

# NOTES FOR CONTRIBUTORS

## GENERAL

The Journal of Architecture, Planning and Construction Management is original, peer-reviewed and international in coverage and outlook. It aims to report current research work and latest development in the specialized areas of architecture, landscape architecture, applied arts and design, urban and regional planning, quantity surveying, building technology and engineering, construction management and other scholarly works related to the built environment.

### 1.1 TYPES OF SUBMISSION

#### 1.1.1 Research-based and theoretical papers

These should be a minimum of 5000 to a maximum of 7000 words. Papers that detail the results of research, or that are based on robust theoretical/literature review are welcomed.

#### 1.1.2 Practice papers and reports

These should be a maximum of 3500 words and address key issues facing the practice and profession of or reports new methods or techniques in the specialized areas of architecture, landscape architecture, applied arts and design, urban and regional planning, quantity surveying, building technology and engineering, construction management and other scholarly works related to the built environment. Recommendations should be aimed primarily at improving practice and/or identifying new and significant areas for research and development.

#### 1.1.3 Abstract of Master dissertation/theses and PhD theses

These should be a maximum of 300 words. The Journal welcomes submissions of abstracts of recently completed

Master dissertation/theses, PhD and doctoral theses. The theses must relate to areas of architecture, landscape architecture, applied arts and design, urban and regional planning, quantity surveying, building technology and engineering, construction management and other scholarly works related to the built environment. The abstract should indicate the research problem, aim and objectives of the research, the methodology used in carrying out the research, the key results and conclusions.

#### **1.1.4 Book reviews**

The Journal will appoint regular book reviewers and welcomes submissions of reviews of new or recently published work. Books will be analyzed based on content, style, and merit. Reviews should make comparisons, where relevant, to other texts in the subject area. Only a fair and balanced critique of books from an academic, researcher and practitioner perspective, will be published.

### **1.2 REVIEWING PROCEDURES**

All papers submitted will be subjected to blind-refereeing by at least two referees appointed by the Editor-In-Chief. Reviewers will be selected from those who have an established reputation in the areas of architecture, landscape architecture, applied arts and design, urban and regional planning, quantity surveying, building technology and engineering, construction management and other scholarly works related to the built environment.

Wherever possible, reviewers will be selected based on their experience and research fields, related to the topics of the papers submitted.

### **1.3 SUBMISSION PROCEDURES**

All papers should be submitted electronically to [hor\\_kaed@iium.edu.my](mailto:hor_kaed@iium.edu.my)

All submitted manuscripts must be original work that is not under submission at another journal or under consideration for publication in another form, such as a monograph or chapter of a book.

Authors of submitted papers are obligated not to submit their paper for publication elsewhere until an editorial decision is rendered on their submission.

Further, authors of accepted papers are prohibited from publishing the results in other publications that appear before the paper is published in the *Journal* unless they receive approval for doing so from the Editor-In-Chief.

## **1.4 KEY ASPECTS OF CONTENT**

### **1.4.1 Cover sheet**

A cover sheet giving name(s) and Affiliation(s) of authors and exact length of the article i.e. Word count and state the intended type of submission. The cover sheet must be kept separate from the text as the Journal uses blind refereeing.

### **1.4.2 Abstract**

The abstract (around 200 words) should describe the main arguments and conclusions of the article. Precedes main text of article.

#### ***Key words***

Up to eight keywords to be used for web searching. Placed after the abstract.

#### ***Introduction, literature review, methodology, results, discussions, conclusions and recommendations***

Papers should include an introduction, a review of related literature, a section to describe the methodology used in the research, presentation of the results and a section on discussion of the results and of the key findings. In addition, the paper should also include conclusions and recommendations section of at least 400 words.

This should identify the key issues, problems and consequences for the findings of the research together with clear recommendations to the Industry, practitioners, the professions and for further research.

### ***Tables***

Tables should also be uploaded as separate files. Any diagrams or maps should be in .TIF or .JPG formats in individual files. These should be prepared in black and white. Tints should be avoided; use patterns instead.

### ***Acknowledgements***

The authors should acknowledge where applicable the source(s) of funding and describe the role of sponsors in the research project.

### ***Copyright***

Papers accepted for publication rests with the publisher. It is the author's responsibility to ensure that where copyright materials are included within an article the permission of the copyright holder has been obtained.

## **1.5 FORMAT OF PRESENTATION**

### **1.5.1 Font Size**

For the basic text, the 12-point font size is to be used. However, the 10-point font size may be used for items like abstracts, keywords, captions, figures, and tables.

### **1.5.2 Font Style**

Use only “Times New Roman” font style.

### **1.5.3 Paragraphing, Line Spacing and Paging**

The typing should be single spaced. Each page (other than the cover page) is given a page number at the bottom-middle part of the page.

### **1.5.4 Margins**

The following margins should be observed:

TOP	1”
LEFT	1.25”
RIGHT	1.25”
BOTTOM	1”

### **1.5.5 Outline Structure of Paper**

The following format is recommended for the papers:

Cover Sheet

Abstract

Keywords

Introduction

Literature Review (titles of sections to be decided by authors)

Methodology

Data Analysis, discussion of results

Conclusions and recommendations

References

For the **practice papers** the following is recommended;

Cover sheet

Abstract

Key Words

Introduction

Topics (titles of sections to be decided by authors)

Conclusions and Recommendations

References

## **1.6 FORMAT OF REFERENCING**

### **1.6.1 Harvard Reference System**

The Harvard System uses in the name of the author and a date of publication as a key to the full bibliography details, which are set out in references.

When the name of the author is mentioned in the text, the date is inserted in parentheses immediately after the name, as in ‘**Asiah Abdul Rahim (2010)**’. When a

less direct reference is made to one or more other authors, both name and date are bracketed, with the references separated by semicolon, as in '**several authors have noted this trend (Khairuddin Abdul Rashid, 2007; Ashworth, 2008; Kobayashi, 2009)**'

## **1.6.2 Format of Reference Lists and Bibliographies**

Submission should include a reference list or bibliography, the content and format which conform to the following examples:

### **1.6.2.1 Book**

Edward, I. and Nakano, H. (1995). *The Globalization*. Kuala Lumpur: IIUM Press.

### **1.6.2.2 Multiple author**

Ohnishi, K. and Chris, S. (2000). "Labour economics: issues and challenges", pp. 13-35 in *The Globalization*, edited by K. Ohnishi and S. Chris. Kuala Lumpur: IIUM Press.

### **1.6.2.3 Article in journal**

Sharina Fariah Hasan and Edward, M. (2009). "Labour issues in construction industry", *Journal of Quantity Surveying*, 125(4): 215-223.

### **1.6.2.4 Report**

Shimizu, M (2006) 'CGE', in Economic Report 2006/2007, Kuala Lumpur.

### **1.6.2.5 Article in newspaper**

The Star (2011) 'More Infrastructure Projects Likely Beyond 2020', 19 July 2011

### **1.6.2.6 Articles from the web**

Asian Development Bank (2010) 'Procurement Systems in the Construction Industry', <<http://www.adb.org/>> [Accessed 28 September 2011]

## **1.7 ENQUIRIES**

Enquires concerning any aspect of the Journal may be directed through email to the secretariat as follows;

Head of Research, KAED  
Email: hor\_kaed@iium.edu.my

**Website:** <http://www.iium.edu.my/kaedjournal>

## **1.8 POSTAL ADDRESS FOR THE JOURNAL**

Editor-In-Chief  
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Management (JAPCM)  
Kulliyah of Architecture and Environmental Design  
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## **1.9 SALES AND SUBSCRIPTION**

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