



International e-Journal of Community and Industry Engagement (IeJCIE)

GUIDELINES FOR AUTHOR(S):

The IeJCIE is scheduled for twice a year (June and December) publication and published in the order of the final acceptance dates according to the following headings: Editorial, Review Article, Original Article, Letter to the Editors-in Chief and Audio-Visual publication. However, articles of topical interest may be fast-tracked based on decisions by the Editorial Board. Herewith, article refers to papers (written form) as well as audio visual publication.

1. All submissions should be addressed to "Managing Editor, International e-Journal of Community and Industry Engagement, Division of Industry and Community Network (DICN), Universiti Sains Malaysia, Penang, Malaysia and must be submitted via email as an attached document to **c.editor_iejcie@usm.my**.
2. Submissions will be reviewed by the editorial reviewer to ensure that the article complies with the Journal's terms of reference. Failure in compliance will result in the submission being immediately returned. Articles with excessive typographical and grammatical errors will also be immediately returned to authors without being reviewed.
3. Submission of a revised article must be made within 2 weeks of receiving editorial reviewers' comments for revision. Revisions carried out by authors to reviewers' comments does not automatically indicate final acceptance for publication in IeJCIE.
4. The final draft of the accepted article shall be sent to the Author(s) for a final confirmation.
5. The medium of communication used is English with UK spelling accepted.
6. The Editorial Board reserves the right to accept or reject any article for publication.

For further enquiries, please contact:

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The Covering Letter

Article must be accompanied by a covering letter signed by all co-authors or in unavoidable circumstances, by the principle author on behalf of the others. The following must be stated in the covering letter to the Editor-in-Chief:

1. That the material is original, is not currently under consideration nor has been accepted for publication elsewhere;
2. That all Author(s) has read the article and approve its submission;
3. A brief explanation of the contribution of each Author (Authorship should be limited to those who have *participated sufficiently* in the any of the following: the study conception and design, data analysis and interpretation, drafting or revising of the article for important intellectual content, and final approval of the version to be published);
4. Disclosure (if any) of their affiliations with or financial involvement with any commercial organisations with direct financial interest in the subject or materials discussed in the article.

This letter should be scanned and sent together with the article.

The Article

The article is to be arranged in the following order of: (1) title page, (2) abstract and keywords, (3) text, (4) references, (5) tables, (6) figures, and (7) figure legends, numbering all pages beginning with title page, and typed double-spaced, leaving wide margins on all sides of the page.

Details for the following categories of submission are as follows:

1. **Editorial**
1000 words maximum; up to 10 references; no abstract is needed;
2. **Review Article**
5000 words maximum; comprehensive references; unstructured abstract up to 250 words;
3. **Original Article**
5000 words maximum; comprehensive references; structured (according to Background, Methods, Results and Conclusions). Abstract up to 250 words.
4. **Letter to the Editor-in Chief**
1000 words maximum; up to 5 references.
5. **Audio Visual Publication**
Should be about 8-10 minutes



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Title Page

The title page should contain:

1. The title of the article (do not use abbreviations);
2. The full name of each Author and their respective names of departments and affiliated institutions;
3. Name, address, e-mail, telephone and fax numbers of corresponding author for correspondence and requests for reprints.

Abstract

A summary of the paper must be in the form of an abstract (maximum of 250 words for Review Articles and Original Articles). Structured abstract for Original Articles must follow the general format of Introduction, Methods, Results and Conclusions.

Key words

For the purpose of indexing, a maximum of 5 key words are required and placed after abstract in alphabetical order.

Introduction

The rationale for the study should be described here with relevant background material. The Introduction should not contain findings or conclusions.

Methods

Methods should be described in sufficient detail as to how the results were derived. If necessary, the Editor-in-Chief may seek the advice of a qualified statistician as part of the review process.

Results/Findings/Impacts

Results should be presented in a logical sequence in the form of texts, tables and illustrations. Repetitive presentation of the same data in different forms should be avoided. In particular, authors should minimise repetition between the text and tables and figures. The Results section should not include material apportioned to the Discussion section.

Discussion

The Discussion considers the results in relation to the hypotheses put forth in the Introduction. Unexpected or contradictory results should be explained or defended. Speculation should be kept to a minimum.

Acknowledgements

These include contributions by persons that need acknowledging but do not justify authorship. Technical help, financial and material support, and research grants should be clearly acknowledged here.



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References

Reference style and punctuation should conform to the Journal style which uses the APA format. The references are to be cited in the text, tables and legends by Arabic numerals in superscript in the order in which they first appear in the text.

Websites can be used as references where no alternative reference exists. The date on which the website was accessed must be included.

As an e-journal article, list Author(s) when six or fewer; when more than six, list only the first six and add *et al.* The issue number should not be quoted.

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Audio visual submissions must be of acceptable standard as listed below. The recorded content itself should have at least fair audio quality, and should require no audio editing. Please include a brief description of name and association of all the speakers. If desired, also include a small (less than 200k) picture of the Author(s)/project leader in .jpg format. The author(s) responsibility includes organising the content of the audio visual in a clearly structured form to ensure clarity with smooth flowing presentation.

Please retain a copy of your audio visual files.

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Video requirement/Animation:

Acceptable video formats:

- a) **.MPEG4 and MOV files** - Typically supporting H.264- encoded files (such as MP4), mpeg4 video codecs, and AAC audio codec
- b) **.AVI** - Many cameras output this format - typically the video codec is MJPEG and audio is PCM
- c) **.MPEGPS** - Typically supporting MPEG2 video codec and MP2 audio
- d) **.WMV**
- e) **.FLV** - Adobe-FLV1 video codec, MP3 audio

Acceptable resolutions

- 1080p: 1920x1080
- 720p: 1280x720
- 480p: 854x480

Acceptable Audio format

- **.wav**
- **mp3**

Acceptable image

Minimum requirement: JPEG- 72dpi

AFTER THE ARTICLE HAS BEEN ACCEPTED

Page Proofs

Authors will be provided with Portable Document Format (PDF) type set page proof to proofread for typesetting errors. Proofs must be returned within the given deadline. The purpose of the PDF proof is a final check of the layout, and of tables and figures. Alterations other than the essential correction of errors are not possible at this stage.

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Failure to conform to ethical requirements may be considered sufficient reason for rejection of the article. The editorial board is committed to pursuing high journal standards set by the international community of journal editors.

Conflict of Interests

Authors should disclose at the time of submission any special arrangements they may have with the research funding organization or agencies that requires special permission from the organisation for publication in the e-journal.

Authors' Checklist

- **Article** (as attached document)
- **Covering letter** (as scanned document attached or by fax)
- **Letter of permission (Form 1)**