



The Asia Pacific International
Events Management Journal

Guidelines for Authors

Introduction

Welcome to the Asia Pacific International Events Management Journal. This scientific, international ejournal has been established to give authors an opportunity to publish their academic papers and industry reports in an academic online journal that is focused on the Asia Pacific events industry. Papers and industry reports are welcomed on issues and themes that relate to the following sectors of the events industry:

Arts and cultural events

Corporate and business events

Entertainment events, music, performances and shows

Family events, funerals, parties and weddings

Meetings, incentives, conferences and exhibitions

Political events, inauguration ceremonies, military events and protests

Religious celebrations, ceremonies and events

Sports events, regionally, nationally and internationally

Please follow the information in this document in order to submit your academic paper or industry report for review.

The Target Audience

The target audience for the Asia Pacific International Events Management Journal comprises:

- Academic researchers and faculty/lecturers who research and teach in the fields of events management, MICE, leisure and tourism with an interest in the Asia Pacific events management/MICE industry
- Undergraduate, postgraduate and PhD scholars who are studying programmes in events management/MICE
- Events management/MICE professionals who work for public and private sector organisations that are involved with the management and development of the events management/MICE industry

Contacting the Managing Editor

Please contact Professor David Hind, Managing Editor at contact@theapiem.com for an

initial response on whether your paper will be suitable for publication in the Asia Pacific International Events Management Journal.

Registering as an author with the Asia Pacific International Event Management Journal

To submit your paper or industry report for review follow these steps:

- 1) Register and create an author`s account by accessing:

<http://ejournal.medan.uph.edu/index.php/apiemj>

At the bottom right hand side of the webpage you will see a heading `INFORMATION`. Click on `author` and follow all of the instructions for creating an account for the journal as an author – you will be asked to create an Orcid account as part of this process.

- 2) When you have registered as an author for the Asia Pacific International Event Management Journal you will be able to submit your paper for review, following the instructions that are provided for you on the Journal`s webpage.
- 3) The paper submission and review process that is followed by the Journal can be found by opening `ABOUT` on the website`s home page and then opening `OTHER` and finally clicking on `ABOUT THIS PUBLISHING SYSTEM`. This explains to you the steps we follow when a paper is received for review.

Preparing a Paper for Review – Author Guidelines

To ensure that your paper conforms to the Journal`s writing protocols please read carefully and follow the requirements that are specified below.

APIEM Journal Paper Template

ARTICLE TITLE (all caps, 10 pt, bold, centred at most 12 words)
(one blank single space line, 10 pt)

First Author¹, Second Author², and Third Author³, or more (10 pt, bold, centred)
(one blank single space line, 10 point font)

¹Department, Faculty, University, Address, City, Zip Code, Country (10 pt)

²Research Group, Institution, Address, City, Zip Code, Country (10 pt)
(one blank single space line, 10 point font)

E-mail: author@address.com (10 pt)
(one blank single space line, 10 point font)

(one blank single space line, 10 point font)

The abstract is written with Times New Roman font size 10, and single spacing. The abstract should summarize the content of the paper, including the aim of the research, research method, and the results, and the conclusions of the paper. It should not contain any references or displayed equations. The abstract should be no more than 200 words.

(one blank single space line, 10 point font)

Keywords: *up to 5 keywords in English* (9 pt, italics)
(two blank single space line, 10 pt)

1. Introduction (10 pt, bold) (one blank single space line, 10 pt)

These instructions give you guidelines for preparing papers for **APIEMJ**. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. Please use this document as a “template” to prepare your manuscript.

The manuscript is written no more than 15 sheets with Times New Roman font size 10, single-spaced, left and right alligned, on one-sided pages and on A4 paper (210 mm x 297 mm) with the upper margin of 3 cm, lower margin 3 cm, left and right 3 and 3 cm based on odd and even pages. The manuscript including the graphic contents and tables should be between 4 to 10 pages. The **standard English grammar** must be observed. The title of the article should be brief and informative and it should not exceed 20 words. The keywords are written after the abstract.

The first letter of headings is capitalized and headings are numbered in Arabic numerals. The organization of the manuscript includes Introduction, Methodology, Results and Analysis, Conclusion and References. Acknowledgement (if any) is written after Conclusion and before References and not numbered. The use of subheadings is discouraged.

The use of abbreviation is permitted, but the abbreviation must be written in full and complete when it is mentioned for the first time and it should be written between parentheses. Terms/foreign words or regional words should be written in italics. Notations should be brief and clear and written according to the standardized writing style. Symbols/signs should be clear and distinguishable, such as the use of number 1 and letter l (also number 0 and letter O). This manuscript doesn't allow the use of bullet points or numbering. At the end of this paper both of the columns should be in balance. You also have to activate widow or orphan control in order to ensure that there are no single line of sentences at the end of the column section.

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2. Tables (10 pt, bold) (one blank single space line, 10 pt)

Tables are written with Times New Roman font size 8. The title of the table is written with font size 8 above the table without blank space. The table is numbered in Arabic numerals. There is one single space line between the table and the paragraph. The table is placed immediately after it is referred to in the text. The frame of the table uses 1 font-size line. If the title in each table column is long and complex, the columns are numbered and the notes are given

below the table.
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TABLE I
UNITS FOR MAGNETIC PROPERTIES

Symbol	Quantity	Conversion from Gaussian and CGS EMU to SI ^a
Φ	magnetic flux	1 Mx $\rightarrow 10^{-8}$ Wb = 10^{-8} V·s
B	Magnetic flux density, magnetic induction	1 G $\rightarrow 10^{-4}$ T = 10^{-4} Wb/m ²
H	magnetic field strength	1 Oe $\rightarrow 10^3/(4\pi)$ A/m
M	magnetic moment	1 erg/G = 1 emu $\rightarrow 10^{-3}$ A·m ² = 10^{-3} J/T
M	magnetization	1 erg/(G·cm ³) = 1 emu/cm ³ $\rightarrow 10^3$ A/m
J	magnetic dipole moment	1 erg/G = 1 emu $\rightarrow 4\pi \times 10^{-10}$ Wb·m
J	magnetic polarization	1 erg/(G·cm ³) = 1 emu/cm ³ $\rightarrow 4\pi \times 10^{-4}$ T
χ, κ	susceptibility	1 $\rightarrow 4\pi$
χ_p	mass susceptibility	1 cm ³ /g $\rightarrow 4\pi \times 10^{-3}$ m ³ /kg
μ	permeability	1 $\rightarrow 4\pi \times 10^{-7}$ H/m = $4\pi \times 10^{-7}$ Wb/(A·m)
μ_r	relative permeability	$\mu \rightarrow \mu_r$
w, W	energy density	1 erg/cm ³ $\rightarrow 10^{-1}$ J/m ³

No vertical lines in table. Statements that serve as captions for the entire table do not need footnote letters.

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3. Graphics Content (10 pt, bold)

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Graphic contents are placed symmetrically on the page and there is one blank single space line between the graphic content and the paragraphs. A graphic content is placed immediately after it is referred to in the body of the text and is numbered in Arabic numerals. Caption for the graphic content is written below it and there is one blank single space line between it and the graphic content. The caption is written in font size 8, and placed as in the example. Between the graphic content with the body of the text there is one blank single space lines. If is more than one line, numbers should be written on the last line. Letters used as mathematical symbols in the text should be written in italics such as x . Equations in the text should be referred to as abbreviations, for example equation(1) or equation(2). Make sure the equation is made with equation function (in M.S. Word) or using LaTeX equation form (definitely we do not accept equation put as a picture).

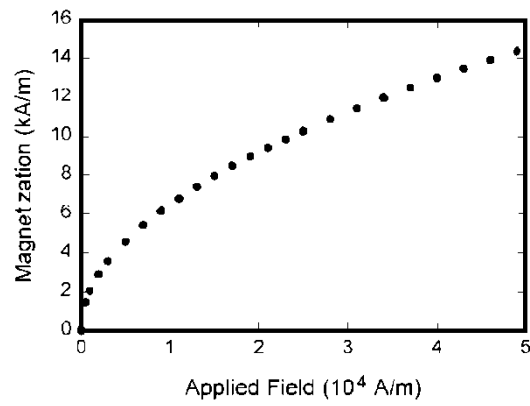
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$$A = \pi r^2 \quad (1)$$

The graphic content will be referred to in the paragraph in brackets, please use no capital word, for example (figure 2).

All tables and figures will be processed as images. However, we cannot extract the tables and figures embedded in your document. (The figures and tables you insert in your document are only to help you gauge the size of your paper, for the convenience of the referees, and to make it easy for you to distribute preprints.) Therefore, submit, on separate sheets of paper, enlarged versions of the tables and figures that appear in your document. These are the images that we will scan and publish with your paper.

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Fig. 1. Magnetization as a function of applied field. Note that "Fig." is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption.

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4. Mathematical Equation (10 pt, bold)

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The reaction or mathematical equation should be positioned symmetrically on the column, marked by sequential numbers written on the right corner within brackets. If the writing of equation takes m

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5. Programming Code (10 pt, bold)

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Programming code must be made in the text box and referenced as an image. Programming code contents are placed symmetrically on the page and there is one blank single space line between the paragraphs. Code program in the text box is written by using Consolas 10 pt in single space. A programming code content is placed immediately

after it is referred to in the body of the text. Caption for the code program content is written below it and there is one blank single space line between it and the code program. The caption is written in font size 8, and placed as in the example. Between the code program with the body of the text there are one blank single space lines.

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```
#include "systemc.h"
```

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Gambar 5. Definisi awal : include.

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6. Citation (10 pt, bold)
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Citation in the text should be written using APA format.

Reference
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References should be written following the order they appear in the text, using APA Format.

APA Format Guidelines:

<https://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.apastyle.org/>

Additional Guidelines for Authors

A good paper is just based on one or two main ideas – if you have more than two main ideas then write two papers. Ensure that the paper you write is based on a coherent, logical series of sections that provide a coherent story for the reader.

Your paper for the Asia Pacific International Events Management Journal should be no more than 10 pages in length. Write in the “third” person, do not use “I” or “we”. Ensure that your writing style is grammatically correct, with appropriate sentence and paragraph structures, and no spelling or punctuation errors.

Avoid the following:

Title

- Overly clever or titles that are a pun
- Titles that are too short to be descriptive or too long to be read
- Jargon, acronyms in the title

Abstract

- Using the first paragraph of the introduction as an abstract
- Citations in the abstract
- If acronyms are used, spell them out
- Use of the first person
- Use of words such as “new” or “novel”

Citations (references)

- Superfluous citations – citations that are not needed, especially as an opening statement in your paper

- Biased citations – references added or omitted for reasons other than meeting the objectives of the research
- Excessive self-citations

Literature Review

- Just describing the academic literature and the theoretical models you use – be critical of all sources you use, what are their strengths and what are their weaknesses

Method

- Including results in the method section
- Including extraneous details

Research results and discussion

- Presenting research results that are never discussed
- Presenting discussion that doesn't relate to any of the research results
- Drawing conclusions from research results without logical arguments to back them up
- Making generalisations from the results that cannot be justified given the population sampling of the research

Conclusions

- Don't repeat background information from the Introduction
- Don't introduce new evidence or new arguments not found in the results and discussion
- Ensure all the research questions that are set out in the Introduction are addressed

The Criteria Used by Paper Reviewers

CRITERIA FOR REVIEWING THE PAPER

(adapted from Mack, C (2015) How to Write a Good Scientific Paper: A Reviewer's Checklist. Journal of Micro/Nanoliyhography, MEMS, and MOEMS, Apr – Jun, Vol 14(2))

Title of Paper:

Date Paper Received for Review:

Criteria	Reviewer's Comments
<p>Summary of the paper:</p> <ol style="list-style-type: none">1) What is novel in this paper (One or two sentences)2) Why is the content of this paper significant (one or two sentences)	
<p>Organisation, length and clarity:</p> <ol style="list-style-type: none">1) Are the contents well organized and structured so that conclusions logically follow from the results and the methods used?2) Is the length of the paper appropriate for the journal (4 – 10 pages)?3) Is the writing style clear?	
<p>Does the introduction:</p> <ol style="list-style-type: none">1) Explain the field of work and justify why this is an important field to study?2) Indicate a gap in research in this field, raise a research question, or challenge prior work in this field?	

<p>3) Outline the purpose of the paper, indicating what is novel and why it is significant?</p>	
<p>Does the literature review section:</p> <ol style="list-style-type: none"> 1) Make explicit the theoretical framework(s) that underpin the research? 2) Review critically the academic literature and theoretical frameworks that underpin the research? 3) Provide an evaluation of the academic literature and theoretical frameworks and their relevance to the research? 4) Provide the context and the rationale for the research undertaken in the paper? 	
<p>Does the methodology section:</p> <ol style="list-style-type: none"> 1) Explain how the results were generated? 2) Justify the research methods used? 3) Explain and justify the sampling method used with an acknowledgement of the limitations of the sampling method used? 4) Explain and evaluate how the fieldwork was undertaken? 5) Justify the data analysis and statistical approaches used? 	
<p>Does the results and discussion section:</p> <ol style="list-style-type: none"> 1) Present the results of the paper in a logical order using tables and graphs as necessary? 2) Explain the results and show how they help to answer the research questions posed? 3) Summarise the results of the research; discuss whether the results are expected/unexpected; compare the results to previous work; interpret and explain the results by reference to relevant theories/models; consider the generality of the results? 4) Explain any problems or shortcomings encountered during the course of the research? 	

<p>5) Consider any alternative explanations for the results?</p>	
<p>Does the conclusion?</p> <ol style="list-style-type: none"> 1) Provide a brief summary of the results and discussion? 2) Emphasise the implications of the findings, explaining how the research is significant and providing the key messages the author wishes to convey? 3) Provide the general claims that can be supported by evidence? 	
<p>Do the citations (references):</p> <ol style="list-style-type: none"> 1) Provide sufficient context to allow for critical analysis of the work of others? 2) Provide sources of background and related material so that the current work can be understood? 3) Provide examples of alternate ideas, data or conclusions to compare and contrast with this work (if they exist)? 4) Are the citations up to date, referencing the latest work on this topic? 5) Are all in-text citations included in the bibliography and referenced correctly? 	
<p>Do the figures and tables:</p> <ol style="list-style-type: none"> 1) Accurately document the data produced? 2) Have captions to allow them to be understood independent of the text (if possible)? 3) Relate to specific content in the text of the paper? 	
<p>Does the abstract:</p> <ol style="list-style-type: none"> 1) Provide a stand-alone summary of the paper in no more than 200 words? 	

<ul style="list-style-type: none"> 2) Indicate the issues that led to this paper? 3) Present the aim/goals of this paper – what gap is being filled? 4) Present the methodology used for the research? 5) Briefly explain the results of the research? 6) Present the main conclusion reached? 	
<p>Does the title of the paper:</p> <ul style="list-style-type: none"> 1) Reflect the aim and approach of the paper? 2) Give a concise and specific indication of the content of the paper? 	

Acceptance or Rejection of the Paper

- 1) Does the content of the paper match the scope of the journal? Yes/No
- 2) Does the paper present novel results? Yes/No
- 3) Are the results presented in the paper worth reading about? Yes/No
- 4) Do the data presented support the conclusions reached? Yes/No
- 5) Is the writing style of the paper suitable for publication? Yes/No

Taking the above points into consideration should the paper be published?

Yes – no amendments needed
 Yes – minor amendments needed (see below)
 Yes – major amendments needed (see below)
 No – reject this paper

Additional Comments from the Reviewer

Managing Editor Comments	Date