

Appendix 3

MICSS Journal of Educational Research Author's Guidelines

Thank you for submitting the manuscript to the *MICSS Journal of Educational Research*. The journal aims to promote the image of academic research for MICSS, provide a platform of academic discussion and interaction for MICSS, expansion of MICSS education research influential, as well as a compilation of research findings for MICSS.

Please read carefully the manuscript requirements of this journal before submission, and be able to write your manuscript according to [Appendix 4: Manuscripts Submission Templates](#). Submitting manuscripts in the correct format and compliant with the requirements will expedite the review process in publication. If the author does not write the manuscript according to the requirements of this journal, the editorial board has the right to reject or return the submitted manuscript.

The manuscripts submitted to this journal must be original and have not been published in other journals, or have been submitted to other journals and 'pending acceptance'. This journal accepts research reports written in Chinese, Malay, and English by individuals or more than one author. All manuscripts will be double-blind peer-reviewed by at least two experts before being published. The process from receiving to acceptance usually takes three to six months.

1. Scope

This journal welcomes research reports on MICSS education system such as Educational Goals, Curriculum Design, Curriculum Contents, Curriculum Implementations, Curriculum Evaluation, and Curriculum Management. Specific examples are available in [Appendix 1: Call for Papers](#).

2. Submission Guidelines

To make a successful submission, the following guidelines must be adhered to.

2.1 Manuscripts must use Times New Roman, font size 12, 1.5 spacing and justified margins.

2.2 Manuscripts should include two major sections:

- a) Title page: should contain the title of the paper, name of the author(s), institutional affiliation, and email address. English translation must be attached (translation is not required if the manuscript is written in English or Malay).
- b) Abstract and Main Body:
 - Including the title of the paper, an abstract of about 300-500 words, and five keywords. If it is a Chinese manuscript, an English abstract must be provided, and the Chinese translation of a Malay or English manuscript is at the discretion of the author. However, the editorial board may provide services for translating abstracts as needed.
 - Main body: The main body should cover the following parts, but please do not include any author's information in order to achieve the double-blind review process.

- i. Introduction/Research background: Explain the research objective and significance of the study.
- ii. Literature review: The researcher is required to provide reports and discussions of previous studies pertaining to the research objective. The literature review can also be integrated with other parts of the text instead of being presented as independent content.
- iii. Research methods: The researcher is required to explain the application of research methods, including discussions on samples, surveys, data collection processes, research instruments and other related issues.
- iv. Data analysis and discussion: Analyse the data obtained and also discuss the findings of the research.
- v. Conclusions and recommendations: The researcher is required to summarise the research report and make research recommendations.
- vi. References: The references of the manuscript must be organised according to the format of the latest version of APA.

2.3 This journal requires precise and concise language usage in manuscripts. Therefore, before submitting the manuscript, the author should make sure that the drafting of the manuscript is clear and concise, the grammar is standard, and there are no typos.

The editorial board has the right to return manuscripts that do not meet the scope, format, or meaning of the text is ambiguous, or have no research significance.

3. Manuscript Preparation

3.1 Preparation of Text

MICSS Journal of Educational Research accepts empirical papers written in Chinese, English and Malay. Manuscripts should not exceed 10,000 words (excluding references and appendices).

The manuscript must contain a title page, abstracts, keywords, introduction, literature review, research methods, research results, discussions, acknowledgements (if any), reference materials, appendices (if any), tables, and figures with explanations (pictures must be submitted separately).

The manuscript should be in **British English** and adopt APA's reference format (7th edition). Authors must check the words and sentences of the manuscripts, and the editorial board will not check the sentences and grammar of the manuscripts. If the manuscript contains too much vocabulary, grammar, and formatting errors, the manuscript will not be accepted.

3.2 Author and Copyright

The authors of the manuscripts must ensure that all persons designated as authors have the copyright, and all the authors who contributed to the manuscripts have been listed. All signed authors must agree to the final version of the manuscript and also agree to the publication of the manuscript.

All authors' titles, institutions, and correspondence addresses must be clearly listed. The corresponding author should be marked with an asterisk (*) and provide an email to facilitate the contact of the editorial board. If it is a Chinese manuscript, all materials must have both Chinese and English information.

3.3 Title

The title of the manuscripts should be concise and include enough content information. Abbreviations should be avoided when constructing a manuscript title. A manuscript title should not be more than 20 words. The body of the manuscript may have subtopics (refer to [Appendix 4: Manuscripts Submission Templates](#)). If the manuscript is in Chinese, an English translation must be provided. At the same time, it is better to provide Malay translation, otherwise, the editorial board will provide translation services to Malay.

3.4 Abstract

The abstract of the paper should be between 300-500 words. The abstract should cover concise information of research scope and purpose, sampling and methods, research findings, as well as research implications and suggestions. The abstract of the paper must be able to become a stand-alone document so that readers can grasp the general content of the research after reading the abstract. The abstract should not contain documentation or explanations of diagrams. If the manuscript is in Chinese, an English translation must be provided. It is better to provide Malay translation, otherwise, the editorial board will provide translation services to Malay.

3.5 Keywords

Keywords are mainly used to facilitate the search of articles, so general terms should be avoided. Provide five special and specific keywords related to the content of the manuscript. If the manuscript is in Chinese, an English translation must be provided. It is better to provide Malay translation, otherwise, the editorial board will provide translation services to Malay.

3.6 Acknowledgement

Acknowledgement section provides an opportunity for the author to thank those people who contribute to the preparation of the manuscript. The contributions of these people have not yet reached the authorship criteria of the manuscript, which include those providing technical support during the writing process or assisting in editing the manuscript.

Include units that provide funding for the writing of the manuscript in the acknowledgement section. If a research fund is involved, the serial number of the research fund must be listed.

Acknowledgements can be provided to the editorial board after the manuscript is accepted.

3.7 Figures, drawings, tables, photos, and other additional information

This journal welcomes authors to provide additional digital materials, such as figures, images, maps, drawings, photos, etc when submitting a manuscript. All the materials must be labelled with a proper file name. If the author uses additional materials that do not belong to his copyright, he must obtain authorisation from the relevant party before submitting the manuscript and attach the authorisation certificate.

If additional information is not authorised, it may result in missing relevant information when the manuscript is published.

All additional information must be noted in the manuscript (refer to [Appendix 4: Manuscripts Submission Templates](#)), and independent files should be submitted if possible.

3.8 Examples of References

Book:

Bates, A.W. (2000). *Managing technological change: Strategies for college and university leaders*. Jossey-Bass.

Book chapter:

Berge, Z.L., Collins, M., & Dougherty, K. (2000). Design guidelines for web-based courses. In B. Abbey (Ed.), *Instructional and cognitive impacts of web-based education* (pp. 32-40). Idea Group Publishing.

Journal article:

Reeves, T.C., & Laffey, J.M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal*, 18(2), 219-232.

Conference proceedings:

Edwards, C. (1999). Models for web-based instruction: A discussion of recurring themes. In K.E. Sparks & M. Simonson (Eds.), *Proceedings of the 21st National Convention of the Association for Educational Communications and Technology* (pp. 319-321). Houston, TX: AECT.

Online source:

Chandler, T. (2001). *Outback and in again: A new graduate's experience of rural and remote nursing*. Sixth National Rural Health Conference. <http://www.abc.net.au/health/papers/paper11.htm>.

Kindly refer to [Appendix 4: Manuscripts Submission Templates](#) for more information.

4. Proofreading before Publication

The accepted manuscript will be sent to the corresponding author in the Pdf version after being edited and typeset. The corresponding author should review the manuscript as required by the editorial board as soon as possible, and then email it back to the editorial board as required so that the publication date can be arranged as soon as possible.

5. Copyright

After the manuscript is accepted, the author will be required to authorise the journal to publish the relevant paper so that it can be widely circulated. If the manuscript involves the copyright of a third party, the author needs to obtain authorisation from the other party and indicate the source in the article.

6. Open Access Policy

All the contents of this journal are provided in the form of free access to individuals or organisations. Users can read, download, copy, distribute, or link to the related articles in this journal.

7. Submission and Further Inquiries

All submissions should be done with MS WORD format, as well as the relevant file information. Further inquiries can be sent to the following email:

Dr. Koon Lan Chok / Mr. Tan Chun Liang
email: micss_editor@dongzong.my

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