Instructions to Authors

Manuscript Preparation

Manuscript Types

Pertanika accepts submission of mainly four types of manuscripts for peer-review.

1. Regular Article

Regular articles are full-length original empirical investigations, consisting of introduction, materials and methods, results and discussion, conclusions. Original work must provide an explanation on research results that contain new and significant findings. Analysis and Discussion must be supported with relevant references.

Size: Generally, these are expected not exceeding 6000 words (excluding the abstract, references, tables and/or figures) or between 6 to 12 journal pages, a maximum of 80 references, and an abstract of 100–200 words.

2. Review Article

These report critical evaluation of materials about current research that has already been published by organizing, integrating, and evaluating previously published materials. It summarizes the status of knowledge and outline future directions of research within the journal scope. Review articles should aim to provide systemic overviews, evaluations and interpretations of research in a given field. Re-analyses as meta-analysis and systemic reviews are encouraged. The manuscript title must start with “Review Article:”.

Size: Generally, these are expected not exceeding 6000 words (excluding the abstract, references, tables and/or figures) or between 8 to 12 journal pages, a maximum of 80 references, and an abstract of 100–200 words.

3. Short Communications

They are timely and brief. These are suitable for the publication of significant technical advances and may be used to:

(a) report new developments, significant advances and novel aspects of experimental and theoretical methods and techniques which are relevant for scientific investigations within the journal scope;

(b) report/discuss on significant matters of policy and perspective related to the science of the journal, including ‘personal’ commentary;

(c) disseminate information and data on topical events of significant scientific and/or social interest within the scope of the journal.

Size: These are usually between 2 to 4 journal pages and have a maximum of 3 figures and/or tables, from 8 to 20 references, and an abstract length not exceeding 100 words. Information must be in short but complete form and it is not intended to publish preliminary results or to be a reduced version of Regular or Rapid Papers.

4. Others

Brief reports, case studies, comments, concept papers, letters to the editor, and replies on previously published articles may be considered.
Language Accuracy
Pertanika emphasizes on the linguistic accuracy of every manuscript published. Articles must be in English and they must be competently written and argued in clear and concise grammatical English. Contributors are strongly advised to have the manuscript checked by a colleague with ample experience in writing English manuscripts or a competent English language editor.

Author(s) may be required to provide a certificate confirming that their manuscripts have been adequately edited. All editing costs must be borne by the author(s).

Linguistically hopeless manuscripts will be rejected straightaway (e.g., when the language is so poor that one cannot be sure of what the authors really mean). This process, taken by authors before submission, will greatly facilitate reviewing, and thus publication if the content is acceptable.

MANUSCRIPT FORMAT
The paper should be submitted in one column format with at least 4cm margins and 1.5 line spacing throughout. Authors are advised to use Times New Roman 12-point font and MS Word format.

1. Manuscript Structure
Manuscripts in general should be organised in the following order:

   • Page 1: Running title
     This page should only contain the running title of your paper. The running title is an abbreviated title used as the running head on every page of the manuscript. The running title should not exceed 60 characters, counting letters and spaces.

   • Page 2: Author(s) and Corresponding author information
     General information: This page should contain the full title of your paper not exceeding 25 words, with name(s) of all the authors, institutions and corresponding author’s name, institution and full address (Street address, telephone number (including extension), hand phone number, and e-mail address) for editorial correspondence. First and corresponding authors must be clearly indicated.

     Authors’ name: The names of the authors should be named in full without academic titles. For Asian (Chinese, Korean, Japanese, Vietnamese), please write first name and middle name before surname (family name). The last name in the sequence is considered the surname.

     Authors’ addresses: Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers.

     Tables / figures list: A list of number of black and white / colour figures and tables should also be indicated on this page. See “6. Figures & Photographs” for details.

Example (page 2):

In vivo Fecundity Evaluation of Phaleria macrocarpa Extract Supplementation in Male Adult Rats

Sui Sien Leong\^1 and Mohamad Aziz Dollah\^2

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\^2Department of Biomedical Sciences, Universiti Putra Malaysia, 43400 Serdang, Malaysia

leongsuisien@upm.edu.my (Sui Sien Leong), Contact number
azizdollah@gmail.com (Mohamad Aziz Dollah), Contact number
\^Corresponding author

List of Table / Figure:
Table 1.
Figure 1.
• Page 3: Abstract
This page should repeat the full title of your paper with only the Abstract, usually in one paragraph (the abstract should be less than 250 words for a Regular Paper and up to 100 words for a Short Communication), and Keywords.

Keywords: Not more than 8 keywords in alphabetical order must be provided to describe the contents of the manuscript.

• Page 4: Introduction
This page should begin with the Introduction of your article and followed by the rest of your paper.

2. Text
Regular Papers should be prepared with the headings Introduction, Materials and Methods, Results and Discussions, Conclusions, Acknowledgements, References, and Supplementary data (if any) in this order. The literature review may be part of or separated from Introduction.

3. Levels of Heading

<table>
<thead>
<tr>
<th>Level of heading</th>
<th>Format</th>
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<tr>
<td>1st</td>
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<td>4th</td>
<td>Bold italic, Capitalise each word, ending with .</td>
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</tbody>
</table>

4. Equations and Formulae
These must be set up clearly and should be typed double spaced. Numbers identifying equations should be in square brackets and placed on the right margin of the text.

5. Tables
• All tables should be prepared in a form consistent with recent issues of Pertanika and should be numbered consecutively with Roman numerals (Table 1, Table 2).
• A brief title should be provided, which should be shown at the top of each table (APA format):
  Example: Table 1
  PVY infected Nicotiana tabacum plants optical density in ELISA
• Explanatory material should be given in the table legends and footnotes.
• Each table should be prepared on a new page, embedded in the manuscript.
• Authors are advised to keep backup files of all tables.

** Please submit all tables in Microsoft word format only - because tables submitted as image data cannot be edited for publication and are usually in low-resolution.
6. **Figures & Photographs**

- Submit an *original* figure or photograph.
- Line drawings must be clear, with high black and white contrast.
- Each figure or photograph should be prepared on a new page, embedded in the manuscript for reviewing to keep the file of the manuscript under 5 MB.
- These should be numbered consecutively with Roman numerals (Figure 1, Figure 2).
- Provide a brief title, which should be shown at the bottom of each table *(APA format)*:

  *Example:* Figure 1. PVY-infected *in vitro* callus of *Nicotiana tabacum*

- If a Figure has been previously published, acknowledge the original source and submit written permission form the copyright holder to reproduce the material.
- Authors are advised to keep backup files of all figures.

**Figures or photographs must also be submitted separately as TIFF, JPEG, because figures or photographs submitted in low-resolution embedded in the manuscript cannot be accepted for publication. For electronic figures, create your figures using applications that are capable of preparing high resolution TIFF files.**

7. **References**

References begin on their own page and are listed in alphabetical order by the first author’s last name. Only references cited within the text should be included. All references should be in 12-point font and double-spaced.

**NOTE:** When formatting your references, please follow the *Pertanika*-*APA-reference style* *(6th Edition)* *(refer to examples)*. Ensure that the references are strictly in the journal’s prescribed style, failing which your article will not be accepted for peer-review. You may refer to the *Publication Manual of the American Psychological Association* for further details [https://apastyle.apa.org/](https://apastyle.apa.org/)

Examples of reference style are given below:

### Books

<table>
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<th>Books</th>
<th>Insertion in Text</th>
<th>In Reference List</th>
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<td>Book with 3 or more authors <em>(Pertanika’s format)</em></td>
<td><em>For all in-text references, list only the first author’s family name and followed by ‘et al.’</em>&lt;br&gt;<em>Information prominent</em> (the author’s name is within parentheses):&lt;br&gt;… (Seeley et al., 2011) …&lt;br&gt;Or&lt;br&gt;‘Author prominent’ (the author’s name is outside the parentheses):&lt;br&gt;Seeley et al. (2011) …</td>
<td>Seeley, R., VanPutte, C., Regan, J., &amp; Russo, A. (2011). <em>Seeley’s anatomy &amp; physiology</em>. New York, United States: McGraw-Hill.</td>
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| Book with 6-7 authors | For all in-text references, list only the first author’s family name and followed by ‘et al.’  
Information prominent’ (the author’s name is within parentheses):  
… (Bulliet et al., 2011) …  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| Book with more than 8 authors | For all in-text references, list only the first author’s family name and followed by ‘et al.’  
A recent study (Edge et al., 2011) concluded that…  
Or  
Edge et al. (2011) concluded that … | For books with eight or more authors, please follow the guidelines for journal articles with eight or more authors. |
| Chapter in edited book | Information prominent’ (the author’s name is within parentheses):  
… (Richards, 1997) …  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| e-book/online book | Information prominent’ (the author’s name is within parentheses):  
… (Niemann et al., 2004) …  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| Editor | Information prominent’ (the author’s name is within parentheses):  
… (Zairi, 1999) …  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
### Books

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| Several works by same author in the same year | **Information prominent** (the author’s name is within parentheses):  
… (Fullan, 1996a, 1997b) …  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| Several authors, different years referred to collectively in your work | **List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List.**  

### Journals

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| Journal article with 1-2 authors | **Information prominent** (the author’s name is within parentheses):  
… (Kramer & Bloggs, 2002)…  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| Journal article with 3 or more authors (Pertanika’s format) | For all in-text references, list only the first author’s family name and followed by ‘et al.’  
**Information prominent** (the author’s name is within parentheses):  
… (Erlo et al., 2008) …  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| Journal article with 6 - 7 authors | *For all in-text references, list only the first author’s family name and followed by ‘et al.’*  
Information prominent (the author’s name is within parentheses):  
… (Restouin et al., 2009) …  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| --- | --- | --- |
| Journal article with more than 8 or more authors | Information prominent (the author’s name is within parentheses):  
… (Steel et al., 2010).  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  
| Journal article with DOI | Information prominent (the author’s name is within parentheses):  
… (Shaw et al., 2005).  
Or  
‘Author prominent’ (the author’s name is outside the parentheses):  

### Newspapers

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<td>… (Edge, 1996) …</td>
<td>Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, &amp; U. B. Kejser (Eds.), <em>Proceedings of the Conference on Research Techniques in Photographic Conservation</em> (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.</td>
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### Government Publications

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<td>Government as author First in-text reference: Spell out the full name with the abbreviation of the body.</td>
<td>… (Department of Finance and Administration [DOFA], 2006) …</td>
<td>Department of Finance and Administration. (2006). Delivering Australian Government services: Managing multiple channels. Canberra, Australia: Author.</td>
</tr>
</tbody>
</table>


### General Guidelines

**Abbreviations**: Define alphabetically, other than abbreviations that can be used without definition. Words or phrases that are abbreviated in the introduction and following text should be written out in full the first time that they appear in the text, with each abbreviated form in parenthesis. Include the common name or scientific name, or both, of animal and plant materials.

**Acknowledgements**: Any individuals and entities who have contributed should be acknowledged appropriately.

**Authors’ Affiliation**: The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved to another institution, the current address may also be stated in the footer.
**Co-Authors:** The commonly accepted guideline for authorship is that one must have substantially contributed to the development of the paper and share accountability for the results. Researchers should decide who will be an author and what order they will be listed depending upon their order of importance to the study. Other contributions should be cited in the manuscript’s Acknowledgements.

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**Footnotes:** Current addresses of authors if different from heading may be inserted here.

**Page Numbering:** Every page of the manuscript, including the title page, references and tables should be numbered.

**Spelling:** The journal uses American or British spelling and authors may follow the latest edition of the Oxford Advanced Learner’s Dictionary for British spellings. Each manuscript should follow one type of spelling only.

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**SUBMISSION OF MANUSCRIPTS**

All submissions must be made electronically using the online submission system ScholarOne™, a web-based portal by Clarivate Analytics. For more information, go to our web page and click “Online Submission”.

**Submission Checklist**

1. **MANUSCRIPT:**
   Ensure your MS has followed the Pertanika style particularly the first four pages as explained earlier. The article should be written in a good academic style and provide an accurate and succinct description of the contents ensuring that grammar and spelling errors have been corrected before submission. It should also not exceed the suggested length.

2. **DECLARATION FORM:**
   - Author has to sign a declaration form. In signing the form, authors declare that the work submitted for publication is original, previously unpublished, and not under consideration for any publication elsewhere.
   - Author has to agree to pay the publishing fee once the paper is accepted for publication in Pertanika.

   **Note:**

   **COPYRIGHT FORM:** Author will be asked to sign a copyright form when the paper is accepted. In signing the form, it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the form, and must sign the form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed form (original pen-to-paper signature) has been received.


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