

GUIDELINES FOR MANUSCRIPT PREPARATION

General Instructions

- Manuscripts should be prepared in no more than 10,000 words in MS word using 12 font of “Times New Roman” and double line spacing.
- Please provide a structured abstract which should be no more than 200 words in length.
- A maximum of 5 key words representing the manuscript should be provided.
- All papers should identify all authors and provide all authors’ contact information such as phone numbers, full postal addresses, email addresses, affiliations and so on.
- The authors should ensure that they have written entirely original works, and should not publish manuscripts describing essentially the same research in more than one journal. Manuscripts with more than one author should display all names in order of their contribution.
- The main body should be divided into the following sections: Introduction, Methods, Results, Discussion.
- When foreign languages are needed, the first word of proper nouns, such as names of people and geographical locations, should begin with a capital letter. Abbreviation of names of groups and organizations must be written in all capital letters.
- Please maintain terms, units, names of people, and technology consistently throughout the whole manuscript.
- Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

Tables and Figures

- Please submit tables as editable text and not as images.
- The title and the body of tables and figures should be prepared using 9 font and 8 fonts of “Times New Roman” respectively.
- Use horizontal lines only.
- Tables and figures must be numbered with Arabic numerals. For example:

a. <Table 1> Summary Statistics

b. <Figure 3> Changes in the Debt Ratio

- Title of the table is placed immediately above the table, and title of the figure is placed immediately below the figure.
- Note(s) and Source(s) are placed below the table and the figure.

Citation and Reference Style

- Please comply with the American Psychological Association (APA) or the Bluebook Style in formatting references. For example:

[1] American Psychological Association (APA) style

① Author, A. A., Author, B.B., & Author, C.C. (year of publication). *Title of work*. Location: Publisher.

- ✓ Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
- ✓ Lauter, P., Scarcelli, T. A., & Alexandrowicz, M. P. (eds.). (1994). *The heath anthology of American literature* (2nd ed. 2 vols.). Lexington: Heath.

② Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

- ✓ Fontana, A., & Frey, J. (1994). The art of science. In N. Denzin & Y. Lincoln (Eds.), *Handbook of qualitative research*. (pp. 361-376). Thousand Oaks, CA: Sage.

③ Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number (issue number), pp-pp.

- ✓ Williams, J. (2008). The victims of crime. *Sociology Review*, 17(4), 30-32.

④ Author, A. A. (Year of publication). Title of thesis (Type of thesis). Institution, Location.

- ✓ Ward, I. (1998). Sedimentary history of the Pandora wreck and surrounds (Masters dissertation). James Cook University, Townsville, Australia.

- ⑤ Author, A.A. (Date of publication). *Title of website*. Retrieved from <http://www.someaddress.com/full/url/>
- ✓ Hispanic men in the corporate world. (n.d.). Retrieved from <http://www.psychek.com/psy/edu.htm>
 - ✓ National Renewable Energy Laboratory. (2008). Biofuels. Retrieved from http://www.nrel.gov/learning/re_biofuels.html

[2] Bluebook

- ① Volume No. (if any) NAME OF AUTHOR, TITLE OF THE BOOK pg. cited (Editors/Translators Name, edition cited year).
- ✓ 2 FREDERICK POLLOCK & FREDERIC WILLIAM MAITLAND, THE HISTORY OF ENGLISH LAW 205-06 (2d ed. 1911).
 - ✓ CHARLES DICKENS, BLEAK HOUSE 49-55 (Norman Page ed., Penguin Books 1971) (1853).
- ② (For consecutively paginated journals)
- Name of Author, *Title of Article*, Journal volume no. ABBREVIATION OF JOURNAL
Page on which Article Begins, Page Cited (Year).
- ✓ Charles A. Reich, *The New Property*, 73 YALE L.J. 733, 737-38 (1964).
- ③ (For non-consecutively paginated journals)
- Name of Author, *Title of Article*, ABBREVIATION OF JOURNAL, date of issue as appears in the cover, at first page of work, page cited
- ✓ Barbara Ward, *Progress for a Small Planet*, HARV. BUS. REV., Sept.-Oct. 1979, at 89, 90.
- ④ Author' name, *Name of Article/ news report*, ABBRV. OF NAME OF NEWSPAPER, Month Date, Year, at pg. no.

- ✓ Ari L. Goldman, *O'Connor Warns Politicians Risk Excommunication over Abortion*, N.Y. TIMES, June 15, 1990, at A1.

⑤ Name of the Author, *Name of Article*, INSTITUTIONAL OWNER OF DOMAIN
(Month date, year, time), URL.

- ✓ Eric Posner, *More on Section 7 of the Torture Convention*, THE VOLOKH CONSPIRACY (Jan. 29, 2009, 10:04 AM),
<http://www.volokh.com/posts/1233241458.html>.