

# Rural Research and Planning Group 2016

## Guidelines for Full Paper Preparation

### Reminder:

It is **IMPORTANT** that you follow these guidelines. Failure to comply will result in a re-submission of your paper that follows these guidelines.

### 1. General

Articles must be written in **English** and they must be competently written using grammatical English.

Do not use slang, jargon, or obscure abbreviations or phrasing. Metric measurement is preferred; equivalent English measurement may be included in parentheses.

Always provide the complete form of an acronym/abbreviation the first time it is presented in the text.

### 2. Length of article

Should not exceed 5,000 words or 10 printed pages (including the abstract, references, tables and/or figures).

### 3. Manuscript Format

The paper should be formatted in **one column format**. A maximum of five keywords should be indicated below the abstract to describe the contents of the manuscript. Leave a blank line between each paragraph and between each entry in the list of bibliographic references. Tables should preferably be placed in the same electronic file as the text. Authors should consult a recent issue of the Journal for table layout. There is no need to spend time formatting your article so that the printout is visually attractive (e.g. by making headings bold or creating a page layout with figures), as most formatting instructions will be removed upon processing.

Manuscripts should be typewritten, typed on one side of the **ISO A4 paper**, with standard margin size and single spacing throughout. Every page of the manuscript, including the title page, references, tables, etc. should be numbered. However, no reference should be made to page numbers in the text; if necessary, one may refer to sections. Underline words that should be in italics, and do not underline any other words.

Authors are advised to use **Times New Roman 12-point font**. Be especially careful when you are inserting special characters, as those inserted in different fonts may be replaced by different characters when converted to PDF files. It is well known that 'μ' will be replaced by other characters when fonts such as 'Symbol' or 'Mincho' are used.

We recommend that authors **prepare the text as a Microsoft Word file**.

#### **4. Manuscripts in general should be organised in the following order:**

- **Running title.** (Not to exceed 60 characters, counting letters and spaces).  
This page should contain your running title / full title of your paper.
- **Author(s) and Corresponding author information.**  
This page should repeat the title of your paper with name(s) of all the authors, institutions and corresponding author's name, institution and full address (Street address, telephone number (including extension), hand phone number, fax number and e-mail address) for editorial correspondence.

**Author's addresses:** Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers. For example:

George Hagi<sup>1</sup> and Narayan Kurul<sup>2</sup>

<sup>1</sup>Department of Planning, Oxford Brookes University, Oxford, UK.

<sup>2</sup>Research Management Centre, Universiti Teknologi Malaysia, Johor Bahru, Malaysia.

- **Abstract** (the abstract should be less than 300 words for a Regular Paper and up to 800 words for an extended abstract, Keynote). **Keywords** must also be provided on this page (Not more than five keywords in alphabetical order).
- **Subsequent pages:** This page should begin with the **Introduction** of your article and the rest of your paper should follow after the abstract section.

#### **5. Text.**

Papers should be prepared with the headings; **Introduction, Materials and Methods, Results and Discussions, Conclusions** in this order.

#### **6. Tables.**

All tables should be prepared in a consistent form and should be numbered consecutively. Explanatory material should be given in the table legends and footnotes.

## **7. Equations and Formulae.**

These must be set up clearly and should be typed triple spaced. Numbers identifying equations should be in square brackets and placed on the right margin of the text.

## **8. Examples of how references should be formatted and cited:**

### **Monographs:**

Turner, H.N. and Yong, S.S.Y. (2007). *Quantitative Genetics in Sheep Breeding*. Ithaca: Cornell University Press.

### **Chapter in Book:**

Kanwal, N.D.S. (2007). Role of plantation crops in Papua New Guinea economy. In: Angela R. McLean (Ed.), *Introduction of livestock in the Enga province PNG* (p. 221-250). United Kingdom: Oxford Press.

### **Proceedings:**

Kanwal, N.D.S. (2007). Assessing the visual impact of degraded land management with landscape design software. In: N.D.S. Kanwal and P. Lecoustre (Eds.),

*International forum for Urban Landscape Technologies* (p. 117-127). Lullier, Geneva, Switzerland: CIRAD Press.