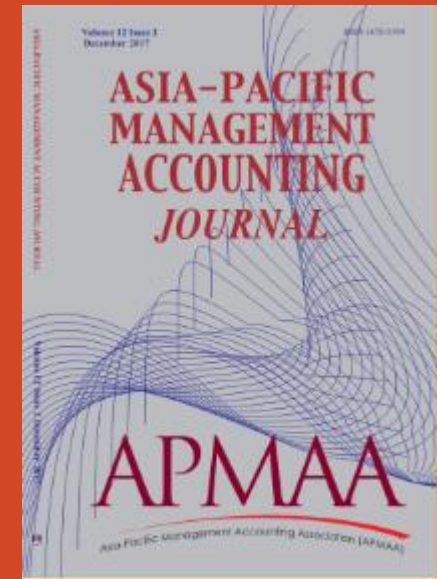


Asia-Pacific Management Accounting Journal Manual Guide

Link: <http://arionline.uitm.edu.my/ojs/index.php/APMAJ/index>



Asia-Pacific Management Accounting Journal Manual Guide

REGISTRATION

Link: <http://arionline.uitm.edu.my/ojs/index.php/APMAJ/user/register>



Registering with a Journal

- To register with a journal, **click the Register** link on the upper right corner.
- This will open the Registration Form for you to complete with all required information.

The screenshot shows the top section of the PMAJ website. At the top left is the logo 'PMAJ' in large red letters, followed by the text 'Asia-Pacific Management Accounting Journal'. To the right, the text 'Click Register' is enclosed in a red dashed box with a red arrow pointing to a user registration icon. Below this, a light grey bar contains the text 'du.my | Peer-reviewed | ISSN : 1675-3194 (Print) ; 2550-1631 (Online) | Frequency: Three times a year' and 'Register Login' links. A dark blue navigation bar contains the links 'HOME', 'CURRENT', 'ARCHIVE', 'INDEXING', and 'CONTACT'. Below the navigation bar, the title 'Asia-Pacific Management Accounting Journal (APMAJ)' is displayed in a large, bold, black font. Underneath the title, a paragraph of text describes the journal's publication details: 'Asia-Pacific Management Accounting Journal (APMAJ) is jointly published by the Asia-Pacific Management Accounting Association (APMAA - which is based in Japan), Accounting Research Institute and UiTM Press, Universiti Teknologi MARA (UiTM). Its initial publication in 2006 was once a year but starting 2010, the journal issue was increased to twice a year, respectively in June (Issue 1) and December (Issue 2), and effective 2018, thrice a year (April, August and December)'. A second paragraph lists topics of interest: 'Among topics of interest include: management accounting practices, sustainability management accounting, environmental accounting, contemporary management accounting, strategic management accounting and many others.'

PMAJ *Asia-Pacific Management Accounting Journal* **Click Register**

du.my | Peer-reviewed | ISSN : 1675-3194 (Print) ; 2550-1631 (Online) | Frequency: Three times a year Register Login

HOME CURRENT ARCHIVE INDEXING CONTACT

Asia-Pacific Management Accounting Journal (APMAJ)

Asia-Pacific Management Accounting Journal (APMAJ) is jointly published by the Asia-Pacific Management Accounting Association (APMAA - which is based in Japan), Accounting Research Institute and UiTM Press, Universiti Teknologi MARA (UiTM). Its initial publication in 2006 was once a year but starting 2010, the journal issue was increased to twice a year, respectively in June (Issue 1) and December (Issue 2), and effective 2018, thrice a year (April, August and December).

Among topics of interest include: management accounting practices, sustainability management accounting, environmental accounting, contemporary management accounting, strategic management accounting and many others.

Registration

First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password are mandatory.

You will be automatically registered as a Reader and an Author [1].

You will be given the option to register as a Reviewer as well [2].

1

Asia-Pacific Management Accounting Journal Current Archives About ▾

Register Login

Home / Register Make a Submission

Profile

First Name

Middle Name

Last Name

Affiliation

Country

Login

Email

2

Would you be willing to review submissions to this journal?

Yes, request the Reviewer role.

Register

Login

Asia-Pacific Management Accounting Journal Manual Guide

SUBMISSION GUIDE

Link: <http://arionline.uitm.edu.my/ojs/index.php/APMAJ/about/submissions>



Submitting an Article

Log in to submit your article.

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Steps process to upload and describe your submission.

The screenshot displays the OJS (Open Journal Systems) interface. On the left is a dark blue sidebar with the OJS logo and 'OPEN JOURNAL SYSTEMS' text. Below the logo are two menu items: 'Tasks 0' (highlighted in pink) and 'Submissions'. The main content area has a grey header with 'Submissions' and a 'Help' button. Below the header are three sections: 'My Queue' (with a search icon), 'My Assigned' (with a search icon and 'No Items' message), and 'My Authored' (with a search icon and 'No Items' message). On the right side of the main content area, a 'New Submission' button is highlighted with a red rectangular box.

Step 1: Provide preliminary information about your submission

OJS
OPEN JOURNAL SYSTEMS

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps


Section *
Articles

Articles must be submitted to one of the journal's sections.

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor



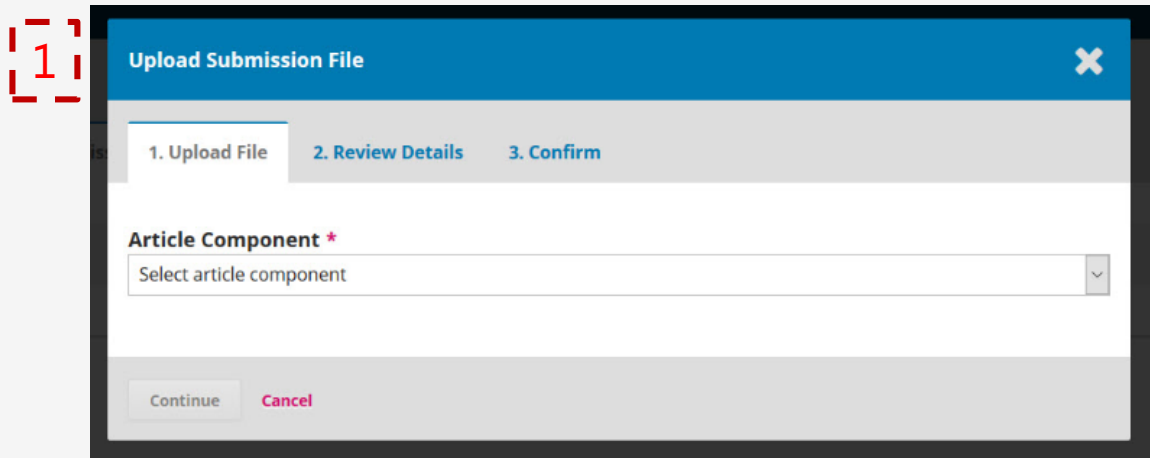
To begin select the appropriate section for your submission (e.g., article, review, etc.). Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the Save and Continue button to move to Step 2.

Step 2: Upload your submission file

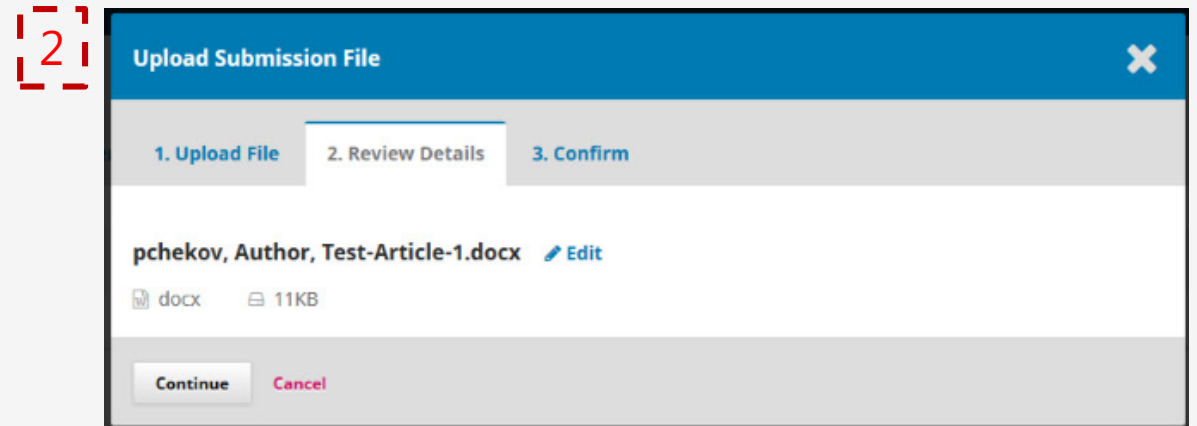
First, you MUST select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. This must be selected before your file will upload.

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Typically, this first file will be the body of your manuscript. **Please ensure that you have removed the authors and affiliations list in your documents as the journal is double blind review.**

Hit the **Continue** button once the file uploads.



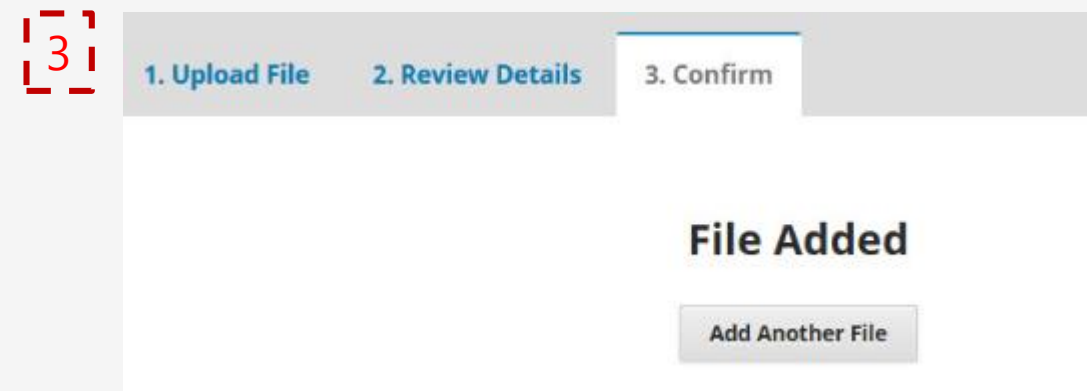
1



2

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.



3

You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Files

▶	 53-1 pchekov, Author, Test-Article-1.docx	Article Text
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[Cancel](#)

Click 'Save and Continue' to move to Step 3.

Step 3: add information (title, abstract, and additional contributors)

Submit an Article

1. Start 2. Upload Submission **3. Enter Metadata** 4. Confirmation 5. Next Steps


Prefix **Title ***

Examples: A. The

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed at ante. Mauris eleifend, quam a vulputate dictum, massa quam dapibus leo, eget vulputate orci purus ut lorem. In fringilla mi in ligula. Pellentesque aliquam quam vel dolor. Nunc adipiscing. Sed quam odio, tempus ac, aliquam molestie, varius ac, tellus. Vestibulum ut nulla aliquam risus rutrum interdum. Pellentesque lorem. Curabitur sit amet erat quis risus feugiat viverra. Pellentesque augue justo, sagittis et, lacinia at, venenatis non, arcu. Nunc nec libero. In cursus dictum risus. Etiam tristique nisl a nulla. Ut a orci. Curabitur dolor nunc, egestas at, accumsan at, malesuada nec, magna. |

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Pavel Chekov	pchekov@openjournalsystems.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Adding Contributor

Add Contributor ✕

Name

*First Name ** *Middle Name* *Last Name **

Contact

*Email **

Country

▾

*Country **

User Details

Suffix

URL *ORCID ID*

Affiliation

Hit **Save**, and the new contributor will appear on the screen.

Next, enter metadata information, including title and abstract.

Click **Save and Continue** to move forward.

Step 4: Confirmation

Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Cancel](#)

A box will pop up asking you to confirm you are finished. Click **OK**.



Step 5: Submission complete

Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Submission complete

Thank you for your interest in publishing with Test Journal A.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

Questions & Issues



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