

Title of the Paper
(Times New Roman; Font size 14; Not more than 15 words; Centred)
Papers in Malay must include titles in Malay and English.

Abstract

Abstract should be written between 200 – 250 words. Please adhere to the standard format of an abstract for original research or conceptual papers. Abstract for an original research paper must include Background, Purpose, Methodology, Significant findings and Implication. Papers in Malay must include both the Malay and English versions. Please ensure that the English version reflects the abstract in Malay. (Times New Roman; Single spacing; Font size 11; Justified)

Keywords: Please provide at least 3 keywords separated by a semi colon (;); (Times New Roman; Single spacing; Font size 11; Justified). Keywords should clearly describe the subject matter of the paper.

*Papers in Malay must include abstracts and keywords in Malay and English.

INTRODUCTION

(HEADINGS IN CAPITAL LETTERS; FONT SIZE 12; IN BOLD; SINGLE SPACING; NO NUMBERING; INDENTED TO THE LEFT)

The introduction should state the general and adequate background to the study and objectives of the work. Do not include both the research objectives and research questions. Opt for either one.

All texts in paragraph should be written in 1.5 spacing and justified; first line of each paragraph should be indented. Do not leave any space between paragraphs.

LITERATURE REVIEW

Communication Needs at the Workplace

(Subheadings of any levels should be written in Headline Style; Font Size 12; In bold; Single Spacing; No numbering; Indented to the Left)

Review of relevant literature should be adequately discussed and argued. Review of literature may be divided into subsections with appropriate headings.

All texts in paragraph should be written in 1.5 spacing and justified; first line of each paragraph should be indented. Do not leave any space between paragraphs.

METHODOLOGY

The materials used and methods applied in the research should be sufficiently and explicitly explained.

All texts in paragraph should be written in 1.5 spacing and justified; first line of each paragraph should be indented. Do not leave any space between paragraphs.

FINDINGS

The findings should be clear and concise, and when used, the statistical data should be reported correctly.

All texts in paragraph should be written in 1.5 spacing and justified; first line of each paragraph should be indented. Do not leave any space between paragraphs.

Tables and Figures

Please refer to the following examples in preparing tables for your papers. Tables and figures should be:

- numbered consecutively using Arabic numerals in bold and independently of each other
- placed centred soon after the point where they are referenced
- written in Times New Roman and font size 10
- typed with horizontal lines to distinguish the column headings from the body of the table, and immediately above and below the table
- given an appropriate title with complete and concise information

The title for tables should be placed at the top of the table, aligned to the middle, and in title case format and not bolded.

Example of a table is shown below:

Table 1. Percentage of participants according to country

Country	% of participants
Malaysia	25
Singapore	25
Thailand	25
Indonesia	25

The title for figures should be placed at the bottom of the figure, aligned to the middle, and in title case format and not bolded

Example of a figure is shown below:

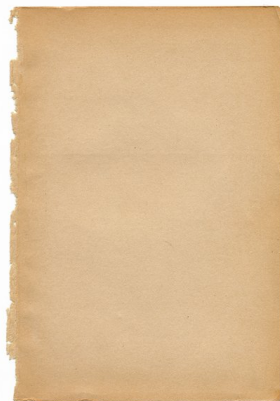


Figure 1. Example of a figure

DISCUSSION

The discussion should explore the significance of the findings and state them clearly in relation to the reviewed literature. A combined Findings and Discussion section is also allowed. The discussion should also highlight the contributions achieved by the work.

All texts in paragraph should be written in 1.5 spacing and justified; first line of each paragraph should be indented. Do not leave any space between paragraphs.

CONCLUSION AND RECOMMENDATION

The main conclusion of the study and its implications should be presented in a the Conclusion section, which may include the limitations of the study.

All texts in paragraph should be written in 1.5 spacing and justified; first line of each paragraph should be indented. Do not leave any space between paragraphs.

ACKNOWLEDGEMENT

Acknowledgements (if available) of not more than 50 words can be placed before the references as a separate section.

All texts in paragraph should be written in 1.5 spacing and justified; first line of each paragraph should be indented. Do not leave any space between paragraphs.

In-text citations and direct quotations

Please use the APA style for all in-text citations and direct quotations cited in the text. Direct quotations must not be overused.

Secondary citations and references are not encouraged. Please refer to the original source, and cite and reference directly.

Abbreviations

Abbreviations should be consistent throughout the paper.

Footnotes and Endnotes

Footnotes and endnotes are not encouraged.

Document Alignment

Please submit the paper only in WordDoc format, and follow the document alignment as per the style sheet template. All pages must be numbered at the bottom right.

Author Information

Please ensure that no author information is included in any parts of the paper, nor implied reference to any of the author.

REFERENCES

Please use the APA style 7th Edition to write the references. Please refer <http://www.apastyle.org>. List of reference should be arranged first alphabetically and then further sorted chronologically (if necessary).

Format: (Times New Roman, Font size 11; Second and subsequent lines of each reference must apply hanging indent, No space between each reference, Justified).

30% of the references should be from journals. Non-authored and non-dated online articles are not encouraged.

Ali, Z. (2015). A case study of tertiary students' experiences using Edmodo in language learning. *International Journal of Language Education and Applied Linguistics*, 2, 39-48.

APPENDIX

Only include the Appendix when necessary. All appendices should be referred in the text. If there is more than one appendix, they should be identified as A, B, etc. Each new appendix should be placed on a new page.