

## **Title of Paper Times New Roman Font 14 Capitalize First Letter**

*First author's name  
Current e-mail address  
Institution or University  
Times New Roman font 12*

*Second author's name  
Current e-mail address  
Institution or University  
Times New Roman font 12*

### **ABSTRACT (capitalize and center)**

Single spacing. Use Times New Roman font size 12. Should not be more than 250 words. Abstract should be in one paragraph only. All papers should have an abstract in English.

**Keywords:** insert keywords not more than five, Use Times New Roman font 12, jiae, jiae, jiae.

### **FIRST LEVEL SUB-HEADING (ALIGN LEFT AND CAPITALIZE EACH WORD)**

**Second level sub-heading (Bold and Capitalize First Word)**

*Third level sub-heading (Italic, Bold and Capitalize First Word)*

### **TEXT**

First paragraph, do not indent. The total length of the paper including references should not be more than 5,000 words. Use Times New Roman font 12. Single spacing for texts in a paragraph. Paragraphs are justified.

Leave one space for the second and so forth paragraph. Do not indent.

### **Reference in Text:**

Kamarul (2006) - if two authors: Kamarul & Halim (2007) - if more than two authors; Kamarul et al. (2009) but in the Reference List, all authors' names should be written.

(Kamarul, 2006) – if two authors (Kamarul & Halim, 2007) – if more than two (Kamarul et al. 2009) but in the Reference List, all authors' names should be written.

### **Tables**

Must be embedded in the texts. Use Times Roman font 10. The table title must be above the table. Should be kept to a minimum and be designed to be as simple as possible. Single spacing. Numbered consecutively in Arabic numerals.

**Table 1: The Title of the Table Capitalize First Word**

<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>
Jiae	Jiae	Jiae	Jiae	Jiae	Jiae	Jiae
Jiae	Jiae	Jiae	Jiae	Jiae	Jiae	Jiae
Jiae	Jiae	Jiae	Jiae	Jiae	Jiae	Jiae
<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>	<b>Jiae</b>

### **Figure**

Must be embedded in the texts. Use Times Roman font 10. The figure's title must be below the figure. Should be kept to a minimum and be designed to be as simple as possible. Single spacing. Numbered consecutively in Arabic numerals.

### **REFERENCES (EXAMPLES)**

List down in alphabetical order.

#### **Book**

- Abdullah Ishak. (1995). *Pendidikan Islam dan pengaruhnya di Malaysia*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Wolff, F. I., Marsnik, N. C., Tacey, W. S. & Nichols, R. G. (1983). *Perceptive listening*. New York: CBS College Publishing.

#### **Chapter in Book**

- Mohd Alwi Yusoff, Adel M Abdulaziz, Ahmad Kamel Mohamed. (2003). Keberkesanan Iqra' sebagai Kaedah Pembelajaran Membaca al-Quran. *Isu semasa Pengajian Quran dan Sunnah*: 101-114. Fakulti Pengajian Quran dan Sunnah: Kolej Universiti Islam Malayisa.
- Calderhead, J. (1996). Teachers: Beliefs and knowledge. Dlm. Berliner, D. C. & Calfee, R. C. (pnyt). *Handbook of educational psychology*, pg. 709-725. New York: Simon & Schuster MacMillan.

#### **Journal**

- Cohen, P. A. (1981). Student Ratings of Instruction and Student Achievement: A Meta-analysis of Multi Section Validity Studies. *Review of Educational Research*, 51: 281-309.

#### **Thesis**

- Syed Najmuddin Syed Hassan. (2005). Hubungan antara Faktor Kecerdasan Emosi, Nilai Kerja dan Prestasi Kerja di Kalangan Guru Maktab Rendah Sains MARA. Tesis PhD. UKM Bangi.
- John, S. (2005). The relationships between learning strategies and academic achievement. Ph.D Thesis. National University of Malaysia.

#### **Internet**

- Yujing, Z. (2003). *What is Readability and How to Measure it?* [http:// www.beiwaionline.Com /tutor /2003 collection/ zhaiyujing. Htm](http://www.beiwaionline.Com/tutor/2003collection/zhaiyujing.Htm), 14/07/2005.

**ABOUT THE AUTHORS (after references)**

Insert a brief biodata of the first author (maximum of 40 words).

Insert a brief biodata of the second author and so forth (maximum of 40 words).