



ASM Publication Guide

00 General

- Book Size: No particular size (depending on the nature of content)
- Font type : **Din** all throughout (10pt for text 12pt for sub-headings and 14pt for headings) / suitability of content

01 Cover Design

- Title of publication + Design

02 Title Page

- Title of publication (without design) + ASM logo + Publishing Year (Centre aligned)

03 Copyright Page

TITLE OF PUBLICATION

One liner description of Publication

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Academy of Sciences Malaysia

Level 20, West Wing, MATRADE Tower
Jalan Sultan Haji Ahmad Shah off Jalan Tuanku Abdul Halim
50480 Kuala Lumpur, Malaysia

Perpustakaan Negara Malaysia Cataloguing-In-Publication Data
Title of Publication

ISBN xxx-xxx-xxxx-xx-x

1. Keywords related to publication
provided by National Library during
ISBN application process
xxx.xxxxx

04 Content Page

- Must include the following but may have additional items depending on nature of the content

- | | |
|------------------------------------|--------------------|
| 1. Forward by ASM President | 11. Acknowledgment |
| 2. Preface by Chairperson of Study | 12. Reference |
| 3. Conduct of Study | 13. Appendices |
| 4. Advisory & Working Groups | |
| 5. Acronyms / Abbreviations | |
| 6. Keywords | |
| 7. Executive Summary | |
| 8. List of Figures | |
| 9. List of Tables | |
| 10. Chapters (Main titles only) | |

05 Executive Summary

- Brief, convincing and relevant; *the shorter the better*
- Outline key ideas, arguments and conclusions to encapsulate all the relevant information
- Overall summary or summarise by chapter
- AVOID copy paste from the chapter content

06 Body Text

- The Publication follows the spelling of standard British English

Spelling (AmE/BrE)	American English (AmE)	British English (BrE)
-ize (-yze)/-ise	analyze, organize	Analyse, organise
-or/-our	color, favor	colour, favour
-er/-re	meter, center	metre, centre
-se/-ce	defense	defence
-og/-ogue	dialog, analog	dialogue, analogue
-/e	aging	ageing

- Do not use period if the sentence is not complete
- Do not use ampersands (&) in the text, unless they appear in the name of a company or organisation.

Abbreviations/Acronyms

- Abbreviations/Acronyms should be spelled out in full at first use with its abbreviation/acronym in parentheses

Example:

First use: Minister of Health (MOH).....

Second use: MOH.....

Full name in Bahasa Melayu or other languages should be in italics

Kementerian Kesihatan Malaysia

- No period at the end of salutation:
Mr, Dr, Ir, En, Tn...
- Do not italicise the following Latinisms:
e.g., via, vice versa, et al.,...
- Do not use periods in abbreviations of academic degrees or professional and religious designations
MBA not M.B.A.
PhD not Ph.D.

Tables

- Heading: On top of table (in a smaller font size than main text)
- No full stop at the end of table's heading
- Use double numeration: Chapter number + Table number (Table 1.1, Table 1.2,...)
- Table's source should be below the table in smaller font size than the table heading.
- Tables should be reconstructed to suit the layout, not copy pasted from Word.doc

Graphics / Figures

- Caption / Label: Below the figure/graphic/image (in a smaller font size than main text)
- No full stop at the end of a figure's label or caption
- Use double numeration: Chapter number + Figure number (Figure 1.1, Figure 1.2,...)
- Figure's source should be below the table in smaller font size than the figure's label.
- Graphics should be reconstructed / redrawn to suit the layout and the chosen colour scheme.
- Images should have good resolution. Pixelated images, blurry graphics are not accepted and needs to be redrawn.

Use of numbers in text

- Spell out numbers below 10, unless used in conjunction with a unit of measurement

Two children..., nine cars...

5kg, 20cm...

- For precise values of 10 and greater use numerals

When to use numbers?

Money, measurements, decimals, fractions, percentage, scores, statistics, dates, time, division in book (volume, chapter, page)

Unit of Measurements

- SI unit measurement are to be used at all times
- No space between number and symbol:

10cm

10cm to 20cm

10cm – 20cm

- Use superscript anywhere applicable

km², m³

- Symbols are not followed by period
- Symbols do not take plural s or 's or .s

Currency

- Currency symbols in front of value
- In general writing, use symbol:
USD10 / £8 million / MYR6
- No space between symbol and amount
- Do not show the conversion of one currency to another due to update in the exchange rate
- In the area of finance, use universal currency code set by International Standards Organisation (ISO)
- Consistent currency type

Other points

- Do not use personal pronouns (I, we, you..) in text except in Foreword and Preface
- If there are technical terms or words that need further explanation, a keywords/glossary section may be necessary
- Avoid jargons and lengthy sentences
- Use appropriate colours in producing graphics to ensure clarity and legibility of information

07 Reference

General

- Style: Harvard
The Harvard style is used in the social sciences, technology and natural sciences
- Details required:
Author (s) (Year), 'Title of article/e-article, Name of Journal/Book/Monograph (in italics), Place published (city/ country), Published by
- Reference must be in block indentation to the left, with single spacing between lines

Example:

Kumar, P & Garde, RJ 2003, 'Potentials of water hyacinth for sewage treatment', Research Journal of Water Pollution Control Federation, vol. 30, no. 10, pp. 291–294.

- Bibliography: If the list contains both cited and non-cited references for contents
- Reference list: If the list contains only the sources cited in-text in the content
- References should appear in alphabetical order by author surname with multiple books by the same author(s) arranged in chronological order

In-text Citation

- In-text citations are formed using the author's surname and year of publication
 - Jake (2006)...
 - ...(Jake, 2006).
- In alphabetical order
- If two or more references are cited in the text, separate them with semi-colons
 - (Lee, 1990; Blanc et al., 2009)
- If there are two or more references by the same author(s) in the same year, they should be listed in the reference list in their (a, b, c) citation order.

Example: Adam (2001a) and Adam (2001b)

- For four or more authors: use "et al."
- Cite more than one work by the same author:
 - Marc et al. (2004, 2010)

08 Appendices / Further Reading

- Additional details and supporting information (sometimes in the form of figures / images) go as Appendix in this section.
- Appendices should be compiled by chapter and labelled accordingly with a title.
Example Appendix 1.1: Title (first appendix from Chapter 1)
- Follows the flow of the chapter for easy reference.



Prepared by:

Science Communication Unit
Academy of Sciences Malaysia