**FULL PAPER TITLE IN TIMES NEW ROMAN 12PT,**

**UPPER CASE, BOLD AND CENTRED**

10PT

Author A1, Author B1 and Author C2

*1School of Business, Infrastructure Universiti Kuala Lumpur*

*9PT, Italics*

*2School of Business, University Putra Malaysia*

**ABSTRACT (TIMES NEW ROMAN 10PT, BOLD, UPPER CASE)**

This first section of the paper should be a single paragraph abstract outlining the aims, methodology and conclusion of the paper. Authors should aim for an abstract length of about 250 words. Please use Times New Roman 9pt font.

**Keywords: (TIMES NEW ROMAN 10PT, BOLD)**

*Suggest approximately 6–12 keywords (separated by commas) for indexing purposes. Please use Times New Roman 9pt font and italics.*

**SECTION HEADING IN TIMES NEW ROMAN 10PT, BOLD, UPPER CASE**

Leave one blank line between the heading and the first line of text. There are to be two blank lines before each section heading. Please use Times New Roman 10pt font for all the content unless be specified.

No blank line between paragraphs of text. Second paragraphs onwards should have indents (tab) 1.27cm (1/2 inch). Text should be left and right justified, providing a vertical margin on both sides. Use single column format only and single spacing for text.

***Secondary Headings or Sub-Headings in Times New Roman 10pt, Bold, Italics and Capitalize Each Word***

Leave one blank line between the sub-heading and the first line of text. There is to be one blank line before each sub-heading. The rest are same as the section heading.

*Tertiary Headings in Times Roman 10pt, Italics* *and Capitalize Each Word*

Tertiary headings, if required. Same as the sub-heading.

**REFERENCES (TIMES NEW ROMAN 10PT, BOLD AND UPPER CASE)**

Berndt, T. J. (2002). Friendship quality and social development. Current Directions in Psychological Science, 11, 7-10.

Calfee, R. C., & Valencia, R. R. (1991). APA guide to preparing manuscripts for journal publication. Washington, DC: American Psychological Association.

* References should be listed in alphabetical order in Times New Roman 10pt font.
* All lines after the first line should be indented 1.27cm (1/2 inch) from the left margin.
* No blank line between the lists.

**OTHER FORMAT TO BE FOLLOWED**

### 1) Equations

Leave one blank line above and below any equation. Equations are to be centred, 10pt font and the equation reference right justified. Equation references should be referred to in the text in the form Eqn (1).

Y = 2 X + Z (1)

Equations should be typed.

***2) Tables***

The table reference and heading should appear above the table as shown below. Please use Times New Roman 10pt font for the title and the content. Tables are to be centred on the page. Leave one blank line before the table heading and one blank line after the table (unless followed by a main section heading, leave two blank lines).

Table 1: Title of Table Centred and Capitalize Each Word

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male | Female | Total |
| Elementary | 40 | 60 | 100 |
| Junior High | 60 | 40 | 100 |
| High School | 70 | 30 | 100 |

***3) Illustrations***

Illustrations are to be centred, with the reference and caption printed below the figure. All illustrations are to be referred to as figures and must be quoted in the text. All illustrations will be reproduced in **black and white** (including shades of grey). If photographs or images are included, high quality originals should be submitted with your manuscript.

Figure 1: Title of Figure Centred and Capitalize Each Word