

MATERIALS MIND: Template for report and article (Non-technical)

Title of the article/report

Insert your
passport-
size photo

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Before your submission of this report or article to the managing editor, please ENSURE

- (1) The language used is appropriate
- (2) Date, time and venue of the events were included

Weblink of Materials Mind (biannual magazine of IMM):

<https://www.iomm.org.my/materials-mind/>

SUBMISSION OF ARTICLE

Article can be submitted via email to Dr. Tay Chia Chay (taychiay@gmail.com) and c.c. to Dr. Hairunnisa Ramli (areyunis@gmail.com) and IMM secretariat (secretariat@iomm.org.my)

Notes:

- (1) Try to keep the deadline on the submission of reports/articles. Late submission will only be considered to be included before the conclusion of the current issue.
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 - (b) photos supplemented without captions. All the photos shall be inserted into the word file (can be in a few word files if the file size is too big. Captions are needed).
 - (c) imprecise content or lack of details or information *etc.*
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- (6) **Format of name:** please refer to Appendix 1

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Appendix 1

Important notes for name with proper title

Indicate title as Dato/ Datuk/ Prof. Dr./ Assoc. Prof. Dr./ Dr./ Mr. / Ms. (please do not miss out the **dot**)

e.g.

Prof. Hazizan Md Akil (wrong format) (misst out Dr.)

Prof Hazizan Md Akil (wrong format) (miss out the **dot** and Dr.)

Prof. Dr. Hazizan Md Akil (correct format)

Assoc. Prof. Dr. Hanis Sofia (correct format)

Dr. Devaraj Veerasamy (correct format)

Dr Gil Garnier (wrong format) (miss out the **dot**)

Special note: of course, not all Professors carry Dr. title, but they are “rare cases”. Hence, unless we know for sure, he/she does not have the Dr. title or else, we will put the Dr. title after Prof.