Please format your references in APA style and sort them from A-Z, no need to categorised in groups. Example:

Cloete, F., & Meyer, I. (1994). *Policy agenda setting: The title must be in italic.* Van Schaik Publishers.

Devega, E. (2017, October 10). Teknologi masyarakat Indonesia: Malas baca tapi cerewet di Medsos. *Kominfo*.

<https://www.kominfo.go.id/content/detail/10862/teknologi-masyarakat-indonesia-malas-baca-tapi-cerewet-di-medsos/0/sorotan_media>

Ostertag, S. F. (2019). Anti-racism movements and the US civil sphere: The case of Black lives matter. In J. Alexander, T. Stack, & F. Khosrokhavar (Eds.), *Breaching the civil order: Radicalism and the civil sphere* (pp. 70-91). Cambridge University Press.

Zeti Azreen Ahmad. (2019). Embracing social media: The change and disruption to public relations practices in Malaysia. *Jurnal Komunikasi: Malaysian Journal of Communication, 35*(1), 319-337. <https://doi.org/10.17576/JKMJC-2019-3501-21>