

Submission Guidelines

I. The cover/first page of submitted manuscripts must include

- A. Title of the paper
- B. Author
- C. Position
- D. Affiliation
- E. Contact address
- F. Phone number
- G. Email address
- H. If a personal website exists, please list the URL of the website.
- I. Acknowledgements, if listed, should be placed at the bottom of the cover page.

II. The second page of the manuscript must include

- A. The title of the paper
 - * Must not include the name of the author.
- B. Abstract: The abstract of the thesis must not exceed 250 words.
- C. Key words: 3 to 5 key words should be provided.

III. The third page of the manuscript must include

- A. The title of the paper
 - * Must not include the name of the author.
- B. The main text (starting from this page)

IV. The format of the main text

A. Format for sub-headings

(A) Sub-headings should be listed in the following sequence:

I. A. (A) 1. (1) a. (a)

B. Quotation of sources

(A) When directly quoting a source and using a colon (:)

【format】 Use the double quotation marks “ ”.

【example】 As Raban stated: “The trial did not seal the myth of the Krays; rather, it broke it down into a long rehearsal of sordid facts.”

(B) When directly quoting a source, but not using a colon (:)

【format】 Use the double quotation marks “ ”

【example】 He told Republican congressional leaders that “I will not be the first president of the United States to lose a war.”

(C) When directly quoting a source, but beginning a separate paragraph

【format】 Quotation marks are not used.

【example】 As Kant says:

This consciousness may often be only faint, so that we do not connect it with the act itself, that is, not in any direct manner with the generation of the representation, but only with the outcome.

(D) When quoting a source that is quoting another source, or during a unique application of a quote

【format】 Use the double quotation marks “” to enclose the full quotation, and use the single quotation marks ‘ ’ within the double quotations marks.

【example】 So, “He would just talk calmly and rationally to a panel of psychiatrists, ‘and everyone would think we were the ones who were crazy.’”

(E) In-text citations where there are 3 or more authors

When citing a reference with 3 or more authors, list the first author only and end with “et al.”

【example】 Girgis, S., Anderson, R. T., & George, R. P. (2012). *What is marriage?: Man and woman: A defense*. Encounter Books.

【in-text citation】 (Girgis et al., 2012)

C. Citation of sources

(A) Citation within the body of the text

【format】 (author, year: page number)

【example】 (Churchland, 1995: 68-69)

*Note: A page number is required for direct quotes. A page number is not required for paraphrasing.

(B) Citation when the author is already mentioned in the body of the text

【format】 author (year: page number)

【example】 Churchland (1995: 68-69)

(C) If an explanation is needed with regards to a passage in the body of the text, please use a footnote.

【format】 After the punctuation mark, insert a footnote which should automatically appear on the top right corner.

【example】 It was significantly higher in Germany than in the U.S.²

D. Figures and tables

(A) Method of writing figures

【format】 Place the name and the note under the correct figure.

【example】 Figure 1

(B) Method of writing tables

【format】 Place the name above the correct table and the note under.

【example】 Table 1

E. Method for writing numbers

(A) Use Arabic numerals to represent numbers.

【example】 There are 31,586 males, and 30,816 females in that area.

V. References

After the conclusion of the text, start a new page to list the referenced materials and format according to the following style. The references should not be categorized in terms of different publication form. References in Chinese should be listed by number of strokes and include its translation in English. For article in Chinese, the translated references should be placed in brackets and follow the citation in Chinese; for English text, translated references should follow the English translation in the Reference, while citing the translation in the body of the text.

A. Journal article

【format】 Author's Name (Year). Title of the article. *Title of the Periodical*, volume number, issue number: page numbers.

【example】 Dykstra, P. A. (1993). The differential availability of relationships and the provision and effectiveness of support to older adults. *Journal of Social and Personal Relationships*, 10, 3: 355-370.

【note】 If the journal does not have a volume number, give the year of publishing.

B. Article or chapter in an edited book

【format】 Author's Name (Year). Title of the article. In Editor's Name (Ed.), *Title of the book* (page numbers). Publisher.

【example】 Crowell, S. G. (1990). Dialogue and text: Remarking the difference. In T. Maranhão (Ed.), *The interpretation of dialogue* (pp. 338-360). University of Chicago Press.

【note】 If the name of the editor is not available, place the name of the book immediately after "In." Do not place a comma between "In" and the book's name.

C. Books

【format】 Author's Name (Year). *Title of the book*. Publisher.

【example】 Hirsch, E. D. (1967). *Validity in interpretation*. Yale University Press.

D. Conference papers

【format】 Author's Name (Date). *Title of Contribution* [Type of contribution]. Conference Name, Location. DOI or URL if applicable.

【example】 Bland, A. (2017, November). *The implementation of a junior Samoan language programme in a South Island, New Zealand secondary school context* [Paper presentation]. Australian Association for Research in Education (AARE) Conference 2017, Canberra, Australia. <https://bit.ly/37DvrHR>

【example】 McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7-10). *Peer mentoring in nursing—Improving retention, enhancing education* [Poster presentation]. STARS

2019 Conference, Melbourne. Australia. <https://unistars.org/papers/STARS2019/P30-POSTER.pdf>

E. Doctoral dissertation / Master's thesis

【format】 Author's Name (Date). *Title: Subtitle* [Unpublished doctoral dissertation / master's thesis]. Name of institution awarding the degree.

【example】 Hawkins, E. J. (1999). *Artist and model: Shaping the creative process* [Unpublished master's thesis]. James Cook University.

【format】 Author's Name (Date). *Title of thesis: Subtitle* [Doctoral dissertation / Master's thesis, name of institution awarding degree]. Name of archive or site. URL

【example】 Lienart, G. H. (2016). *Effects of temperature and food availability on the antipredator behaviour of juvenile coral reef fishes* [Doctoral dissertation, James Cook University]. ResearchOnline. <https://researchonline.jcu.edu.au/47533/>

F. Newspaper article with no author

【format】 Title of the newspaper article. (Year, date). *Name of the newspaper*, page number.

【example】 New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

【note】 When citing a newspaper article with no author in the text, only put the first few words of the title, or when the title is short, put the full title. To use the example above, the citation of such article in the text would be ("New Drug," 1993).

G. Electronic sources

The date that information is retrieved from an electronic source need not be written out, unless the contents of the websites vary frequently; the end of a website address need not include a period.

(A) Undated official reports

【example】 United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

(B) Daily newspaper article

【example】 Hiltz, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. <http://www.nytimes.com>

(C) Electronic media article

【example】 Walker, A. (2019, November 14). *Germany narrowly avoids recession despite trade war hit*. BBC News. <https://www.bbc.com>

(D) Articles from a university program or department website

【example】 Chou, L., McChitock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Columbia University, Institute for Learning Technologies. <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

(E) If the reference contains a doi, the doi must be included in the form of a URL at the end. Do

not add a period at the end of the URL.

【example】 Hatzenbuehler, M. L. (2011). The social environment and suicide attempts in lesbian, gay, and bisexual youth. *Pediatrics*, 127, 5: 896-903. <https://doi.org/10.1542/peds.2010-3020>

(F) For other electronic sources, refer to the Publication Manual of the American Psychological Association (7th ed.).

H. Other issues of concern

(A) Method of writing an author's name

【format】 For the name of the author, always start with Last Name, First Name (initial). Middle Name (initial).

【example】 Jakobson, R., & Waugh, L. R. (1979). *The sound shape of language*. Indiana University Press.

(B) All references should be arranged in alphabetical order.

(C) If there are multiple works from the same author, list the sources chronologically by year.

【example】 Ricoeur, P. (1973). The hermeneutical function of distancing. *Philosophy Today*, 17, 2: 129-141.

Ricoeur, P. (1976). *Interpretation theory: Discourse and the surplus of meaning*. Texas Christian University Press.

Ricoeur, P. (1981). *Hermeneutics and the human sciences*. Cambridge University Press.

(D) If the same author has works published in the same year being cited, please add the letters "a," "b," "c" . . . after the year.

【example】 1978a, 1978b, 1978c

(E) For a reference with multiple authors, provide all of the names for up to 20 authors. When the reference has 21 or more authors, include only the first 19 names, an ellipsis (. . .), and the final name.

【example】 Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., . . . Nelson, T. P. (2018).