

GUIDE FOR AUTHORS AND SUBMISSION GUIDELINES

General policy

Papers should be as concise as possible. They may include original results of basic, applied and policy research of national or international significance, current reviews, or discussions on techniques, research programs, organisations, information, or national and international policies in disaster risk reduction.

Submission of papers

Only papers that have not been published elsewhere will be considered for publication. Authors must agree not to publish elsewhere a paper submitted and accepted. All papers will be subjected to review by two or more reviewers. Authors wishing to include published and unmodified figures or text passages are required to obtain permission from the copyright owner(s). Authors of English papers are strongly urged to have their manuscript edited for language before submission by a person whose first language is English.

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Selangor
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Manuscript

The paper can be written in Bahasa Malaysia (Malay) or English. For English papers, use either British or American spelling but not a combination of both. The paper should be checked thoroughly for spelling and grammar. Text should be double spaced, in a single column on A4 sized pages, and shall be submitted electronically (see below). The font for the text should be Times New Roman/Times Roman 12 points. All pages should be numbered. Length of paper should be between 3,000 to 5,000 words (4 to 6 pages), excluding tables and illustrations. Metric units should be used and all non-standard symbols, abbreviations and acronyms must be defined.

Title

Title must be informative and reflects the content of the paper. Title in Malay should include an English translation. It should be concise (less than 20 words). Avoid using abbreviation in the title.

Author's Address

Addresses of all authors must be provided. The addresses should be sufficient for correspondence. Please include email address, telephone and fax of the corresponding author.

Abstract

Abstract in both Malay and English, each in one paragraph and should not exceed 300 words. It should clearly identify the subject matter, results obtained, interpretations discussed and conclusions reached.

Keywords

Please include 3 to 8 keywords that best describe the content of the paper.

References

In the text, references should be cited by author and year and listed chronologically (e.g. Smith, 1964; Jones et al., 1998; Smith & Tan, 2000). For both Malay and English paper, all references must be listed in English. Title of non-English articles should be translated to English.

The list of references should only include articles cited in the text. The list should be arranged in alphabetical order. Please ensure that the reference list is complete and the bibliographical details are accurate. Please include DOI if available.

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Please make sure that all illustrations are useful, necessary and of good quality. A maximum of ten (10) illustrations (photographs, graphs and diagrams) are allowed and these should be cited in the text and numbered consecutively as Figures. The papers are usually published in black-and-white but it may sometimes be possible to include colour figures at the author's expense. The scales for maps and photomicrographs should be drawn on the figure and not given as a magnification. Originals should not be greater than A4 size and annotations should be capable of being reduced down to 50 percent. The caption should be listed on a separate piece of paper. Do not insert the illustration within the text.