

### Checklist for Authors Before Submission to MJQR:

No	Item	Description	Tick (v)
1	Cover letter	Contains: (a) full name/s of author/authors (please state title. Eg. Prof/ Assoc Prof/ Assist Prof/ Dr/ Mr/Miss/Mrs)	
		(a) OCID/Scopus number of each author	
		(b) Full address of institution of each author (including the name of road, city, state and postcode/zipcode)	
		(c) Email address/s of all authors	
		(d) The corresponding author's email address	
		(e) Plagiarism Report	
		(f) Contact number of corresponding author (Preferably with Whatsapp)	
2.	Paper to be submitted	Contains the full title, <b>excluding</b> 1 (a) – (g)	
3	Language	Either entirely British English OR entirely American English	
4	Abstract	250-300 words	
5	Keywords	Arranged in alphabetical order	
6	Length of paper	5000 – 7000 words	
7	Figures and tables	Each can fit within <b>ONE</b> page in <b>portrait orientation</b> only	
8	Sub-headings	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Background of Study</li> <li>3. Method</li> <li>4. Results and Analysis</li> <li>5. Discussion</li> <li>6. Limitation of Study</li> <li>7. Conclusion</li> <li>8. Recommendations</li> <li>9. Implication of Study</li> </ol>	
9	Publication Statements (listed before the References)	<ol style="list-style-type: none"> <li>1. Author contribution</li> <li>2. Acknowledgement</li> <li>3. Conflict of Interest</li> <li>4. Declaration Statement</li> </ol>	
10	References	<ol style="list-style-type: none"> <li>1. Use APA Format (7<sup>th</sup> edition)</li> <li>2. To list references with <b>DOI</b> using <b>RIS</b> format (MySitatsi will only recognise references with DOI)</li> </ol>	