

# English Manuscript Formatting Guidelines for the *Taiwanese Journal of Development Studies*

English manuscripts should be prepared in accordance with the *Publication Manual of the American Psychological Association* (7th ed.).

## I. Manuscript Requirements

Submitted manuscripts should include the following components:

1. **Title:**

Both Chinese and English titles are required.

2. **Author Information:**

The author's name, institutional affiliation, and academic title should be provided in both Chinese and English.

3. **Abstract:**

For manuscripts written in English, an English abstract (no more than 300 words) should appear at the beginning of the manuscript, followed by a Chinese abstract (no more than 500 Chinese characters) at the end.

4. **Keywords:**

Provide five keywords in both Chinese and English. The keywords should appear immediately below the corresponding Chinese and English abstracts.

5. **Main Text:**

The manuscript should be prepared using the **Times New Roman** font, and all pages should be numbered.

6. **Reference List:**

Provide complete bibliographic information for all sources cited in the main text.

## II. Main Text Format

### 1. Heading Levels

Headings should be formatted according to the five-level heading structure specified in the *Publication Manual of the American Psychological Association* (7th ed.).

### 2. Quotations

#### (1) Direct Quotations Following a Colon

Use double quotation marks (" ") for direct quotations.

**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."

## **(2) Direct Quotations Within a Sentence**

Use double quotation marks (" ") for direct quotations incorporated into the text.

### **Example:**

He told Republican congressional leaders that "I will not be the first president of the United States to lose a war."

## **(3) Block Quotations**

For block quotations, begin the quotation on a new line without quotation marks.

### **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.

## **(4) Quotations Within Quotations**

Use double quotation marks (" ") for the main quotation and single quotation marks ( ' ') for a quotation within a quotation or for special quoted material.

### **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'."

## **3. In-Text Citations**

### **(1) Parenthetical Citations**

Use the following format for parenthetical citations:

**Format:** (Author, Year, Page Number)

### **Examples:**

- (Argyris & Schon, 1978, pp. 20–26)
- (Luskin, 2000; Riker, 1980)

### **(2) Narrative Citations**

When the author's name appears in the text, use the following format:

**Format:** Author (Year, Page Number)

### **Examples:**

- Argyris and Schon (1978) stated that "... " (pp. 20–26).
- Fisher (1978, 1985, 1999)

### **(3) Translated and Republished Works**

For translated or republished works, cite both the original publication year and the translated or republished edition year.

**Format 1:** (Original Author, Original Publication Year/Translation or Republication Year)

**Example 1:** (Piaget, 1966/1970)

**Format 2:** Original Author (Original Publication Year/Translation or Republication Year)

**Example 2:** Piaget (1966/1970)

#### **(4) Works by Three or More Authors**

For works with three or more authors, cite only the surname of the first author followed by *et al.* in the text. If this results in ambiguity between different references, include as many author names as necessary to distinguish the works.

#### **(5) Group Authors**

When the author is an organization or group, spell out the full name in the first citation. Abbreviations may be used in subsequent citations.

#### **(6) Footnotes**

Use footnotes only when additional explanation is necessary.

**Format:** Insert footnotes automatically using your word processor. Footnote numbers should appear as superscripts immediately after the punctuation mark.

**Example:** It was significantly higher in Germany than in the U.S.<sup>2</sup>

### **4. Tables and Figures**

#### **(1) Table and Figure Numbers and Titles**

Number and title all tables and figures above the table or figure and align them to the left. Use Arabic numerals in **bold** for the table or figure number. Place the title on the following line in *italics* without a period at the end. Leave one blank line before and after each table or figure to improve readability.

**Format 1: Figure X**

*Title of Figure*

**Example 1: Figure 3**

*Changes in Work Attitude as a Function of Day and Time*

**Format 2: Table X**

*Title of Table*

**Example 2: Table 6**

*Numbers of Children With and Without Proof of Parental Citizenship*

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#### **(2) Table and Figure Titles**

Titles should be clear and descriptive. The wording, numbers, and other information presented in tables and figures should be consistent with the corresponding discussion in the main text.

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### (3) Tables and Figures Spanning Multiple Pages

Tables and figures should, whenever possible, fit on a single page. If a table continues onto the next page, add "(continued)" after the table number on the continuation page. Do not repeat the table title.

#### Example: Table 1 (continued)

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### (4) Table and Figure Notes

Notes may be included below tables or figures when necessary. Notes should be left-aligned and begin with the italicized label *Note.*, in accordance with APA Style (7th ed.).

If a table or figure is reproduced or adapted from another source, the note should include the source information and any required copyright or permission statement.

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### (5) Reproduced or Adapted Tables and Figures

When reproducing or adapting tables or figures from another source, cite the source according to its type (e.g., journal article, book, edited book, or webpage).

After *Note.*, use **From** for reproduced material and **Adapted from** for adapted material, followed by the complete source information.

Author names should follow **by** in the form **A. A. Author and B. B. Author**, which differs from the reference list format (**Author, A. A., & Author, B. B.**).

For journal articles, books, and chapters in edited books, include the page number from which the table or figure is reproduced or adapted (e.g., **p. 15**).

If applicable, include copyright ownership and permission information following the source citation.

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#### Format 1

*Note.* Adapted from "Title of Article," by A. A. Author and B. B. Author, Year, *Title of Periodical*, Volume(Issue), p. xx (DOI or URL).

#### Example 1

*Note.* Adapted from "Relationship between teaching motivation and teaching behavior of secondary education teachers in Indonesia," by Y. Irnidayanti, R. Maulana, M. Helms-Lorenz and N. Fadhlilah, 2020, *Journal for the Study of Education and Development*, 43(2), p. 277 (<https://doi.org/10.1080/02103702.2020.1722413>).

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#### Format 2

*Note.* Adapted from *Title of Book* (p. xx), by A. A. Author and B. B. Author, Year, Publisher (DOI or URL).

#### Example 2

*Note.* Adapted from *The Self-Managing School* (p. 37), by B. J. Caldwell and J. M. Spinks, 1988, Falmer.

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### **Format 3**

*Note.* Adapted from “Title of Chapter,” by A. A. Author and B. B. Author, in E. E. Editor and F. F. Editor (Eds.), *Title of Book* (xth ed., p. xx), Year, Publisher (DOI or URL).

### **Example 3**

*Note.* Adapted from “How Collaborative Leaders Cross Boundaries,” by J. Glanz, in S. B. Wepner and D. Hopkins (Eds.), *Collaborative Leadership* (p. 153), 2011, Teachers College Press.

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### **Format 4**

*Note.* From *Title of Webpage*, by A. A. Author and B. B. Author, Year, *Website Name* (URL).

### **Example 4**

*Note.* From *The 17 Goals*, by Department of Economic and Social Affairs, United Nations, 2020 (<https://sdgs.un.org/goals>).

## **5. Titles of Books, Journals, and Articles in the Main Text**

### **(1) Book Titles**

Book titles should be italicized.

**Example:** *A Theory of Justice*

### **(2) Journal Titles**

Journal titles should be italicized.

**Example:** *Public Administration Review*

### **(3) Article Titles**

Article titles should be enclosed in double quotation marks.

**Example:** “Social Problems and the Quality of Life”

## **III. References**

References should be arranged alphabetically by the surname of the first author.

For references to works published in languages other than English, provide **Romanized transliterations** and **English translations** in accordance with the *Publication Manual of the American Psychological Association* (7th ed.). If an official English title is available for the original work, it should be used in preference to a translated title. The

presentation of author names, titles, journal names, book titles, and publication information for non-English references should follow APA Style (7th ed.).

When a reference has a DOI, present it as a URL (e.g., <https://doi.org/xxxxx>). If no DOI is available, provide a stable URL when appropriate. Verify that all DOI and URL links are valid and accessible. Do not place a period after a DOI or URL appearing at the end of a reference.

## 1. Books

**Format 1:** Author, A. A. (Year). *Book title* (xth ed.). Publisher.

**Example 1.1:** Simon, H. A. (1976). *Administrative behavior: A study of decision-making processes in administrative organization* (3rd ed.). Free Press.

**Example 1.2:** Whyte, W. F. (Ed.). (1991). *Participatory action research*. Sage Publications.

**Format 2:** Author, A. A., Author, B. B., & Author, C. C. (Year). *Book title* (xth ed.). Publisher. <https://xxxxx>

**Example 2:** Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

For electronic books with a stable URL, include the URL after the publisher's name. If a book has a DOI, include the DOI in URL format (e.g., <https://doi.org/xxxxx>).

## 2. Journal Articles

**Format 1:** Author, A. A. (Year). Article title. *Journal Title*, volume(issue), xx–xx. <https://doi.org/xxxxx>

**Example 1.1:** Sun, B.-C. (1998). Estimates of burnout in public agencies: Worldwide, how many employees have which degrees of burnout, and with what consequences? *Public Administration Review*, 58(1), 59–65.

**Example 1.2:** McAdam, R., Reid, R., & Saulters, R. (2002). Sustaining quality in the UK public sector. *International Journal of Quality and Reliability Management*, 19(5), 581–595.

**Example 1.3:** Barber, B. R. (2001). Which democracy for which technology? *International Journal of Communications Law and Policy*, (6). <http://web.mit.edu/m-i-t/articles/barber.html>

**Format 2:** Author, A. A. (Year). Article title. *Journal Title*. Advance online publication. <https://doi.org/xxxxx>

**Example 2.1:** O'Toole, L. J., & Meier, K. J. (2014). Public management, context, and

performance: In quest of a more general theory. *Journal of Public Administration Research and Theory*. Advance online publication. <https://doi.org/xxxxx>

**Example 2.2:** Van Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. Advance online publication. <https://doi.org/10.1057/palgrave.kmrp.8500141>

If a journal article does not have a volume number or issue number, omit the missing element(s) from the reference entry.

### 3. Chapters in Edited Books

**Format:** Author, A. A. (Year). Chapter title. In B. B. Editor & C. C. Editor (Eds.), *Book title* (xth ed., pp. xx–xx). Publisher. <https://doi.org/xxxxx>

**Example:** Patton, A. (2007). Collaborative emergency management. In W. L. Waugh & K. J. Tierney (Eds.), *Emergency management: Principles and practice for local government* (2nd ed., pp. 71–85). International City/County Management Association.

If a chapter has a stable URL or DOI, include the URL or DOI in URL format following the publisher's name.

### 4. Conference Presentations

**Format:** Author, A. A. (Year, Month Day). *Title of Contribution* [Paper presentation]. Conference Name, Location. URL

**Example:** Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). *Gun violence: An event on the power of community* [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. <https://convention.apa.org/2019-video>

- Describe the presentation format in square brackets immediately after the title of the paper (e.g., [Conference session], [Paper presentation], [Poster session], or [Keynote address]). The description may be adapted to reflect the actual presentation format.
- If a stable URL is available, include it at the end of the reference entry.

### 5. Reports

**Format:** Author, A. A., & Author, B. B. (Year). *Report title* (Report No. xxx). Publisher. <https://xxxxx>

**Group Author Format:** Name of Group. (Year). *Report title* (Report No. xxx).  
Publisher. <https://xxxxx>

**Example 1:** Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Report No. 3). University of Western Australia, Crime Research Centre.

**Example 2:** Stuster, J., Adolf, J., Byrne, V., & Greene, M. (2018). *Human exploration of Mars: Preliminary lists of crew tasks* (Report No. NASA/CR-2018-220043). National Aeronautics and Space Administration.  
<https://ntrs.nasa.gov/api/citations/20190001401/downloads/20190001401.pdf>

- If the report has a report number, include it in parentheses immediately after the report title. If no report number is available, omit this element.
- If a stable URL is available, include it at the end of the reference entry.

## 6. Theses and Dissertations

**Format:** Author, A. A. (Year). *Title of dissertation or thesis* [Unpublished doctoral dissertation / Unpublished master's thesis]. Name of Institution.

**Example:** Johnson, M. (1990). *Classification, markets and the state: Constructing the ethnic division of labor in Taiwan* [Unpublished doctoral dissertation]. University of Chicago.

## 7. Translated Books

**Format:** Author, A. A. (Year). *Book title* (B. B. Translator, Trans.; xth ed.). Publisher.  
(Original work published Year)

**Example:** Piaget, J., & Inhelder, B. (1969). *The psychology of the child* (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)

## 8. Newspaper Articles

**Format 1:** Author, A. A. (Year, Month Day). Article title. *Newspaper Title*, p. xx.

**Example 1:** Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

**Format 2:** Author, A. A. (Year, Month Day). Article title. *Newspaper Title*.  
<https://xxxxx>

**Example 2:** Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>



- If edition or page information is unavailable for a newspaper article, end the reference with the title of the newspaper.
- For online newspaper articles, include the full URL at the end of the reference entry.

## 9. Webpages and Websites

**Format 1:** Author, A. A. (Year, Month Day). *Title of work*. Website Name.  
<https://xxxxx>

**Example 1:** Schaeffer, K. (2021, October 1). *What we know about online learning and the homework gap amid the pandemic*. Pew Research Center.  
<https://pewrsr.ch/3sjIIIlf>

**Format 2:** Author, A. A./Name of Group. (n.d.). *Title of work*. Website Name.  
 Retrieved Month Day, Year, from <https://xxxxx>

**Example 2:** U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved January 9, 2020, from  
<https://www.census.gov/popclock/>

- If a webpage provides a publication date, include the most specific date available. If no publication date is provided, use “n.d.” (no date).
- If the author and the website name are the same, omit the website name to avoid repetition.
- Include a retrieval date only for webpages that are designed to change over time (e.g., online dictionaries or population statistics), where the content may differ depending on the date of access.

## 10. Other Guidelines

- (1) When multiple works by the same author are cited, arrange the references in chronological order, beginning with the earliest publication.
- (2) If an author has multiple works published in the same year, distinguish them by adding lowercase letters (a, b, c, etc.) immediately after the publication year.