

# GUIDELINES AND FORMAT OF MANUSCRIPT WRITING

## *INTAN MANAGEMENT JOURNAL*

### **A. General Guide**

- INTAN Management Journal (IMJ) is a refereed journal published periodically by the National Institute of Public Administration (INTAN). IMJ plays an important role in promoting research and studies as well as disseminating information, particularly on matters which are related to the development and management of the Malaysian civil service.
- The main focus of IMJ, among others, cover the fields of Public Management, Business Policy and Strategy, Entrepreneurship, Innovation, Human Resource Management, Organisational Development, Organisational Theory, and Research Methodology.
- IMJ publishes articles in Malay as well as English.
- Only articles that are empirical in nature, original, and have not been published in any other publications will be considered for IMJ.
- Authors must ensure that the same manuscript is not simultaneously submitted to the IMJ editorial committee as well as to other publishers.
- The facts and findings which have been discussed in the manuscript are the sole responsibility of the author and the author's views do not reflect the views and policies of INTAN.
- Authors must ensure that their manuscripts are written in compliance with the guidelines and format which they have been given. Manuscripts that fail to adhere to the terms and conditions stated may not be considered for publication.
- Each manuscript will be evaluated and reviewed as “single-blind review” by reviewers who are appointed by the editorial committee before it is accepted for publication.
- The deadline for submission of the manuscript(s) is on or before 21st July 2021. Manuscripts received after the deadline will not be considered for IMJ Vol. 17, 2021. However, subject to the discretion of the editorial committee, the manuscript may be considered for the IMJ Vol. 18, 2022 publication.

## **B. Format**

- Manuscripts must be typewritten using font size 12 Times New Roman, double spacing (including references, an appendix, table, and figures), with a one-inch (2.54 centimetres) left-hand margin.
- The frontpage must be attached and should include the title of the article, name of the author, affiliation(s), correspondence address, and the author's contact number.
- The manuscript must be saved in Microsoft Word.Doc only.
- Page numbering must be inserted at the bottom right corner of each page.
- For manuscripts written in English, please use British (United Kingdom) spelling.
- The length of the manuscript should be a minimum of 5,000 words but not more than 8,000 words. The entire manuscript must not be less than 10 pages excluding the appendix.

## **C. Abstract**

- Each manuscript must include an Abstract written in one paragraph not exceeding 150 words. The beginning of the abstract must provide a clear overview of the research objectives be it to test a hypothesis or to find a solution to a problem. This is to be followed by a statement on the research process or the research methodology.
- The keywords must also be included at the bottom of the abstract to enable the readers to identify the content of the article.

## **D. Content**

- THE Title and sub-title must be separated and readable.
- Analysis, calculations, and statistical data, where possible, should be included in the Appendix page.
- The author is responsible for ensuring that any images or illustrations included in the manuscript are final (camera-ready copy). If the copyright of the images is owned by external parties, the author must obtain permission to use the images or illustrations from the relevant parties before submitting the manuscript for publication.

- The author is responsible for checking and ensuring that all information such as quotations, titles, names, and dates are correct and organised before submission of the manuscript.

## **E. Citations dan References**

- For in-text citations and references, the author may choose either APA 7, MLA 8, Harvard, or Chicago formats. However, the author must ensure that the chosen style of citation and referencing are consistent throughout the entire manuscript.
- For internet references, the complete URL link and date of access must be clearly stated.

The complete manuscript must be submitted in soft copy to the e-mail address below:

[submissionkppd@intanbk.intan.my](mailto:submissionkppd@intanbk.intan.my)

*For further information and enquiries, please contact:*

**Pn. Punitha Veni Muthusamy**  
Senior Research Fellow  
Cluster for Policy and Development  
Research  
INTAN Main Campus Bukit Kiara  
Jalan Bukit Kiara  
50480 Kuala Lumpur  
**Malaysia**

Tel: 03-20847281  
Email: [pveni@intanbk.intan.my](mailto:pveni@intanbk.intan.my)

**Murali Rajaram**  
Senior Training Consultant  
Cluster for Policy and Development  
Research  
INTAN Main Campus Bukit Kiara  
Jalan Bukit Kiara  
50480 Kuala Lumpur  
**Malaysia**

Tel: 03-20847356  
Email: [murali@intanbk.intan.my](mailto:murali@intanbk.intan.my)