Detailed Instructions for Authors

PUBLICATION PROCESS

The final decision to publish or not to publish the articles lies with the Chief Editor. The Editor retains the right to determine the style, and if necessary, edit and shorten any material accepted for publication.

When the galley proof is ready, the Managing Editors will send the proof to authors to check for its completeness. Confirmation or comments from the authors must be given within 3 working days of receipt of the proof, in order to avoid delays in publication of the manuscript. Significant alterations to the text will not be entertained at this stage, and the authors are responsible for all statements made in their work, including changes made by the Editorial team and authorised by the corresponding author.

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MANUSCRIPT PREPARATION

Language

All articles submitted must be written in English language. The Editorial Board does not offer major copyediting services; therefore, it is the author's responsibility to ensure that the English language is thoroughly revised before submitting the work for publication. It is the responsibility of the authors to send their manuscripts for grammar and editing services. Editorial Board reserves the right to reject a manuscript if the use of language is deemed too poor.

Manuscript

Title and Authors

- Title of manuscript
- Full name of all authors,
  e.g. Rizati Hamidun, Azhar Hamzah, James Ward
- Full postal address of all authors' institutions
- Email of the corresponding author

Note: Persons designated as authors should have participated sufficiently in the work to justify authorship.

Abstract and Keywords

- The Abstract should be an informative synopsis/summary of your manuscript.
- All abstracts for original articles should comprise of Introduction, Methods, Results and Conclusion. The word count should not exceed 300 words.

Keywords

- Below the abstract, provide between 3 and 6 keywords that will assist in the cross-indexing of the article.
- Check and confirm that the keywords are the most relevant terms found in the title or the Abstract.

Main Text

- Times New Roman font, size 9 with single-line spacing.
- Do not use boldface for emphasis within text.
- Numbers one to ten are written out in words unless they are used as a unit of measurement, except in figures and tables.

Figures

- Do not abbreviate "Figure" as "Fig."
- Number the figures consecutively in Arabic numerals (e.g. Figure 1, Figure 2) in the order of their first citation in the text.
- Images as TIFF/JPEG files should be submitted with a minimum resolution of 300 DPI and a minimum dimension of 1,000 x 1,000 pixels. Colour images should be submitted in CMYK format, instead of RGB format.
- Each Figure should be submitted separately without figure legend and title.
  (Authors are advised to keep backup files of all images).
- Figure legends should be provided in the main text after references.
- Line Figures – freehand and type-written lettering are not acceptable.
- Letters, numbers and symbols should be clear and even throughout, and of sufficient size so that when they are reduced in size for publication, each item will still be clearly identifiable.
- If a Figure has been previously published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.
- Authors' names and affiliations should not appear on the images.

Note: Please refer to Journal Template for clear format and example.

Tables

- Submit all tables in Microsoft word format only.
- Each table should be submitted separately.
- Number the tables consecutively in Arabic numerals (e.g. Table 1, Table 2, Table 3) in the order of their first citation in the text.
- Provide a brief title, which should be shown at the top of each table.
- Main table heading should be in10 point Times New Roman font BOLD
- Legends should be in 8 points, single-spaced
- Tables should be in at least 8-point Times New Roman font, single-spaced.
- Headings within tables should be in 8 points.
- Obtain permission for publication before submission of the manuscript and acknowledge fully if data from another published source is used.

Note: Please refer to Journal Template for clear format and example.

Abbreviations and Symbols

- The full term for which an abbreviation or acronym stands should precede its first use unless it is a standard unit of measurement.
- Symbols and abbreviations should be those of international standard.
- Weights, volumes, etc. should be denoted in metric units.

Data

- International System of Units (S.I.) is required.
- Numbers in text and tables should always be provided if % is shown.
- Means should be accompanied by Standard Deviation and Medians by Inter-Quartile Range
- Exact p values should be provided.

References

- References should be typed in 8-point Times New Roman.
- Online references will be linked to their original source, only if possible.
- For online material, please cite the URL, together with the date you accessed the website
- Online journal articles can be cited using the DOI number
- Do not include references in the Abstract.
- Refer and follow the APA Style Guide for MIROS Publications for further guideline and reference.

It is the authors' responsibility to check all references very carefully for accuracy and completeness. Authors should avoid using abstracts as references. "Unpublished observations" and "personal communications" may not be used as references; if cited, a letter (from the person quoted) granting permission must be submitted. Subject to editorial approval, the person quoted will be cited in parentheses in the text and not in the reference section.

Acknowledgements

State contributions that need to be acknowledged, but do not justify authorship.

Acknowledgeable contributions include (not in exhaustive order) general support by a technical help, and financial and/or material support (including grants). Mention conflicts of interest, if any.

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PLAGIARISM

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- Authors are required to paraphrase all references citations in their own words. This is to prevent any misunderstandings regarding plagiarism.
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