

# The Author's Kit

A guideline for Forum Komunikasi manuscript preparation.

## **Author's Kit**

Journal of Forum Komunikasi  
Faculty of Communication and Media Studies  
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Selangor Darul Ehsan  
**MALAYSIA**

The Author's Kit is a guideline for Forum Komunikasi's manuscript contributors. The contents are designed to meet the requirement of publication ethics and printing specifications. Authors should comply to the guidelines listed and failure to do so will cause rejection at the screening stage. Journal of Forum Komunikasi is a journal published by Faculty of Communication and Media Studies, Universiti Teknologi MARA. Visit our official website at [www.forumkomunikasi.uitm.edu.my](http://www.forumkomunikasi.uitm.edu.my) and our official Facebook page [eJournalForumKomunikasi](#) or email us for enquiries at [forumkomunikasiesalam.uitm.edu.my](mailto:forumkomunikasiesalam.uitm.edu.my). 2016.

## Notes to new authors

Thank you for considering Forum Komunikasi as the platform to publish your journal article. Our community of exceptional advisory boards and editors are here to assist you bringing your ideas into fruition by reaching to the right readers.

The objective of having this book is to ensure authors comply to the publication scheduling prepared in order for the journal to be published on time. We will guide you through the manuscript preparation, submission, and until the completion of the journal publication which involves few stages along the process.

We continuously seek for higher commitment from authors to represent not only original empirical research writing and innovative ideas but also to prepare one according to the guidelines provided which are paramount to our ethos.

We believe the commitments and cooperation of both parties will ensure the success of the journal publication. If you have any queries relating to this matter, do contact our EIC at the following contact details:

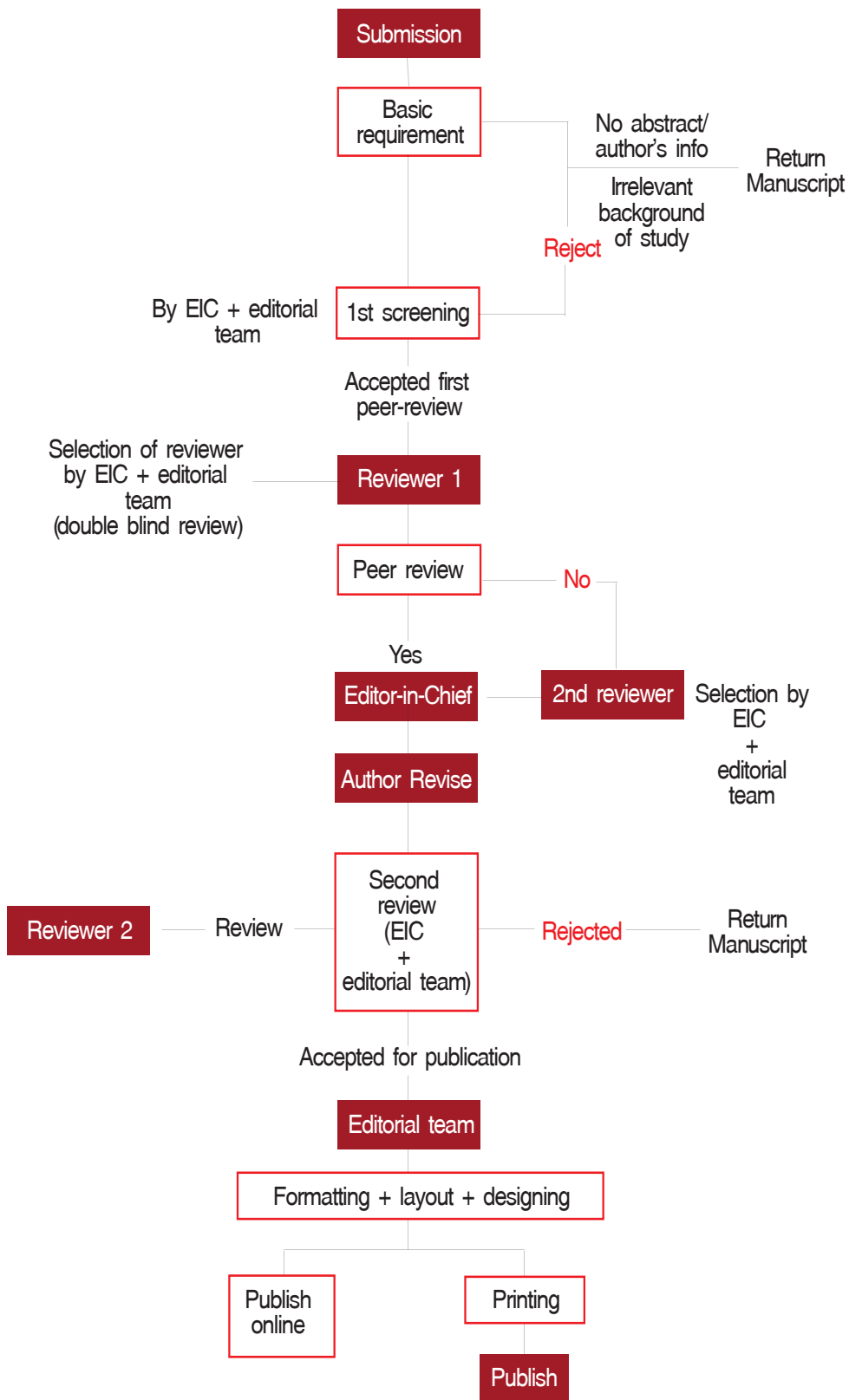
### **Editor-in-Chief**

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# Forum Komunikasi Publication Process



# **The Guidelines**

# JOURNAL OF FORUM KOMUNIKASI MANUSCRIPT PREPARATION AND SUBMISSION GUIDE

## INSTRUCTIONS TO AUTHOR

### 1. PREPARATION OF MANUSCRIPT

#### 1.1 TYPES OF MANUSCRIPT

To date, Forum Komunikasi accepts submission of TWO types of manuscripts for review.

##### 1.1.1 Standard journal article

Standard journal articles are original pragmatic research consisting of introduction, research questions, methods, findings, discussion and conclusion. These type of manuscript is normally written should not exceed 15 pages (excluding references, tables/figures) and an abstract of 150 - 200 words.

##### 1.1.2 Book Reviews

Book reviews typically evaluate recently-written works in the field of communication and media. It offers a brief description of the text's key points and often provide a short appraisal of the strengths and weaknesses of the work. It is normally written between 500-750 words, but may be longer or shorter. A book review gives readers a sneak peek at what a book is like, whether or not the reviewer enjoyed it, and details on purchasing the book.

The book to review shall not exceed two year of its publication date. For reprinted version, use the latest one as the main source.

**PLEASE NOTE:** A submitted manuscript must not be published in or under the review of any other journal.

#### 1.2 LANGUAGE

Forum Komunikasi is a journal that embraces the use of both Bahasa Malaysia and English in its manuscripts published and emphasizes on the language accuracy. Articles submitted must be proficiently written and deliberated in distinct and succinct grammatical English and or Bahasa Malaysia. Authors are required to provide document of evidence of manuscript's edited and proofread together with the manuscript submitted to Forum Komunikasi.

## 1.3 AUTHORSHIP

For authors submitting to Forum Komunikasi, parties who have made a substantive contribution to the article should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student's dissertation or thesis.

## 1. MANUSCRIPT FORMATTING

The manuscripts submitted should be written using MS Word format, in one single column format, double spacing with an 11-point Arial font type. Text and notes should conform to the latest edition of *The Publication Manual of the American Psychological Association*.

### 2.1 THE STRUCTURE

The manuscripts shall be prepared based on the following order:

#### 1.1.1 Author(s) information

This page should contain the full title of the article submitted and shall not exceed 30 words followed by name(s) of the author(s), institutions of every author(s) and corresponding author's email address, single spaced.

##### 2.1.1.1 Full title of the article

The title should be written in capital at the beginning of every word, left-aligned and bold.

##### 2.1.1.2 Name of the author(s)

The name of the author(s) may use the international naming convention abbreviation, for example; Ngu, T.H.\*, Kamal, N.K., and Ali, S. The names should be arranged based on the relative scientific or professional contributions of the individuals involved, regardless of their status. Corresponding author is not necessarily placed at the top of the name list, but should be labelled with asterisk (\*) at the end of the name.

##### 2.1.1.3 Institution address

Multiple authors with different addresses must indicate their respective institution addresses under each name mentioned for example;

Ngu, T.H.\*

Kamal, N.K and Ali, S.  
Department of Psychology, Faculty of Education, Universiti Pendidikan  
Sultan Idris, Tanjung Malim, Perak, Malaysia

#### 2.1.1.4 Corresponding author's email address

The corresponding author's email address should be placed at the bottom of the author's information section. For example;

#### **Perceived Ad Clutter Among Millenials: New Media Expansion**

Ngu, T.H.\*  
Department of Advertising, Faculty of Communication and Media  
Studies, Universiti Teknologi MARA, Shah Alam, Malaysia

Kamal, N.K and Ali, S.  
Department of Psychology, Faculty of Education, Universiti Pendidikan  
Sultan Idris, Tanjung Malim, Perak, Malaysia

\*nguth@salam.uitm.edu.my

### **1.1 ABSTRACT**

The abstract should be prepared immediately after Author(s) Information. The abstract should be within 150 - 200 words, single spacing, and in italic. It should be followed by **Keywords**.

### **1.2 KEYWORDS**

Keywords provided must describe the contents of the manuscript submitted. The keywords must not exceed five words.

### **1.3 TEXT OF THE ARTICLE**

Standard journal article should start with:

- i. Introduction
- ii. Methods
- iii. Findings and discussion
- iv. Conclusions
- v. References



Meanwhile, for Book reviews, author should begin with a short summary or background of the work, and the body contents should consist the following, but not limited to:

- i. **Establish a background** – introduce characters and principals carefully and deliberately. What kind of summary can author provide of the main points or main characters that will help the readers gauge their interest.
- ii. **Minor principles/characters** – Deal only with the most pressing issues in the book as it is impossible to cover every character or idea.
- iii. **Organize** – The purpose of the review is to critically evaluate the text, not merely informing the readers about it. Leave plenty room for evaluation by ensuring that the summary is brief.
- iv. **Author’s evaluation** – Choose one or a few points to discuss about the book.
- v. **Publisher/Price** – Book reviews should include the publisher and price of the book, year published and ISBN at the end of the article

## 1.1 TITLE AND CAPTION

### 2.5.1 Title

Figures and tables require titles while photographs require captions. The title of the figure or table should be placed at the top of the graphical element and be numbered in order in which they are cited in the whole text (e.g., Figure 1, Figure 2, etc.; and Table 1, Table 2, etc).

The title should use sentence-style capitalization (i.e., capitalize the first word and any proper nouns, initialisms, or acronyms). Do not put a period at the end of the figure or table title. Refer to the following example:

Table 1: The Frequency of Advertisement Exposure in Local Newspapers

Figure and table titles should be no longer than 15 words. Additional information or clarification should be placed in footnotes, including definitions of any initialisms or acronyms that are used in the figure/table title or text.

### 2.5.1 Caption

Photo captions should be written in complete sentences and clearly explain what is depicted.

## 1.1 NUMBERING

### 2.6.1 Titles Numbering

Use only whole numbers for figure titles – e.g., Figure 1, not Figure 1.2 or Figure 1a.

### 2.6.2 Text Numbering

Any numbers ranging from one to nine should be spelled in text while 10 and above should be written in numerical.

## 1.2 FIGURES AND TABLES

### 2.7.1 Figures

The figure must be on the same page as the text referring to it, even if it means leaving a white space on the page preceding the figure. All figure text should be 7-point bold font. The x and y axes must be 8-point bold font and each axis must be labeled.

### 2.7.2 Tables

Tables should be simply formatted in Word – they should have clear column and row headings and clear delineation between columns and rows. The text inside tables should be written in font size 7.

**PLEASE NOTE:** Tables must be submitted separately as data (doc., rtf. Excel or PowerPoint files) as tables submitted in an image file are usually low in resolution and cannot be edited for publication.

## 1.3 PHOTOGRAPHS

Submission of photographs or other illustrative material is preferably in colour. Photos are treated separately from figures and so should not be numbered sequentially with the figures; rather, they should be referenced separately in text as in this example:

“See the photograph on page XX [photo #]”.

Use XX for page numbers as these will be filled in by Forum Komunikasi editorial team after the article is paginated; and the photo numbering should be numbered in order.

Photos should be saved as .jpg or .tif files; high resolution of 300 ppi (pixels per in.) or greater. Each photo should be identified and explained by a photo caption.

### **3.0 UPON SUBMISSION**

#### **3.1 ORIGINALITY AND PLAGIARISM**

Authors are responsible for the originality of the article submitted and have appropriately cited or quoted for works/words of others used in the article.

#### **3.2 SUBMISSION DECLARATION**

Submission of an article implies that the work described has not been published previously, not under consideration for publication elsewhere, that its publication is approved by all authors, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder, which in this case is Forum Komunikasi.

The declaration should also disclose the statement where all authors have approved the final article before submission.

### **4.0 SUBMISSION**

#### **4.1 ASSIGNMENT OF COPYRIGHT**

Upon submission, corresponding author should declare and assign the Copyright Owner; i.e., Forum Komunikasi the copyright of the manuscript submitted where authors agree to grant an exclusive publishing and distribution license and any tables, illustrations or other material submitted for publication as part of the manuscript. The declaration shall be made through Assignment of Copyright, a form that can be downloaded from the Forum Komunikasi official website. The declaration means the author has granted to the Copyright Owner the exclusive right to publish and reproduce the Article, or any part of it, in any forms; print, electronic and other media, in any languages, any part of the world and the rights for the full term of copyright and license, with immediate effect once the article submitted is accepted for publication.

#### **4.2 JOURNAL PUBLISHING AGREEMENT**

##### 4.2.1 Journal of Forum Komunikasi Publishing Agreement

Upon acceptance of an article, authors will be asked to complete a 'Journal of Forum Komunikasi Publishing Agreement'. An e-mail notification from the Forum Komunikasi Editorial Team will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal of Forum Komunikasi Publishing Agreement' form or a link to the online version of this agreement.

### **4.3 METHOD OF SUBMISSION**

Final article should be submitted via email in both PDF (to ensure the original layout) and Microsoft Word (.doc) together with separate files for tables and/or figures (please refer to TABLES and FIGURES) to:

Email: [forumkomunikasiesalam.uitm.edu.my](mailto:forumkomunikasiesalam.uitm.edu.my)

Attention to: Editor-in-Chief, Journal of Forum Komunikasi

**the end.**

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