

# MANUSCRIPT FORMAT

No.	Type	Description
1	<b>Format (General)</b>	<p>Microsoft Word with A4 size format.</p> <p>Double spacing.</p> <p>Font Times New Roman for the whole document.</p> <p>Font size 12 (main text).</p> <p>Include the line number.</p> <p>Manuscript must be written in English (US <b>or</b> UK). We do not accept a mixture of US and UK English in one manuscript.</p> <p>All spelling must be checked carefully.</p> <p>Not more than 3,000, 6,000, 12,000 words for short communication, regular article, and review article, respectively, <b>including</b> references, tables, and figures.</p> <p>Use a dash for sentences e.g., by-products, 3-MCPDE, LC-MS</p> <p>Order of brackets in writing:</p> <ol style="list-style-type: none"> <li>1. <b>Parentheses (...)</b> – Extra info or citation</li> <li>2. <b>Brackets [...]</b> – Info inside ( )</li> <li>3. <b>Do not use braces {...}</b>.</li> <li>4. <b>Avoid</b> double parentheses</li> </ol> <p>e.g., The elevation of features above the ground (calculated as the digital surface model [DSM] minus the digital terrain model [DTM]) was used for further analysis.</p> <p>If you need to put a numbered list (seriation), use <b>parentheses</b> (opening and closing) for each number.</p> <p>e.g., The study had three goals: (1) To extract oil, (2) to ferment the waste, and (3) to produce PHB.</p>
2	<b>Manuscript Title</b>	Font size 16, uppercase, centred, and bold.
3	<b>List of Authors</b>	<p>Font size 12, uppercase, centred, and bold.</p> <p>Full address of each author's affiliation (include postal code).</p> <p>Indicate the first author's affiliation with superscript 1, followed by 2, 3.</p> <p>Place * for the corresponding author and below the list of affiliations.</p> <p>e.g., <i>*Corresponding author e-mail: abc@mpob.gov.my</i></p> <p>Maximum 2 corresponding authors.</p> <p>The author could have more than one affiliation.</p>

No.	Type	Description
		Place a semicolon between the author's name.
		Use "and" before the last author's name.
4	<b>Abstract</b>	Font size 12.
		Italicise fonts except for scientific names or other Latin nomenclature.
		Within 150–200 words only.
5	<b>Keywords</b>	Font size 12, lowercase.
		Arrange alphabetically (A-Z).
		3–5 keywords only.
		Separate using a comma (,), and place a period (.) after the last keyword.
		Italicise for scientific words.
		Abbreviation is allowed, could be uppercase.
6	<b>Heading</b>	Font size 12, uppercase, centred, bold.
		The first paragraph below the main heading is not indented, but the subsequent paragraphs are indented.
		Follow the sequence: <ul style="list-style-type: none"> <li>• <b>ABSTRACT</b></li> <li>• <b>INTRODUCTION</b></li> <li>• <b>MATERIALS AND METHODS</b></li> <li>• <b>RESULTS AND DISCUSSION</b></li> <li>• <b>CONCLUSION</b></li> <li>• <b>ACKNOWLEDGEMENT</b></li> <li>• <b>REFERENCES</b></li> </ul>
7	<b>Sub heading</b>	Font size 12, each word's first letter in uppercase, left-sided, bold.
		Scientific name on subheading is written in short form, provided it was mentioned in full earlier.
		Indented for all the following paragraphs.
8	<b>Sub-sub heading</b>	Font size 12, italicise, Sentence case, left-sided, bold.
		Place a period (.) after the sub-sub heading and followed by the paragraph, not indented.
		Indented for all the following paragraphs.
		Scientific name on sub-subheading is written in short form, provided it was mentioned in full earlier.
9	<b>Figure</b>	A maximum of 10 figures and tables combined is allowed for regular article, and short communication.
		A maximum of 20 figures and tables combined for review article.
		These figures should be referred to and numbered in serial order, as <i>Figure 1, Figure 2a-2b, Figure 3a, 3c-3d, Figure 2 and 3.</i>
		All figures must be labelled and supplied after being introduced in the text.

No.	Type	Description
		<p>Figure numbers and captions should be placed below the figure in Times New Roman, font size 12, italicised (except for scientific name and Latin nomenclature), and centred.</p> <p>For captions that are more than 3 lines: Times New Roman, font size 12, italicised and justified left.</p> <p>Lettering and symbols in the figure should be clearly defined in the caption.</p> <p>All the text and numbers in the figures must be in Times New Roman and font size 10.</p> <p>Make sure the figures are of at least 500 dpi resolution.</p> <p>Insert a scale (mm/cm) in the figure.</p> <p>Place "Note" before "Source" below the Figures. Separate using semicolon, e.g.,  Note: FFA - free fatty acid; SA - stearic acid.  Source: Adam et al. (2020); Idris et al. (2021)</p> <p>Font for Note and Source must be in Times New Roman, font size 10, and justified left.</p> <p>Y-axis and X-axis must be labelled (with name and unit) and in Times New Roman, font size 10 and centred.</p>
10	Table	<p>A maximum of 10 figures and tables combined for regular article and short communication.</p> <p>A maximum of 20 figures and tables combined for review article.</p> <p>These tables should be referred to and numbered serially, as tables (<i>Table 1</i>).</p> <p>All tables must be labelled and supplied after being introduced in the text.</p> <p>Every table should have a TITLE above the table.</p> <p>The table number and title should be in upper case, Times New Roman, font size 12, bold, and centred.</p> <p>Scientific name in the table title – Full name, sentence case, and italic.</p> <p>For table header (in the table) – use <b>sentence case</b> and <b>bold</b>.</p> <p>Lettering (a, b, c) and symbols (*) should be clearly defined in the Note.</p> <p>All the text and numbers in the tables must be in Times New Roman, font size 10, and centred.</p> <p>Place "Note" before "Source" below the Tables. Separate using semicolon, e.g.:  Note: FFA - free fatty acid; a - Pearson correlation.  Source: Saiful et al. (2020); Syaiful et al. (2021)</p> <p>Font for Note and Source must be in Times New Roman, font size 10, and justified left.</p> <p>Only horizontal lines should be used within a table to distinguish the column headings from the body of the table.</p>

No.	Type	Description
11	Reference Section	<p>Follow APA Style 7th Edition.</p> <p><a href="https://apastyle.apa.org/style-grammar-guidelines/references/examples">https://apastyle.apa.org/style-grammar-guidelines/references/examples</a></p> <p>All references cited in the text must appear in the reference list and vice versa.</p> <p>Parenthetical citation in the text is arranged alphabetically.</p> <p>Narrative citation in text is arranged in the order that makes the most sense for your sentence's logic. From the earliest year to the latest is recommended.</p> <p><b>References sequence:</b></p> <p>For multiple author entries;</p> <ol style="list-style-type: none"> <li>1. Arrange references alphabetically by the first author's name.</li> <li>2. If the first author is the same, then arrange by the second author's name (and so forth).</li> <li>3. If all authors are the same, arrange by year of publication.</li> <li>4. If authors and year are the same, arrange by the title alphabetically.</li> </ol>
12	References Cited in Text	<p>a) For one author Mustafa (2021) – narrative citation (Mustafa, 2021) – parenthetical citation</p> <p>b) For two authors:  Mahadi and Khairul (2021) – narrative citation (Mahadi &amp; Khairul, 2021) – parenthetical citation</p> <p>c) For more than 2 authors:  Zahari et al. (2021) – narrative citation (Zahari et al., 2021) – parenthetical citation</p> <p>d) For more than 2 parenthetical citations cited in text, the citations should be arranged alphabetically:  (Khairi et al., 2009; Nazmie et al., 2005; Zahari et al., 2000) (Zahari, 2009; Zahari &amp; Jamaludin, 2005; Zahari et al., 2007) (Saiful et al., 2009; Syaiful, 2007) (Aliza, 2009; Aliza et al., 2009)</p> <p>e) If multiple references to the author(s)' name of same alphabet, citations are arranged in ascending chronological order:  Ain et al. (2009, 2010) – narrative citation (Ain et al., 2009, 2010) – parenthetical citation</p>

No.	Type	Description
		<p>f) For authors of the same name and same year, alphabet (a,b,c) is inserted to differentiate:</p> <p style="padding-left: 40px;">Zawawi et al. (2009a, 2010b) – narrative citation (Zawawi et al., 2009a, 2009b) – parenthetical citation</p> <p>g) For a group/institution with an acronym:</p> <p style="padding-left: 40px;">Malaysian Palm Oil Board (MPOB, 2024) – narrative citation (Malaysian Palm Oil Board [MPOB], 2024) – parenthetical citation</p>

No.	Word	House Style
1	minute	min
2	tonnes	t
3	million tonnes	million tonnes
4	hectares	ha
5	seconds	s
6	metre	m
7	kilometre	km
8	litre	L
9	hour	hr
10	Numeric/Symbol	<p>10 cm, 500 km, 7,000 rpm, 10,000 mm  10 and 30 mL  10, 20, 30, 40 and 50 mL  10 x 20 cm<sup>2</sup>  10–20 cm  50 ± 6  48%–67%  60°C–80°C  p-value: <math>p &lt; 0.0001</math>  RM230.00–RM450.00  RM2,300.50–RM4,500.00  USD2,300.50–USD4,500.00  0.043 kg/yr  20 mg/L  20 mg L<sup>-1</sup>  20 palm/ha/yr  20 palm ha<sup>-1</sup> yr<sup>-1</sup>  1,000, 10,000, 100,000, 12,000,000</p> <p><b>Important:</b>  Use either '/' or <sup>-1</sup> consistently, do not mix in the manuscript.</p> <p>For numbering or listing values, use an en dash (–).</p>
12	Equation	<p>Write “Equation (1)” in the text; use (1) only beside the formula.</p> <p>For a complex mathematical Equation, the sequence is:</p> <ol style="list-style-type: none"> <li><b>1. Parentheses (...)</b> –first layer.</li> <li><b>2. Brackets [...]</b> –enclose parentheses.</li> <li><b>3. Braces {...}</b> –enclose brackets.</li> </ol> <p>e.g.,</p> $x = \{a + [b(c + d)]\} \quad (1)$ <p>Place “where”, on the line after the equation when explaining each term, without indent.</p>

No.	Word	House Style
13	No space between number and %, °, °C, or currency	70% 265° 60°C RM20.00
14	Paper	Article
15	Decimal point	Use period (.) for decimal point and standardise within one paragraph.  Mention %, °, °C or currency always; use mL, g, kg, L, cm, km only for the last value.  e.g., 20.35%, 88.50%, and 94.70% 0.75, 0.84, and 0.95 g
16	Latin nomenclature	Italicised: <i>in vitro, in vivo, in situ, ex vivo, ad libitum, El Niño, La Niña. in planta, in silico, ab initio, trans-, cis-</i>
17	Scientific names	Should be italicised.  e.g., <i>Elaeis guineensis.</i>  If a name is repeated many times in the text.  e.g., <i>E. oleifera</i> for <i>Elaeis oleifera.</i>  The scientific name must be spelled out when starting a sentence in a paragraph.  Scientific names must be spelled out fully in the table's title/figure's caption.
18	Longitude and Latitude	Northeast, Southeast Asia, Southwest, Northwest, Eastern Asia (formerly known Far East).  e.g., 15°24'15" N, 30°10'3" E
19	Equipment	Provides equipment name, model number, manufacturer, and country of manufacture.  e.g., Absorbance was recorded at 540 nm using a UV-Vis spectrophotometer (Evolution 201, Thermo Fisher Scientific, USA). or Absorbance was recorded at 540 nm using an Evolution 201 UV-Vis spectrophotometer (Thermo Fisher Scientific, USA).