Title, Times New Roman 14, Bold

First Author’s Full name1, other authors’ full names (Times New Roman 11, Bold)

Full address of author(s) e.g. Faculty of …., Universiti Teknologi MARA

40450 Shah Alam, Selangor, Malaysia (Times New Roman 11, Italic)

1Email: corresponding author’s email address (Times New Roman 11, Italic)

ABSTRACT (Capital letter, Times New Roman 12, Bold)

Contents of abstract (Times New Roman 11, Italic, single space)

**Keywords: (***Times New Roman 11, Italic, single space)*

Introduction (Times New Roman 12, Bold, Title case not capital letter, please do not use numbering)

Contents of introduction (indent First line of each paragraph, Times New Roman 11,single space, Justify)

Sub heading 1 (Times New Roman 12, Bold, Title case not capital letter, please do not use numbering)

Contents (indent First line of each paragraph, Times New Roman 11,single space, Justify)

Table 1: The list of

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Notes : Taken from MZJ Team Resources

Sub heading 2 (Times New Roman 12, Bold, Title case not capital letter, please do not use numbering)

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Figure 1: Title is here

Conclusion (Times New Roman 12, Bold, Title case not capital letter, please do not use numbering)

Contents (indent First line of each paragraph, Times New Roman 11,single space, Justify)

References (Times New Roman 12, Bold, Title case not capital letter, please do not use numbering)

Indent second line(Times New Roman 11, single space, justify) e.g. Besser, H. (2003). The next digital divides. *Title of Journal*, 4(1), xx-xx.

 Vol number issue number page number

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Retrieved on 10 October 2009, from <http://tcla.gseis.ucla.edu/divide/politcs/besser.html>.

Please use sentence case for title of paper, book etc.

**Other formatting**

**Title of Table (**Times New Roman 11, Title case not capital letter, **BOLD**, centre, should be above table)

**Figure (**Times New Roman 11, Title case not capital letter, **BOLD**, centre, should be below figure)

**Indicator/notes to Table or Figure (**Times New Roman 10)

If you use anynon English or abbreviation such as *et al., please Italic*

In text citation, e.g. (Kotler, Bowen & Makens, 2010). The ‘and’ should be ‘&’. However a full spelling of **and** should be used in the reference list.