Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

* The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
* The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
* Where available, URLs for the references have been provided.
* The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. The length of the submission for manuscript is minimum 5000 words.
* The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Author Guidelines

The Malaysian Online Journal of Educational Management (MOJEM) follows a blind reviewing procedure. Authors are therefore requested to submit:

1. A blind version of manuscript (The main text).

1. A separate title page with full information of author (s)

1. A cover letter. In the cover letter, please state that; the article has not been published in any language before, it is not being considered concurrently for publication elsewhere. The covering letter must also contain an acknowledgement that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript.

1. MOJEM considering ONLY Research-based papers

1. The similarity of article should less than 10% of similarity

**Title Page**

The title page should include:

1. The name(s) of the author(s)

1. The affiliation(s) and address(es) of the author(s)

1. The e-mail address, telephone and fax numbers of the corresponding author

**Abstract**

Please provide an abstract of 150 to 300 words. The abstract should succinctly summarize the major points of the paper, and the author's summary and/or conclusions.This abstract should not contain any undefined abbreviations or unspecified references.

**Keywords**

Please provide 4 to 6 keywords which can be used for indexing purposes.

**Main Text Formatting**

1. Manuscripts should be submitted in Word.

1. Use a normal, plain font (e.g., 12-point Times Roman) for text.

1. Use italics for emphasis. • Use the automatic page numbering function to number the pages.

1. Levels of headings should referred to APA style. Please use no more than three levels of displayed headings.

1. Abbreviations should be defined at first mention and used consistently thereafter.

1. Use tab stops or other commands for indents, not the space bar.

1. All tables (i.e., data displayed in rows and columns) must be submitted either in HTML format or as MS Word tables embedded in the manuscript near the first reference to the corresponding table. Tables MUST be no wider than 500 pixels (5.25"). Lengthy tables are discouraged as they are difficult to read online.  All tables are to be numbered using Arabic numerals. Tables should always be cited in text in consecutive numerical order. For each table, please supply a table caption (title) explaining the components of the table.

1. Figure graphics (e.g., charts, graphs, photographs, and drawings) must be in either .GIF, .PNG, or .JPG format, attached to the electronic file. Filenames for figures must be clearly labeled as Figure 1, Figure 2, etc., at the bottom of the figure, left justified, numbered in sequence, and must be referenced within the text of the article.

1. ALT tags will be applied to all graphics. The default tag will be the figure caption supplied by the author. Authors should provide tag text for any graphics used as links to audio or videos.

1. All supplemental text not falling under the definition of a table or figure will be considered an appendix. Appendices should be placed at the end of the manuscript, after the reference list.  If possible, authors should provide a link from the reference to the appendix in the manuscript (e.g., “see Appendix A”) to the beginning of the actual appendix.

1. Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

1. Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

**References**

Authors are responsible for checking the accuracy of all references and that all references cited in the text also appear in the Reference section. All references in the “Reference List “should be in alphabetical order by author (unnumbered) American Psychological Association (APA) style. Referencing for both text and the List (should in APA/6th ed.  formatting.

Example paragraph with in-text citation:

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (Derwing, Rossiter, & Munro, 2002; Thomas, 2004). Their training techniques are based on the research described above indicating that comprehension improves with exposure to non-native speech. Derwing et al. (2002) conducted their training with students preparing to be social workers, but note that other professionals who work with non-native speakers could benefit from a similar program.

Example for References (List ):

Book:

Brownell, K. D., & Horgen, K. B. (2004). Food fight: The inside story of the food industry,America’s obesity crisis, and what we can do about it. Chicago: Contemporary Publishing. American Psychological Association. (2010). Publication manual of the American psychological Association. (6th ed.). Washington, DC: Author.

Chapter in a Book:

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer elationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), Handbook of peer interactions, relationships, and groups (pp. 490-507). New York, NY: Guilford Press.

Journal articles:

Flegal, K. M., Carroll, M.D., Ogden, C. L., & Johnson, C. L. (2002). Prevalence and trends in obesity among U.S. adults, 1999-2000. Journal of the American Medical Association 288(14), pp.1723-1727.

Online Journal articles :

Koo, D. J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine activities/lifestyle of active drug users. Journal of Drug Issues, 38, 1105-1137. Retrieved from http://www2 .criminology.fsu.edu/~jdi/

Online Journal articles with doi:

Robinson, T. N., & Killen, J. D. (2001). Body image, eating disorders, and obesity in youth. Phychology, 32(3), 167-169. doi:10.1207/s15328023top3203\_86

Senior, B., & Swailes, S. (2007). Inside management teams: Developing a teamwork survey instrument. British Journal of Management, 18, 138- 153. doi:10.1111/j.1467- 551.2006.00507.x

Thesis/ Dissertation

Krech Thomas, H. (2004). Training strategies for improving listeners' comprehension of foreign accented speech (Doctoral dissertation). University of Colorado, Boulder.