

**TITLE (14 PT, CANDARA, UPPERCASE,
BOLD, CENTERED)**

AUTHOR, (12PT, CANDARA,
UPPERCASE,CENTERED)^{a*}, AUTHOR^b AND
AUTHOR^c

ABSTRACT(10PT, CANDARA, CENTERED)

Abstract and keyword should be written in Candara, font size 11pt. Up to six keywords should also be supplied. Example: The Secretariat for Empowerment of Indian Entrepreneurs (SEED) is established to increase the level of participation of Malaysian Indians in the area of entrepreneurship, thus contributing towards the economy of Malaysia.

Keywords: Example: Project, management, empowerment

^a Address

^b Address

^c Address

* Corresponding author: kindly provide email of the corresponding author at the bottom of the 1st page (Font: 9)

PROLOGUE

The major headings should be centred in column. Use capital letter with font size 11. Example: It was early Monday morning on 10th June 2013. Datuk Dr. A.T. Kumararajah was sipping his cup of coffee and glancing through the newspaper headlines at home when his mobile phone rang. He looked at the screen and the caller ID displayed 'Private'. "Strange" he thought but answered the call anyway.

CASE STUDY INSTRUCTOR (SUMMARY OF CASES, LEARNING OUTCOMES, TARGET AUDIENCE, CASE LEADING STRATEGY, SUGGESTED QUESTION, SUGGESTED ANALYSES AND SOLUTION, LATEST DEVELOPMENT OF THE CASE (IF KNOWN)

Example: Table (TITLE) (11PT, CANDARA)

Table 1 Malaysian Indian Population by States in 2012

No.	State	Estimated Population ('000)
1.	Johor	221.9
2.	Kedah	137.8
3.	Kelantan	4.7
4.	Melaka	47.5
5.	Negeri Sembilan	150.5
6.	Pahang	64.4
7.	Pulau Pinang	160.9
8.	Perak	288.7
9.	Perlis	3.0
10.	Selangor	692.6
11.	Terengganu	2.7
12.	Sabah	11.1
13.	Sarawak	7.2
14.	Wilayah Persekutuan (Kuala Lumpur)	157.2
15.	Wilayah Persekutuan (Labuan)	0.7

EPILOGUE

Epilogue should be written in Candara, font size 11 pt. It was almost 10:00p.m. before the team and Datuk Dr. Kumar wrapped up for the day.

REFERENCES

Cizakca, Murat. 2000. *A History of Philanthropic Foundations: Islamic World from the Seventh Century to the Present*. Istanbul: Bogazici University Press.

Izz al-Din Abu al-Hassan Ibn Athir. 1987. *al-Kamil fi al-Tarikh*, v.3. Beirut: Dar al-Kutub al-Ilmiyyah.

Manual Pengurusan Harta Syubhah. 2009. Putrajaya: Jabatan Wakaf, Zakat dan Haji (JAWHAR), Jabatan Perdana Menteri.

Citation and references.

1. References should be complete and follow the APA Style.
2. All entries in the reference list must be cited in the text. The in-text citations should contain the author's last name, year of publication and, in the case of a verbatim quotation, the page number (E.g. Benie and Capelle, 2011, p.592).
3. If the work cited has more than two authors, cite all authors the first time the reference occurs (E.g. Derue, Nahrgang, Wellman, & Humphrey, 2011) and in subsequent citations, include only the last name of the first author followed by *et al.* and the year of publication (E.g. Derue *et al.*, 2011).
4. For parenthetical citations of more works by different authors, list them in alphabetical order and separate each work by semicolons except for multiple works by the same authors which must be separate by commas (Nishimura and Nen, 2010; Singhania and Anchalia, 2013).
5. The reference list at the end of the paper should include full information about all the works that are cited in the paper in alphabetical order according to the author's last name. Works of the same author(s) with the same publication date should be arranged alphabetically by the title that follows the date and differentiate by adding lowercase letters (a, b, c, etc) right after the year.
6. Use hanging-indent format for all entries in the reference list.

Example:

(i)**Journal Article:** Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", Journal of Consumer Marketing, Vol. 22 No. 2, pp. 72-80.

(ii)**Book:** Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), Creating the Discipline of Knowledge Management, Elsevier, New York, NY, pp. 15-20.

(iii)**Website Citation:** Consumer Financial Protection Bureau. (2018, Oct 19). Managing someone else's money: Guidebooks for financial caregivers. <https://www.consumerfinance.gov/consumer-tools/managing-someone-elses-money/>

APPENDIX

All tables and figures must be centred and title should be on top. Number all tables and figures with Arabic numerals in the order in which the tables are first mentioned in text. Use font size 9.5 pt for contents in tables and figures and 8pt for notes and source. All illustrations (charts, figures and graphs) in the text will be printed in black and white coloured.