

# GUIDELINES FOR SUBMISSION & PREPARATION OF MANUSCRIPT

MJQR welcomes manuscripts on qualitative research, whether in progress or completed. To give your article the best chance of publication, kindly ensure that you have checked the manuscript submission guidelines below.

Please submit the articles in the format provided in this [template](#).

We are in the process of migrating to an online submission system.

## Journal Submission Guidelines

a) **Format.** The manuscript should be submitted as a soft copy on the MJQR website at [www.mjqr-qram.org](http://www.mjqr-qram.org). Manuscripts must be typed using New Times Roman Font 12 for the headings, and Font 10 for all text. The soft copy must be in a Word document.

Manuscripts will not be considered for publication if they have been published before or if they are under review by another journal or publisher. Manuscripts accepted for publication must not be published elsewhere without the consent of the Editor and Publishers. (See Publication Ethics)

The journal will only accept manuscripts submitted in either entirely British English or entirely American English. All manuscripts are requested to be prepared in accordance with the latest APA format (APA 7th Edition), which is outlined below.

b) **Length.** The length of a manuscript should be between 5000 and 8000 words, inclusive of all documents (tables, illustrations, bibliographies, as well as appended texts).

c) **Title Page Affiliations.** The title page should carry:

- (i) The title of the article
- (ii) The author(s)' full name (s) (including their salutations)
- (iii) Each author's email address
- (iv) Each author's affiliated institution(s), including the author's faculty, the full address of the institution and postcode
- (v) In the case of a long title, an abbreviated version of no more than 40 characters (including spaces) should be supplied by the author for running heads.
- (vi) Authors' contributions (names must be given as initials)
- (vii) The name/s and initials of all authors must be given for "How to cite this article".  
Refer to the APA 7<sup>th</sup> ed for the author's name

d) **Abstract.** Provide an abstract of 250-300 words in the soft copy and include keywords arranged in alphabetical order. The abstract should consist of a brief introduction to the study, the method used, the results and discussion, and the study's implications. Do not include any references in the abstract.

e) **Figures, Tables and Illustrations.** Each figure and table should be clearly titled and numbered consecutively. All visual presentations, including photographs, illustrations, table charts, diagrams, etc, must be camera-ready for immediate reproduction. The tables and figures must be within one page. All original figures or glossies should be provided. A list of the

figures, tables, and illustrations captions should be typed on separate sheets at the end of the manuscript. The formatting of tables and figures should follow the latest APA format (APA 7<sup>th</sup> edition).

f) **Headings** (Major division, placed at the margin, in bold) should be as follows (New Times Roman Font 12):

(i) **INTRODUCTION** (Bold, Times New Roman, Font size 12)

The Introduction section should expand on the study's background and research questions. (Times New Roman, Font size 10)

(ii) **BACKGROUND OF STUDY** (Bold, Times New Roman, Font size 12)

This section includes the literature review, study gaps and the purpose of the study. (Times New Roman, Font size 10)

(iii) **METHOD** (Bold, Times New Roman, Font size 12)

The research methodology, research site, sampling, ethical considerations, and the description of data collection and analysis are outlined here. (Times New Roman, Font size 10)

(iv) **DATA ANALYSIS** (Bold, Times New Roman, Font size 12)

How the data is analysed should be described in detail in this section. (Times New Roman, Font size 10)

(v) **RESULTS and DISCUSSION** (Bold, Times New Roman, Font size 12)

The results should be discussed thoroughly and related to how the data answers the research objectives (Times New Roman, Font size 10)

(vi) **CONCLUSION**

The study's conclusions should be concisely presented here. (Times New Roman, Font size 10)

(vii) **LIMITATION TO THE STUDY**

Include limitations of the study and future work here. (Times New Roman, Font size 10)

(viii) **RECOMMENDATION TO THE STUDY** (Bold, Times New Roman, Font size 12)

Future studies related to the current study should be included here. (Times New Roman, Font size 10)

(ix) **IMPLICATION OF THE STUDY** (Bold, Times New Roman, Font size 12)

The study's significance and implications should be included here. (Times New Roman, Font size 10)

(x) **AUTHOR DECLARATION** (Bold, Times New Roman, Font size 12)

When multiple authors are involved, please specify each author's role to ensure transparency, accountability, and credibility. Please insert each of their contribution to the manuscript – e.g., literature search, figures, study design, data collection, data analysis, data interpretation, writing, etc. If all authors contributed equally, please state this. All names must be given as initials. (Times New Roman, Font size 10)

(xi) **DECLARATION of STATEMENT** (Bold, Times New Roman, Font size 12)

The author/s need to declare that the manuscript is the author's original work and that the manuscript has not been published before this and is not under consideration for publication elsewhere. The author/s also need to confirm that the paper currently submitted is not a copied or plagiarised version of some other published work. In addition, the author/s need to declare that the paper shall not be submitted for publication in any other journals until the journal editors make the decision. The submission of false or incorrect information/undertaking would invite appropriate penal action in accordance with the journal's norms and rules and the COPE guidelines. (Times New Roman, Font size 10)

(xii) **ACKNOWLEDGEMENT** (Bold, Times New Roman, Font size 12)

The authors must furnish comprehensive information regarding any monetary aid received, including funds, grants, or other auxiliary forms of support, in the prescribed format provided. (Times New Roman, Font size 10)

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Authors must guarantee that their article is devoid of any competing interests and must explicitly explain if there are any such interests (Times New Roman, Font size 10)

g) **REFERENCES** (Bold, Times New Roman, Font size 12, APA 7<sup>th</sup> Edition)

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Please include the DOI in an APA citation, placed at the end of the reference entry as a live hyperlink in the format doi.org (<https://doi.org/doi> number)). This applies to both online and print sources that have a DOI. If a work has both a DOI and a URL, only include the DOI.

Please adhere to the instructions provided for citations in the text and the reference.

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The author(s)' name(s) and date of publication should be given, e.g., (Jones, 1975); for quotations (Jones & Smith, 1974, p.79). Please refer to APA 7<sup>th</sup> edition for Malay, Chinese, Indian or Sikh names.

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References should be cited according to the latest APA format (7th Edition) and as illustrated below:

Woods, P. (2001). London: *-Title-*. Routledge Falmer.

Ely, M., Vinz, R., Downing, M. & Anzul, M. (1997). *-Title-*. London: The Falmer Press

CHAPTER IN BOOK

Denzin, N.K. (1994). *The art and politics of interpretation*. In Denzin, N.K. & Lincoln, Y.S. (eds.). (pp.485-5000). California: Sage Publications.

JOURNAL ARTICLE

Lizarazo, S. V. (2013). Default risk and risk-averse international investors. *Journal of International Economics*, 89(2), 317–330.

UNPUBLISHED THESIS/ DISSERTATION

Samuel, M. (1992). *The social construction of text*: [Unpublished doctoral thesis], Harvard University, Cambridge, Massachusetts.

INTERNET

Hoepft, M.C. (1997). Choosing qualitative research: A primer for technology

education researchers. *Journal of Technology Education*, 9(1). Retrieved on 12th April, 2005 from <http://scholar.lib.vt.edu/ejournals/JTE/v9nl/hoepfl.html>.

#### PAPER PRESENTATIONS

Presenter, A. A., & Presenter, B. B. (Year, Month, day range). Title of contribution [Type of contribution]. Conference name, Location. DOI or URL

Fairey, E. & McKenzie, J. (2012, May 30—June 2). *"If it ain't broke, why fix it?"*: Simon Fraser University Library's liaison librarian service review [Presentation]. CLA 2012 National Conference and Trade Show, Ottawa, ON.

#### NEWSPAPER

Alina Simon. (11 September 2003). *Education: A call to corporate*. New Straits Times, p.8.

(iii) References used in texts must follow alphabetical order.

(iv) References are limited to 60

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i) **Refereeing Procedure.** Each article will be reviewed double-blind with a minimum of two reviewers. The refereeing process may take between six (6) and ten (10) weeks from the date of receipt. Where manuscript revisions are required, authors must ensure that books and articles cited in "References" actually appear in the text and vice versa.

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  - (d) Literature classification
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- (b) Will be subjected to editorial review
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This policy ensures the integrity and consistency of the publication process while allowing for necessary updates in a structured manner.

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