

# GUIDE FOR AUTHOR

Social Science and Humanities Series

## ***Preparation***

The manuscript including the graphic contents and tables should be no longer than 8 pages, including pictures and tables. If it far exceeds the prescribed length, it is recommended to break it into two separate manuscripts. The title of the article should be brief and informative and it should not exceed 20 words. The keywords are written after the abstract. Confirm that you use A4 paper size. The text of the paper should be in double-column format, and to avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

- ***Abbreviation and Acronym***

The use of abbreviations is permitted, but the abbreviation must be written in full and complete when it is mentioned for the first time and it should be written between parentheses. Terms/foreign words or regional words should be written in italics. Notations should be brief and clear and written according to the standardized writing style. Symbols/signs should be clear and distinguishable, such as the use of number 1 and letter I (also number 0 and letter O).

- **Tables**

Tables are written with Times New Roman font size 8. The title of the table is written with font size 9 (boldface) above the table as prescribed in the format given below as example. The table is numbered in Arabic numerals. The table is placed immediately after it is referred to in the text. The frame of the table uses 1 font-size line. If the title in each table column is long and complex, the columns are numbered and the notes are given below the table.

- **Graphic Contents**

Graphic contents are placed symmetrically on the page and there is one blank single space line between the graphic content and the paragraphs. A graphic content is placed immediately after it is referred to in the body of the text and is numbered in Arabic numerals. Any graphic contents which have been published must obtain a written permission from that other author and his/her publisher. If the graphic content is in the form of photograph, include one original photograph. The photograph is printed in black and white unless the photograph will appear in color. The author will be charged an additional fee for color printing of more than 1 page. The font face to be used in the graphic content or graph should be the one generally available in each word processor and operational system such as Symbol and Times New Roman with the font size not less than 9 point.

- ***Headings***

Headings in the article should be appropriate to the nature of the paper. Headings, or heads, are organizational devices that guide the reader through your paper. The first letter of headings and subheadings are capitalized and headings are numbered in Arabic numerals.

## Paper Organization

- **Title Page**

Title of the paper (use style: *Paper title*)

Author name(s) (use style: *Author*)

Author affiliation(s) and Address (es) of the institution(s) at which the work was performed (use style: *Affiliation*)

E-mail addresses of the corresponding author to whom the revision or galley proofs of the paper are to be sent (use style: *Email Correspondence*).

- **Abstract**

Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. Write as continuous text organized as background and rationale for the study, main results, and conclusions.

*Keywords.* Provide a maximum of 5 keywords written in alphabetical order. Please avoid general terms, multiple concepts (avoid, for example, and or of), and abbreviations. Only abbreviations firmly established in the field are eligible.

- **Introduction**

Do not include a heading. The Introduction presents the purpose of the studies reported and their relationship to earlier work in the field.

- **Materials and Methods**

Provide sufficient information details that allow the work to be reproduced in the future. Only new methods should be described in detail. Cite previously published procedures in References.

- **Result and Discussion**

Results can be presented in figures, tables, and text. Reserve the extensive discussion of the results for the Discussion section. The Discussion section should be an interpretation of the results rather than a repetition of the Results section. The Results and Discussion sections may be combined into one section.

- **Conclusion**

Summarize your research, spell out your contribution, state the limitation of your study, and suggest potential areas of further research, or what the researcher has discovered. Collect and summarize the most important results & their implications, and the status of the problem should be briefly reviewed before the new findings are presented.

- **References**

Citation in the paper uses a direct quotation. If possible, footnotes should be avoided. The quotation with fewer than 4 lines should be integrated into the text, between the quotation marks; meanwhile, the one with more than 4 lines should be separated from the text with single spacing, 8 pt, between quotation marks. Each citation is accompanied with the writer's family/last name. The family/last name of the writer can be placed prior to or upon the quotation.

## **Acknowledgment**

Acknowledge personal assistance and providers of special reagents. The preferred spelling of the word "acknowledgment" in America is without an "e" after the "g." Avoid the stilted expression "one of us (R. B. G.) Thanks ...". Instead, try "R. B. G. thanks..." Put sponsor acknowledgments in the unnumbered footnote on the first page.