

SUBMISSION GUIDELINES

1. The full paper should be written in English or Malay.
2. The top section of the first page should include clearly:-
 - Title of the paper (Times New Roman font, 14 point, Centered, Bold)
 - Name of the author (Times New Roman font, 12 point, Centered), institution and e-mail address (Times New Roman font, 10 point, Centered)
3. The content of the full paper should not exceed 12 pages inclusive of references, tables and appendices with 12 point font size, Times New Roman and 1.5 spacing on A4 paper with margins of one inch on all sides.
4. Each full paper should be summarized in an abstract of not more than 250 words. The abstract should be formatted using 10 point Times New Roman font, single spaced paragraphs and only consisted of one paragraph. Include 4 to 5 keywords at the end of the abstract. Avoid abbreviations, diagrams and reference to the text in the abstract.
5. All charts, diagrams and tables must be included in the typescript as they are to appear in the publications. Authors have to use MS Word (Word 97 – 2003) as this will expedite the production work.
6. Whenever possible, full papers will be subjected to language editing and the comments will be made available to the author/s for consideration and amendments.
7. References in the text are to appear in parentheses and followed by a complete list of references at the end of the full paper. The American Psychological Association's (APA) conventions should generally be followed.
8. Authors can send their full paper to the following email: coppss@kedah.uitm.edu.my
9. Tables and Figures can be embedded in the text. A short descriptive title should be appear above each table/ figure with a clear legend. Figures should be completely labeled, taking into account necessary size reduction.
10. When submitting the abstract/ full paper, kindly identify the sub-theme of your paper in accordance with the sub-theme listed in the conference brochure. Otherwise, your paper will be placed to any one of the conference sub-themes.
11. **Accepted papers sent before the deadline will be published in the proceeding.**
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