

GUIDELINES FOR CONTRIBUTORS MALAYSIAN EDUCATION DEANS' COUNCIL JOURNAL

Introducing the Journal

The Malaysian Education Deans' Council (MEDC) Journal a refereed interdisciplinary journal publishes articles relating to education covering a wide range of areas relating to pedagogy, assessment, curriculum development, and other related fields of education. The articles may be the results of research, concepts or reviews.

Frequency

- Currently it is an biannual journal published in December and June.

Specification for Manuscripts

- Double hard copies and one electronic copy of manuscripts in English or Malay on computer disk or through email should be submitted to the Chief Editor of MEDC Journal.
- Manuscripts should be in Microsoft Word for Windows and be typed on 8 ½ x 11- inch white paper, upper and lower case, double-spaced in entirety, with 1-inch margins on all sides. The type size should be at least 12 point. Subheads should be at reasonable intervals to break the monotony or lengthy text. Words to be set in italics should be set in italics, not underlined. Abbreviations and acronyms should be spelled out at first mention unless they are well known to the readers.
- Pages should be numbered consecutively, beginning with the page after the title page. Mathematical symbols and Greek letters should be clearly marked to indicate italics, boldface, superscript, and subscript.
- An abstract of not more than 200 words in one paragraph should be submitted. It is a concise summary of the whole paper, not just the conclusions, and is understandable without reference to the rest of the article.
- Keywords used in the article, preferably not more than five should be mentioned after the abstract.

Author Identification

- The complete title of the article and the name of the author(s) should be typed only on the first sheet to ensure anonymity in the review process. Subsequent pages should have no author names, but may carry a short title at the top. The first-named author or the co-author who will be handling the correspondence with the editor, should submit a complete address and telephone number; fax number. E-mail addresses are also helpful.

Style and format

- Article should be well written, developed and organized. Grammar, spelling, capitalization, punctuation, word-processing, and proof reading must be accurate. The contributors are advised to follow the latest version of the Publication Manual of the American Psychological Association (APA), for referencing. The accuracy and completeness of all references is the responsibility of the author(s). A reference list should contain only those references that are cited in the text.

- Reference notes referring to material that is not readily available to the public (e.g., reports of the limited circulation, unpublished works, personal communications, papers presented at meetings, technical reports, and works in progress) should include as much information as possible to make them retrievable.

Tables, Figures, and illustrations

- The purpose of tables and figures is to present data to the reader in a clear and unambiguous manner. The author should not describe the data in the text in such detail that illustration or text is redundant. Figures and tables should be keyed to the text. Each table should be typed on a separate sheet and Attached at the end of the manuscript (after the references). Tables will be typeset. Clear notes should be made at appropriate point of insertion in text.

Professional Ethics

- References and quotations must be well documented.
- Data/information should be reported truly.
- Where necessary permissions from the publisher should be requested.
- The writer should note that plagiarism will not be tolerated.

Review Process

- After a preliminary editorial review, articles (for blind review) will be sent to referees who have expertise in the subject. Authors/contributors will be informed about comments of the referees and will be required to revise the article accordingly, if necessary.

Acceptance for publications

- Manuscripts are accepted for consideration with the understanding that they are original material and are not under consideration for publication elsewhere. Further the article should not have been published earlier in the whole or in part in any other journal.
- Articles included in MEDC Journal may not necessarily represent the views of the Editorial Board or MEDC.

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