

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 150 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 (FONT ARIAL BOLD CAPITAL 14pt)

METHOD / PROCEDURE (FONT ARIAL BOLD CAPITAL 14pt)



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

RESEARCH / PROJECT FINDINGS

(FONT ARIAL BOLD 14pt)

Font Arial 10 pt. 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 (FONT ARIAL BOLD 14pt)

REFERENCES (APA STYLE)

(Arial 8 pt)
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 (FONT ARIAL BOLD 14pt)

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

DUTIES OF AUTHORS

Reporting Standards

Authors of original research should present an accurate account of the work done as well as an objective discussion of its significance. Data of the research should be represented accurately in the article. An article should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

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.

Originality and Plagiarism

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.

Multiple Publication

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.

Corresponding Author

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**

Peer review assists the chief editor and the editorial board in making editorial decisions while editorial communications with the author may also assist the author in improving the paper.

Unqualified to Review or Promptness

Any reviewer who feels unqualified to review the assigned manuscript or unable to provide a prompt review should notify the editor and excuse himself/herself from the review process.

Confidentiality

Manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with, others except as authorized by the chief editor. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

Standards of Objectivity

Reviews should be conducted objectively. There shall be no personal criticism of the author. Reviewers should express their views clearly with supporting arguments.