**The Paper Title is in the Least Potential Words Precisely Explaining the Paper not more than 15 words (Center, Bold, 14pt)**

**First Authora, Second Authorb\*, Third Authorc (11 pt)**

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**Abstract -** The abstract is a summary of the paper that highlights the main issues, outcomes, and conclusions. An in-depth abstract analysis will enable the reader to isolate the contents which correspond to their interest. The abstract should not exceed 250 words in length in a single paragraph. Do not include references. A maximum of 5 keywords is required. (11 pt). This template is to assist the author in familiarization with the submission format and understanding the function of each section. The body text should be presented with justified alignment.

**Keywords**: enter key words or phrases in alphabetical order, separated by commas, maximum 5 keywords

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**1.0 INTRODUCTION (Align left, Times New Roman ,11pt, Bold , UPPERCASE)**

This template is constructed to assist authors in presenting their work so that it will be easy to be reviewed by the reviewers. Having a standard template will also assist in the eventual publication process should the paper be accepted. Submitting an article that is easier to read by the reviewer will assist in expediting the review process.

This template was designed such that the author can substitute each section with one’s work accordingly and expand it as necessary. It includes samples of referencing and type formatting, which is expected when submitting a manuscript in MS Word, which is the only acceptable format. The manuscript must not exceed 2,000 words, excluding references and appendices. The manuscript also should meet the similarity index for less than 30%. The body text should be presented in a single paragraph with justified alignment.

The margins, column widths, line spacing, and type styles are built in. The paper should be written in English with British spelling using MS Word, Times New Roman, 11 pt, and single spacing. Foreign words should be in italics (if any). It is anticipated that all papers submitted should be written carefully without spelling and grammatical errors. In other words, the submission must have undergone a proof-reading process.

1.1 Subheading (Align left, Times New Roman ,11pt, no bold)

Sub-headings may be inserted to improve the structure of the paper. This paragraph is an example of how a sub-heading. If required, a further hierarchical breakdown can utilize the subsection or bullet points. The body text should be presented in a single paragraph with justified alignment.

1.2 Subsection (Align left, Times New Roman ,11pt, no bold)

This section is to illustrate the format in the subsection. The text should be represented in a single column with justified alignment. The body text should be presented with justified alignment.

**2.0 IMPORTANT INFORMATION (Align left, Times New Roman ,11pt, Bold , UPPERCASE)**

Submitted an article should be structured in a way that follows a suitable journal publication style. The paper should be segmented with appropriate headings such as the following flow: Abstract, Introduction, Methodology, Results, Discussion/Conclusion, and References. However, the author may include other headings as deemed necessary, such as Literature Review and Acknowledgement. The body text should be presented in a single paragraph with justified alignment.

2.1 Subheading (Align left, Times New Roman ,11pt, no bold)

Sub-headings may be inserted to improve the structure of the paper. This paragraph is an example of how a sub-heading. If required, a further hierarchical breakdown can utilize the subsection or bullet points. The body text should be presented in a single paragraph with justified alignment.

2.2 Subsection (Align left, Times New Roman ,11pt, no bold)

This section is to illustrate the format in the subsection. The text should be represented in a single column with justified alignment. The body text should be presented with justified alignment.

**3.0 RESEARCH METHODOLOGY (Align left, Times New Roman ,11pt, Bold , UPPERCASE)**

Clear and concise explanation of the method used, and the steps taken in certifying the reliability and validity of the methodology used in the analysis. Elaborate the sample and target population with justifications. Precisely explain the sequence of research steps including research design, procedures, and data acquisition. All the research description should be supported with references to ensure its validity and accurate explanation.

Figures and Tables

The use of tables, figures, graphs and others will enhance the understanding of readers on the analytical findings. Subsequent sub-chapters could be used to further explain the findings. All tables, figures, and graphs used should be referred to in the text with brief titles placed at the center with numerals. Please do not use colors in the figures unless it is necessary for the proper interpretation of your figures. Place figure captions below the figures; place table titles above the tables. Tables and figures must be centered. Figures and tables are to be embedded in the main text body. They should not have cosmetic enhancement such as a shadow frame. One blank line separates the figure or table with the following text.



Fig. 1. Figure caption must be 8 pt. Leave one line space after the figure.

Letters in the figure should be large enough to be readily legible when the drawing is reduced. Do not forget to include the label, unit for each axis and the legend when they are required. Use the abbreviation “Fig.” even at the beginning of a sentence. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures. Do not use color for the interpretation of the figures.

Table 1. Each table must be preceded with a label placed with sequence number and title using the same format as body text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Case** | **Font** | **Size** | **Format** | **Alignment** |
| Heading | Upper | Times New Roman | 10 | Bold | Center |
| Subheading | Upper | Times New Roman | 10 | Normal | Centre |
| Subsection | Sentence | Times New Roman | 10 | Normal | Centre |

The fonts size to be used in the table is not more than 10 pts , and use Times New Roman. Do not abbreviate “Table.” Tables are numbered with numerals. No vertical lines in table. The table number (e.g. Table 1) appears above the table (no italics, no Bold). All tables should include column headings, including a heading for the leftmost column (stub heading). For the table body includes all the rows and columns of a table. The body may be single space, one and a half spaced, or double spaced, whichever is clearer. Limit the use of borders or lines in a table to those needed for clarity. Do not use vertical borders to separate data.

Note: A note can appear below the table to describe the contents of the table that cannot be understood from the table title or body alone, (e.g. definitions of abbreviations, copyright attribution). Notes are double-spaced and flush left. Not all tables include table notes.

**4.0 RESULTS AND ANALYSIS** **(Align left, Times New Roman ,11pt, Bold , UPPERCASE)**

Abbreviation and acronyms should be defined the first time they appear in the text, even after the have already been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable. It is strongly encouraged that the authors may use SI (International System of Units) units only.

**5.0 DISCUSSION AND CONCLUSION** **(Align left, Times New Roman ,11pt, Bold , UPPERCASE)**

The conclusion should provide the thoughtful end of the paper which sums up the author’s view and opinion on the subject matter of the paper. In addition, the future development of the findings and the prophecies espoused on future studies may also be highlighted. Even though a conclusion may review the main results or contributions of the paper, do not duplicate the abstract or the introduction. For a conclusion, you might elaborate on the importance of the work or suggest the potential applications and extensions.

**ACKNOWLEDGEMENTS (Align left, Times New Roman, 11pt, Bold, UPPERCASE)**

The authors wish to acknowledge the Akademi Laut Malaysia Melaka for any grant if any or for supporting this paper.

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Alqadami, A. T., Wan Abdullah Zawawi, N. A., Rahmawati, Y., Alaloul, W., & Alshalif, A. F. (2020). Key Success Factors of Implementing Green Procurement in Public Construction Projects in Malaysia. *IOP Conference Series: Earth and Environmental Science*, *498*(1). https://doi.org/10.1088/1755-1315/498/1/012098

American Psychological Association. (2010). *Mastering APA Style: Student's Workbook and Training Guide* (6th ed.). Washington, DC: American Psychological Association.

Cooper, D. R., & Schindler, P. (2013). *Business Research Methods* (11th ed.). McGraw-Hill.

Lopez, B. (2020). Connecting business and sustainable development goals in Spain. *Marketing Intelligence and Planning*, *38*(5), 573–585. https://doi.org/10.1108/MIP-08-2018-0367