



SEARCH GUIDE FOR AUTHORS

This is a guide for authors who intend to submit their paper to *The Journal of the South East Asia Research Centre for Communication and the Humanities, SEARCH*. Submitting manuscripts in the correct format and in compliance to the requirements will expedite the review process and prevent undue delay in publication. The publisher reserves the right to reject or return manuscripts which are not prepared according to the stipulated guidelines.

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SEARCH welcomes scholarly works using social scientific or humanistic approaches on such topics as mass communication, journalism studies, visual communication, media effects, new communication technologies, organizational communication, interpersonal communication, advertising and public relations, political communication, communications law and policy, rhetoric, literary studies, linguistics, cultural studies and so on.

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Soft copy of the manuscript in the form of MS WORD file attachment should be sent to the following email:

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Journal Administrator

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To make a successful submission, the following information should be prepared accordingly:

1. Manuscripts must be written in English using Times New Roman, font size 12, double-spacing and justified margins.
2. Manuscripts should include the following three major sections:
 - (i) Title page: it should contain the title of the paper, name of author(s), institutional affiliation, present position and complete address (including telephone/fax and e-mail).
 - (ii) Abstract: it should be 250–300 words and consists of a list of keywords (up to five keywords).
 - (iii) Main body and references: do not include the author’s info in the full manuscript as to facilitate blind review process.
3. The manuscript must cite at least a paper previously published in the *SEARCH Journal*.

2. MANUSCRIPT PREPARATION

2.1 Preparation of Text

SEARCH invites contributions of empirical research papers between 8,000–10,000 words (excluding reference list and appendix). Review/opinion papers should not exceed 5,000 words and book reviews should not exceed 1,500 words.

The suggested structure of an empirical research paper includes introduction, background of the study, statement of problem, literature review, theoretical construct, methodology, findings/analysis, discussion, conclusion, acknowledgement (if any).

The manuscript should be written in U.S. English and adhere to the format as prescribed in APA (American Psychological Association, 6th edition) reference style. For detailed information, please see the Publication Manual of the American Psychological Association, 6th edition, <http://www.apastyle.org/> and <http://blog.apastyle.org/>. Authors are also encouraged to refer to the journal’s recent issues for understanding on the style and formatting.

2.2. Authorship and Affiliations

Authors attest that all persons designated as authors qualify for authorship and all those who qualify are listed. All appropriate co-authors and no inappropriate co-authors must be included on the paper, and all co-authors have seen and approved the final version of the paper and agreed to its submission for publication.

2.3 Title

Title should be as concise as possible but informative enough to facilitate information retrieval. Abbreviations should be avoided when constructing a manuscript title. A manuscript title should not be more than 50 words in length.

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The abstract should be between 250–300 words in length. The abstract should give a clear, concise and informative summary with scope and purpose, significant results and major conclusions as well as an indication of any new findings. It should be a stand-alone document that can be understood without reading the full manuscript. Abstract should not contain literature citations that refer to the main list of references attached to the complete article nor allusions to the illustrations.

2.5 Keywords

Keywords are to facilitate the retrieval of articles by search engines and will be used for indexing purposes, therefore do not use general terms. Provide 3–5 specific and suitable keywords related to the manuscript.

2.6 Acknowledgement

Acknowledgement creates an opportunity for the author to express appreciation to people involved in the research and preparation of manuscript. All contributors who do not meet the authorship criteria should be listed in Acknowledgement. These can include those who provided purely technical assistance or writing facilitation.

Acknowledgement should also include the source of funding, where the funding agency is written in full followed by the grant number. Multiple grant numbers should be separated by commas. Funding acknowledgment can be written in the form below.

Example: This work was supported by World Health Organization [grant number xxxx].

2.7 Images, Illustrations, Tables, Photos and Other Supplementary Materials

Authors are welcome to submit digital supplementary materials, e.g., figures, images, maps, diagrams, photos, etc., together with their manuscript. All of the materials must come with appropriate captions. Each author is responsible for acquiring copyright of complimentary materials and must provide a letter of permission from the appropriate party (for instance institution, publisher, person, archives, etc.) at the same time the manuscript is sent.

Illustrations submitted should be as separate digital files, not embedded in text. The files should follow these guidelines:

- 300 dpi or higher in pixel size.
- Sized to fit on page with measurement of 15.2 cm (5 in) × 21.5 cm (7.5 in).

- JPEG, TIFF or EPS format only.

Without this aforesaid official permission, such illustrations may not be featured if the manuscript is accepted for publication.

Table must be prepared using MS Word or MS Excel, and fully editable with the same software. Please do not submit tables as embedded images in the manuscript. Additionally, authors should not provide the tables in tab-delimited form. Proper rows and columns must be constructed, with data inserted using a min font size of 8 pt.

A table width must not exceed 5 inches. Authors are responsible to make the necessary re-organization and re-structuring of tables whenever it exceeds 5 inches.

2.8 Examples of References

Book by one author

Biagi, S. (2005). *Media impact: An introduction to mass media* (7th Ed.). Ontario: Thomson.

Book by two authors

Adler, R. B., & Towne, N. (2004). *Looking out/ Looking in* (10th Ed.). Ontario: Thomson.

Chapter in an edited book

Abbott, J. P. (2004). The Internet, *reformasi* and democratization in Malaysia. In E. T. Gomez (Ed.), *The State of Malaysia: Ethnicity, Equity and Reform*. (pp. 79-104). New York: RoutledgeCurzon.

Article in a journal

Atton, C. (2009). Why alternative journalism matters. *Journalism*, 10(3), 283-285.

Bryant, J., & Miron, D. (2004). Theory and research in mass communication. *Journal of Communication*, 54(4), 662-704.

Article in a journal with DOI

Carragee, M., & Roefs, W. (2004). The neglect of power in recent framing research. *Journal of Communication*, 54, 214-233. doi:10.1037/0033-2909.125.4.470

Article in a weekly magazine

Kapur, A. (2012, October 29). In search of a new India. *Time*, 180, 28–31.

Article in a weekly magazine with DOI

Hoff, K. (2010, March 19). Fairness in modern society. *Science*, 327, 1467–1468. doi:10.1126/science.1188537

Article in a print newspaper

Tan, V. (2008, February 26). "Interfaith bill gets thumb-up". *The Star*, p. 3.

Dissertation (PhD or masters)

Yang, L. F. (2012). *Framing interethnic conflicts: A comparative analysis of Malaysian newspapers* (Unpublished doctoral dissertation). University of Malaya, Kuala Lumpur, Malaysia.

Online article based on a print source, with DOI (e.g., a PDF of a print source from a database)

Smeltzer, S. C. (2008). Blogging in Malaysia: Hope for a new democratic technology? *Journal of International Communication*, 141, 1-18. doi:10.1037/0021-843X.114.4.537

Online article based on a print source, without DOI, without issue no. (e.g., a PDF of a print source from a database)

Woodstock, L. (2002). Public journalism's talking cure: An analysis of the movement's 'problem' and 'solution' narratives. *Journalism*, 3, 37-55.

Article in an Internet-only journal

Weaver, D. H. (2007). Thoughts on agenda setting, framing, and priming. *Journal of Communication*, 57. Retrieved from <http://www.socwork.net/2009/1/articles/mcdonaldchenoweth>

Article with no author identified (the title moves to the "author" position)

Show-cause letters for dailies: Three papers given a week to reply. (2010, March 24). Retrieved from <http://news.ninemsn.com.au/technology/1031221/britain-launches-new-space-agency>

Article with no author and no date identified (e.g., wiki article)

Harry Potter. (n.d.). In Wikipedia. Retrieved from http://en.wikipedia.org/w/index.php?title=Harry_Potter&oldid=380786432

Entry in an online dictionary or reference work, no date and no author identified.

Verisimilitude. (n.d.). In Merriam-Webster's online dictionary (11th Ed.). Retrieved from <http://www.merriam-webster.com/dictionary/verisimilitude>

E-mail or other personal communication (cite in text only)

Gan, personal communication, September 28, 2011.

3. PROOFS AND PUBLICATION

Proofs, prior to final publication, will be sent to corresponding authors via email in PDF format. It is therefore essential that all submissions contain the e-mail address of the corresponding author. To avoid delays in publication, proofs should be checked immediately for typographical errors and returned as instructed in the proof e-mail.

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6. INQUIRIES

For further and other inquiries, please contact:

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