

National Chung Hsing University Press

Manuscript Format Guidelines

Book manuscripts shall be written in accordance with the following guidelines. Academic journals shall be formatted in the submission format set forth by the publishing unit or in the format commonly used in their respective academic field.

1. Book manuscript format

1) Chapter heading and paragraph numbering format

Chapters headings and paragraphs shall be formatted in the following order:
Chapter I, Section I, 1., (1), a., (a)...

2) Punctuation

a) For Chinese language text, the full-width punctuation marks set forth in the Ministry of Education's *Revised Punctuation Handbook* shall be used. Non-Chinese-language text and Arabic numerals shall be in half-width characters.

b) Parentheses must be typed in half-width characters, with one half-width space added before and after each set of parentheses.

3) Font

a) Chinese-language text shall be in full-width characters set in MingLiU. Non-Chinese-language text and Arabic numerals shall be in half-width characters set in Times New Roman.

b) The formatting of numbers and dates shall be consistent throughout the text and may not be changed.

4) Tables, pictures, and images

a) The title of a picture/image shall appear below the picture/image; the title of a table shall appear above the table. Captions for a table/picture/image shall appear under the table/picture/image.

5) Citations and reference format

a) Citations may be put in footnotes or endnotes numbered with Arabic numerals.

b) Different writing styles (Chicago, APA, IEEE, Turabian, etc.) may be chosen based on the academic field of the journal. However, the formatting of references in the journal must be consistent and any inconsistency in details should be avoided.

2. Important notes

1) Unless otherwise required for special formats, please use Microsoft Word, LaTeX, or other compatible software.

2) To ensure print quality, please provide the original files for all tables, pictures, and images embedded in the submitted documents. Images should have a minimum DPI of 300 and the size of the print image may not be smaller than the size of the actual image. Applicants shall personally confirm that there are no image licensing issues.

3. Attached documents

Each submission shall include one electronic copy and three print copies of the body text, with the following documents attached:

1) Introductory text: Including preface, foreword, etc.

- 2) Author profile: Including contact information, education and work experience, previously published works, etc.
- 3) References: Academic papers must include references formatted in accordance with the rules set forth above.
- 4) Index: Proper nouns and important terms used must be listed in alphabetical order.
- 5) Abstracts written in foreign languages and other relevant publication information may also be provided.