



Journal of Economics and Policy (JEP) — Submission Template

Use this template for ALL submissions. Ensure Times New Roman, 12pt, double-spaced, A4, Microsoft Word format.

TITLE PAGE

Article Title:

Corresponding Author's Full Name:.....

Affiliation(s):

ORCID No.

Full Correspondence Address:

.....

Telephone No (Office / Handphone): _____ / +60.....

Personal Email:.....

SUBMISSION TYPE & WORD COUNT

- ☐ Research Article (7,000–9,000 words; abstract \leq 500 words)
- ☐ Policy Perspective (4,000–5,000 words; abstract \leq 250 words)
- ☐ Book Review (700–1,000 words; no abstract required)

Word limits include notes and references. Use English only.

ABSTRACT

Research Article: \leq 500 words | Policy Perspective: \leq 250 words

STRUCTURE

Research Article Sections

1. INTRODUCTION
2. BRIEF LITERATURE REVIEW
3. METHODOLOGY
4. FINDINGS
5. DISCUSSION
6. CONCLUSION

Policy Perspective /Book Review Structure (flexible)

Introduction; logically flowing body paragraphs; Conclusion.

RESEARCH ARTICLE/POLICY PERSPECTIVE TITLE

AUTHOR 'S NAME^{1, a)} and AUTHOR 'S NAME^{2, 3, b)}

(Use Times New Roman Font: 12 pt, CAPSLOCK, Centered)

Author Affiliations

(Use Times New Roman Font: 10 pt, *Italic, Centered*)(if authors share the same affiliation, list the affiliation one time and number accordingly)

¹Replace this text with an author's affiliation (use complete addresses, including postcode).

²Additional affiliations should be indicated by superscript numbers 2, 3, etc. as shown above.

³You may list an author's second affiliation here.

Author Emails

Use superscript letters such as "a)" to indicate the author's e-mail address below.

Use b), c), etc. to indicate e-mail addresses for more than 1 author.

^{a)} Corresponding author: your@emailaddress.xxx

^{b)} secondauthor@emailaddress.yyy

(Use Times New Roman Font: 10 pt, *Italic, Centered*)

ABSTRACT

Type or paste your abstract here. (Use Times New Roman Font: 10 pt, Indent: Justified.) Begin the abstract with the word "**Abstract**" followed by a period in bold font, and then continue with a normal 10-point font.

KEYWORDS (maximum 5)

Keywords: word; another word; lower case except names

Heading 1: USE THIS STYLE FOR LEVEL ONE HEADINGS

e.g. PUBLIC SECTOR

(Use Times New Roman Font: 14 pt, Bold, ALL CAPS, Centered)

New paragraph: use this style when you need to begin a new paragraph.

- For bulleted lists

- 1) For numbered lists

For equation () Use Times New Roman Font: 12 pt, *Italic, centered*

Heading 2: Use This Style for Level Two Headings

Use Times New Roman Font: 12 pt, Italic, centered

e.g. Public Sector in Malaysia

Heading 3: Use This Style for Level Three Headings

Use Times New Roman Font: 12 pt, Italic, centered

e.g. Federal Institutions

Heading 4: Create The Heading in Italics.

Use Times New Roman Font: 12 pt, Italic, centered

STYLE GUIDELINES

- Spell out all numbers from zero to nine; use numerals for all others (except at the beginning of a sentence).
- Italicize all foreign terms.
- Use double quotation marks (“ ”) only when citing material.
- Use Times New Roman, size 12, double-spaced, A4 page size.
- Each page is numbered.

CITATIONS & REFERENCES

All citations must be included both in the text and in the reference list. The references should be written consistently in the latest edition of the American Psychological Association (APA) style. Where applicable, romanise non-English titles with parenthetical English translations.

FOOTNOTES

Use footnotes (not endnotes) to elaborate or provide additional information or clarifications related to the content on that page. Do not use footnotes for citations.

Insert raised superscript numerals in the text following punctuation, e.g., “... as shown.”

Western ideas of art, civilization, and philosophy was first discussed by Plato in *The Republic* (381 BC).⁹³

⁹³ Gardner, Sebastian. *Routledge Philosophy Guidebook to Kant and the Critique of Pure Reason*. Psychology Press, 1999.

Footnotes should be numbered consecutively (1, 2, 3, ...) and use a smaller font than the text (font size 8).

Tip: After inserting footnotes via Word (Insert → Footnote), run the provided macro to set 8pt font and double spacing automatically.

TABLES, FIGURES & GRAPHS

Place tables, figures, and graphs centered within the text and label accordingly, e.g.,

Table/Figure/Graph 1.

Table 1. Type Your Title Here. (Times New Roman, Font size 11, bold, centered, single spacing, capitalize each word)

Heading	Heading
Text	Text

Source:

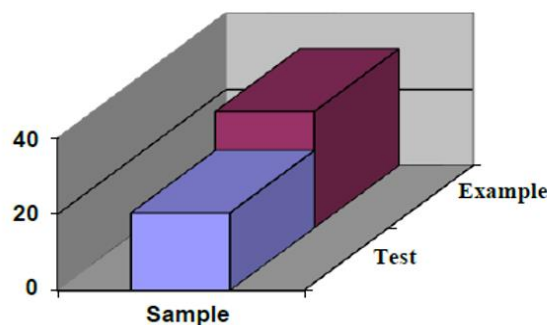


Figure 1. Type Your Caption Here.

(Source:)

(Use Times New Roman Font: 11 PT, Bold, Single spacing, centered)

If an item spans multiple pages, indicate continuation on the following page (e.g., “Table 1, continued”) and repeat the header row for tables.

If citing a source within a table/figure/graph, place the source at the bottom in italics.

MAIN BODY (Start here)

Type your manuscript here. Use bold headings and italic subheadings as illustrated above. All paragraphs must be fully justified with logical flow and clarity.

ACKNOWLEDGEMENTS

In this section, the author may express gratitude to individuals and organisations that have supported the research, including any university grants received.

REFERENCES (APA style)

Insert your references here, formatted in APA (latest edition).

ORIGINALITY & PLAGIARISM

Submissions must be original work, not under consideration elsewhere, and not previously published. Authors may use generative AI tools to assist with idea generation, language improvement, or research support but must retain full accountability for the originality, accuracy, and integrity of their work. Any use of AI assistance must be explicitly disclosed by the author in the acknowledgement section.

INTAN mandates the use of Turnitin for all submissions. The similarity index must not exceed 30%. Authors are required to submit a Turnitin report along with their article.

PEER REVIEW & CONTACT

Submissions will be accepted after editorial screening and completion of the journal's double-blind peer review process. For more information, refer to the "Peer Review" page.

Questions can be directed to: Editorial Committee, Journal of Economics and Policy, jep@intanbk.intan.my