

**MANUSCRIPT PREPARATION AND FORMAT**

**INTAN Management Journal Vol.14, No.1, 2018**

**A. Scope**

1. The INTAN Management Journal is published annually by the National Institute of Public Administration. It is an academic journal dedicated to promoting the study, research and dissemination of information on sound management development and practices relevant to the Malaysian Public Service which cover areas in business strategy and policy, entrepreneurship, human resource management, organizational behavior, organizational theory, and research methods.
2. The criteria for selection relies on unpublished work that is empirical in nature.
3. The responsibility for facts and opinions in the articles rests exclusively with the individual writers. Their interpretations do not necessarily reflect the views or policies of the Institute or the Malaysian Government.
4. Articles are published in both English and Malay.
5. Manuscript submitted to the journal for publication should be original contribution and must not have been previously published or is under consideration simultaneously by any other publication.
6. Please read the guidelines and follow the instructions carefully; doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The Editorial Board reserve the right to the **return manuscripts** without review that are not prepared in accordance with these guidelines.
7. Please send a copy of your manuscript and a cover letter to the following address:

**Abdul Razak Abdul Halim**  
**Kluster Penyelidikan Pembangunan dan Dasar**  
**Institut Tadbiran Awam Negara (INTAN)**  
**Jalan Bukit Kiara**  
**50480 Kuala Lumpur**  
**Tel: 03-2084 7649**  
**Emel: [abdulrazak@intanbk.intan.my](mailto:abdulrazak@intanbk.intan.my)**

## **B. Format and Style**

Please refer to the format and style guidelines below when writing your manuscript.

### **All submissions :**

1. The length of the article should be between 6,000 – 8,000 words.
2. Should be typed in Microsoft Word (12-point Times New Roman font).
3. They must be double-spaced (including references, appendices, tables and figures) with one inch (2.54 centimeters) margins.
4. A title page should be provided and should include the title of article, author's name, affiliation, with complete mailing address and telephone number.
5. Papers that severely violate the spirit of the guidelines (e.g., papers that are single-spaced, greatly exceeding pages).

## **C. Abstract**

An abstract of about 150 words followed by a list of key words are required for all articles. The title "KEYWORDS" and the following keywords should appear on the same line with no line break in between. It should be indicated below the abstract and the key words are meant to describe the content of the manuscript.

## **D. Main Document**

1. The body of the article should consist a minimum of 10 pages (not including appendices). The priorities of the headings and sub-headings should be clearly indicated. Do not use numbered paragraphs or headings, though bracketed numbers can be used to indicate priority of headings.
2. Mathematical analysis and statistical data should be placed in appendices where possible. Where Greek letters or other special sorts of symbols are used, please ensure they are clear on the manuscript.
3. Authors are responsible for obtaining camera-ready copy of figures and illustrations and where applicable, for obtaining any necessary permissions to replace these.
4. Authors should be responsible to ensure that all quotations, titles, names and dates should be double-checked before submitting the manuscripts.

## **E. Citations**

All citations should be made in the text by enclosing the cited authors' names and the year of the work cited in parentheses. Manuscript should follow the style of the latest version of the Publication Manual of the American Psychological Association (APA).

## **F. References**

1. References should be listed in alphabetical order, by the authors' last names, the date of the publication, and if necessary, the page cited, all enclosed in parentheses.
2. Endnotes (or footnotes) should be used to provide additional material or explanation that would be cumbersome in the text. They should be numbered consecutively and typed double-spaced on a separate page at the end of the article, preceding the references.

## **G. Others**

1. Please note that your submission of an article is a representation that the manuscript has not been published previously and is not currently under consideration for publication elsewhere.
2. Submissions should be completely original and should be in no way violate any existing copyright or contain anything of a libellous character.
3. Submissions will be reviewed by the editorial committee or by appointed reviewers. Authors will be informed of the editorial committee's decision within 90 days of receipt of the article in acceptable format. Neither authors nor reviewers will be identified in the review process.