

TEMPLATE FOR PAPER SUBMISSION TO THE ASIAN JOURNAL OF SOCIAL SCIENCE RESEARCH (AJSSR)

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ABSTRACT

This document represents the required format for manuscript preparation for publication in AJSSR. By having a standardized format of submission, the editor and reviewers can make the assessment process with clarity therefore smoothen the review process although the final publication may not match this layout. This template is to assist the author in familiarizing with the AJSSR submission format and understanding the function of each section. On writing the actual abstract, it should **not exceed 250 words in a single paragraph**. Rather than serving as an introduction, it should be a concise summary which clearly outlines **the paper's rationale, methodology, findings and the contribution**.

Keywords: template, manuscript, publication, journal, social science, guideline

INTRODUCTION

In order to assist authors in presenting their work such that it will easily be reviewed by editors, CRC constructed this template to make paper formatting simple and concise. Having a standard template will also assist in the eventual publication process should the paper is accepted. It is important to note that **the research objective has to be clearly outlined in** the Introduction section with an overview of the method used in the study (Day, 1998). Extended information on general background can be included in a separate section, namely Literature Review, which outlines the rationale and objectives of the study. Submitting a manuscript which is easier to be read by the reviewer will assist to expedite the review process.

This template was designed such that the author can substitute each section with one's own work accordingly and expand it as necessary. It includes samples of referencing and type formatting which is expected when submitting a manuscript in MS Word, which is the only acceptable format.

METHODOLOGY

Manuscript submitted to AJSSR should be structured in a way that follows a suitable journal publication style. The paper should be segmented with appropriate headings such as the following flow: **Abstract, Introduction, Methodology, Results, Discussion/Conclusion and References. The author may include other headings as deem necessary, such as Literature Review and Acknowledgement.** It is advisable to acknowledge all source of funding involved and if the research involved human/animal subject, a declaration on ethical method may be required. Text and illustration formatting is described in detail in this section.

TITLE PAGE

The title should be informative yet concise, using 16-point Century Gothic font in bold and centered. It is followed by the name of the authors and respective affiliation as shown in this template. Only the email of the corresponding author is shown.

Keywords indicate the important points of the paper and should be limited to 6.

TYPE AND FONT SIZE

The manuscript should be written in English using the American spelling with citations and **references following the APA style.** The manuscript must be typed with a single spacing throughout, including references, tables, footnotes and figures on A4 size leaving margins (top, bottom, left, right) of 1 inch. **The heading should be centered, upper case in bold and uses Century Gothic font with size number 14.** **The sub-headings should be centered, upper case and uses Century Gothic font with size number 10.** **Sub-sub-headings should be at the left margin, lower case in bold and uses Century Gothic font with size number ten.** The **body text** should use Century Gothic font with size **number 10 without indentation.** Text should be represented in single column with **justified alignment.**

Spacing between headings and sub-headings is 1 line.

SUBSECTIONS

Subsection may be inserted to improve the structure of the paper. This paragraph is an example of how a subsection is included, which is preceded with a sub-heading. If required, a further hierarchical breakdown can utilize sub-subsection or bullet points such as illustrated in the following subsection.

FIGURES AND TABLES

Figures and tables are to be embedded in the main text body. They should not have cosmetic enhancement such as shadow frame. One blank line separates the figure or table with the following text.

Figure

Figures assist the understanding of the subject through graphical representation which is useful when explaining relationship models, process flows and rate of change.

Common types of figures are:

- Graph
- Image
- Chart

Each figure must be explained by a legend at the bottom using the same format as body text as shown below.

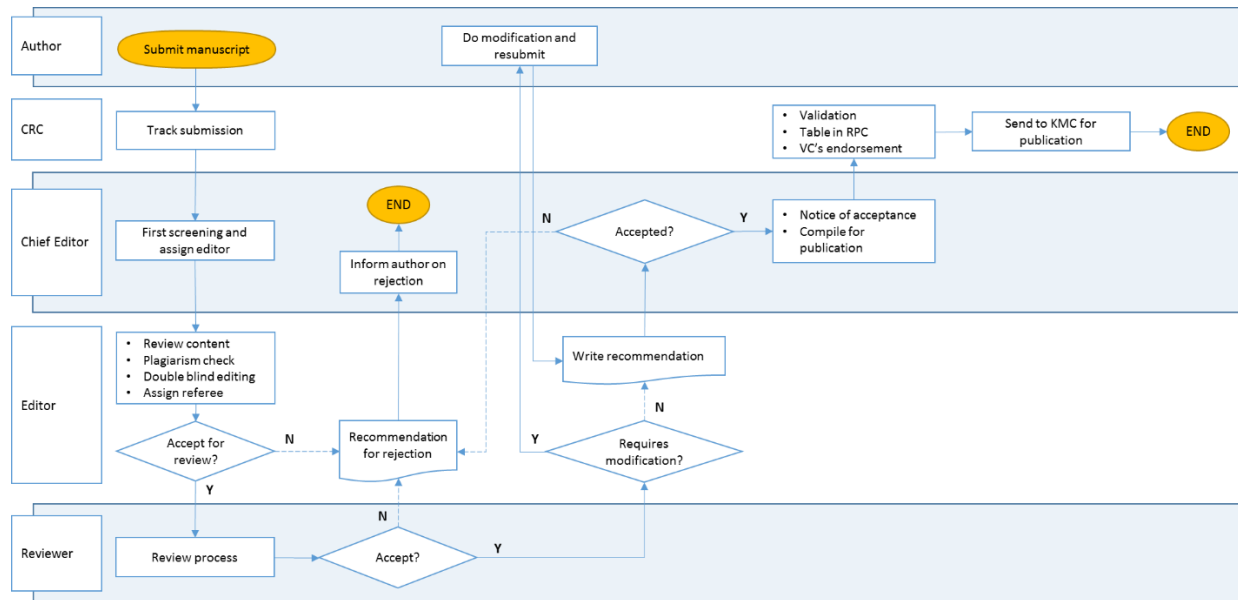


Figure 1. An example of a figure showing the process flow of manuscript review.

Table

Each table must be preceded with a label placed with sequence number and title using the same format as body text.

Table 1. An example of a table explaining the text format

TYPE	CASE	FONT	SIZE	FORMAT	ALIGNMENT
Heading	Upper		14	Bold	Center
Sub-heading	Upper	Century Gothic	10	Normal	Center
Sub-sub-heading	Lower		10	Bold	Left
Body text	Lower		10	Normal	Left

RESULTS

In this section, the author demonstrates the data collected throughout the research. The data can be represented in table or graph however a concise explanation should accompany any embedded figure. If the figure contains any item which is subject to copyright protection, or that it may infringe individual privacy such as showing a recognizable face, then a granted permission needs to be presented.

In empirical research, results can be illustrated by the output of content analysis. A clear data classification will assist the reviewer as well as readers to better understand the significance of the methodology and how the eventual conclusion is derived. The result may need to be presented with associated caveat such standard deviation and notification of abnormal or extreme data.

For conceptual paper, a model or figure may help to illustrate your findings and the associated implications. The conceptual framework should be explained in the Methodology section (Marek, 2015).

CONCLUSION

A manuscript which follows the suggested guideline will allow smooth review process. While it does not guarantee acceptance, it helps the reviewer and editor to focus on the content without formatting distraction. Due to this being a template instead of a real paper, elaboration is rather superfluous. Nevertheless the Conclusion is the climax section of the paper where it presents the comprehension of the research in accordance to the original problem statements. A good Conclusion illustrates **the significance of the finding which helps to add a new understanding of the subject** which was being studied. This section should include the **contribution** of the paper in terms of academic or real-life application.

ACKNOWLEDGEMENT

Sources of funding for research presented in an article. Report potential sources of funding if there are any.

Example: "The authors thank UNITAR International University for the support of the publication of this research."

CONFLICT OF INTEREST

Example:

Please indicate any potential conflict of interest that may arise from the result of this study which may include affiliation, employment, stock ownership, patent application, consultancy, and grants. Please indicate if there is no conflict-of-interest present.

CONTRIBUTION OF AUTHOR (*optional*)

Contribution of individual authors to the creation of an article.

Author Contributions: Please, indicate the role and the contribution of each author:

Example

Karim Ali carried out the simulation and the optimization.

Peah Abu was responsible for the Statistics.

REFERENCES

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Day, R. (1998). *How to write and publish a scientific paper* (5th ed.) Phoenix: Oryx Press.

Marek, Michael. (2015, June 8). Conceptual Paper Outline. Retrieved from https://www.researchgate.net/publication/277890968_Conceptual_Paper_Outline