The
Pertanika Journal of Scholarly Research Reviews

Style Guide
2015
A Resource for Authors

UPM

Pertanika Journal of Scholarly Research Reviews

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Please follow the instructions detailed below carefully. The Editorial Board of PJSRR reserves the right to return manuscripts that are not prepared in accordance with these guidelines.

Basic Information

About *PJSRR*

The *Pertanika Journal of Scholarly Research Reviews* is the first postgraduate journal from Universiti Putra Malaysia, and primarily features research review articles that provide a critical summary of current literature in the field of the **sciences and technology**.

Publication policy

PJSRR does not accept manuscripts that are under consideration by two or more publications, and will not publish any manuscript that has already been appeared either in whole or in substantial part in any other publication.

Editorial process

Corresponding authors will be informed via email when a manuscript is received by *PJSRR*. Manuscripts that have been deemed suitable for publication will be sent immediately for review. Notification of paper acceptance or rejection will usually be sent within six to eight weeks from the date that the receipt of manuscript to the corresponding author. The corresponding author will then be responsible for making the necessary changes to the manuscript during the editorial process, and thereafter approving the final version prior to publication.

Manuscript preparation

Note that *PJSRR* only accepts research review articles, and not full articles. A review article is a critical evaluation of the published literature on a particular subject, that provides a systemic overview, evaluation, and interpretation of this literature. *PJSRR* only publishes articles written in English, and must be competently written and argued in clear, concise, and grammatical language. Articles that do not fulfil this criteria will be deemed unfit for publication, and will be sent back to the corresponding author. Authors are encouraged to engage the services of professional editors and translators if necessary to ensure that submitted manuscripts are fit for publication.

The Editorial Board of *PJSRR* reserves the right to return manuscripts that are not prepared in accordance with the rules listed in the Style Guide.

All submissions must be under 8,000 words in length, and be accompanied by an abstract not exceeding 250 words, as well as up to six keywords. Manuscripts must be submitted in MS Word format (.doc or .docx) to **pjsrr@upm.edu.my**, with '**Manuscript Submission**' written in the subject field. At present, submissions to *PJSRR* are open to UPM postgraduate students only. Review articles should also include the name(s), faculty affiliation(s), and email(s) of each author, with one designated corresponding author.

Formatting Guidelines

Page setup

All manuscripts submitted to *PJSRR* are required to use the following Page Setup settings in MS Word or other word processing equivalents.

Margins	*Top* 2.54 cm *Bottom* 2.54 cm *Left* 2.54 cm *Right* 2.54 cm
Orientation	Portrait
Pages	Multiple pages: Normal
Paper size	A4 (21 cm x 29.7 cm)
Header from top	1 cm
Footer from bottom	1 cm
Columns	One
Font	Times New Roman
Font size	11 pt
Footnote font size	10 pt
Page number font size	10 pt
Line spacing	Single
Alignment	Justified
Language	English (United Kingdom)

Style Guidelines

Spelling

Authors are required to use British spelling conventions (English United Kingdom in MS Word) in all instances, with the exceptions of direct quotes, which should be left in the original.

> The programmes undertaken by the agency were coloured by bias...

Headings and subheadings

Use the format listed below for all headings and subheadings. Note that the font size for headings and subheadings should remain the same as the rest of the body text. Avoid using more than two levels of headings in the manuscript if possible.

Level one: Bold, capitalise first letter of every word	**A Tale of Two Cities**
Level two: Italics, capitalise first letter of first word only	*Historical narratives*

Fonts

Use 11 pt Times New Roman throughout the manuscript, including for block quotations. Only footnote text and page numbers should be in 10 pt font. Place page numbers at the bottom centre of the page (Plain Number 2).

Italics

The titles of publications and periodicals should be italicised within the text. Words that are of non-English origin that have not been incorporated into the English language should also be italicised. Authors should also take care to avoid italicising words for emphasis.

> First there was the sound of the theatre, the venerable *Festspielhaus...*
>
> The film ends with a deus ex machina…

Inverted commas

Use double inverted commas for titles of articles, unpublished works, and short quotations. Use single inverted commas for English translations of words from another language, scare quotes, and quotations within quotations.

> In his reply, entitled "Something More Profound than Prejudice" (2014), Rothstein notes that…
>
> As Eagleton (2004) states: "Traditionally, it is known as moral discourse. But 'political' discourse would do just as well" (p. 5).

If punctuation marks are part of the quoted material, place them within the double inverted commas. For items that are marked by single inverted commas, however, punctuation marks should be placed outside.

Hughes had decided that *The New Republic* could no longer, as he later put it, "be a charity," or something greater than a commercial enterprise…

Arraigned by its critics for the crime of 'elitism', the publication ceased...

Translations

Translations for direct quotations that are not in the language of the manuscript should be included in the footnotes.

The article states that "*geng boleh didefinisi sebagai sebuah kumpulan yang bersekutu di bawah pimpinan seorang ketua.*"[1]
_____

[1] "A gang can be defined as a hierarchical group federated under a leader."

Quotations

Quotation fragments should follow logically and grammatically with other parts of the text. Block quotations of 40 or more words in length should be indented and flanked by an extra 0.7 cm margin on both sides. No indentation of the first line of a block quotation is required, nor a change of the font size to distinguish the block quotation from the body text. There is also no need to add ellipsis points at the beginning of a block quotation, even if it begins in the middle of a sentence. For explanatory matter within a block quotation, use square brackets. Note, however, that the line spacing for block quotations should be Single, even though the rest of the text uses Multiple 1.3.

In Louisiana most people know about the couple's "misery" and David, who is inured to this deteriorated marriage and who has been "stoically suffering for his sacrifice, reacts impetuously, which causes Fanny to flee to Marie Louise's cabin during a storm" (Witherow, 2006, p. 109).

As Harvey states in *The Enigma of Capital* (2011), our world is evolving at a rapid pace. He warns, however, that

> the principles that underpin this evolution remain opaque in part because we humans have made so much of this history more in accord with the competing whims of this or that collective and sometimes individual human desire, rather than according to some governing evolutionary principles of the sort that Darwin uncovered in the realm of natural evolution. (p. 120)

Numerals and units of measure

Numerals from one to nine should be spelled out, except in certain technical contexts. Numerals above 10 should be retained in number form. Units of measure should be spelled out upon their first instance, with symbols used thereafter. As much as possible, use international metric units of measure, or provide metric equivalents in parentheses if non-metric units of measure are necessary in context.

After a duration of 5 min, to allow for dissolution and homogenisation, the melt was poured at a temperature of 700 ± 5 °C into preheated mild steel moulds.

Footnotes

Footnotes should be used in the manuscript instead of endnotes. Note that footnotes should only be used for translations of quotations and additional explanations to points made in the text, and not for the citation of references, which should be included in-text using the APA format. For more on the APA format, please see the **Citation Guidelines** section of this guide.

Tables

Tables should be prepared using the following format. All tables must be numbered, and must include a short description. Do not indent the outside borders of the table. Retain font size for all descriptions, and align these descriptions to the centre of the page.

Delivery type	First class (RM)	Second class (RM)	Third class (RM)
Caesarean	800	400	100
Forceps delivery	400	200	50
Breech delivery	400	200	50
Normal delivery	300	150	10

Table 1: Delivery charges in Malaysian public hospitals

Images

All images used in the manuscript should be numbered, and must include a short description. Retain font size for all descriptions, and align these descriptions to the centre of the page. Besides inserting the image(s) into the manuscript text, image files (.jpeg, .png, .bmp) must be attached separately when sending in the manuscript. If possible, all images should be above 500 x 500 pixels.

Figure 1: Still from *Semerah Padi* (1956)

Citation Guidelines

Citing references

When citing references, authors should take care to only include works that have been used in the text. All citations follow the APA format, meaning that the author's last name and year of publication should appear in-text, with the complete reference appearing at the end of the paper in the References section. Note that although authors' first names appear abbreviated in the References section, these names should appear in full upon first mention within the manuscript.

In-text citation

Introduce a quotation within the text with the author's name (full name upon first mention, and thereafter last name only) followed by the year of publication, and the page number if available. If a particular idea or quotation is paraphrased, include the author's name, year of publication, and page number (if available) within the text.

> Blamires (1988) indicates that "the second world war was not just something happening overseas like the first" (p. 197).

> This reflects authentic student learning (Klenowski, 1998).

> This concurs with previous research on numeral classifier acquisition (Carpenter, 1991; Matsumoto, 1985; Uchida & Imai, 1996, 1999).

For works written by two authors, separate each name with an "and" in the text, and an ampersand (&) when parentheses are used. For works with three to five authors, list all names upon first usage, and primary author followed by "et al." for subsequent mentions. For works with over six authors, list primary author and "et al." for all mentions. For works with unknown authors, use the title of the text instead.

> …easily detected in leaves and flowering tissues of Arabidopsis (Cheng & Wang, 2005).

> …which is enriched in acidic amino acids and is reported to activate transcription in yeast-two-hybrid assays (Ben-Naim et al., 2006).

When using indirect sources, name the original source and list the secondary source in parentheses using the phrase "as cited in."

> Martin found that the redundancy structure of the category as a whole is often not reflected in atypical members" (as cited in Rosch & Mervis, 1975, p. 602).

References

All lines after the first line should have a hanging indentation of 0.7 cm.

Salehuddin, K., & Winskel, H. (2009). An investigation into Malay numeral classifier acquisition through an elicited production task. *First Language*, *29*(3), 291-313.

Authors' names should be listed by last name and initials, and should be alphabetised. For multiple works by the same author, arrange references in chronological order.

Markman, E. M. (1989). *Categorization and naming in children: Problems of induction*. Cambridge, Massachusetts: MIT Press.

Matsumoto, Y. (1985). Acquisition of some Japanese numeral classifiers. The search for convention. *Papers and Reports on Child Language Development*, *24*, 79-86.

Matsumoto, Y. (1987). Order of acquisition in the lexicon: Implications from Japanese numeral classifiers. In K. E. Nelson & A. v. Kleek (Eds.), *Children's Language*, 229-260. Hillsdale: Lawrence Erlbaum Associates.

Journal titles should be written in full. Also note that all titles of journals, books, website names, and periodicals are italicised, with all major words capitalised. When listing articles, chapters and web pages, however, do not italicise the title, and only use capital letters for the first word of the title, and the first word of the subtitle.

Articles in periodicals

Citations should be written in the following format:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. http://aaa.com/xxx/yyy/

Datta, U., Chandra-Sekar, M., Hembram, M. L., & Dasgupta, R. (2009). Development of a new method to preserve caprine cauda epididymal spermatozoa in-situ at -10 degrees °C with electrolyte free medium. *Journal of Assisted Reproduction and Genetics*, 26(8), 467-473.

Online periodical

Citations should be written in the following format:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from http://www.aaa.com/xxx/yyy/

Izadi, A. (2013). Politeness in spoken review genre: Viva voce context. *Pertanika Journal of Social Sciences and Humanities*, 21(4), 1411-1429. Retrieved from http://www.myjurnal.my/filebank/ published_ article/31525/10.pdf

Books

Citations should be written in the following format:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Klein, N. (2014). *This changes everything: Capitalism vs the climate*. New York: Simon and Schuster.

Belanoff, P. & Dickson, M. (Eds.). (1991). *Portfolios: Process and product.* Portmouth: Boyton/Cook.

Chapters in books

Citations should be written in the following format:

Author, A. A., & Author, B. B. (Year). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Fosnot, C. W. (1996). Constructivism: A psychological theory of learning. In C. W. Fosnot (Ed.), *Constructivism: Theory, perspectives, and practices*. New York: Teachers College Press.

Dissertations

Citations should be written in the following format:

Author, A. A. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

Suhardi, M. (2006). *A perceptual study of wetlands: Implications for wetland restoration in the urban areas in Malaysia*. (Unpublished doctoral dissertation). Virginia Polytechnic Institute and State University, Blacksburg.

Web pages

Citations should be written in the following format:

Author, A. A., & Author, B. B. (Year, Month Day). Title of article. In *Title of Website* (chapter or section number). Retrieved from http://www.aaa.com/xxx/yyy/

Fertik, T. (2015, January 17). Innovating into oblivion. In *Jacobin*. Retrieved from https://www.jacobinmag.com/2015/01/labor-union-movement-future/

For other types of references not listed in the Style Guide, please refer to the 6th Edition of the *APA Publication Manual* (**http://www.apastyle.org**) or visit the Purdue Online Writing Lab (**https://owl.english.purdue.edu/owl/resource/560/01/**).

All other enquiries can be sent directly to **pjsrr@upm.edu.my**.