

## INTI JOURNAL

**Journal URL:** <http://intijournal.intimal.edu.my>

### **Submission guidelines**

All papers must be submitted electronically via email to [williamb@intimal.edu.my](mailto:williamb@intimal.edu.my)

- All submission needs to include the cover letter and well as the original manuscript.
- The cover page of the manuscript should contain :

o The title

o The name(s), institutional affiliation(s), and email(s) of the author(s)

At the bottom of the page, please provide the name, address, phone, fax numbers, and email of the corresponding author.

- The first page of the manuscript should include an abstract of not more than 250 words.
- Provide 6-8 keywords for your paper after the abstract.
- The first page of the text should not reveal the name(s) of the author(s).
- Section headings (including 'Abstract' and 'Keywords') are to be in bold and upper case letters with Times Roman 12 pt font.
- Leave one blank line between the heading and the first line of text. There are to be two blank lines before each section heading.
- Secondary headings are printed in bold and italics with Times Roman 12 pt font
- References to unpublished or forthcoming papers should be avoided.
- The original typescript should be submitted electronically in A4 size format, with a word count of 5000-8000 (excluding figures)
- A final paper which would exceed 8000 words may be returned for abridgement.
- Please ensure that the paper is written in UK English.
- All documents must be submitted in MS word format.
- Harvard reference format should be used for the paper.
- Manuscripts should be typewritten and single-spaced with standard margins.
- The size of type font used should be large font size 12 point.
- All pages should be numbered consecutively.
- Tables, graphs, and figures should appear on separate pages labeled in numerical order with Roman numeral and placed at the end of the text.
- Label tables at the top and follow the heading with title of the table. Label graphs and figures in similar fashion. Indicate their exact places in the text, i.e. "Table III about here."
- All figures should be made to fit the journal's page size. All lines should be clear.
- All illustrations should be suitable for printing in black and white, and are numbered sequentially.
- References to other publications must be in Harvard style. Please see below for further details.

## Citation in Text

1. References should be cited in the text as in the following examples:

Single author: (Kwong, 1998)

Two authors: (Kwong and Nair, 2002)

Three or more authors: (Kwong *et al.*, 2000)

Authors names as part of sentence: According to Cheah (2008) □

2. Group of references should be listed first alphabetically and then chronologically, e.g. (Cheah, 2007; 2009; Daniel and Jane, 1980; Jane, 2007).

3. For more than one references from the same author(s) in the same year, references should be identified by the letters 'a', 'b', 'c', 'd', etc., e.g. (Ooi, 2007a). 4. For quoted material page number is required, e.g. (Nair, 1998, p.10).

5. References to personal communication appear in parenthesis, e.g. (interview with the UNESCO General in 2009).

6. Footnotes and endnotes should not be used.

## Reference List

1. References should be gathered together at the end of the main body of the text.

2. Only references cited in the text should be listed in references and all references listed must be cited in the text.

3. Personal communications should not be in the reference list, but may be mentioned in the text.

It is extremely helpful if references are presented as far as possible in accordance with the journal's style. Typical examples are shown below.

### Journal Articles

Chong, A.Y.L. and Ooi, K.B. (2000) 'Developing and integrated model for mobile communication and network adoption', *International Journal of Network and Mobile Technology*, Vol. 29 No. 2, pp. 12-20.

### Books

Ooi, K.B. (1998) *Supply Chain Management System*, Malaysia: INTI Publication.

### Book Chapters

Darmawan, N. (2001) 'Supply Chain: Logistics System', In: Chong, A.Y.L. (ed.), *Supply Chain Collaboration*, (pp. 120-150), London: Research publishing.

### Edited Books

Ooi, K.B. and Darmawan, N., eds., (2009) *Mobile Network Micro Communication*, New York: Congizant.

### Conference Papers

Ooi, K.B., Teh, P.L, Chong, A.Y.L. (2006) 'Mobile and Network Macro Vs. Micro Communication'. Paper Presented at the 9 Mobile and Network International Conference. Emergence of the Network Communication. May 19-21, 2006. Kuala Lumpur, Malaysia.

### Thesis

Chong, A.Y.L. (2008) *An Empirical Examination of Collaborative Commerce Adoption for Supply Chain Management Among Malaysian Electrical and Electronic Organizations*. PhD thesis. Multimedia University, Putrajaya, Malaysia.

### Internet

WTTC (2000). World Travel & Tourism Council Key Statistics. Obtained through the Internet: <http://www.wttc.org/>, [accessed 15/1/2000].