PERTANIKA
JOURNALS

Pertanika Journal of Social Sciences & Humanities

Our goal is to bring high-quality research to the widest possible audience

INSTRUCTIONS TO AUTHORS

(REGULAR ISSUE)
(Manuscript Preparation & Submission Guide)
Revised: January 2025

Please read the *Pertanika* guidelines and follow these instructions carefully. The Chief Executive Editor reserves the right to return manuscripts that are not prepared in accordance with these guidelines.

MANUSCRIPT PREPARATION

Manuscript Types

Pertanika accepts submissions of mainly **4** types of manuscripts
- that have not been published elsewhere (including proceedings)
- that are not currently being submitted to other journals

1. Regular article

Regular article is a full-length original empirical investigation, consisting of introduction, methods, results, and discussion. Original research work should present new and significant findings that contribute to the advancement of the research area. *Analysis and Discussion* must be supported with relevant references.

Size: Generally, each manuscript is **not to exceed 6000 words** (excluding the abstract, references, tables, and/or figures)**,** a maximum of **80 references**, and **an abstract of less than 250 words.**

2. Review article

A review article reports a critical evaluation of materials about current research that has already been published by organising, integrating, and evaluating previously published materials. It summarises the status of knowledge and outlines future directions of research within the journal scope. A review article should aim to provide systemic overviews, evaluations, and interpretations of research in a given field. Re-analyses as meta-analysis and systemic reviews are encouraged.

Size: Generally, it is expected **not to exceed 6000 words** (excluding the abstract, references, tables, and/or figures), a maximum of **80 references,** and **an abstract of less than 250 words.**

3. Short communications

Each article should be timely and brief. It is suitable for the publication of significant technical advances and may be used to:

   (a)   reports new developments, significant advances and novel aspects of experimental and theoretical methods and techniques which are relevant for scientific investigations within the journal scope;

   (b)   reports/discuss on significant matters of policy and perspective related to the science of the journal, including 'personal' commentary;

   (c)   disseminates information and data on topical events of significant scientific and/or social interest within the scope of the journal.

Size: It is limited to **3000 words** and have a maximum of **3 figures and/or tables, from 8 to 20 references, and an abstract length not exceeding 100 words.** The information must be in short but complete form, and it is not intended to publish preliminary results or to be a reduced version of a regular paper.

4. Others

Brief reports, case studies, comments, concept papers, letters to the editor, and replies on previously published articles may be considered.

Language Accuracy

Pertanika **emphasises** on the linguistic accuracy of every manuscript published. Articles can be written in **English** or **Bahasa Malaysia** and they must be competently written and presented in clear and concise grammatical English/Bahasa Malaysia. Contributors are strongly advised to have the manuscript checked by a colleague with ample experience in writing English manuscripts or a competent English language editor. For articles in Bahasa Malaysia, the **title, abstract, and keywords should be written in both English and Bahasa Malaysia.**

Author(s) **may be required to provide a certificate** confirming that their manuscripts have been adequately edited.

All editing costs must be borne by the authors.

Linguistically hopeless manuscripts will be rejected straightaway (e.g., when the language is so poor that one cannot be sure of what the authors are really trying to say). This process, taken by authors before submission, will greatly facilitate reviewing, and thus, publication.

MANUSCRIPT FORMAT

The paper should be submitted in **one-column format** with **1.5 line spacing** throughout. Authors are advised to use **Times New Roman 12-point font** and *MS Word* format.

1. Manuscript Structure

The manuscripts, in general, should be organised in the following order:

- **Page 1: *Running title***

  This page should **only** contain the running title of your paper. The running title is an abbreviated title used as the running head on every page of the manuscript. The running title **should not exceed 60 characters, counting letters and spaces.**

- **Page 2: *Author(s) and Corresponding author's information***

  <u>General information:</u> This page should contain the **full title** of your paper **not exceeding 25 words**, with the name of all the authors, institutions and corresponding author's name, institution and full address (Street address, telephone number (including extension), handphone number, and e-mail address) for editorial correspondence. **The corresponding author must be clearly indicated with a superscripted asterisk symbol (*).**

  <u>Authors' name:</u> The names of the authors should be named **in full without academic titles.** For Asian (Chinese, Korean, Japanese, Vietnamese), please write first name and middle name before surname (family name). The last name in the sequence is considered the surname.

  <u>Authors' addresses:</u> Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers.

  <u>Tables/figures list:</u> A **list** of the number of **black and white/colour figures and tables** should also be indicated on this page.

  Example (page 2)

The Impact of Negative Affectivity, Job Satisfaction and Interpersonal Justice on Workplace Deviance in the Private Organizations

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List of Table/Figure:
Table 1. Figure 1.

- **Page 3: *Abstract***

  This page should **repeat** the **full title** of your paper with only the ***Abstract***, usually in one paragraph and ***Keywords***.

  Keywords: **Four to eight keywords in alphabetical order** must be provided to describe the content of the manuscript.

  For articles in Bahasa Malaysia, **the title, abstract and keywords should be written in both English and Bahasa Malaysia in a separate page.**

- **Page 4: *Text***

  A regular paper should be prepared with the headings *Introduction, Materials and Methods, Results and Discussions, Conclusions, Acknowledgements, References (APA 7th ed. format)*, and *Supplementary data* (if any) in this order. The *Literature Review* may be part of or separated from the *Introduction*. Authors are recommended to refer to the following structures (Table 1):

  Table 1
  Guideline for research article

Main Headings	Important components (must be discussed in detail)
1. Introduction	• Background of the study • Statement of problems • Research objectives • Significance of the study • Organization of the paper
2. Literature Review	• Discussion of related theory(s) and/or model(s) • Discussion of related studies
3. Methods	• Research design
4. Results and Discussion	• Findings of the study • Discussion of the findings
5. Conclusion	**Discuss elaboratively, and not in point form*
6. Implications of the Study	**Discuss elaboratively, and not in point form*
7. Limitations and Recommendations for Future Research	**Discuss elaboratively, and not in point form*

2. Levels of Heading

Authors are required to follow Pertanika's in-house format of heading as Table 2.

Table 2
Format of heading

Level of heading	Format
1st	**LEFT, BOLD, UPPERCASE**
2nd	**Flush left, Bold, Capitalise Each Word**
3rd	**Bold, Capitalise Each Word, Ending with A Period (.)**
4th	***Bold Italic, Capitalise Each Word, Ending with A Period (.)***

3. Equations and Formulae

These must be set up clearly and should be typed double-spaced. Numbers identifying equations should be in square brackets and placed on the right margin of the text.

4. Tables

- All tables should be prepared in a form consistent with recent issues of *Pertanika* and should be numbered consecutively with Roman numerals (Table 1, Table 2).
- A brief title should be provided, which should be shown at the **top of each table** according to *Pertanika* in-house format.
- **Avoid using vertical borders** to separate data, and do not use borders around every cell in a table. Horizontal lines must be visible for headings and last line of the table.
- The source of the table should be clarified in the table note.

Example:

Table 1
Gender distributions of the respondents

Gender	Total
Female	20
Male	5

Source: Authors' own work

- Explanatory material should be given in the table legends and footnotes.
- **Embed each table** within the text after its first mention. Place the tables appropriately.
- Authors are advised to keep backup files of all tables.

*** Please submit all tables in Microsoft Word format only, because tables submitted as image data cannot be edited for publication and are usually in low resolution.**

5. Figures and Photographs

- Submit an **original** figure or photograph.
- Line drawings must be clear, with a high black and white contrast.
- **Embed each figure** within the text after its first mention to keep the file of the manuscript under 5 MB. Place them appropriately.
- These should be numbered consecutively with Roman numerals (Figure 1, Figure 2).
- Provide a brief title, which should be shown at the **bottom of each figure** according to Pertanika in-house format.
- The source of the figure should be clarified in the figure note.
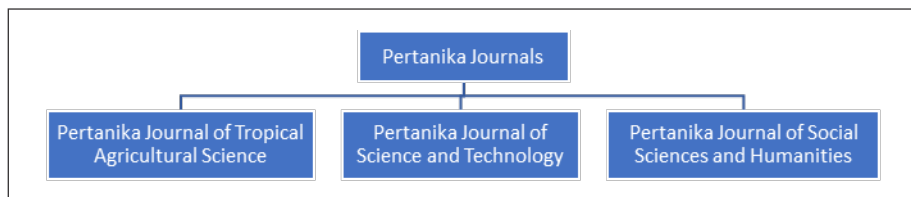
  Example: (If the work is based on authors' own work)

Figure 1. Journals in Pertanika
Source: Authors' own work

- If a figure/ table was taken from previously **published source**, **acknowledge the authors of that original source by indicating clearly the source below the figure/ table**, and submit written permission from the copyright holder to reproduce the material.

  Example: *Source:* Roziah (2024) **must be included in the References*
- Authors are advised to keep backup files of all figures.

***Figures or photographs must also be submitted separately as TIFF or JPEG, because figures or photographs submitted in low-resolution embedded in the manuscript cannot be accepted for publication. For electronic figures, create your figures using applications that are capable of preparing high-resolution TIFF files.**

6. Acknowledgement

Any individuals (besides the authors) and entities who have contributed to the research should be acknowledged appropriately.

7. References

- References begin on their own page and are listed in alphabetical order by the first author's last name. Only references cited within the text should be included. All references should be in 12-point font and **double- spaced.**
- If a Digital Object Identifier (DOI) is listed on a print or electronic source, **it is required to include the DOI in the reference list.** Use Crossref to find a DOI using author and title information.

NOTE: When formatting your references, please follow the **APA-reference style (7th edition)** (refer to the examples). Ensure that the references are strictly in the journal's prescribed style, failing which your article will **not be accepted for peer-review**. You may refer to the *Publication Manual of the American Psychological Association* (https://apastyle.apa.org/) for further details.

Examples of reference styles are given as follows:

Books

Books	Insertion in Text	In Reference List
Book/E-Book with 1-2 authors	**Information prominent' (the author's name is within parentheses):** … (Bales, 2017) … (Mahat **&** Ali, 2020) … Or **'Author prominent' (the author's name is outside the parentheses):** Bales (2017)... Mahat **and** Ali (2020) …	Bales, S. (2017). *Social justice and library work: A guide to theory and practice.* Chandos Publishing. https://doi.org/10.1016/C2016-0-00181-X Mahat, F., & Ali, N. A. (2020). *Fundamental of Islamic finance.* UPM Press.
Book/E-Book with 3 to 20 authors	*For all in-text references, list only the first author's family name and followed by* 'et al.' **Information prominent' (the author's name is within parentheses):** … (Meera et al., 2012) … Or **'Author prominent' (the author's name is outside the parentheses):** Meera et al. (2012) …	Meera. N., Ampofo-Boateng, K., & Abd Latif, R. (2012). *Coaching athletes with disabilities.* UPM Press.
Book/E-Book with more than 20 authors		For books with more than 20 authors, please follow the guidelines for journal articles more than 20 authors.
Chapter in an edited Book/E-Book	**Information prominent' (the author 's name is within parentheses):** … (Nagamine et al., 2018) … … (Van der Port, 2015) … Or **'Author prominent' (the author's name is outside the parentheses):** Nagamine et al. (2018) … Van der Port (2015) …	Nagamine, T., Fujieda, Y., & Iida, A. (2018) The role of emotions in reflective teaching in second language classrooms: Felt sense, emotionality, and practical knowledge acquisition. In J. M. Agudo (Ed.), *Emotions in second language teaching* (pp. 145-163). Springer. https://doi.org/10.1007/978-3-319-75438-3_9 Van de Port, M. (2015). Reading Bruno Latour in Bahia. In M. Jackson & A. Piette (Eds.), *What is existential anthropology?* (pp. chapter 3). Berghahn Books.
Editor	**Information prominent' (the author's name is within parentheses):** … (Machado & Davim, 2016) … … (Sheldon & Turner-Vorbeck, 2019) … Or **'Author prominent' (the author's name is outside the parentheses):** Machado and Davim (2016) … Sheldon and Turner-Vorbeck (2019) ...	Machado, C., & Davim, J. P. (Eds). (2016). *Organizational management: Policies and practices.* Palgrave Macmillan. https://doi.org/10.1057/9781137473080 Sheldon, S. B., & Turner-Vorbeck, T. A. (Eds.). (2019). *The Wiley handbook of family, school, and community relationships in education.* John Wiley & Sons.

| Several works by the same author in the same year | **Information prominent' (the author's name is within parentheses):**

… (Camilleri, 2018a, 2018b) …

Or

'Author prominent' (the author's name is outside the parentheses):

Camilleri (2018a, 2018b) … | Camilleri, M. A. (2018a). *Travel marketing, tourism economics and the airline product: An introduction to theory and practice*. Springer International Publishing. https://doi.org/10.1007/978-3-319-49849-2

Camilleri, M. A. (2018b). Understanding customer needs and wants. In *Travel marketing, tourism economics and the airline product: An introduction to theory and practice* (pp. 29-50). Springer. https://doi.org/10.1007/978-3-319-49849-2_2 |

Journals

Journals	Insertion in Text	In Reference List
Journal article with 1-2 authors	**Information prominent' (the author's name is within parentheses):** … (Al-Shboul & Maros, 2020) … Or **'Author prominent' (the author's name is outside the parentheses):** Al-Shboul and Maros (2020) …	Al-Shboul, Y., & Maros, M. (2020). The high and low-context communication styles in refusal strategies by Jordanian Arabic and American English speakers. *Pertanika Journal of Social Sciences and Humanities, 28*(3), 2063-2080.
Journal article with 3 or more authors	*For all in-text references, list only the first author's family name and followed by* 'et al.' **Information prominent' (the author's name is within parentheses):** … (Khajouei et al., 2018) … … (Fan et al., 2023) … Or **'Author prominent' (the author's name is outside the parentheses):** Khajouei et al. (2018) … Fan et al. (2023) …	Khajouei, R., Abbasi, R., & Mirzaee, M. (2018). Errors and causes of communication failures from hospital information systems to electronic health record: A record-review study. *International Journal of Medical Informatics, 119*, 47-53. https://doi.org/10.1016/j.ijmedinf.2018.09.004 Fan, Y., Singh, H. K. J., Ujum, D. A., & Amin, H. M., & Hou, X. (2023). Multi-dimensional gender perspective in historical narrative structure of A. S. Byatt's possession: A romance. *Pertanika Journal of Social Sciences and Humanities, 31*(4), 1425-1439.
Journal article with more than 20 authors	**Information prominent' (the author's name is within parentheses):** … (Tobler et al., 2017) … Or **'Author prominent' (the author's name is outside the parentheses):** Tobler et al. (2017) …	Tobler, R., Rohrlach, A., Soubrier, J., Bove r, P., Llamas, B., Tuke, J., Bean, N., Abdullah-Highfold, A., Agius, S., O'Donoghue, A., O'Loughlin, I., Sutton, P., Zilio, F., Walshe, K., Williams, A. N., Turney, C. S. M., Williams, M., Richards, S. M., Mitchell, N., ... Cooper, A. (2017). Aboriginal mitogenomes reveal 50,000 years of regionalism in Australia. *Nature, 544*(7649), 180-184. https://doi.org/10.1038/nature21416
Journal article with an article number	**Information prominent' (the author's name is within parentheses):** … (De Rubeis et al., 2017) … Or **'Author prominent' (the author's name is outside the parentheses):** De Rubeis et al. (2017) …	De Rubeis, J., Lugo, R. G., Witthöft, M., Sütterlin, S., Pawelzik, M. R., & Vögele, C. (2017). Rejection sensitivity as a vulnerability marker for depressive symptom deterioration in men. *PloS One, 12*(10), Article e0185802. https://doi.org/10.1371/journal.pone.0185802

Journal article with missing information	**Information prominent' (the author's name is within parentheses):** … (Bajaj et al., 2014) … … (Jdaitawi, 2015) … … (Nastasa & Farcas, 2015) … Or **'Author prominent' (the author's name is outside the parentheses):** Bajaj et al. (2014) … Jdaitawi (2015) … Nastasa and Farcas (2015) …	**Missing volume number** Bajaj, G., Deepa, N., Bhat, J. S., D'Souza, D., & Sheth, P. (2014). Self-efficacy and verbal fluency — does age play a role? *Healthy Aging & Clinical Care in the Elderly,* (6), 17-24. https://doi.org/10.4137/HACCE.S14292 **Missing issue number** Nastasa, L. E., & Farcas, A. D. (2015). The effect of emotional intelligence on burnout in healthcare professionals. *Procedia - Social and Behavioral Sciences, 187*, 78-82. **Missing page or article number** Jdaitawi, M. (2015). Social connectedness, academic, non-academic behaviors related to self-regulation among university students in Saudi Arabia. *International Education Studies, 8*(2). https://doi.org/10.5539/ies.v8n2p84
Several works by the same author in the same year	**Information prominent' (the author's name is within parentheses):** … (Ibrahim, 2019a, 2019b) … Or **'Author prominent' (the author's name is outside the parentheses):** Ibrahim (2019a, 2019b) …	Ibrahim, M. H. (2019a). Capital regulation and Islamic banking performance: Panel evidence. *Bulletin of Monetary Economics and Banking, 22*(1), 47-68. Ibrahim, M. H. (2019b). Oil and macro-financial linkages: Evidence from the GCC countries. *The Quarterly Review of Economics and Finance, 72*, 1-13. https://doi.org/10.1016/j.qref.2019.01.014

Newspapers

Newspapers	Insertion in Text	In Reference List
Newspaper article – with an author	… (Davidson, 2018) ... Or ... Davidson (2018) ...	Davidson, J. (2018, January 9). CES 2018: Samsung vows to add artificial intelligence to everything it does. *Australian Financial Review.* https://www.afr.com/technology/ces-2018-samsung-vows-to-add-artificial-intelligence-to- everything-it-does-20180109-h0fdtd
Newspaper article – without an author	("Economics nudging," 2017). OR "Economics nudging" (2017) … Use a shortened title (or full title if it is short) in Headline Case enclosed in double quotation marks.	Economics nudging people away from war. (2017, December 16). *The Age*, 33.

Dissertation/Thesis

Newspapers	Insertion in Text	In Reference List
Published Dissertation or Thesis References	… (Solomon, 2016) ... Or … Solomon (2016) ...	Solomon, M. (2016). *Social media and self- evaluation: The examination of social media use on identity, social comparison, and self-esteem in young female adults* [Doctoral dissertation, William James College]. ProQuest Dissertations Publishing. https://search.proquest.com/openview/7d66a63f277a84a64907db68fff991ba/1?pq-origsite=gscholar&cbl=18750&diss=y
Unpublished Dissertation or Thesis References	… (Curry, 2016) ... Or … Curry (2016) ...	Curry, J. (2016). *A guide to educating single mothers about early gang intervention and prevention* [Unpublished master's thesis]. Pacific Oaks College.

Conference / Seminar Papers

Conference / Seminar Papers	Insertion in Text	In Reference List
Conference proceedings published in a journal	… (Chaudhuri et al., 2017) … Or … Chaudhuri et al. (2017) …	Chaudhuri, S., & Biswas, A. (2017). External terms-of- trade and labor market imperfections in developing countries: Theory and evidence. *Proceedings of the Academy of Economics and Economic Education, 20*(1), 11-16.
Conference proceedings published as a book chapter	… (Morgan et al., 2017) … Or … Morgan et al. (2017) …	Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), *Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016* (pp. 11-19). Springer. https://doi.org/10.1007/978-981-10-4241-6_2
Online	… (McDonald et al., 2019) … Or … McDonald et al. (2019) …	McDonald, E., Manessis, R., & Blanksby, T. (2019, July 7-10). *Peer mentoring in nursing - Improving retention, enhancing education* [Poster presentation]. STARS 2019 Conference, Melbourne, Australia. https://unistars.org/papers/STARS2019/P30-POSTER.pdf

Government Publications

Government Publications	Insertion in Text	In Reference List
Government as author	**First in-text reference: Spell out the full name with the abbreviation of the body.** … U.S. Department of Housing and Urban Development (2020) … Or … (U.S. Department of Housing and Urban Development, 2020) …	U.S. Department of Housing and Urban Development. (2020). *National comprehensive housing market analysis.* https://www.huduser.gov/portal//publications/ pdf/National-CHMA-20.pdf

8. General Guidelines

Abbreviations: Define alphabetically, other than abbreviations that can be used without definition. Words or phrases that are abbreviated in the *Introduction* and following text should be written out in full the first time that they appear in the text, with each abbreviated form in parenthesis. Include the common name or scientific name, or both, of animal and plant materials.

Authors' Affiliation: The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved to another institution, the current address may also be stated in the footer.

Co-Authors: The commonly accepted guideline for authorship is that one must have substantially contributed to the development of the paper and share accountability for the results. Researchers should decide who will be an author and what order they will be listed depending upon their order of importance to the study. Other contributions should be cited in the manuscript's *Acknowledgements*.

Similarity Index: All articles received must undergo the initial screening for originality before being sent for peer review. *Pertanika* does not accept any article with a similarity index exceeding **20%**.

AI Content Check: Manuscripts submitted to Pertanika must not contain more than **20%** content generated by AI and AI-assisted technologies.

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Footnotes: Current addresses of authors if different from heading may be inserted here.

Page Numbering: Every page of the manuscript, including the title page, references, and tables should be numbered.

Spelling: The journal uses American or British spelling and authors may follow the latest edition of the Oxford Advanced Learner's Dictionary for British spellings. Each manuscript should follow one type of spelling only.

SUBMISSION OF MANUSCRIPTS

All submissions must be made electronically through the submission link in the Online Submission page. Owing to the volume of manuscripts received by the editorial office, the authors are insisted on following the 2-steps submission process:

STEP 1: The manuscript MUST be submitted to https://forms.gle/SRyCB1pA3i2LYKkj8 for Editorial Screening. Authors have to fill the form that requires basic information of the manuscript and upload the COMPLETE manuscript.

STEP 2: Successful authors will be supplied with the link to *ScholarOne* and the Submission Guidelines.

Submission Checklist (*ScholarOne* submission)

1. MANUSCRIPT:

Ensure your manuscript has followed the *Pertanika* style particularly the first 4 pages as explained earlier. The article should be written in a good academic style and provide an accurate and succinct description of the contents ensuring that grammar and spelling errors have been corrected before submission. It should also not exceed the suggested length.

2. DECLARATION FORM:

Author has to sign a declaration form. In signing the form, authors declare that the work submitted for publication is original, previously unpublished, and not under consideration for any publication elsewhere.

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