

National Kaohsiung University of Science and Technology
JOURNAL OF APPLIED FOREIGN LANGUAGES
College of Foreign Languages

Style Guidelines for Journal Submissions: English Version

The following instructions describe the required format of your paper. Please read them thoroughly and follow the guidelines. Papers not following these specifications for submissions will be returned.

Please submit your article on a diskette saved using Microsoft Word, along with a printed copy of the paper. Alternatively, you may e-mail your article as an MS Word file to us: journal@nkust.edu.tw; also please send three separate printed copies to the following address: No.1, University Rd., Yanchao Dist., Kaohsiung City 824, Taiwan.

I. Formatting Instructions:

- A. Paper size: A4.
- B. Typeface: Times New Roman throughout.
 - 1. Title: boldfaced, 14-point, and centered/top.
 - 2. Name of your institution: not boldfaced, 14-point, and centered.
 - 3. Name(s) of author(s): not boldfaced, 14-point, and centered.
 - 4. Headings in the text: boldfaced 12-point.
 - 5. Text: 12-point.
 - 6. Footnotes and endnotes: 10-point.
- C. Romanization: Hanyu pinyin or Wade-Giles romanization.
- D. Margins: top 3.17 cm, bottom 3.17 cm, left 2.54 cm, right 2.54 cm; no headers or footers.
- E. Line spacing: 18-point.
- F. Tabs: 0.85 cm.

II. Abstract:

Abstracts should not exceed 300 words (nor more than one page) with six key words at the most. For papers written in languages other than English, please provide an English abstract with up to four key words.

- A. Typeface: boldfaced 14-point for the word “**Abstract**”, centralized; lightfaced 12-point for the text.
- B. Position: Abstract appears right beneath the name of your institution and your

personal name. Key words should be placed one double-spaced line below the bottom of the abstract text.

III. Text:

- A. Length: 12 to 25 page, including tables, charts, references or bibliography, and footnotes (no endnotes for our journal).
- B. Text: indent one tab (0.85 cm) for each paragraph; justify the right side.
- C. Line spacing: 18-point.
- D. No blank lines between paragraphs within a section.
- E. Block quotations: indent the block quotations two tabs (1.7 cm) on the left and right sides and justify them (for quotations more than three lines long). Insert one blank line before and after each block quotation. Block quotations should be 1.5 spaced.
- F. Pagination: put the page number at the center/bottom of each page.

IV. Footnotes:

- A. Use footnotes only for further information or discussion; place footnotes at the bottom of the page where it is referred to (you may also follow the standard footnote typesetting of your computer's word processing system). Endnotes should not be used.
- B. For notes with Chinese characters in them, you may use any of the following formats:
 - 1. Modeled on the MLA footnote format, you may add the English translation of the Chinese title of the book or the article in parentheses to the pinyin of the original Chinese title preceding it:
 - a. Hanyu pinyin:

He Wenhuan, ed., *Lidai shihua* (*Collected Remarks on Poetry through the Dynasties*), 2nd ed., 2 vols. (Beijing: Zhonghua shujuchuban, 1982) 103-15.
 - b. Wade-Giles System:

Ho Wen-huan, ed., *Li-tai shih-hua* (*Collected Remarks on Poetry through the Dynasties*), 2nd ed., 2 vols. (Beijing: Chung-hua shu-chu chu-pan, 1982) 103-15.
 - 2. You may use the pinyin of the Chinese name or title immediately followed by the original Chinese characters, without the English translation.
 - a. Hanyu pinyin:

He Wenhuan 何文煥, ed., *Lidai shihua* 歷代詩話, 2nd ed., 2 vols. (Beijing: Zhonghua shuju chuban, 1982) 103-15.

b. Wade-Giles System:

Ho Wen-huan 何文煥, ed., *Li-tai shih-hua 歷代詩話*, 2nd ed., 2 vols. (Beijing: Chung-hua shu-chu chu-pan, 1982) 103-15.

V. Subheadings:

The first-level subheading should be set centered; the second-level subhead should be at the left margin.

VI. References:

Please append “References,” “Works Cited,” or “Bibliography,” as appropriate, at the end of the paper.

A. If the reference is multi-lingual, please follow the individual conventions of your discipline; for example, you may use one of the following formats:

American Psychological Association Style (APA), Modern Language Association Style (MLA), or The Chicago Manual of Style, etc.

B. For references in Chinese, you may use any of the following formats:

The Chinese item:

王安石編選。《唐百家詩選》。王雲五主編。台北：台灣商務印書館，民國五十七年。

1. Modeled on the MLA bibliography format, you may add the English translation of the Chinese title of the book or the article in parentheses to the pinyin of the original Chinese title preceding it:

a. Hanyu pinyin:

Wang, Anshi, comp. *Tang baijiashi xuan* (Anthology of One Hundred Poets of the Tang). Ed. Wang Yunwu. Taipei: Taiwan shangwu yinshuguan, 1968.

b. Wade-Giles System:

Wang, An-shih, comp. *Tang pai-chia-shih hsuan* (Anthology of One Hundred Poets of the Tang). Ed. Wang Yun-wu. Taipei:

2. Or, you may use the pinyin of the Chinese title and immediately followed by the original Chinese characters, without the English translation.

a. Hanyu pinyin:

Ji, Zhenhuai 季鎮淮. “Han Yu de shilun he shizuo” 韓愈的詩論和詩作, in *Zhonghua xueshu lunwen ji 中華學術論文集*. Beijing: Zhonghua shuju, 1981.

b. Wade-Giles System:

Chi, Chen-huai 季鎮淮. “Han Yu te shih-lun ho shih-tso” 韓愈的詩論和詩作, in *Chung-hua hsueh-shu lun-wen chi 中華學術論文集*.

Beijing: Chung-hua shu-chu, 1981.