

## JOPR's HOUSE STYLE

No.	Type	Description on House style	Checklist Please tick (✓)
<b>1</b>	<b>Format (General)</b>	Microsoft Word with A4 size format	
		Double spacing	
		Font Times New Roman for whole document	
		Font size 12 (main text)	
		Manuscript must write in English and all spelling should be checked carefully	
		Not more than 6000, 3000, 12 000 words for regular article, short communication and review paper, respectively, including references, tables and figures	
<b>2</b>	<b>Manuscript Title</b>	Font size 16, capital, centre, bold	
<b>3</b>	<b>List of Author</b>	Font size 12, capital, centre, bold	
		Full address of each author's affiliation	
		Indicate first author's affiliation with superscript <sup>1</sup> , followed by <sup>2</sup> , <sup>3</sup>	
		Place * for corresponding author and below the list of affiliation, <i>e.g. * Corresponding author e-mail: abc@mpob.gov.my</i>	
		Maximum 2 corresponding authors	
		Author could have more than one affiliation	
		Place semicolon between author's name	
		Use "and" before the last author's name	
<b>4</b>	<b>Abstract</b>	Font size 12	
		Italic, except scientific names, Latin nomenclature	
		Within 150-200 words only	
<b>5</b>	<b>Keywords</b>	Font size 12, lowercase	
		Arrange alphabetically (A-Z)	
		3-5 keywords only	
		Separated using comma (,) place full stop after last keyword	
		Italic for scientific words	
		Abbreviation is allowed, could be capital	

No.	Type	Description on House style	Checklist Please tick (✓)
6	Heading	Font size 12, capital, centre, bold	
		The first paragraph below the main heading is not indented, but the subsequence paragraphs are indented	
		Follow the sequence:	
		a. Abstract	
		b. Introduction	
		c. Materials and Method	
		d. Results and Discussion	
		e. Conclusion	
f. Acknowledgement			
g. References			
7	Sub heading	Font size 12, capitalised each first word, left-sided, bold	
		Indented for all the following paragraphs	
8	Sub-sub heading	Font size 12, italic, lowercase (only first word capitalise), left-sided, bold	
		Place full stop after the sub-sub heading and followed by the paragraph, not indented	
		Indented for all the following paragraphs	
9	Figure	Not more than a total of 10 figures and tables for regular article and short communication / Not more than a total of 20 figures and tables for regular article	
		These figures should be referred to and numbered serial, as figures ( <i>Figure 1</i> )	
		All figures must be labelled and supplied on after introducing in the text	
		The figure number and caption should place under the figure in Times New Roman, font size 12, italic and centre	
		Lettering and symbols should be clearly defined in the caption	
		All the text and number in the figures must be in Times New Roman and font size 10	
		Make sure the figures are of at least 500 dpi resolution	
		Place "Note" before "Source" below the Figures. <i>e.g.:</i> Note: FFA - free fatty acid; SA - stearic acid. Source: Ali <i>et al.</i> (2020) and Abu <i>et al.</i> (2021)	
		Y and X axis must be labelled and in Times New Roman, font size 10, italic and centre	

No.	Type	Description on House style	Checklist Please tick (✓)
10	Table	Not more than a total of 10 figures and tables for regular article and short communication / Not more than a total of 20 figures and tables for regular article	
		These tables should be referred to and numbered serial, as tables ( <i>Table 1</i> )	
		All tables must be labelled and supplied on after introducing in the text	
		Every table should have a caption and headings should be placed above the table	
		The table number and heading should be in capital, Times New Roman, font size 12, bold and centre	
		In the table heading, no initial capitals except for the first word.	
		Lettering and symbols should be clearly defined in the caption	
		All the text and number in the tables must be in Times New Roman, font size 10 and centre	
		Place "Note" before "Source" below the Figures. Separate the Note using semicolon, e.g.: Note: FFA - free fatty acid; SA - stearic acid. Source: Ali <i>et al.</i> (2020) and Abu <i>et al.</i> (2021)	
		Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table	
11	Reference	All references cited in the text must appear in the reference list and <i>vice versa</i>	
		References cited in the text and the reference list should be arranged alphabetically	
		The journal name should be cited according to the appropriate <b>journal abbreviation</b> together with <b>DOI number</b>	
		<p><b>In Reference list:</b></p> <p>If multiple references to the author(s)' name of same alphabet, citations are arranged in ascending chronological order:</p> <p>MPOB (2017). <i>Malaysian Palm Oil Statistics 2016</i>. 36<sup>th</sup> edition. MPOB. Bangi.</p> <p>MPOB (2020). <i>Malaysian Palm Oil Statistics 2019</i>. 39<sup>th</sup> edition. MPOB. Bangi.</p>	

No.	Type	Description on House style	Checklist Please tick (✓)
		<p><b>For Reference cited in text:</b></p> <p>a) For reference of 2 authors:  <i>e.g.:</i>  Mahadi and Jamil (2021)  (Mahadi and Jamil, 2021)</p> <p>b) For reference of more than 2 authors:  <i>e.g.:</i>  Zahari <i>et al.</i> (2021)  (Zahari <i>et al.</i>, 2021)</p> <p>c) For more than 2 references cited in text, the citation should be arranged alphabetically:  <i>e.g.:</i>  (Abu <i>et al.</i>, 2009; Hazali <i>et al.</i>, 2005; Zahari <i>et al.</i>, 2000)    (Ali, 2009; Ali and Zahari, 2005; Ali <i>et al.</i>, 2007)    (Ali <i>et al.</i>, 2009; Azman, 2007)    (Ali, 2009; Ali <i>et al.</i>, 2009)</p> <p>d) If multiple references to the author(s)' name of same alphabet, citations are arranged in ascending chronological order:  <i>e.g.:</i>  (Ali <i>et al.</i>, 2009; 2010)  Ali <i>et al.</i> (2009; 2010)</p> <p>e) For author of same name and same year, alphabet (a,b,c) is inserted to differentiate.  <i>e.g.:</i>  (Ali <i>et al.</i>, 2009a; 2009b)  Ali <i>et al.</i> (2009a; 2010b)</p>	

No.	Word	MPOB House Style
<b>Unit Measurement</b>		
1	minute	min
2	tonnes	t <i>e.g.</i> 20 t yr <sup>-1</sup>
3	million tonnes	million tonnes
4	hectares	ha
5	seconds	s
6	metre	m
7	kilometre	km
8	Litre	L <i>e.g.</i> 50 g L <sup>-1</sup> , 2.5 L
9	hour	hr
10	Numeric/Symbol	10 cm, 500 km, 7000 rpm, 10 000 km 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 <i>p</i> -value: <i>p</i> <0.0001 RM230.00-RM450.00 0.043 kg yr <sup>-1</sup> 1000 in text (in table 1 000) 10 000    100 000    12 000 000
<b>In-text</b>		
11	Equation	Equation (1) in text only Only mentioned (1) beside the formula
12	Only %, °C and currency, no space between unit and number	70% 60°C RM20.00
13	paper	article
14	Decimal point	Standardised the decimal point in one paragraph <i>e.g.</i> 20.30% xxxxxxxxxxxxxx88.50%
15	Latin nomenclature	Italicised: <i>e.g.</i> <i>et al.</i> <i>vs.</i> <i>etc.</i> <i>viz.</i> <i>etc.</i> <i>vice versa</i> <i>in vivo</i> <i>i.e.</i>
16	Scientific names	- Should be italicised <i>e.g.</i> <i>Elaeis guineensis</i> - If a name is repeated many times in the text: <i>e.g.</i> <i>E. oleifera</i> for <i>Elaeis oleifera</i> - Generic names must be spelt out at first sentence in the paragraph

## Examples of Citations

### a) Books with One or More Authors

Name of author(s) (Year of Publication). Title of book (*italic in print, underlined in typescript*), edition, volume, name of publisher, Publisher's location, first and last pages of portions referred to.

Anonymous work may be cited with 'Anon' in place of the author's name.

*e.g.* Ariffin Darus (2000). Major diseases of oil palm. *Advances in Oil Palm Research* (Yusof Basiron; Jalani, B S and Chan, K W eds.). MPOB, Bangi. p. 596-623.

MPOB (2019). *Malaysian Oil Palm Statistics 2019*. 39<sup>th</sup> edition. MPOB. Bangi. 207 pp.

### b) Journal Articles

Name of author(s) (Year of publication). Title or article. Abbreviated name of journal (*italics*), first and last page of the article, DOI Number.

*e.g.* Parveez, G K A; Bahariah, B; Ayub, N H; Masani, M Y A; Rasid, O A; Tarmizi, A H and Ishak, Z (2015). Production of polyhydroxybutyrate in oil palm (*Elaeis guineensis* Jacq.) mediated by microprojectile bombardment of PHB biosynthesis genes into embryogenic calli. *Front. Plant Sci.*, 6: 598. DOI: 10.3389/fpls.2015.00598.

Kushairi, A; Ong-Abdullah, M; Nambiappan, B; Hishamuddin, E; Izzudin, Z B; Razmah, G; Subramaniam, V; Sundram, S and Parveez, G K A (2018). Oil palm economic performance in Malaysia and R&D progress in 2018. *J. Oil Palm Res.*, 31(2): 165-194. DOI: 10.21894/jopr.2019.0026.

### c) Non-English References

Name of author(s) (Year of publication). Title of article. Name of publication (*italics*) (abbreviated, if journal), volume, issue number (if relevant), first and last page of article. Particular care should be taken with diacritical marks: they should be checked against the original and inserted by hand on the typescript (if necessary).

*e.g.* Reyes Cuesta, R; Bastidas Perez, S and Pena Rojas, E A C (1997). Distribucion del sistema radical de la palma de aceite (*Elaeis guineensis* Jacq.) en Tumaco, Colombia. *Revista Palmas*, 18: 49-57.

**d) Paper Accepted but Not Yet in Print**

Name of author(s) (Year of publication). Title or article. Name of publication (*italics*) (abbreviated, if journal). DOI:

*e.g.* Ooi, T L; Yong, K C; Dzulkefly, K; Wan Yunus, W M Z and Hazimah, A H (2002). Crude glycerine recovery from glycerol residue waste from a palm kernel oil methyl ester plant. *J. Oil Palm Res.* DOI: 10.21894/jopr.2019.0026.

**e) Paper Presented at a Conference**

Name of author(s) (Year of presentation). Title of paper. Title of conference *etc.* Place, Date, Month and Year.

*e.g.* Yusof Basiron (2002). Palm oil stock reduction through biofuel program. Paper presented at the National Seminar on Positioning the Malaysian Palm Oil Industry in Challenging Times. Equatorial Hotel, Bangi. 20 February 2001.

**f) Personal Communication**

Name of person or organisation (Year) Personal Communication. Place.

*e.g.* Rosidah Radzian (2017). Personal communication. Malaysian Palm Oil Board, Bangi, Selangor, Malaysia.

**g) Paper in Published Proceedings of Conference, Congress, *etc.***

Name of author(s) (Year of publication). Title of article. Title of proceedings (*italics*) *etc.* Place, Year, First and last page of article.

*e.g.* Mohd Basri Wahid; Norman Kamarudin; Jackson, T and Zulkifli Masijan (2003). Occurrence of parasitic nematodes *Elaeolenchus parthenonema* in the pollinating weevil, *Elaeidobius kamerunicus* and its possible implications on fruit set. *Proc. of the PIPOC 2003 International Palm Oil Congress - Agriculture Conference*. MPOB, Bangi. p. 425-448.

**h) Thesis**

Name of person (Year). Title. Degree for which thesis was written. Name of University, location.

*e.g.* Parveez, G K A (1998). *Optimization of parameters involved in the transformation of oil palm using the biolistics method*. Ph.D thesis, Universiti Putra Malaysia.

*e.g.* Zainab Idris (1998). *Lipase-catalysed synthesis of fatty aminoesters from fatty acids and triethanolamine*. Masters thesis, Universiti Putra Malaysia.

**i) Unpublished Data**

Name of person. Unpublished data. Name of organisation or institution, location.

*e.g.* N Balu. Unpublished data. Malaysian Palm Oil Board, Bandar Baru Bangi, Selangor, Malaysia.

**j) Website**

Website. (Year). Title of article. (Link), accessed on (date accessed).

*e.g.* Transparency Market Research (2016). Nutrigenomics market - global industry analysis, size, share, growth, trends and forecast 2012-2018. <http://www.transparencymarketresearch.com/nutrigenomics-market.html>, accessed on 14 March 2016.

*e.g.* Harrison- Dunn, A-R (2015). Nestle files casein infant formula patent for better insulin sensitivity. <http://www.nutraingredients.com/Research/Nestle-files-casein-infant-formula-patent-for-betterinsulin-sensitivity>, accessed on 14 March 2016.

**k) Others**

*e.g.* Junaidah, J; Kushairi, A; Isa, Z A; Mohd Din, A; Noh, A and Rajanaidu, N (2004). PS7: High bunch index breeding population. *MPOB Information Series No. 228*.