**Title in Times New Roman, size 14, bold, centre**

##### **First Author\*, Second Author\*\*, Third Author\*\***

*\**Biology Section, School of Distance Education, Universiti Sains Malaysia   
Email: xyz@usm.my

\*\*Times New Roman, size 11, centered

***Abstract*-** An abstract is a brief summary of the research article or an in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose. First, state aims of study, followed by basic study design and methods, main results, and finish with conclusion. Limit to 250 words. words.

***Keywords***- Four to five (4-5) key words or phrases in alphabetical order, separated by commas.

1. **INTRODUCTION**

First line of the first paragraph should not be indented, the remaining paragraph should be indented at 1 inch.

Zero (0) spacing before and after line.

Section head size is written in size 11 and bold. Section head should be numbered numerically. First sub-section should also be numbered accordingly eg: 2.1. Section and sub-section heading should be tabbed at 1 inch.

Text should be written in size 11 and justified.

**2.0 LITERATURE REVIEW**

The same paragraph format applies. Discuss already published work in the same field.

Writer can take the reference of already accomplished work as a starting building block of this paper.

2.1 Sub-heading, font 11

The same paragraph format applies.

**3.0 METHODOLOGY**

The same paragraph format applies.

**4.0 RESULTS AND DISCUSSION**

The same paragraph format applies.

**5.0 CONCLUSON**

The same paragraph format applies.

**ACKNOWLEDGEMENT**

The same paragraph format applies.

**REFERENCE**

Arnott, G. D. (2017). The disability support worker (2nd ed.). South Melbourne, VIC: Cengage Learning

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger & F.I.M. Craik (Eds.), *Varieties of memory and consciousness* (pp. 309-330). Hillsdale, NJ:Erlbaum

Ruxton, C. (2016). Tea: Hydration and other health benefits. Primary Health Care, 26(8), 34- 42. doi:10.7748/phc.2016.e1162