1st UPM Postgraduate Symposium 2026

Our goal is to bring high-quality research to the widest possible audience

INSTRUCTION TO AUTHORS
(Manuscript Preparation & Submission Guide)

MANUSCRIPT PREPARATION

Manuscript Types

The symposium accepts submissions of mainly **4** types of manuscripts
- that have not been published elsewhere (including proceedings)
- that are not currently being submitted to other journals

1. Regular Article

Regular article is a full-length original empirical investigation, consisting of introduction, methods, results, and discussion. Original research work should present new and significant findings that contribute to the advancement of the research area. *Analysis and Discussion* must be supported with relevant references.

Size: Generally, each manuscript is **not to exceed 6000 words** (excluding the abstract, references, tables, and/or figures)**,** a maximum of **80 references**, and **an abstract of less than 250 words.**

2. Review Article

A review article reports a critical evaluation of materials about current research that has already been published by organising, integrating, and evaluating previously published materials. It summarises the status of knowledge and outlines future directions of research within the journal scope. A review article 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.

Size: Generally, it is expected **not to exceed 6000 words** (excluding the abstract, references, tables, and/or figures), a maximum of **80 references,** and **an abstract of less than 250 words.**

3. Short Communications

Each article should be timely and brief. It is suitable for the publication of significant technical advances and may be used to:

 (a) reports 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) reports/discuss on significant matters of policy and perspective related to the science of the journal, including 'personal' commentary; and

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

Size: It is limited to **3000 words** and have a maximum of **3 figures and/or tables, from 8 to 20 references, and an abstract length not exceeding 100 words.** The information must be in short but complete form, and it is not intended to publish preliminary results or to be a reduced version of a regular paper.

4. Others

Brief reports, case studies, comments, concept papers, letters to the editor, and replies on previously published articles may be considered.

Language Accuracy

The symposium **emphasises** on the linguistic accuracy of every manuscript published. Articles can be written in **English** or **Bahasa Melayu** and they must be competently written and presented in clear and concise grammatical English/Bahasa Melayu. 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. For articles in Bahasa Melayu, the **title, abstract, and keywords should be written in both English and Bahasa Melayu.**

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 authors.

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

MANUSCRIPT FORMAT

The paper should be submitted in a **one-column format** with **1.5 line spacing** throughout. Authors are advised to use **Times New Roman 12-point font** and *MS Word* format.

1. Manuscript Structure

The 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's Information***

  General information: This page should contain the **full title** of your paper **not exceeding 25 words**, with the name of all the authors, institutions, and corresponding author's name, institution, and full address (street address, telephone number (including extension), handphone number, and e-mail address) for editorial correspondence. **The corresponding author must be clearly indicated with a superscripted asterisk symbol (*).**

  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 the number of **black and white/colour figures and tables** should also be indicated on this page.

  Example (page 2)

  The Impact of Negative Affectivity, Job Satisfaction, and Interpersonal Justice on Workplace Deviance in Private Organisations

  Mazni Alias[1], Roziah Mohd Rasdi[2*], and Al-Mansor Abu Said[1]
  [1]Faculty of Business and Law, Multimedia University, Bukit Beruang, 75450 Ayer Keroh Lama, Melaka, Malaysia
  [2]Department of Professional Development and Continuing Education, Faculty of Educational Studies, Universiti Putra Malaysia, 43000 Serdang, Selangor, Malaysia

  E-mail addresses:
  mzni@mmu.edu.my
  roziah@upm.edu.my
  mansor@mmu.edu.my

  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 and *Keywords*.

  Keywords: **Four to eight keywords in alphabetical order** must be provided to describe the content of the manuscript.

  For articles in Bahasa Melayu, **the title, abstract and keywords should be written in both English and Bahasa Melayu in a separate page.**