**Editorial policy**

The APJITM publishes refereed original papers or short articles along the following categories in order to cater to the diverse needs of its readership.

1. **Research-oriented**papers may describe completed research efforts with results, analyses and implications to practitioners, and should not exceed 30 pages in length (research papers).
2. **Practice-oriented** papers may describe new industry practices, tools and methodologies, with emphases on practical issues, problems and solutions, and should not exceed 25 pages in length. Papers may also discuss the relevance of theory to practice and applications (practical applications, working papers, and case studies)

All submissions should emphasize their relevance and implications to knowledge-based activities and knowledge work. Submissions, which address relevant issues, in the context of knowledge-intensive work, from multidisciplinary and cross-functional perspectives, are particularly welcomed. All submissions are free of charge.

**Preparing manuscript**

Text should be double-spaced throughout, single column and with a minimum of 3cm for left and right margin and 5cm at the head and foot on A4 sized paper, and adhered to the lengths specified above (including all headings, abstract, main body, tables, figures, diagrams and references). Text should be submitted in Microsoft Word format with basic Times New Roman 12 points. Hard copy submission is not required.

Paper should be arranged in sections as follows: Title, Abstract, Key-words, Author’s affiliation, Introduction, Methods, Results, Discussions, Acknowledgement (if any) and References. Abbreviations should be spelt out when first used in the text. Include with the manuscript a short, professional biography of each author.

APJITM accepts manuscript written in English and Malay language. Manuscript written in Malay language should have English title and abstract.

Each page should be numbered. The first page of manuscripts should contain

1. the title (Should be in capital letters, not in bold type with 14-point size;
2. the author’s name(s) in capital letters, not in bold type with 11-point size, academic and/or other professional affiliations and complete mailing address with e-mail and phone. Please indicate the corresponding author on the title page;
3. An abstract of not exceeding 300 words, with 10-pint size. The abstract should state briefly the problem of the research, purpose, method, the principal results and major conclusions.

To enable a double blind refereeing process, the main author is required to supply a cover page that includes the title of the paper, the names and affiliations of all authors, and up to 6 keywords.

**Style of manuscript**

Manuscripts should be presented in the following order:

**Title**: All Titles should be as brief as possible, 6-12 words and informative. Titles will be used for information-retrieval systems. Avoid abbreviations and formulae where possible. Authors should supply a shortened version of the title suitable for the running head, not exceeding 50 character spaces.

**Headings:** Headings should be in upper case and in bold type. Sub-headings should be in the upper case with 10-point size and Sub-Subheadings should be in upper case, not in bold type with 8-point size. Avoid using number such as 1, 1.1., 2. 2.2.

**Tables and Figures**: should be given number and title which should be on the top of the table and for the figures number and title, should be at the bottom of the figure. Use lower case letters when naming tables and figures. Figures should contain only the image and not the caption. If your figure has multiple parts, please embed callouts too identify parts of the figures, i.e. (a), (b), (c) within the figure. Callouts should be in a Times Roman font with a consistent 8-point size. Figures should be embedded in the text with a good resolution and sharpness. Formulae should be numbered and use Equation Editor. Captions for TABLE and FIGURE must be in upper case with 7-point size while the desriptions are in 9-point size.

e.g

TABLE1 (7point). The frequency test … (9 point)
FIGURE 2 (7 point). The proposed model … (9 point)

Example of table:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 |  |
| 2 | 6 | 7 | 88 |
| 3 | 8 | 6 | 44 |

All numbering in manuscripts should be using 1, 2, 3, 4, 5 not i), ii), iii), iv), v)

**Reference style**:

**Citation in text**

Please ensure that every reference cited in the text is also present in the reference list. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either ‘Unpublished results’ or ‘Personal communication’. Citation of a reference as ‘in press’ implies that the item has been accepted for publication. For references with more than three authors, write the first author only followed by “et al.” and year of publication. e.g. Mohd Bakhari Ismail, Zawiyah M. Yusof, Kamsuriah Ahmad and Maryati M. Yusof, 2013, write as Mohd Bakhari et al., 2013. In the text, references should be cited by the author’s last name (Malay name should be cited by the author’s first name) and year of publication. All references cited in the text must appear in the reference list at the end of the manuscript in Times Roman font with 11-point size.

**Style of the reference list**

All references should be in roman, listed alphabetically and then further sorted chronologically if necessary, at the end of manuscripts. Authors are responsible for the accuracy and completeness of all information in the reference.

Example:

Journal:
Kemoni, H.N. 2009. Management of electronic records: review of empirical studies from the Eastern, Southern Africa Regional Branch of the           International Council on Archives (ESARBICA) region. *Records Management Journal*, 19(3):175-201.

Book:
Lawson, J., Kroll, J., & Kowatch, K. 2010. *The new information professional: your guide to careers in the digital age*. New York: Neal-Schuman Publishers.

Zawiyah, M.Y. & Robert, W.C. 2005. *Issues in records management*. Bangi: Penerbit Universiti Kebangsaan Malaysia.

Chapter in book:

Zawiyah, M. Y. & Mohd. B.I. 2011. Factors affecting knowledge sharing practice in Malaysia: a preliminary overview. In al-Shammari, M. (ed.)          *Knowledge management in emerging economies: Social, organizational and cultural implementation*, 157-170. Hershey, PA: Information Science Reference.

Thesis/dissertation:

Arnold, A.M. 2007. A situational analysis of national information policy, with special reference to South Africa. PhD thesis, University of South           Africa.

Proceedings:
Xingsen, L., Lingling, Z., Zhengxiang, Z., & Yong, S. 2009. Research Challenges and Solutions for the Knowledge Overload with Data Mining.           *Proceeding of the 21st International Joint Conference on Artificial Intelligence*. California: IEEE Computer Society, 237-240.

Unpublished Conference paper:

Ramachandran, R. 2002. K-measures towards building a knowledge society and economy. Paper presented at The International Association for           Official Statistics Conference on Official Statistics and the New, Office for National Statistics, 27th-29th August, London.

Web:

As a minimum, the URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references are to be can be included in the reference list.

Halim, S. 1999. Managing knowledge. http://www.intanbk.intan.my [October 20th, 2006].

UNESCO. [n.d.] National information policy-differing approaches. UNESCO Regional Office for Communication & Information. Bangkok: United Nations. http://www.wam.umd.edu/~rmazzone/          Information%20Law%20$%20Policy%20-         %20August%20%20%202005/Chapter%206%20Privacy$%          20Infosharing/CLIS\_INFO\_POLICY\_class\_1\_REPORT\_UN\_national\_information\_policy\_differing\_ approaches.pdf [December 8th, 2006].

Patent:
Williams, Dave. 2005. Screw less clip mounted computer drive. U.S. Patent 6,885,550, filed August 24, 2000, and issued April 26, 2005.