

GUIDELINES FOR AUTHORS – IJBT/JoHDeC

GENERAL

LANGUAGE

Please write your text in good English (American or British usage is accepted, but not a mixture of both). We do accept manuscripts in Bahasa Melayu also (One paper in Bahasa Melayu will be published in every issue).

LENGHT OF PAPER

3000-8000 words are preferred.

TITLE PAGE

Title page is separated page before the text. Provide the following information on the title page (in the order given). It should include:

Title

Concise and informative. Title are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

Author Names and Affiliations

Please indicate the given name and family name clearly. Present the authors' affiliation address below the names. Indicate all affiliations with a lower-case superscript letter immediately after author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address, and telephone number of each author.

Corresponding Author

Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone number (with country and area code) is provided in addition to the e-mail address and the complete postal address.

SPONSORING INFORMATION

If the research is sponsored or supported by an organization, please indicate it

GENERAL RULES OF TEXT

Please use the following rules for whole text, including abstract, keywords, heading and references.

Font: Times New Roman; Size: 12

Paragraph Spacing: Above paragraph - 0 pt; below paragraph - 4 pt

Line Spacing: Single, 12 pt

Heading 1: Times New Roman; Size - 12; Bold: UPPERCASE; for example, 1.

INTRODUCTION

Heading 2: Times New Roman; Size - 12; Bold; Title Case; for example, **1.1 Research Methods**

Heading 3: Times New Roman; Size - 12; Title Case; *Italic* for example, *1.1.1 Analysis of Results*

PREPARATION OF TEXT

Abstract

A concise and factual abstract is required (maximum length of 250 words). The abstract should state briefly the purpose of the research, the principal result and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without reference to reference list.

Keywords

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts.

Subdivision of the article

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2), 1.2, etc. (the abstract is not included in the section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection, ideally, should not be more than 700 words. Authors are encouraged to write as concisely as possible, but not at the expense of clarity.

Table

Present tables in between the text. Number tables consecutively in accordance with their appearance in the text. Place description to tables below the table body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described else

Formulas

Displayed equations or formulas are set on the left margin and set on a separate line, with a 5 points line above and below. Displayed expressions may be numbered for reference. The numbers should be consecutive within each section or within the contribution, with numbers enclosed in parentheses and set on the right margin:

Example:

$$A = \pi r^2. \tag{1}$$

REFERENCES

Book with one author:

Author, A. A. (2005). *Title of work*. Location/City, State: Publisher.

Book with two authors:

Author, A. A., & Author, B. B. (2005). *Title of work*. Location/City, State: Publisher.

Book with more than two authors:

Author, A. A., Author, B. B., & Author, C. C. (2005). *Title of work*. Location/City, State: Publisher.

Journal article:

Sawyer, S., & Tapia, A. (2005). The sociotechnical nature of mobile computing work: Evidence from a study of policing in the United States. *International Journal of Technology and Human Interaction*, 1(3), 1-14.

A publication in press:

Junho, S. (in press). Roadmap for e-commerce standardization in Korea. *International Journal of IT Standards and Standardization Research*.

Edited book:

Zhao, F. (Ed.). (2006). *Maximize business profits through e-partnerships*. Hershey, PA: IRM Press.

Chapter in an edited book:

Jaques, P. A., & Viccari, R. M. (2006). Considering students' emotions in computer-mediated learning environments. In Z. Ma (Ed.), *Web-based intelligent e-learning systems: Technologies and applications* (pp. 122-138). Hershey, PA: Information Science Publishing.

Published proceedings:

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In *Proceedings of Nebraska Symposium on Motivation* (vol. 38, pp. 237-288). Lincoln, NE: University of Nebraska Press.

Unpublished doctoral dissertation or master's thesis:

Wilfley, D. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. (Unpublished doctoral dissertation). University of Missouri, Columbia, MO.

A presented paper:

Lanktree, C., & Briere, J. (1991, January). *Early data on the trauma symptom checklist for children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children. San Diego, CA.

Website:

VandenBos, G., Knapp, S., & Doe, J. (2001). *Role of reference elements in the selection of resources by psychology undergraduates*. Retrieved October 13, 2001, from <http://jbr.org/articles.html>