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**Title of the paper/manuscript**

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**ABSTRACT**

The abstract must be in a single paragraph adressing an overarching idea of the research work. This part of the paper/manuscript comprises of the brief context that driven the study inquiry (including the issue/problem identification), objectives of the study, methodology and methods, findings and conclusion of the paper between 250-300 words, Times New Roman, 10 points, and justify paragraph.

***Keywords:*** *3 to 5 words*

1. **INTRODUCTION**

Paper/manuscript submission for e-AJ Universiti Teknologi MARA Cawangan Terengganu must use and follow the standard journal template file in Microsoft Office Word.

Introduction section covers the broad idea of the present study, clearly state the problem statement, study gap, and research objective(s) and/question(s) which navigate the direction of the study.

**1.1 STYLE OF WRITING AND TECHNICAL FORMATING**

The writing and technical formating for paper/manuscript submitted to e-AJ Universiti Teknologi MARA Cawangan Terengganu are as below:

***1.1.1 Style of Writing***

* Standard British style of English
* Spelling of words must follow the Standard British style of English
* Each paragraph begins with thesis statement/topic sentence. This is followed by elaboration and link.
* Coherent and cohersiveness from one paragraph to another are essential elements to show development and the direction of the research.

***1.1.2 Technical Formating***

* Type of font: **Times New Roman**
* Font size: **11 points**
* Spacing: **Single**
* Text and paragraph alignment: **Justified**
* Heading: **All capital wording, bold and no spacing should be left in between paragraphs.**
* Subheading: **Upper case for first letter in each word, italic, bold and no spacing should be left in between paragraphs.**
* Header, footer and pagination: **Avoid header and footer usage as well as pagination format. Do not change the font sizes, line spacing, or margins in the template.**

All figures and tables must be positioned in center. Graphics may be full colour. Figures and tables must be numbered using standard numbering and place accroding its numbering order.

The caption for figures and tables must be in 10 points of font size using Times New Roman. Captions with figure and table numbers must be placed after their associated figures, as shown in Figure 1 and Table 1. Glossy materials such as photographs when required should be scanned to a suittable resolution (minimum 300dpi), which enables quality reproduction.



**Figure 1:** **The official logo of e-AJ Universiti Teknologi MARA Cawangan Terengganu**

Table 1: Demographics of Respondents

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Demographic | Frequency | Percentage (%) |
| 1 | **Gender** |  |  |
| Male |  |  |
| Female |  |  |
| 2 | **Age (year)** |  |  |
| 20 – 30 |  |  |
| 31 – 40 |  |  |
| More than 40 |  |  |
| 3 | **Duration of service (year)** |  |  |
| Less than 3 |  |  |
| 4 – 8 |  |  |
| 9 -14 |  |  |
| 15 – 20 |  |  |
| More than 20 |  |  |
| 4 | **Field** |  |  |
| Public Sector |  |  |
| Private Sector |  |  |

1. **LITERATURE REVIEW**

Literature review section must analysed and addressed relevant previous and current studies related to the focus of the research.

Author(s) must able to demontsrate a critical understanding of relevant theories/concepts which underpin the research work.

1. **METHODOLOGY**

Clearly report and justfy the details on research design and method(s) which have been employed by the author(s) to gather relevant data.

Research method(s) appropriateness is crucial to ensure collection of data and the results generated from the data analysis are suitable to achieve the research objectives or answer the research questions or accept/reject the hyphotheses.

Equations can be created using the in-built Microsoft Equation editor paste, select the text from your original Word document and choose Edit>Copy. Place your cursor in the text area of the template and select Edit>Paste Special. When the Paste Special box opens, choose “Microsoft Equation 3.0 Object.” To apply the journal formatting, use the Formatting Toolbar at the top of your Word window and pick “Equation.”



1. **RESULT AND DISCUSSION**

In this section, author(s) must able to show and discuss the findings from the analysis performed to achieve the research objectives or answer the research questions or accept/reject the hyphotheses.

Discussion of the outcomes should reflect to the theories/concepts adopted in the research work.

1. **CONCLUSION**

This section should be an intergral part of the manuscript. Authors should use this section to reinforce the purpose, findings and implications of the research.

**Declaration of Generative AI and AI-assisted technologies**

This work was prepared using [Name Tool / Service] for [Reason]. This tool/service allowed the author(s) to examine and edit the content and accept full responsibility for the publication.

**ACKNOWLEDGEMENTS**

Author(s) is/are **REQUIRED** to briefly acknowledge contributors who have assisted towards success of the research work such as funder, person who directly/indirectly involved in the project, organisation or institution.

**REFERENCES**

References must be suitable and most current which related to the focus of the research work. All papers/manuscripts submitted to e-AJ Universiti Teknologi MARA Cawangan Terengganu follow the APA Style 7th Edition: <https://apastyle.apa.org/>

Please organise the reference list in alphabetical order. Using Times New Roman, 11 points in size, and single spacing.

*Sample:*

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Mann, D. L. (2010). Vision and expertise for interceptive actions in sport (Doctoral dissertation, The University of New South Wales, Sydney, Australia). Retrieved from <http://handle.unsw.edu.au/1959.4/44704>

Ministry of Health. (2008). *Drug policy in New Zealand*. Retrieved from http://www.moh.govt.nz/moh.nsf/wpg\_index/About-drugs

Rogers, C. (2011, November 26). Smartphone could replace wallets. *News Straits Times*. Retrieved from http://www.stuff.co.nz/technology/gadgets/6038621/Smartphone-could-replace-wallets

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