

## **IJELP: General Guidelines for authors**

All IJELP manuscripts should be prepared in ENGLISH only. The length of the manuscript should be between 8 – 12 pages, including tables, figures and references. All manuscripts must be prepared with great care to eliminate grammatical errors, misspellings and font problems. Manuscripts should be submitted in Office 2007.docx format. If Office 2010 is used please save the file as Office 1997-2003 format to ensure backwards compatibility. The accepted font type is Times New Roman, font size 11, tables in font size 10. All diagrams, pictures and graphs must be embedded in the document. Authors should email all diagrams, pictures and graphs separately in jpeg format to the Editor-in-Chief. Lead Author must also submit a 50-word biography to be included in the journal. APA 6<sup>th</sup> Edition format for references is required for all manuscripts. The Editor-in-Chief reserves the right to reject any manuscripts that do not comply with the general format. All manuscripts must be e-mailed to the Editor-in-Chief: [cktanums@gmail.com](mailto:cktanums@gmail.com) (Associate Professor Dr. Tan Choon Keong) or the Deputy Editor-in-Chief: [keanwah@gmail.com](mailto:keanwah@gmail.com) (Dr. Lee Kean Wah).

### **IJELP Format for Manuscripts**

The title of the manuscript should be **bold and centered** (font 11). After leaving a line would be the name of the authors with superscript number to refer to each author's affiliation and emails (leave a line after name of authors). All abstract must clearly indicate the purpose of the research and important findings of the research. Abstract should not exceed 250 words. At least 4 keywords must be shown after the abstract. Abstract must be indented left 0.5", right 0.5".

### **Main Body of the Text**

The main body of the text should be divided into sections and begun after skipping one lines after the last line of abstract. Each section should be prefaced by an appropriate heading. **The required sections are: Introduction, Literature Review, Method and Sampling, Findings and Discussions and Conclusion.** The main body of the text should all **be 11-point Times New Roman**. Heading 1 must be Bold and in Uppercase. Heading 2 is to be Italic, Bold and Heading 3 in Italic. Please left-justify all headings. The first line of all paragraphs must be indented by 1 inch (standard tab). **Do not provide any space between paragraphs until you go to the next section.** Tables and figures should be numbered serially throughout the paper with Arabic numerals, and each should be placed in the text where reference is made to it. All tables, table headings, and table footnotes should be centered. Use **10-point Times New Roman** for table descriptions (on top of Table) and figure description (on bottom of Figure). Leave one single line spacing before and after each table or figure. **No footnote is allowed on all pages.**

### **Acknowledgments**

Acknowledgments, if any, should be placed at the end of the text before the references. Skip a line after the main body of the text.

### **References**

References mentioned in the text should be numbered serially throughout the paper with Arabic numerals following the APA 6<sup>th</sup> Edition.

Below is an example of the required format.

**Title of Manuscript** (font 11, Bold, Centered)

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**Abstract** (font 11, Centered and Bold)

All abstract must clearly indicate the purpose of the research and important findings of the research. Abstract should not exceed 250 words. At least 4 keywords must be shown after the abstract. Abstract must be indented.

**Keyword:** Keyword1, Keyword2, Keyword3, Keyword4 (at least 4 keywords provided)  
(Indented left 0.5", right 0.5")

## **INTRODUCTION**

After the first heading there must not be any line spacing. This must be consistent for all others Level 1 Heading. After each paragraph ends, the next paragraph should be continued without any line spacing too.

This is an example of content after the first paragraph. Please remember that you must not leave any line spacing. However, you need to provide 1 single line spacing when you go the next Level 1 Heading (for example next one is Literature Review).

## **LITERATURE REVIEW**

*Concepts of E-Learning* (Example of Level 2 Heading)

This is an example of literature review on the concepts of e-learning as practiced by most researchers.....

**Table 1:** Title




**Figure 1:** Title

*Level 3 Heading* (Example of Level 3 Heading)

This is another example on the use of Level 3 Heading which must be italic to differentiate between the headings for level 1 and 2.....

## **METHOD AND SAMPLING**

Please remember that after a Heading you must not leave a line. This must be consistent throughout the manuscript.....

## **FINDINGS AND DISCUSSIONS**

## **CONCLUSION**

**ACKNOWLEDGEMENTS** (if any)

## **REFERENCES**

- Blyth, C. S., & Davis, J. N. (2007). Using formative evaluation in the development of learner-centered materials. *CALICO Journal*, 25-39. Retrieved from <https://www.calico.org/a-669.html>
- Craik, F. I. M., & Lockhart, R. S. (1972). Levels of processing: A framework for memory research. *Journal of Verbal Learning and Verbal Behavior*, 11(2), 671-684.

**APPENDICES** (if any)