**GUIDELINES FOR**

**MANUSCRIPT PREPARATION**

**General Instructions**

* Manuscripts must be prepared in no more than 10,000 words in MS word using 12 font of “Times New Roman” and double space.
* Key words representing the manuscript should be suggested.
* All papers should identify all authors and co-authors. Authors’ contact information such as phone numbers, addresses, email addresses and so on and submitted manuscripts are not returnable.
* Manuscripts with more than one author should display names in order of their contribution.
* The main body should be divided into the following order: I, A, 1, a, II, A… etc.
* When foreign languages are needed, the first word of proper nouns, such as names of people and geographical locations, must begin with a capital letter. And, abbreviation of names of groups and organizations must be written in all capital letters.
* Terms, units, names of people, and technology must maintain consistency throughout the whole manuscript.

**Tables and Figures**

* 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:
	1. <Table 1> Summary Statistics
	2. <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.

**Citations and References**

* Please comply with the American Psychological Association (APA), Chicago or 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 Britanica (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britanica.
	* 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.
1. 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.
1. 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] Chicago style

1. Footnote Number) First name, Last name, *Title of work Italicized and Capitalized,* (Location: Publisher, Year of publication), page(s).
* 3) Peter Hernon, Delivering satisfaction and service quality: a customer-based approach for libraries (Chicago: American Library Association, 2001), 23-4.
1. Footnote Number) Author, “Title of thesis”, Title of Periodical (Publisher), volume number, issue number (Year of publication): page(s)
* 2) Bennett, John W. "The Interpretation of Pueblo Culture: A Question of Values." Southeastern Journal of Anthropology 2 (1981): 363-75.
1. Footnote Number) Author, “Title of thesis: Sub-tittle” (Degree, Name of Institute, Location, Year of Degree received), page(s).
* 2) A. E. Mann, "The Paleodemography of Australopithecus" (Ph.D. diss., University of California, Berkeley, 1978), 35-37.
1. Footnote Number) Author, “Name of Webpage,” Name of Website, Date of Posted or Searched, URL.
* 2) “Acquired Immunodeficiency Syndrome,” in MESH vocabulary file [database online] (Bethesda, Md.: National Library of Mediciene, 1990 [cited 3 October 1990]), identifier no. D000163, [49 lines].

[3] 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).
1. (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).
1. (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.
1. 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.

1. 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.