

# IJAPS Guide for Authors (GFA)

This is a guide for authors who intend to submit their paper to the International Journal of Asia Pacific Studies, IJAPS. Submitting manuscripts in the correct format and in compliance to the requirements will expedite the review process and prevent undue delay in publication. The publisher reserves the right to reject or return manuscripts which are not prepared according to the stipulated guidelines.

## 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.



Figure 1: A screenshot of the ScholarOne Manuscripts™ 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.
3. Biography or short profile of author (150–200 words).
4. Abstract (250–300 words).
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:**

Morris, T. 2005. *The Past within Us: Media, Memory, History*. London: Verso.

Vasum, R. 2007. *Naga’s Right to Self-Determination*, 2nd ed. New Delhi: Mittal Publications.

**Two/multiple authors:**

Carr, A. and Van Leeuwen, M. S. 1996. *Religion, Feminism and the Family*. Louisville, KY: Westminster John Knox Press.

**Chapter in a book:**

Upadhyia, C. 2008. Rewriting the Code: Software Professionals and the Reconstitution of Indian Middle Class Identity. In *Patterns of Middle Class Consumption in India and China*, ed. Singh, G., 10–20. New Delhi: Sage.

Fukuma, Y. 2006. Media History of A-bomb Manga. In *A-Bomb Manga in Japan*, ed. Yoshimura, K. and Fukuma, Y., 10–58. Tokyo: Azusa Shuppan.

**B. Journal****Published journal articles:**

Bourdieu, P. 1968. Outline of a Theory of Art Perception. *International Social Science Journal* 20: 589–612.

**Article in forthcoming issue**

Schaller, M. Forthcoming. Securing the Great Crescent: Occupied Japan and the Origins of Containment in Southeast Asia. *Journal of American History* 24.

**C. Conference/proceedings/workshop**

O’Guinn, T. C. 1987. Touching Greatness: Some Aspects of Star Worship in Contemporary Consumption. Paper presented at the Annual Meeting of the American Psychological Association, 23–25 June 1987, New York.

**D. Dissertation**

Chuang, C. 2008. Political Consumerism in Taiwan – Customizing a Nation. PhD diss., Lancaster University, U.K.

### E. Online sources

Bernama. 2008. Nasha Spy Camera Case: Supervisor Loses Appeal. *The Star*, 6 October 2008. [http://thestar.com.my/news/ story.asp?file=/2008/nation/35](http://thestar.com.my/news/story.asp?file=/2008/nation/35) (accessed 20 August 2010).

Mitchell, A. and Frank, B. 2001. Scars still raw, Bush clashes with McCain. *New York Times*, 25 March 2001. <http://www.nytimes.com/2001/03/25/politics/25MCCA.html> (accessed 2 January 2002).

### F. Newspapers

In Texas, Competition Heats up for Governor. 2002. *New York Times*. 30 July 2002.

## **3. REVIEW OF MANUSCRIPT**

IJAPS practices double-blind academic review; both author and reviewer are unknown to one another. Every submitted manuscript, if deemed appropriate, will go through a review process that involved a minimum of one reviewer to a maximum of three reviewers. The number of reviewers is at the discretion of the Editor-in-Chief in consultation with the Editorial Panel. The review may be lengthy but all efforts are made to ensure that an outcome be made known to the author at the soonest possible time. Delays are often commonplace as reviewers are working academics with heavy work commitments. Patience on the part of authors is greatly appreciated.

## **4. PROOFS AND PUBLICATION**

Proofs, prior to final publication, will be sent to corresponding authors via email in PDF format. It is therefore essential that all submissions contain the e-mail address of the corresponding author. To avoid delays in publication, proofs should be checked immediately for typographical errors and returned as instructed in the proof e-mail.

IJAPS does not request any monetary payment from contributors and at the same time does not provide offprint of articles published. Authors can access their articles by downloading directly from IJAPS.

## **5. COPYRIGHT POLICY**

Upon acceptance of an article, authors will be asked to transfer copyright. This transfer is to facilitate the widest possible dissemination of information. A notification email will be sent to the corresponding author confirming receipt of the manuscript. A form facilitating transfer of copyright can be obtained from the journal's website.

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.

## **6. PREVIEW**

Manuscript abstract will be posted on the journal's website once they are accepted for publication. This will occur in advanced 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.

## **7. OPEN ACCESS POLICY**

All contents of the journal are freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal. This is all in accordance with the Budapest Open Access Initiative (BOAI) definition of open access.

## **8. ETHICS POLICY**

Authors must obtain permission / approval in research that involves human subjects/animals or informed consent (e.g. private emails). A statement in regards to ethics must be made in a separate section entitled "Compliance with Ethical Standards" (before the References) when submitting a manuscript.

The journal reserves the right to reject manuscripts that do not comply with this policy. Further details can be found here: [https://ijaps.usm.my/?page\\_id=3049](https://ijaps.usm.my/?page_id=3049)