GUIDELINES FOR PAPER

Format

1. The paper can be written and presented in **Malay/ English**.

2. The paper must be prepared as a **MS Word file**.

3. The MS Word file must have **NO** security protection.

4. The paper **must NOT exceed 3,000 words** AND **must not be more than SIX pages** including title, author(s)' name(s) and affiliation(s), abstract, paper content, figures, tables and references.

5. The text should be fully justified (left and right).

6. Use **single-spacing** between line and **double spacing** between paragraph.

7. '**Arial**' font should be consistently be used throughout the article and **font size** should follow:

   Font Size

   Text   : 12 point
   Section Header   : 14 point, Bold
   Subheadings within the section   : 12 Point, Bold

8. Tables and figures should be properly centered on the page within the prescribed margins. Each table or figure must be numbered in sequence.

9. Double check for scientific accuracy as well as for clarity, proper grammar and punctuation before submitting the paper.

10. Scientific Paper Committee will consider relevance to the theme and sub-theme of the conference by originality, feasibility and the importance of the contribution.

11. Colour graphics are acceptable.

12. Do **NOT** use page numbers.

Structure

1. **Title**: Start with the title. It should be concise (short) and clearly convey the subject of the paper.

2. **Name(s) of Author(s)**: Continue with the list of authors. Please add an asterisk next to the name of the main author, who should also be the focal point for communications with secretariat. For each author, please provide organizational affiliation, name of city and country of residence, and e-mail address.

3. **Abstract.** Insert the abstract, revised to address comments, if any, provided by secretariat.

4. **Keywords**: A list of keywords (maximum of five) must be included after the text of the abstract. Words from the title should not be repeated in the list ofkeywords.

5. **Body of paper.** Please organize the paper in sections:
   a. Introduction
   b. Methodology
   c. Results
   d. Discussion and Conclusion

6. **References:** The list of references must include each source that authors have cited in the text of articles; likewise, each entry in the reference list must be cited in the text. It is recommended that the authors use the APA citation styles. For examples:

   a. **Basic format for books**
   Calfee, R.C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

   b. **Basic format for articles in periodicals**
   Harlos, H. F. (1983). Fundamentals for preparing journal articles. *Journal of Statistics,* 55, 893-896.

c. Basic format for electronic sources

Kennethh, I. A. (2000). Further developments in indirect mortality estimation. *Journal of Statistics*, 8. Retrieved February 20, 2008, from http://www.cac.psu.edu/jbe/twocont.html.

d. Unpublished works, reports and thesis

Brass, W. (1984). *Mortality in China over the past fifty years: Indirect estimates from the 1982 census.* Paper presented to the International Seminar on China's 1982 Population Census, March 1984, Beijing.

7. **Abbreviations** should be spelled out in full the first time they occur. (Example: The properties of maximum likelihood estimators (MLEs) are developed. The small-sample performance of the MLEs is studied through simulation).

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