



Institute of Malaysian  
& International Studies  
Universiti Kebangsaan Malaysia

# IKMAS WORKING PAPER SERIES

## Guidelines for the Submission of Working Papers

1. Papers submitted should be original contributions and should not be under consideration for any other publication at the same time.
2. Papers must be written either in English or Bahasa Malaysia.
3. All papers must include English language abstracts (250 words max) and a list of up to 5 keywords.
4. Papers should be no longer than 10,000 words (including endnotes and references).
5. Papers should be one and a half spaced with 12pt Times New Roman font and 1 inch margins on all four sides. Each full paper must include: Abstract; Author's Biodata; Introduction; Literature Review; Methodology; Data Analysis; Conclusion; and References.
6. The title page which carries the title of paper, name, institutional address and email of its author(s) should be sent separate from the main document.
7. Use endnotes, not footnotes. All notes should be numbered in sequence, typed in single spacing and placed at the end of the main text.
8. Referencing should follow the author-date system. Author-date citations in the text must agree exactly, in both name and date, with the corresponding entries in the reference list and there must be an entry for every text citation. It is the author's responsibility to ensure such agreement as well as the accuracy of the reference.

	Examples
Text Citation	(Davidson, 2009), (Zulkifli, 2002: 75-76), (Boyce et al., 2009)
Books	Brummel, J. H. 1956. <i>A short history of the Malayan Communist Party</i> . Singapore: Donald Moore Press.  Drury, C. 2005. <i>Management and cost accounting</i> . 6 <sup>th</sup> ed. London: Thomson South-Western.
Chapter in Book	Phibbs, B. 1987. Herrlisheim: Diary of a battle. In <i>The other side of time: A combat surgeon in World War II</i> , 117-163. Boston: Little, Brown.

Multi-author Book	Bradford, C. 2007. Reading children’s literature: Theories and strategies. In <i>Understanding children’s literature</i> , eds. Rosli Talif and Jariah Mohd. Jan, 1-21. Petaling Jaya: Sasbadi.
Article in Journals	Schaller, M. 1982. Securing the great crescent: Occupied Japan and the origins of containment in Southeast Asia. <i>Journal of American History</i> . 69(2): 392-414.  Sewell, W. H., R. M. Hauser and W. C. Wolf. 1986. Sex, schooling and occupational status. <i>American Journal of Sociology</i> . 86:551-583.
Online Sources	Lim, Y. 2013. PM: GE13 will be Malaysia’s 1 <sup>st</sup> “social media election”. The Star Online, 27 February. <a href="http://thestar.com.my/news/story/asp/2013/nation">http://thestar.com.my/news/story/asp/2013/nation</a> (accessed 6 May 2013).

9. Only papers that are fully worked, whose content relates to topics covered by IKMAS and that live up to academic standards will be accepted for review.
10. The review process is single blind. The reviewer is chosen by the editors of the Working Paper series.
11. Papers that require extensive linguistic editing will not be accepted for review. Minor linguistic corrections (as well as required revisions) suggested by the reviewer must be implemented by the author before the final editing of the paper.
12. Authors will be asked to format the final version according to instructions provided in the technical guide.
13. Only papers that are accepted after going through the peer review process will be published in the IKMAS Working Paper Series.
14. Papers published in the IKMAS Working Paper Series will be posted on the IKMAS website as an open access, peer reviewed scholarly publication.
15. Authors who want to eventually submit their text to a journal or edited volume should ascertain whether the editors or publishers will accept pre-publication as a working paper. Most academic journals do not object to submission of texts that have been published as working papers. Several journals, however, refuse to review or publish papers that are already available online as citable text. In some cases, submission will only be accepted if the text is sufficiently different from a version published as a working paper. Since practices on this question vary across and within disciplines and change over time, it is the responsibility of authors to check the rules applied by those publication venues that they consider for future submissions. Publication as a Working Paper will require the author

to grant an irrevocable and permanent non-exclusive license to publish the paper in the IKMAS Working Paper series.