

INTAN MANAGEMENT JOURNAL

GUIDELINES AND FORMAT OF MANUSCRIPT WRITING

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, covers 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 **Bahasa Malaysia** 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 or the Government of Malaysia.
- Authors must ensure that their manuscripts are written in compliance with the guidelines and format in 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 under single-blind review by reviewers who are appointed by the editorial board before it is accepted for publication.
- The deadline for submission of the manuscript(s) is **31 July 2025**. Manuscripts received after the deadline will not be considered for IMJ Vol. 21, No. 1, 2025. However, subject to the discretion of the editorial board, the manuscript may be considered for the IMJ Vol. 22, No. 1, 2026 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 front page must be attached and should include the title of the article, name of the author, affiliation(s), as well as the author's correspondence address and contact number.
- The manuscript must be submitted in Microsoft Word (.doc/.docx) 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.
- Keywords must also be included at the bottom of the abstract to enable readers to identify the content of the article.
- For any manuscript written in **Bahasa Malaysia**, authors must also provide the **abstract in English**.

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**.
- The author is responsible for ensuring that any images or illustrations included in the manuscript are final (camera-ready copy). If the copyright 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 and the signed ***Borang Keizinan
Penerbitan Artikel (Lampiran A)*** must be submitted in
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