

AUTHOR CHECKLIST (Pre-submission)

- ☐ Manuscript adheres to word-count limits and English language requirements.
- ☐ Times New Roman, 12pt, double-spaced, A4 size, Word format (.docx).
- ☐ Abstract and up to five keywords included (Research Articles & Policy Perspectives).
- ☐ Headings/subheadings formatted correctly; numbers spelled 0–9; foreign terms italicised.
- ☐ Figures/tables/graphs labelled, centered, with sources (if any) italicised at bottom.
- ☐ Footnotes inserted in Word, numbered consecutively; run the macro to set 8pt.
- ☐ References in latest APA style; non-English titles romanised with English translations.
- ☐ Cover email prepared as per instructions and sent to jep@intanbk.intan.my.
- ☐ Turnitin similarity report within 30%.

Submissions that do not adhere to the journal's formatting and standards may be rejected.