IJAPS Guide for Authors (GFA)

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1. SUBMISSION OF MANUSCRIPT

Manuscripts should be submitted through the online submission system, ScholarOne Manuscripts™, available at http://mc.manuscriptcentral.com/ijaps-usm. New author will be required to register as a new user before proceeding to the submission stage. Please contact a journal’s representative if you need assistance in setting up your user account in the online system.

![Log In](image1.png)

Figure 1: A screenshot of the ScholarOne Manuscript™ system main page.

To make a successful submission, the following materials/information should be prepared accordingly:

1. Full manuscript (without the author’s info, as to facilitate blind review process).
2. A Title page with only the full title of the manuscript, author’s affiliation, email address and institutional address.
5. A list of keywords (up to five keywords).
2. MANUSCRIPT PREPARATION

2.1 Preparation of Text

IJAPS invites contributions of academic papers between 5,000 and 12,000 words (equivalent to 10–25 A-4 sized pages) in MS Word with font size 12 (Times New Roman). The manuscript should be written in English (U.K.) and adhere to the format as prescribed in *The Chicago Manual of Style*. Authors are also encouraged to refer to the journal’s recent issues for understanding on the style and formatting. A submitted manuscript to IJAPS must be original, and has not been published elsewhere nor should it be currently or pending review with any other journal or publisher.

2.2. Authorship and Affiliations

Authors attest that all persons designated as authors qualify for authorship and all those who qualify are listed. All appropriate co-authors and no inappropriate co-authors must be included on the paper, and all co-authors have seen and approved the final version of the paper and agreed to its submission for publication.

2.3 Title

Title should be as concise as possible but informative enough to facilitate information retrieval. Abbreviations should be avoided when constructing a manuscript title. A manuscript title should not be more than 50 words in length. Provide also a suitable running head (within 50 characters) derived from the title.

2.4 Abstract

The abstract should be between 250–300 words in length. 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. It should be a stand-alone document that can be understood without reading the full manuscript. Abstract should not contain literature citations that refer to the main list of references attached to the complete article nor allusions to the illustrations.
2.5 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.

2.6 Acknowledgement

Acknowledgement creates an opportunity for the author to express appreciation to people involve in the research and preparation of manuscript. All contributors who do not meet the authorship criteria should be listed in Acknowledgement. These can include those who provided purely technical assistance or writing facilitation.

Acknowledgement should also include the source of funding, where the funding agency is written in full followed by the grant number. Multiple grant numbers should be separated by commas. Funding acknowledgment can be written in the form below.

Example: This work was supported by World Health Organization [grant number xxxx].

2.7 Images, Illustrations, Tables, Photos and Other Supplementary Materials

Authors are welcome to submit digital supplementary materials, e.g., figures, images, maps, diagrams, photos, etc., together with their manuscript. All of the materials must come with appropriate captions. Each author is responsible for acquiring copyright of complimentary materials and must provide a letter of permission from the appropriate party (for instance institution, publisher, person, archives, etc.) at the same time the manuscript is sent.

Illustrations submitted should be as separate digital files, not embedded in text. The files should follow these guidelines:

- 300 dpi or higher in pixel size.
- Sized to fit on page with measurement of 15.2 cm (5 in) × 21.5 cm (7.5 in).
- JPEG, TIFF or EPS format only.

Without this aforesaid official permission, such illustrations may not be featured if the manuscript is accepted for publication.
Table must be prepared using MS Word or MS Excel, and fully editable with the same software. Please do not submit tables as embedded images in the manuscript. Additionally, authors should not provide the tables in tab-delimited form. Proper rows and columns must be constructed, with data inserted using a min font size of 8 pt.

A table width must not exceed 5 inches. Authors are responsible to make the necessary re-organisation and re-structuring of tables whenever it exceeds 5 inches.

2.8 References and Referencing Styles

2.8.1 References in text

Articles should adhere to AUTHOR-DATE format as prescribed by The Chicago Manual of Style.

Examples of “Author-Date” in-text style:

Single author … as explained by Morris (2005)…
OR … (Morris 2005)…
OR … (Morris 2005: 34–36)

Multiple authors … following Boyce et al. (2009)
OR … (Boyce et al. 2009: 116)

2.8.2 List of references

Every reference cited in the article must be listed in the References section, complete with accurate information on the author, year of publication and publication medium (journal, book, newspaper, etc.). Examples:

A. Books

Single author:

Two/multiple authors:


Chapter in a book:


B. Journal

Published journal articles:


Article in forthcoming issue


C. Conference/proceedings/workshop


D. Dissertation

E. Online sources


F. Newspapers


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