

NOTES FOR CONTRIBUTORS

Contributing articles to the Banker's Journal Malaysia

Articles submitted to the *Banker's Journal Malaysia* should be original contributions, and they should also not be under consideration by any other publisher at the same time. Articles will only be considered for publication if they have not been published, or accepted for publication elsewhere. Submissions should be sent to:

The Editor
Banker's Journal Malaysia
Institut Bank-Bank Malaysia
Wisma IBI, 5 Jalan Semantan
Damansara Heights
50490 Kuala Lumpur, Malaysia

Editorial objectives

The primary objective of the *Banker's Journal Malaysia* is to present the thinking, practice and research findings on issues/developments which have current and future concern for, or impact on, the banking and finance industry. The focus is to offer readers thought-provoking issues and challenges.

Reviewing of manuscripts

Each article submitted to the *Banker's Journal Malaysia* is first reviewed by the Editor for general suitability. Based on his/her discretion, the article may be further reviewed by the Journal's Editorial Advisory Panel. Based on the Panel's recommendations, the Editor then decides whether the article should be accepted as it is, revised or rejected. The process described here is a general one. The Editor may, in some circumstances, vary this process.

Features and formats required of authors

Authors should note the following before submitting any articles:

Word length

Articles should generally be between 1,500 and 2,000 words in length. The Editor may consider requests from authors to submit articles of shorter or longer length.

Title

A title of eight words or less should be provided.

Autobiographical note

A brief autobiographical note should be supplied including full name, appointment, name of organisation, telephone and fax numbers, and e-mail address (if any).

Manuscript

The manuscript should be in double line spacing with a 5 cm margin on the right. It should be accompanied by 3.5" diskette marked with: disk format; author name(s); title of article; and file name.

In preparing the diskette, the following formats are preferred:

- For text prepared on a PC system - MS Word or WordPerfect;
- For text prepared on a Macintosh system – MS Word or WordPerfect;
- For graphics, figures, charts and diagrams please use one of the following formats: EPS or TIFF.

Headings and sub-headings

Headings should be in capitals, and sub-headings should be in upper and lower cases. Headings and sub-headings should not be numbered.

Figures, charts and diagrams

Essential figures, charts and diagrams should be referred to as 'Figures' and they should be numbered consecutively using Arabic numerals. Each figure should have a brief title and labelled axes. Diagrams should be kept as simple as possible. In the text, the position of the figure should be shown by indicating on a separate line with the words: 'Insert Figure 1'.

Tables

Use of tables, where essential, should be printed or typed on a separate sheet of paper and numbered consecutively in Arabic numerals, e.g. Table 1 and contain a brief title. In the text, the position of the table should be indicated on a separate line with the words 'Insert Table 1'.

Photos and illustrations

The reproduction of any photos, illustrations or drawings will be at the Editor's discretion. All computer-generated printouts should be clear and sharp, and should not be folded. They will be scanned in for reproduction.

Emphasis

Words to be emphasised should be limited in number and italicised. Capital letters should be used only at the start of sentences or for proper names.

Abstracts

Authors must supply an abstract of 100-150 words. It should be an abbreviated representation of the content of the article. Major results, conclusions and/or recommendations should be given.

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