

## AUTHORS' GUIDE

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All manuscripts should be prepared in MS-Word format, and submitted online. If you have any questions, please contact with the editor of the respective journal.

### Paper Selection and Publication Process

1. Upon receipt of paper submission, the system automatically sends an E-mail for submission confirmation to the corresponding author. If you fail to receive this confirmation, your submission/email may be missed. **Please check your junk mail folder also for the email.** It will also contain a link to your submission.
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## **General**

### **a) Language**

We only accept manuscripts in English language. Please write your text in good English (American or British usage is accepted, but not a mixture of both). Use decimal points (not commas) for fraction; use a comma for thousands (10,000 and above).

### **b) Length of paper**

4000-8000 words are preferred.

## **Title Page**

Title page is a separated page before the text. Provide the following information on the title page (in the order given). It should include:

### **Title**

It should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

### **Author names and affiliations**

Please indicate the given name and family name clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address, and telephone number of each author.

### **Corresponding author**

Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone number (with country and area code) is provided in addition to the e-mail address and the complete postal address.

### **Sponsoring information**

If the research is sponsored or supported by an organization, please indicate it in the acknowledgement.

## **General Rules for Text**

Please use the following rules for whole text, including abstract, keywords, heading and references.

Font: Times New Roman; Size: 12

Paragraph Spacing: Above paragraph – 0 pt; Below paragraph – 4 pt

Line Spacing: fixed – 12 pt

Heading 1: Times New Roman; Size-12; Bold; for example, 1. Introduction

Heading 2: Times New Roman; Size-12; Italic; for example, 1.1 Research Methods

Heading 3: Times New Roman; Size-12; for example, 1.1.1 Analysis Result

## **Preparation of text**

### **Abstract**

A concise and factual abstract is required (maximum length of 150 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without reference to the reference list.

### **Keywords**

Immediately after the abstract, provide 5-8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

### **Subdivision of the article**

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text.' Any subsection, ideally, should not be more than 600 words. Authors are urged to write as concisely as possible, but not at the expense of clarity.

### **Figure and schemes**

Present these **at the appropriate points within the text**. They are described in more detail below. Number figures consecutively in accordance with their appearance in the text. Place description to Figures below the figure body and group them together. High-resolution graphics files must always be provided *additionally* separate from the main text file.

## Tables

Present tables **at the appropriate points within the text**. Number tables consecutively in accordance with their appearance in the text. Place description to tables below the table body in an additional row of the table. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

## Formula

The text size of formula should be similar with normal text size.

## References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

## Citations in the text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

## Citing and listing of web references

As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

## Text

Citations in the text should follow the referencing style used by the American Psychological Association. You can refer to the Publication Manual of the American Psychological Association, Fifth Edition, ISBN 1-55798-790-4, copies of which may be ordered from <http://www.apa.org/books/4200061.html> or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK. Details concerning this referencing style can also be found at <http://www.apastyle.org/index.aspx>.

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

## **Examples:**

### **Reference to a journal publication:**

Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51-59.

### **Reference to a book:**

Strunk, W., Jr., & White, E. B. (1979). *The elements of style*. (3rd ed.). New York: Macmillan, (Chapter 4).

### **Reference to a chapter in an edited book:**

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

### **Reference to a web source:**

Smith, Joe, (1999), One of Volvo's core values. [Online] Available: <http://www.volvo.com/environment/index.htm> (July 7, 1999)

### **Note:**

- Please present the legends, schemes, Table and Figure **at the appropriate points within the text**, rather than at the end.
- Please avoid using footnote. Change footnote to endnote. Insert "(Note 1, Note 2)" in normal text, and explain the note after References. Please see Example Paper and Template.
- Please do not use any color except white and black in paper. The layout of paper is only in white and black.