

Notes for Contributors

AIMS AND SCOPE

The Journal of Design and the Built Environment is a publication of the Faculty of the Built Environment, University of Malaya. The journal aims to publish original papers concerned with the general area of tropical built environment and related topics. The journal also aims to present to the international community important research, development and design issues in the tropical built environment. The scope of the journal would be broad and will encompass all activities of the built environment.

TYPES OF CONTRIBUTION

We welcome original research papers not previously published, unpublished versions or extended conference papers, application and design studies, comparative case studies, reviews of architectural and building works, and survey articles.

AUDIENCE

Architects, Builders, Building Surveyors, Quantity Surveyors, Real Estate professionals, Engineers, Policy makers, Students and Researchers in Built Environment, Building Science and Engineering in institutions of higher learning.

Because of the interdisciplinary nature of the journal, papers should be written for the professional and academic audience that may have either general or specific interest in the topics.

LANGUAGE

Papers will be published in English.

SUBMISSION OF MANUSCRIPTS

Contributors are invited to submit manuscripts (one clear print and one soft copy in MS Word) to the Chief Editor. Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication. Upon acceptance of an article by the journal, the authors will be asked to transfer the copyright of the article to the publisher. This transfer will ensure the widest possible dissemination of information.

PREPARATION OF MANUSCRIPTS

The preferred length for articles is around 5,000 words. However, shorter contributions will be welcomed and longer articles may be considered for publication. Manuscripts should be typed in double-spacing on one side of A4-sized paper with 1.5-inch margin on the left, using 10-point regular Times New Roman font. The pages should be numbered consecutively.

(a) The first page

The first page should show the title, author(s), affiliation, country and e-mail address(es) in the style as follows:

Title	:	14-pt bold Times New Roman, centered
Author(s)	:	11-pt bold Times New Roman, centered
Affiliation and Country	:	10-pt regular Times New Roman, centered
E-mail address	:	10-pt regular Times New Roman, centered, underlined

The first page should also contain an abstract of not more than 200 words and up to five keywords to facilitate indexing. The abstract should summarise the objectives, main findings and conclusions of the paper.

(b) References

Only references which are cited in the text should be included in the Reference List. The Harvard reference system is adopted for the journal. References within the text will be shown in bracket by quoting first, the author's name followed by a comma and year of publication all in round bracket, e.g. (Salim, 2003).

References should appear at the end of the article, arranged in alphabetical order by the first author's surname as follows:

For books: surname, initials, (year), *title*, publisher, place of publication

For journals: surname, initials, (year), *title*, journal, volume, number, pages

For conference papers: surname, initials, (year), "title", conference name, place, pages

Example

Book

Pescod, M. B. (1989), *Environmental Engineering*, Wiley, London

Pescod, M. B. and Mara, D. (1987), *Sewage Treatment*, In Pescod, M. B. (Ed), *Water and Wastewater Treatment*, Wiley, London. pp 135-155 (1987)

Journal

Wakeman, R. A. (1989), *Ultrasonic Cleaning of Membrane Processes*, *Journal of Membrane Science*, 3(2):34-41

Conference Paper

Suleyman, A. M. (1999), *Use of Moringa Oleifera as Coagulant in Water Treatment*, *Proceedings of the International Conference on Water Treatment*, Sarawak, Malaysia, pp 139-145.

(c) Figures, tables and captions

Figures and tables must be included within the text rather than grouped at the end of the paper. Captions should be centred with respect to figures and tables and numbered consecutively. Table headings must be placed above tables, and figure captions placed underneath figures.

SIMULTANEOUS SUBMISSION AND PREVIOUS PUBLICATION

Submission of a manuscript implies a commitment to publish in this journal. Simultaneous submission to other journals is unacceptable. Previously published work, or work which is substantially similar to previously published work, is ordinarily not acceptable. If in doubt about these requirements, contact the editors.

NOTIFICATION

Contributors are usually notified within 12 weeks whether their manuscripts have been accepted. If changes are required, authors are furnished with comments from the editors and the international review board. The editors are responsible for all final decisions on editorial changes. The editors reserve the right to copy-edit and proof all articles accepted for publication without prior consultation with contributing authors.

SUBMISSION AND CORRESPONDENCE

All enquiries and submission of the manuscripts should be addressed to:

Chief Editor, Journal of Design and the Built Environment
Faculty of the Built Environment
University of Malaya
50603 Kuala Lumpur
Malaysia