

Guidelines for Thesis Publication in the "Journal of Research in Education Sciences"

These publication guidelines mostly follow format #6 of the *Publication manual of the American Psychological Association*. All publications shall be edited using the Traditional Chinese version of Microsoft Word without additional script. The following is a list of important rules regarding the layout, contents, figures, tables, and references made to past literature for all submitted theses:

I. Layout

1. All publications must be drafted in the following order:

(1) Chinese and English title pages

1. For Chinese publications, the Chinese title page must be arranged on the first page, whereas the English title page shall be arranged on the final page. The reverse order applies for English publications.

2. The title pages shall include:

(1) For English titles, the first letter in every word except prepositions and articles must be printed in capital letter.

(2) Abstract: Chinese abstracts shall not exceed 300 characters, presented in a single paragraph.

(3) Keywords: There shall be 3 to 5 keywords arranged in ascending number of strokes or alphabetical order. Keywords are to be presented in both Chinese and English; Chinese publications shall present keywords using Chinese as the main language, and vice versa for English publications.

(2) Thesis

1. Main content: All tables, figures and footnotes shall be presented as part of the main content.

2. References

3. Appendix

2. All publications in the journal are subject to anonymous review, therefore the article must not contain the author's name or any information that can be used to identify the author.

3. All publications must be computer-printed on A4-size paper. In Microsoft Word, the page layout shall be set with a 3.6cm margin from the top and bottom, and a 1.7cm margin on the left and right sides. Line and character settings shall be configured to allow 41 Chinese characters in a single row, and 33 rows in a page. Every page needs to be numbered. Chinese articles are subject to a maximum length of 20,000 Chinese characters, whereas English articles are subject to a maximum length of 7,500 words (including the abstract, key words, the main content, tables, figures, footnotes, references and the appendix).

4. For Chinese articles, all Chinese characters shall be presented using font "PMingLiU," while all punctuations and spaces shall be in full-size. For English articles, use Times New Roman as the only font, and present all punctuations and spaces in half-size. Except for headings and subheadings, the entire content shall be presented in size 12 font, for both English and Chinese.

5. All foreign names mentioned in the article shall be presented in the original language. All technical terms of foreign origin shall be quoted using the most commonly translated terms. At the first time a translated technical term is being mentioned in the article, the term must also be presented in its original language using parentheses. Technical terms shall be presented in their original language if no common translation is available.

6. Statistical values shall be rounded to two decimal places.

II. Format

1. Chinese headings

- (1) There shall be no more than five levels of sub-headings in one article; the numbering styles shall be in the following order:

壹、 (size 16 PMingLiU, bolded and center-aligned)

一、 (size 14 PMingLiU, bolded and left-aligned)

(一) (size 12 PMingLiU, bolded)

1. (size 12 Times New Roman, bolded; the Chinese sub-heading itself is presented in PMingLiU)

(1) (size 12 Times New Roman; the Chinese sub-heading itself is presented in PMingLiU)

- (2) For the first, second and third levels, there shall be an empty line above and below each sub-heading. Where two sub-headings are presented one line after another, only one empty line is needed in between. No empty lines are needed for fourth level sub-headings or further.
- (3) Sub-headings that end up on the final line in one page shall be moved instead to the first line of the following page.

2. English headings

- (1) There shall be no more than three levels of sub-headings in one article; the numbering styles shall be in the following order:

Introduction (size 18 Times New Roman, bolded and center-aligned)

Barriers to Inclusion (size 14 Times New Roman, bolded and left-aligned)

Limited Time for Planning and Training (size 12 Times New Roman, bolded and italic)

Principal's Attitude (size 12 Times New Roman, italic)

- (2) For the first, second and third levels, there shall be an empty line above and below each sub-heading. Where two sub-headings are presented one line after another, only one empty line is needed in between. The fourth level of sub-headings shall be presented within the paragraph and is not indented.
- (3) Sub-headings that end up on the final line in one page shall be moved instead to the first line of the following page.

III. References to Past Literature

1. Citations in the main content

Reference to single page - author (year of publication, page number); or (author, year of publication, page number)

Reference to multiple pages - author (year of publication, pages # - #); or (author, year of publication, pages # - #)

- (1) Literature with one or two authors:
 1. Author's name: Cite full names for Chinese authors and surnames only for English authors. Year of publication: Cite years in the Gregorian calendar only.
 2. For literatures that are repeatedly cited in the same paragraph, the full citation applies only at the first mention, and the year of publication can be omitted from the second mention onwards. However, further mention of the same literature in different paragraphs must still be cited in full.
- (2) Literature with 3 to 5 authors:
 1. Separate authors' names with comma and add "and" before the last author.

2. For literatures that are repeatedly cited in the same paragraph, the full citation applies only at the first mention. From the second mention onwards, simply cite the name of the first author followed by "et al." and omit the year of publication. For any further mentioning in different paragraphs, simply cite the name of the first author followed by "et al." and specify the year of publication.

First mention:

Second mention: Same paragraph:

Different paragraph:

- (3) Literature with 6 authors and above: Cite only the name of the first author, followed by "et al."
- (4) Where the author is an organization, cite the full name of the organization at the first mention followed by its abbreviation. The abbreviation can be used from the second mention onwards:
- ...
- (5) Specify the authors' "initials" when quoting two literatures where first authors' surnames are the same:
- (6) When making references to multiple literatures at the same time, present them in the order: Chinese, Japanese and then English. Chinese literatures shall be arranged according to the number of strokes in author's names, whereas English literatures are arranged in alphabetical order based on authors' names.
- (7) When making references to multiple literatures produced by the same author in the same year, separate them using a, b, c... and present them in the same order:
- (8) Citation of translated literature:
(Author, year of original publication/year of translation)
- (9) Citations that exceed 40 characters or words in length must be presented as a separate paragraph. In which case, the citation shall be presented in size 12 DFKai-SB for Chinese publication or italic size 12 Times New Roman for English publication, indented two characters from left and right with an empty line above and below:

2. References

The list of references must have all been cited in the main content. Do not list references that were not cited in the main content. The list of references shall begin with Chinese literatures followed by those in foreign languages. Chinese literatures shall be ordered according to the number of strokes in authors' names, whereas foreign literatures shall be arranged in alphabetical order based on authors' names. The first character of every listed reference shall begin right from the very first position in the first line, and indent two Chinese characters (or four English letters) from the second line onward. For theses that have been accepted for publication, authors will be required to provide DOIs for all listed reference, and English translations of any Chinese literatures cited.

- (1) Periodicals and magazines shall be listed in the following order: Author (year). Name of article. Name of periodical (magazine), volume number, and page number.
Articles with 1 to 7 authors: List the name of every author
2. For articles involving 8 authors and above, list the names of the first six authors followed by "..." and the name of the last author
- (2) Books shall be listed in the following order: Author (year). Book title (edition number). Place of publication: the publisher.
Where the author is an individual: Refer to the rules on periodicals
2. Where the author is an organization, the full name of the organization needs to be disclosed

3. Edited books
 4. Chapter abstract from a book: Author (year). Name of article. Editor's name (Editor), book title (page number). Place of publication: the publisher.
 5. Translated books
- (3) Other research or theses
1. Unpublished masters and PhD theses
 2. Theses presented in meetings/seminars (the same format applies to Chinese theses whether presented in meetings or seminars, but different treatments apply for English theses; see the following example)
 - (1) Theses published in a journal collection
 - (2) Theses presented in seminars but unpublished
 - (3) Theses presented in meetings but unpublished
 3. Commissioned/sponsored research
 - (1) Those without project ID
 - (2) Those with project ID
 4. Reports from special databases
- (4) Information from the Internet

IV. Tables, Figures and Pictures

1. This journal is printed in monochrome, therefore all tables and figures must be drawn in black ink or printed using a laser printer. Pictures shall be treated in the same way as figures, with the enlargement/reduction scale clearly specified.
2. Tables and figures shall be given concise titles. The titles must be placed at the bottom-left corner of a figure, or top-left corner of a table. All tables and figures must be numbered in Arabic numerals and correspond to references made in the main content. There shall also be an empty line before and after the figure or table.
3. State the source of data and use footnotes where applicable. Texts can be abbreviated in tables and figures. Use footnotes to show the full name of any abbreviation used, if it has not been done anywhere else in the main content. The symbols and texts used in explanations and footnotes shall be consistent with those presented in tables and figures, and shall be easily discernible.

Example:

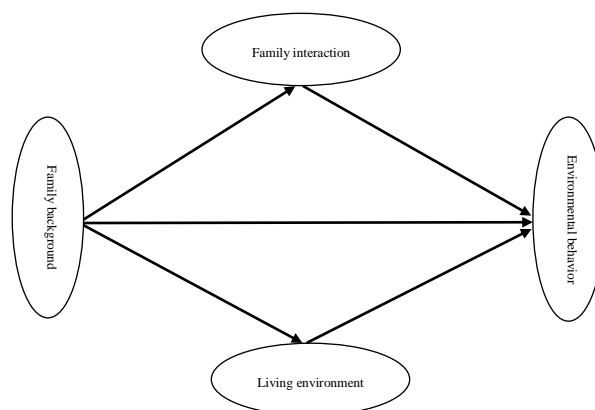


Figure 1. Family Impact on Environmental Behavior of Elementary Students. Cited from "article name", name of author, year, name of periodical, volume number, page number.

4. Tables shall be presented in a concise manner using horizontal grid lines. Refrain from using vertical grid lines (no lines need to be drawn in the center and on the two sides).

Example:

Table 2
Essay Writing Comparison between Two Student Groups Before Experimental Tuition (independent t test)

Item	Control group n=20		Treatment group n=20		Mean difference ^c	t-value
	Mean	Standard deviation	Mean	Standard deviation		
Context ^a	5.25	1.03	3.73	1.08	1.52	4.57***
Structure ^a	5.23	.95	3.85	1.07	1.38	4.31***
Grammar ^a	5.44	1.08	4.17	1.18	1.27	3.53*
Wording ^a	5.39	1.08	4.15	1.13	1.24	3.55**
Overall ^b	21.32	3.81	15.90	4.18	5.42	4.28***

Note:..... °

^a Each item has a maximum score of 10; ^b The overall score is the sum of the four items; ^c Mean difference = control group mean - treatment group mean.

5. Tables and figures shall not exceed one page in size. Those that stretch beyond one page need to be remarked "(continued)" at the lower-right corner of the first portion and at the upper-right corner of the second portion.