

Brief Summary of Manuscript Preparation

○ **Style**

- The style and punctuation of the references should conform to the style of the Publication Manual of the American Psychological Association (6th edition). Authors may also refer to www.apastyle.org

○ **Paper title**

- Insert your title without line breaks. The title should be capitalized in centered. Name of style in the template document is "Title of Your Paper."

○ **Authors**

- If the numbers of authors are more than four, insert a new row below into the author name table for the additional author(s). If you have two authors, please leave the right cell empty. For the single author, it should be inserted in the center. The author name forms in the sequence of the first name and last name. Affiliation is for your school or organization name only.

○ **Abstract**

- The format of abstract should be 10 point Times New Roman, bold, italic, and justified. The abstract consists of one paragraph. The abstract should be at least more than 100 words. Please do not use abbreviations. No reference in the abstract. Insert one blank line between the abstract and keywords.

○ **Keywords**

- About four keywords or phrases, in alphabetical order, separated by commas, with only the first index term capitalized.

○ **Page layout**

- You can use this document simply by doing the copy and paste your text over in this template. To read this template correctly, select "Print Layout" under the "View" menu to show the two-column format. On the first page, two different column formats are combined. A single column format is to provide the title, author names, abstract, and keywords. After the single column, the rest of the template is a two-column format.

○ **Main text**

- Either Times Roman or New Times Roman is specified as the main typeface of this template. Write your body text in 10-point Times with style "main text." All paragraphs should be indented and are fully justified in a single-spaced. Please do not add any additional blank lines between paragraphs. Please do not modify the styles used in this template.

○ **Figure and tables**

- Figure captions and table titles should be the 10-point size and centered ("caption" in the Styles menu of this document). In the figure captions and table titles, the first letter of the first word should be capitalized. Figures and tables must be numbered separately.