

## INSTRUCTIONS TO CONTRIBUTORS

Malaysian Journal of Consumer and Family Economics (MAJCAFE) welcomes the submission of manuscripts, either in Bahasa Melayu or English, dealing with issues related to consumer and family economics. Manuscripts are reviewed by two members of the editorial Boards or by occasional reviewers. The author's name and affiliation are removed before reviewing in order to ensure objectivity. Please prepare your final paper using these guidelines and submit three copies of your paper to: Professor Dr. Ahmad Hariza Hashim, Faculty of Human ecology, University Putra Malaysia, 43400 UPM Serdang, Selangor.

### Manuscripts

In order for a paper to be included in MAJCAFE, it must strictly comply to the following prescribed guidelines. Please use high quality fine white paper, size 8.5" by 11" (or A4 size). Use a high quality laser jet or inkjet printer and print on one side of the sheet only. The maximum length of your paper is 30 pages (double spaced) with the required font size of 12 point. Note that the specification of length of a paper includes all materials in a paper, i.e., reference section, tables and figures and appendices if any. Margins should be set a 1" top, 1" bottom, 1.5" left and 1" right. Paper should set at Times News Roman in a 12 point size. Set tab setting to .50", so that the first line of a paragraph is indented by that amount. All text should be left justified. The title should be printed in upper and lower case letters, 14 point type, and center aligned. Titles that fill more than one line should be single spaced and each line aligned. Author (s) name should not appear in the first page of the text. All paper should begin with an abstract of 100 words or less. If the paper is written in Malay languages, then an English abstract is needed. The main text or body of the paper should be double spaced and should immediately follow the abstract. Be sure to begin with a first level sub-heading, e.g., Introduction, after the abstract and before the first paragraph of the main text of the paper to clearly separate the two. Use 12 point type for the body of the paper.

### Tables and Figures

Indicate table placement within text. Camera-ready tables should be typed flush with the left-hand margin and have proper labeling of sources, column headings and other notations. The table numbers and title should be typed on separate lines.

### Footnotes, Appendices and Citations

Use endnotes and appendices only if absolutely necessary. Endnotes should be numbered consecutively and single-spaced on a separate attached sheet. Appendices should be provided at the end of the main text and before the reference section. Reference citations within the text should consist of the author's last name and date of publication, without punctuation, enclosed within

parentheses, and should be inserted before punctuations and/or at a logical break in a sentence. If several citations are needed, separate them with semicolons, and list alphabetically. Give the page numbers only if necessary. If the author's name has just been listed in the text, the date in parentheses is sufficient. If two or more works by an author have the same year, distinguish them by placing a, b, etc. after the year. For example: Mowen's last proposal (1979) has been questioned by some (Boston 1980; Brown 1980) but is generally accepted by others (Fritz 1979; Lang 1979; Rotwang 1984). References in the reference section should be single-spaced within the citation and double-spaced between citations. This section immediately follows the main text. List citations alphabetically and list multiple citations by the same author chronologically. Use a hanging indent of .50" for all citations. See format in the reference section given below.

## References

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