

Structure of Manuscripts:

Abstract: The Abstract should be no more than 275 words and one paragraph only. Avoid quotation and citing references in your abstract. Font size for abstract is 9 pt.

Keywords: Minimum 4 keywords

Introduction

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. Papers should clearly describe the background of the subject, the authors' contribution, including the methods used, results and concluding discussion on the importance of the work from both scholarly and managerial perspectives. [Paragraph]

The Full Paper must be written in English within 11 pt Times New Roman. The text should be justified. The Full Paper including figures, tables and references must have a minimum length of 6 pages and cannot exceed 15 pages.

All accepted papers will be published in the online proceedings which will have an ISSN number and be made accessible from the conference website after the conference. We aim to produce conference proceedings of a professional and consistent quality, and appreciate you carefully following the instructions outlined in this guide.

Text format

A uniform appearance will assist the reader to read paper of the proceedings. It is therefore suggested to authors to use the example of this file to construct their papers.

If you are copying and pasting text from another document in which the formatting is different, it's highly recommended to use the paste special function in MS Word and choosing the "Keep Text Only" option

Language

When writing the paper please remember to use either British, or US, spelling but not a mix of the two, i.e., if you choose British spelling it would be colour not color; behaviour (behavioural) not behavior; [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

Page Numbers

Please **don't** add any page numbers as those will be added.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Ministry of Health (MOH)...'. Subsequently, 'The MOH studies on...', in a reference ... (Ministry of Health [MOH] 1999).

Bullet list

- Using bullets [Bullet list]

Numbering

1. Accept; [Number]
2. Revise;
3. Reject.

Equations, tables and figures

Equations must be written preferably with the same word processor used for the rest of the text, without hand written symbols in order to aid legibility. Equations must be numbered sequentially with their numbers in parenthesis and right justified.

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

Titles of tables and figures

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

Tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used. Add one empty paragraph of the [Paragraph] style following a table.

Table 1 Table layout. Captions for Tables are placed above. [Table title].

| Table Rows [Table content] | Cell one | Cell two |
|-----------------------------|----------|----------|
| Second Row | 1 | 2 |
| Third Row | 2 | 3 |
| Fourth Row | 4 | 5 |

Short quotations within the text should be marked with double quotation marks: Lawson also has a broad understanding of design when he mentions: “Professional designers such as architects, fashion designers and engineers” (Lawson, 2004, p.5). Longer quotations of more than one line should be formatted as below, again within double quotation marks:

“More of the goods and services produced for consumer across a range of sectors can be conceived of as ‘cultural’ goods, in that way they are deliberately inscribed with to generate desire for then amongst the end uses sold to consumers in terms of particular clusters of meaning indicates the increased importance of ‘culture’ to production circulation of a multitude of goods and services.” (Du Gay, et al, 1997, p.24) [Long quotation]

Use of Visual Material

Please think carefully about the presentation of any visual material. As the proceedings will be published in digital form you have the opportunity to include good quality colour images or other media files that help to present your research and its context.

Where possible please make images:

- Large enough to see clearly;
- Of good resolution (200dpi);
- Optimised to be less than 350Kb;
- Cropped appropriately.

If you are using diagrams, info graphics, or other schematics please ensure that:

- You present information clearly;
- You use the Times new Roman font;
- All text is legible;

After you insert an image into your document, select it and use the style named [Picture]. Images are followed by a caption with figures numbered sequentially – Figure 1, Figure 2, etc.



Figure 1 Captions are placed under the pictures. Ensure that your caption adequately describes what you want your reader to see in the picture, highlighting any areas that they should focus on or relationships that you might want them to see. [Caption].

Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

Citations

Journal of Asia Pacific Aesthetic Sciences follows the **Vancouver numbered referencing** style. Citation to someone else's work in the text, should be indicated by the use of a number. In citing more than one article in the same sentence, you will need to include the citation number for each article.

Reference in text, table and legends should be numbered in parenthesis (e.g. [1], [1,4], [1,3-5]) and cited consecutively in the order of appearance in the manuscript. A hyphen should be used to link numbers which are inclusive, and comma used where numbers are not consecutive.

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in numerical order. References in tables, figures and panels should be in numerical order according to where the item is cited in the text. The Journals names should be abbreviated according to the style used in the Index Medicus. All authors when six or less should be listed, when seven or more list only the first six and add et al.

Example reference Journals:

[Standard Journal Article]

Author A. Article title. Journal Title. Publication Year; Volume (Issue): Page numbers.

Nevin A. The changing of teacher education special education. *Teacher Education and Special Education*. 1990 Jul;13(3-4):147-8.

Abdullah M, Chai PS, Chong MY, Tohit ERM, Ramasamy R, Pei CP, et al. Gender effect on in vitro lymphocyte subset levels of healthy individuals. *Cellular Immunology*. 2012;272(2):214-9.

NCD Risk Factor Collaboration (NCD-RisC). Worldwide trends in hypertension prevalence and progress in treatment and control from 1990 to 2019: a pooled analysis of 1201 population-representative studies with 104 million participants. *Lancet* 2021; 11; 398(10304): 957-80.

[Book]

Author A. Title of book. Edition (if not the first). Place of publication: Publisher; Year.

Coyer M. *Literature and Medicine in the Nineteenth-Century Periodical Press*: Blackwood's Edinburgh Magazine, 1817–1858. Edinburgh University Press; 2017.

Fauci AS, Braunwald E, Kasper DL, Hauser SL, Longo DL, Jameson JL, et al. *Harrison's Principles of Internal Medicine*. 17th ed. New York: McGraw Hill; 2008.

World Health Organization. Novel Coronavirus (2019-nCoV) Situation Report 85, April 14, 2020.

[cited April 2020] Accessed from:

<https://www.who.int/docs/defaultsource/coronaviruse/situationreports/20200414-sitrep-85-covid-19>.

[Magazine and Newspaper]

Author A. Title. Magazine/ Newspaper Title. Year; month of Publication: Issue: Page Number.

Newspaper

Rampal L. World No Tobacco Day 2021 -Tobacco Control in Malaysia. Berita MMA. 2021; May: 21-22.

Rosenberg G. Electronic discovery proves an effective legal weapon. The New York Times. 1997; March 31: 1-2

Magazine (print or online)

Bullock C. The school magazine: A quality digital resource. Scan: The Journal for Educators. 2021 Nov 1;40(10):19-21.

Tumulty, K. Should they stay or should they go?. Time. 2006; April: 167(15). Available from: <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

Appendix

Include other supplementary details here