

Guide to Authors

1. Submission of Manuscripts

- All manuscripts should be submitted (as either PDF, L^AT_EX or Word files) through the online submission system at <https://www.ipress.tw/J0177>.
- Three files are necessary. The first is a regular manuscript. The second keeps the same as the first except all informations related to author(s) are removed, including acknowledgment. The third is Authors' Information (see item 12).
- Papers submitted to this journal must NOT been previously published nor be under review by another journal. Any form of duplicate publication or plagiarism is absolutely prohibited. Violation of it will be penalized. Author(s) alone should take all responsibilities of all possible accusations due to violation of those previously mentioned.
- Any addition, deletion, or rearrangement of the author's name in the author list should be done before the manuscript is accepted and approved by the journal editor. Please consider the list and order of authors carefully before submitting.
- Once the files are deemed to have complied with the **APA Formatting and Citation (7th Ed.)** requirements, an acknowledgement email will be send together with a paper ID to the corresponding author.

2. Form of Manuscripts

- The length limit for each manuscript is 20 pages including figures, tables and others.
- Manuscript should use 12-point Times New Roman font and 1.5 spacing throughout. Space should be fully utilized.
- All illustrations, photographs, tables, etc., should be on separate sheets, and should be included in each copy. Each page of the manuscript should be numbered.
- Manuscript should be written in impeccable English (either US or UK spelling is accepted, but not a mixture of both).

3. Organization of the Paper

- **HEADING:** The title of the paper should be concise and informative. Successive lines should give the author's name, academic or professional affiliation, and address.
- **ABSTRACT:** Every manuscript must start with a concise abstract, no more than 150 words, followed by no more than 5 keywords.
- **MAIN TEXT:** Structured clearly with sections such as (but not limited to) Introduction, Literature Reviews, Notations and Assumptions, Data and Methodology, Model Formulation, Research Design, Data Analysis and Results, Discussion, Conclusions, etc.
- **ACKNOWLEDGEMENTS:** This section includes acknowledgements of assistances and financial support, etc. Please note that only accepted manuscripts may include this section, else place this section in your authors' file.
- **REFERENCES:** See detailed instructions in item 11.

4. Illustrations

- All Illustrations should be submitted in a form suitable for reproduction. Number the illustrations according to the sequence of their appearance in the text, where they are to be referred to as “Fig. 1”, “Fig. 2”, etc. Each illustration may have a legend, if required.
- Photographs should be glossy prints. The authors name and figure number should be indicated on the back of each illustration.

5. In-text Citations

- In the text, follow the rules implied in these examples. For one authr use: (Foxall, 2018) Or According to Foxall (2018).
- For two authors use: (Mason & Missingham, 2019) Or According to Mason and Missingham (2019).
- For more than three authors use: (Ewert et al., 2014) or According to Ewert et al. (2014).

6. Tables

- Tables should be typed on separate pages. Number the illustrations according to the sequence of their appearance in the text, where they are to be labeled as “Table 1”, “Table 2”, etc.
- Table titles should be short and self-explanatory.
- A brief title should be given above each table, and any footnotes below (see Section 8).

7. Headings

- The following sequence of headings should be used: 1, 1.1 (then 1.2, 1.3, ...), 1.1.1 (then 1.2, 1.1.3, ...).
- Please refrain from using fourth level sections/headers.

8. Footnotes

- In the text, footnotes are not permitted. They should be properly included in the context.
- Use smaller font size for table footnotes.

9. Symbols and Abbreviations

- Please use widely accepted symbols and forms of abbreviation.
- If there is any doubt in your mind about a particular symbol or abbreviation, give the full expression followed by the abbreviation, when it appears in the text for the first time.

10. Mathematics

- Mathematical expressions and equations should be properly typewritten, with all symbols aligned as they are to appear in print.
- All Greek letters and other special symbols must be identified.
- Vectors will be set in bold face and should be indicated in the manuscript by underlining with a wavy line.

- Equations or formulae should be numbered serially on the right-hand side by Arabic numerals in parentheses. For example, the first formula in Section 3 is numbered by (3.1). Only equations explicitly referred to in the text should be numbered.

11. References

- All literature citations should be collected in a list at the end of the paper and numbered alphabetically according to the last name of the first author. Retain the original title for publications in languages using the Roman alphabet. However, those employing Cyrillic and other non-Roman alphabets should be transliterated. Please note the original language at the end, e.g., “(in Russian).”
- Include DOI of the references whenever available.
- Please follow the style below:
 - (1) References to Book & eBook: Ewert, E. W., Mitten, D. S., & Overholt, J. R. (2014). *Natural environments and human health*. CABInternational. <https://doi.org/10.1079/9781845939199.0000> (Note: Include the DOI using the format <https://doi.org/10.xxxx/xxxx>)
 - (2) References to Chapter in an edited book or eBook: Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345-359). American Psychological Association. <https://doi.org/10.1037/0000120-016> (Note: Use this format for both print and eBook edited book chapters, including edited book chapters from academic research databases. Include DOI if online. Please also take note how the names are given for the Editors, the initials come first.)
 - (3) References to Article from research databases: Washington, E. T. (2014). An overview of cyberbully in higher education. *Adult Learning*, 26(1), 21-27. <https://doi.org/10.1177/1045159514558412> (Note: For journals, we italicise the Journal Name and Volume, instead of the article title. Always find articles from prominent research databases instead of some random websites, as they may be predatory or fake.)
 - (4) References to Conference proceedings published in a journal: Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences, USA*, 116(47), 23499-23504. <https://doi.org/10.1073/pnas.1910510116> (Note: Normally Journals will indicate the Proceedings title, if not given, then please cite the source like a Journal with DOI as shown above instead of conference proceedings.)
 - (5) References to Report by a Government Agency: National Cancer Institute. (2019). Taking time: *Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf> (Note: The specific agency responsible for the report appears as the author. The link to the report should be given. If publication number is given, then include it as well.)

- (6) References to Unpublished Dissertation or Thesis: Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia. (Notes: 1. A dissertation or thesis is considered as unpublished when you gain access through direct reading at specific library/repository but not accessibly publicly. If you find it online following published dissertation or thesis reference shown above. 2. When a dissertation or thesis is unpublished, include the description “[Unpublished doctoral dissertation]” or “[Unpublished master’s thesis]” in square brackets after the dissertation or thesis title.)
- (7) References to Webpage: Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horormovies_15d277587e4b02a5a5d57b59e (Notes: 1. You are advised to only use webpages with clear indication of authors and date of publication. 2. The name of the website (e.g. HuffPost) should be included before the URL. 3. No retrieval date is needed when date of publication is given.)
- (8) You may refer to the full manual or follow the key information from <https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works>.

12. Authors’ Information

- Authors should provide the following informations in a separate file:
 - (1) Grant-supported research like funding, fellowship or any financial backing from person, university, organization or government.
 - (2) Authors’ full affiliations, (department, university, country) email address and major area (at most 3 items) are to be given in order of authors. For example, Department of xxx, xxx University, ..., Canada.
E-mail: xxx
Major area(s): xxx
Department of xxx, xxx University, ..., USA.
E-mail: xxx Major area(s): xxx etc..