



Notes to the Contributors

1. Manuscript submission instructions

- Contributors are responsible for obtaining permission to reproduce any material in which they do not own copyright, to be used in both print and electronic media, and for ensuring that appropriate acknowledgement is included in their manuscript.
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- Manuscripts may be submitted online at www.asianisr.org or be sent via email to isr@ewha.ac.kr. Only MS-Word format is acceptable.
- Please send a cover letter with the corresponding author's name, institution, title, address, telephone/fax number, and email address; the manuscript title; and other important information.
- Authors are also responsible for completion of the statement of ethical contributions to AISR.

2. Manuscript preparation

All pages should be double-spaced, Times New Roman font size 12 (including references) with 1-inch margins on all sides and must be between 20-35 pages in length, including references, tables, and appendices. Your manuscript should include in a single file: (1) title and abstract, (2) text with endnotes, (3) references, (4) tables, (5) figures or illustrations, and (6) appendices.

1) The **title** and the **abstract** should be on one page. The abstract should not exceed 200 words. This page should not contain any indication of the identification of the author(s). Below the abstract, include a list of six or more keywords that represent your article.

2) The **text** of the article. (A) Hierarchy of headings and subheadings are typed in bold. Headings are typed in full upper case letters. Subheadings are italicized and typed in lower case letters with the first letter in upper case. Headings should be numbered by Roman numerals I, II, III, •••; subheadings by 1, 2, 3, •••; (1), (2), (3), •••; then (i), (ii), (iii), •••. (B) Tables and figures should be provided in a separate section, with their location indicated in the text. (C) Equations in the text should be typed with a number at the end of each equation. (D) For references in the text, please follow the examples below:

- If the author's name is in the text, follow with the year and page number (if directly cited) in parentheses: Smith (1989) or Smith (1989, 164). If the author's



name is not in the text, enclose the last name and year in parentheses: (Goulder 1963).

- Give both last names for joint authors: (Smith and Goulder 1988).
- Separate a series of references with a semicolon: (Gibson and Bingham 1985; Gross and Kinder 1996; Marcus et al. 1995).
- If a source is cited more than once in a paragraph, give the year and page number for the first citation, but only the page numbers for subsequent citations: ... Julia Annas (1976, 181), then ... (185).
- For institutional authorship, supply minimum identification from the complete citation: (U.S. Bureau of the Census 1963, 117).
- For unpublished materials, use "forthcoming" to indicate materials scheduled for publication. For dissertations and unpublished papers, cite the date. If no date, place "n.d." in place of the date: ... Smith (forthcoming) and Jones (n.d.).
- For direct quotation, provide the page of the source from which the quote was taken: "In most organization, data resources ... asset" (Smith 2001, 35-36).

3) **Footnotes** should not be used. **Endnotes** should be kept to a minimum and indicated by superscript Arabic numbers in the text. They should be double-spaced and not include displayed formulae or tables.

4) All **References** in the manuscript should follow the format of the examples below. Where there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, etc. For multiple authorships, only the last name of the first author is inverted (Granato, Jim, Ronald Inglehart, and David Leblang ...).

▫ **Books**

Wooldridge, Jeffrey. 2000. *Introductory Econometrics: A Modern Approach*. Boston, MA: South-Western College Publishing.

Krugman, Paul R. and Maurice Obstfeld. 2008. *International Economics: Theory and Policy* 8th Ed. New York: Pearson Education.

▫ **Journal Articles**

Ghai, Yash P. 1967. "Independence and Safeguards in Kenya." *East African Law Journal* 3(2): 177-217.

▫ **Collections/Chapters in Edited Volumes**

Schuman, Howard and Lawrence Bobo. 1993. "Survey-Based Experiments on White Racial Attitudes towards Residential Integration." In *Experimental Foundations of Political Science* edited by Donald R. Kinder and Thomas R. Palfrey, 53-78. Ann Arbor: University of Michigan Press.



▫ **Theses and Dissertations**

King, Andrew J. 1976. "Law and Land Use in Chicago: A Prehistory of Modern Zoning." (Ph.D. dissertation, University of Wisconsin).

▫ **Reports from Institutions**

Broadhurst, Roderick G. and Ross A. Maller, 1991. *Sex Offending and Recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

▫ **Published Proceedings**

Deci, Edward L. and Richard M. Ryan, 1991. "A Motivational Approach to Self: Integration in Personality." In *Nebraska Symposium on Motivation: Vol. 38. Perspectives on Motivation* edited by Richard A. Dienstbier, 237-288. Lincoln: University of Nebraska Press.

▫ **Presented Papers**

Lanktree, Cheryl and John Briere, "Early Data on the Trauma Symptom Checklist for Children (TSC-C)." Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, Ca. January 1991.

▫ **Electronic Sources**

Lallanilla, Marc. 2013. "China's Top 6 Environmental Concerns," in *Livescience*, last modified March 15, 2013, accessed March 16, 2016, <http://www.livescience.com/27862-china-environmental-problems.html>

5) **Tables** should be numbered consecutively in the text, with a note inserted to indicate placement. Each table should be on a separate page with a descriptive title and headings for columns and rows. Gather general notes to tables as "Note:" or "Notes:" and use a, b, c, etc., for table footnotes. Asterisks *, **, and/or *** indicate significance at the $p < .05$, $p < .01$, and $p < .001$ levels, respectively.

6) **Figures or illustrations** for accepted manuscripts should be numbered consecutively and in professional-quality, camera-ready form in black ink on white paper. Each should have a caption and lettering should be legible after reduction to size.

7) **Appendices** should be lettered to distinguish them from numbered tables and figures in the text. Each appendix should include a descriptive title.