

NOTES TO CONTRIBUTORS AND GUIDELINES FOR MANUSCRIPT SUBMISSION

INTRODUCTION

The **Design Ideals Journal** of the Kulliyah of Architecture and Environmental Design, IIUM is dedicated to creative output, product and proposal of ideas and designs related to theory, experiments, research, development and applications of the ideas and practices of the built environment professions in Malaysia and elsewhere.

The objective of the journal is to promote the creativity of the built environment profession through critique, dialogue and exchange of views. Design Ideals will welcome any news, feature articles, or peer-reviewed proposals (including book and article reviews, product design review, etc.) for publication. All articles should be original work by the authors. **Articles, views and features will not be taken to be the official view of the Kulliyah of Architecture and Environmental Design (KAED), and IIUM unless it carries the name of KAED, IIUM as the author.** This is to encourage open discussion on diverse issues, critique and opinion for the advancement of built environment practice.

GUIDELINES FOR MANUSCRIPT SUBMISSION

The manuscript should be emailed to designideals@iium.edu.my. The manuscript should ideally be in the format according to the template as specified below within the range of 8-10 pages long. Each manuscript should have a title page, an abstract of about 300 words and about 5 keywords. The title page should contain the title, full name(s), designation(s), organizational affiliation(s), a contact address, and an email address. All manuscripts are received on the understanding that they are not under concurrent consideration at another journal. Exclusive copyright of accepted manuscripts shall be assigned to the Publisher (i.e. KAED, IIUM or IIUM Press). This is an e-journal and open source journal.

Manuscripts will be acknowledged upon receipt. Only selected (preferred) manuscripts will be **reviewed by two (or three) referees** in addition to the editors. The editorial decision will normally be made within **two to six months**, but circumstances beyond control occasionally dictate a longer cycle. If authors are invited to prepare a revision for further consideration, the major issues to be resolved will be outlined and will be forwarded to them as quickly as possible. Authors of accepted articles will be requested to provide a digital copy of the manuscript, preferably in Microsoft Word and PowerPoint template to the Publisher. The template of manuscript for your reference is as follows;

01

PROPOSED TITLE

(Font Arial Bold 18pt. Title must not exceed 15 words.)

Author's name 1, Author's name 2 (Font Arial Regular 12 pt)
Affiliation 1. Affiliation 2

ABSTRACT - FONT ARIAL BOLD 14pt

Content not exceed 300 words, Main body of text font: Arial, Font size: 10pt, Alignment: justified, Spacing 1.0

Keyword:

* Corresponding author

RESEARCH / PROJECT INTRODUCTION (FONT ARIAL BOLD CAPITAL 14pt)

Corresponding and co authors name must be in full e.g. Mansor Ibrahim with no title and salutations, but includes the institution of the authors. Main body of text font: Arial, Font size: 10pt, Alignment: justified, Spacing 1.0. Minimum page per submission is 5 – 10 pages including photos and other illustrations. The photos and illustration must be original and clear with high resolution (dpi 300) or otherwise must be properly cited the original sources.

CONCEPTUAL PROCESS, PROCEDURE AND SCHEMATIC

METHOD / PROCEDURE

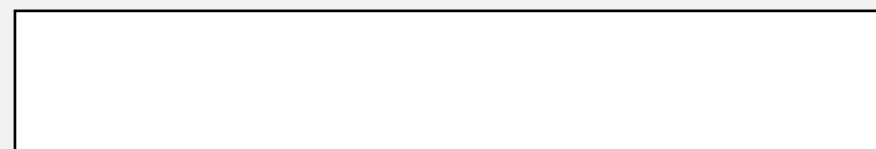


Figure 1: Font ARIAL 8pt
(Source: Author/Website, Year)

RESEARCH / PROJECT FINDINGS (FONT ARIAL BOLD 14pt)

This section consist of proposed outcome / design / prototype / masterplan and detail illustration

SUB-HEADING 1 - EXAMPLE : PROPOSED DESIGN (FONT ARIAL BOLD 12pt)

SUB-HEADING 2 - EXAMPLE : DETAIL (FONT ARIAL BOLD 12pt)

CONCLUSION

REFERENCES (APA STYLE)

- Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. London, England: My Publisher.
- Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). New York, NY: Publishers.
- Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nded., pp. 50-95). Retrieved from <https://www.mendeley.com/reference>

Table 1: Font ARIAL 8 pt

A	B	C

SUB-HEADING 3 - EXAMPLE : PROTOTYPE (FONT ARIAL BOLD 12pt)

SUB-HEADING 4 - EXAMPLE : MASTERPLAN (FONT ARIAL BOLD 12pt)

ACKNOWLEDGEMENT

ETHICS STATEMENTS, DUTY OF AUTHORS, REVIEWERS & EDITORS

ETHIC STATEMENTS

The **Design Ideals Journal** of the Kulliyyah of Architecture and Environmental Design (KAED), IIUM is a peer-reviewed journal. This statement spells out the ethical behavior of all parties involved in the act of publishing an article for this journal, i.e. the author, the reviewers, the chief editor and editors, and the publisher. This statement is based on COPE's Best Practice Guidelines for Journal Editors. URL: http://publicationethics.org/files/u2/Best_Practice.pdf

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Data Access and Retention

Authors may be asked to provide the raw data and design in connection with an article submitted for editorial review, and should be prepared to provide public access to such, if practicable, and should, in any event, be prepared to retain such data for a reasonable time after publication.

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Authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others this must be appropriately cited or quoted. Such quotations and citations must be listed in the Reference at the end of the article.

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An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

Acknowledgment of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the study, and should be listed as co-authors. Others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

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The corresponding author is the author responsible for communicating with the journal for publication. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included in the paper. All co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Acknowledgment of Funding Sources

Sources of funding (if any) for the research reported in the article should be duly acknowledged at the end of the article.

Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflicts of interest that might be construed to influence the results or interpretation of their manuscript.

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

DUTIES OF REVIEWERS**Contribution of Peer Review**

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Reviewers should identify relevant published work that has not been cited by the authors. Any statement that had been previously reported elsewhere should be accompanied by the relevant citation. A reviewer should also call to the chief editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Conflict of Interest

Reviewers should decline to review manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors.

DUTIES OF EDITORS

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The chief editor of **the Design Ideals Journal** is responsible for deciding which of the articles submitted to the journal should be published. The chief editor may be guided by the policies of the journal's editorial board subjected to such legal requirements regarding libel, copyright infringement and plagiarism. The chief editor may confer with other editors or reviewers in making this decision.

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Unpublished materials disclosed in a submitted manuscript must not be used by anyone who has a view of the manuscript while handling it in his or her research without the express written consent of the author.