

Notes for Contributors

The following are some guideline for your article (but don't let this intimidate you).

Submission of Typescripts

Authors are requested to provide an electronic copy of the typescript or manuscript in a Microsoft Word file that can be sent by e-mail (or in CD-ROM in 'crush-proof' packing) to the Editor-in-Chief to expedite the publication process. If your article contains videos, audio or applets/flashlets, the total size must not exceed 5 MB. The submission of more than one article is allowed to be considered for publication either in the same year of submission (at least 4 to 6 months before the due date, e.g. for LSM 2018 December issue, the first draft of article must be received by 1st July 2018) or for the issue to be published in the subsequent year.

Editorial Conventions

The manuscript(s) submitted (preferably within the length of 10-20 pages including Appendix, etc) must fulfill the following criteria:

1. The write-up must be original, has not been published in any other journal or, not in any manner, in breach of copyright.
2. The submitted manuscript must be written in UK English language, preferably using simple English with little or non-use of technical jargons and complex statistical arguments, clearly written as well as without grammatical and technical errors.
3. The write-up should be prepared in Microsoft Word document (.doc), preferably using Times New Roman size 12 and justified.
4. The manuscript must be typed single-spaced, on A4 paper size, portrait oriented with one inch (1") margins on all sides.
5. Do not use headers and footers. Do not insert page numbers.
6. The write-up should conform to the style set forth in the Publication Manual of the American Psychological Association (APA) (Sixth Edition, 2010).
7. Before submission, the author is advised to have the article edited for language, preferably with plagiarism check and the similarity index of the write-up to be included inside the article.

The submitted articles will be double blind reviewed stringently at least twice for readability, clarity, language used, length and organization by the Editorial Board members. Articles that are not accepted will be further reviewed by the editor and/or international Editorial Advisory Panel. Chances will be given for publication if the author edit according to the comments given by the first and second reviewer with better quality write-up. If the article is not successfully published in the targeted year, the author may rewrite and resubmit article for consideration of publication in the subsequent year(s).

Specifications for Typescripts

Please ensure that the first page of the article includes the following:

Full title of article
Author Name(s)
Affiliation(s) of author(s) with brief address of current institution
Email address(es) of corresponding author(s)

Abstract (about 200-250 words)

Keywords (about 4 to 6)

References

As stated, the article submitted to conform to the style set forth in the Publication Manual of the American Psychological Association (APA) (Sixth Edition, 2010). Please pay particular attention to how Tables and Figures are labeled as well as how References are indented.

Printer's Conventions

Tables and captions. Tables are centered. The caption goes above the table. The caption text should be indented 5 spaces from left margin and justified. Tables must be on separate sheets, numbered with Arabic numerals and provided with titles. For example:

Table 1

Title of Table (Left Justified, Uppercase and Lowercase, in Italics)

XXX	XXX	XXX
XXXXXXXXXX	X	X
XXXXXXXXXX	X	X
XXXXXXXXXX	X	X

Figures and captions. The diagrams, illustrations/artwork applied should be in high quality electronic finished form, suitable for scanning and reproduction. All figures should be clear, easy to read and of good quality. These figures are to be labeled according to the APA format. Write at the back of each illustration, in pencil, the number and caption for the figure. Styles and fonts should match those in the main body of the article. Indicate in the running-text where the illustration is to appear. E.g. the following Figure 1 illustrates the title of article.



Figure 1. Title (figure captions are centred, lower case with the word 'Figure X' in italics).

Figures are centered. Use or insert .jpg, .tiff, or .gif illustrations instead of PowerPoint or graphic constructions. Captions go below figures. Indent 5 spaces from left margin and justify. If the figures are not included in the soft copy, please submit clearly labelled figures or photographs on an A4 paper and indicate on the manuscript where the figures are to be inserted.

The following is an example of the submitted manuscript:

Title

Title header: If a long title is necessary, please prepare an optional short title. Example:

Exploring the Concept of Sustainable Energy through Chemistry Curriculum Teaching Supported by Blended Learning Platform

(Upper lower case/**Bold**/Centered/14 pt)

Abstract

The article should be accompanied by an abstract of 200-300 words all in one paragraph on a separate page and to be typed in italics. The abstract should be written two lines below the author's names and addresses. Three to six keywords should be included to facilitate search on the manuscript's subject. List all keywords separated by semi-colons.

Keywords: Blended learning platforms; Electrochemical industries; Sustainable energy; 21st century learning; Green chemistry

Section Headings and Subheadings

Use up to three levels of heading.

- Main heading: Titles of article (upper lower bold/ centered/11.5pt)
- Subhead 1: (Upper lower bold, left / centered alignment/10pt)
- Subhead 2: (Upper lower, regular italics / non-italic (bold), left alignment/9.5pt)
- Text (Upper lower/ justified/ 9.5pt)

INTRODUCTION

Begin the Introduction two lines below the Keywords. The manuscript should not have headers, footers, or page numbers. It should be in a one-column format. References are often noted in the text and cited at the end of the paper.

Margins

In preparing the manuscript, authors should follow the paper margin specification as shown in Table 1.

Table 1

Margins and Print Area Specifications

PAPER MARGINS			
<u>A4</u>		<u>Letter</u>	
Top margin	1 in	Top margin	1 in
Bottom margin	1 in	Bottom margin	1 in
Left, right margin	1 in	Left, right margin	1 in

FONT AND FORMATTING

Table 2 highlights the font size and formatting to be observed in preparing the manuscript. Use Antiqua standard font to avoid font errors.

Table 2

Manuscript Font Sizes and Formatting

Preformatted LSM Template Styles	
<i>Manuscript component</i>	<i>Description</i>
paper title	14 pt. bold, center
authors/affiliations	9.5 pt., center
Keywords: *Keywords*	9.5 pt., left justify
ABSTRACT TITLE	11 PT. BOLD , center
abstract body text	10 pt., justify
SECTION HEADING	10 pt. BOLD, center, whole numbers
1.1 Heading 2, SPIE subsection heading	9.5 pt. bold, left justify, subsection numbers
body text	9.5 pt., justify
figure caption (size?)	9 pt., justify below figure
table caption	8.5 pt., justify above figure
REFERENCE HEADING (size?)	10 pt. BOLD, center
1. reference listing (size?)	

References. References cited in the text should be listed alphabetically, at the end of the paper in the following APA standard forms, remembering to use single spacing with indent:

For books.

- Aldwin, C. (1994). *Stress, coping and development*. New York: Guildford Press.
- Holemborg, J. (Ed.). (1992). *Policies for a small planet: From the international institute for environment and development*. London: Earthscan.

For articles.

- Ellerton, N. F. (1995). Moral dilemmas for mathematics education researchers. *Mathematics Education Research Journal*, 7(2), 91-93.
- Shulman, L. S. (1987). Knowledge and teaching: Foundations of the new reforms. *Harvard Educational Review*, 57(1), 1-22.

For Chapters within books.

- Brophy, J. E., & Good, T. L. (1986). Teacher behaviour and student achievement. In M. C. Wittrock (Ed.). *Handbook of research in teaching* (3rd Ed.). (pp. 328-375). New York: Macmillan.
- Clements, M. A. (1999). Education policy, education research, and the development of mathematics. In N. F. Ellerton (Ed.), *Mathematics teacher development: International Perspectives*. (pp. 70-103). Perth: Meridian Press.

Electronic sources.

It has been pointed out by the American Psychological Association, that there is no standard which has emerged for referencing on-line information.

- Basden, J., Boone, S., Fetter, A., Koenig, J., Lanius, C., Mabbott, A., et al. (no date). *Encouraging mathematical thinking: Discourse around a rich problem*. Retrieved August 7, 2007 from <http://mathforum.org/brap/wrap/index.html>
- Funder, D. C. (1994, March). Judgmental process and content: Commentary on Koehler on base-rate (9 paragraphs). *Psychology*(on-line serial). Available E-mail: psyc@pucc Message: Get psyc 94 XXXXX.
- Funder, D. C. (1994, March). Judgmental process and contract: Commentary on Koehler on base-rate (9 paragraphs). *Psychology (on-line serial)*, 5(17). Available FTP: Hostname: princeton.edu Directory: [pub/harvard/Psychology/1994](ftp://pub.harvard.edu). Vol. 5 File: [psychology. 94. 5. 17](ftp://pub.harvard.edu/psychology/94.5.17) base-rate. 12. funder.
- Tall, D. (1988). *The nature of advanced mathematical thinking*. Retrieved August 7, 2007 from <http://www.warwick.ac.uk/staff/David.Tall/pdfs/dot1988i-nature-of-amt-pme.pdf>

Reference Linking

LSM is able to display the references section of your paper in the LSM Digital Library, complete with links to referenced journal articles, proceedings papers, and books, when available. This added feature will bring more readers to your paper and improve the usefulness of the LSM Digital Library for all researchers.

All correspondence, including comments, suggestions, subscriptions, contributions or other related inquiries should be addressed to:

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11700 Gelugor, Penang, Malaysia.
Telephone: 604-652-2700
Facsimile: 604-652-2737
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URL: <http://www.recsam.edu.my>