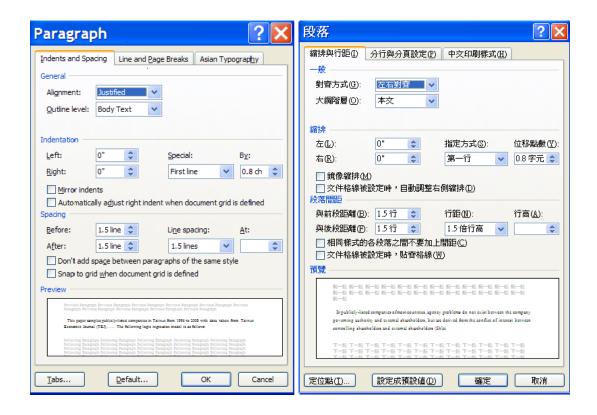## Format Guidelines

*Please download the "**Sample Paper Format**" Word file from our website for your Word setting convenience.

1. Paper Setting

Manuscripts should be prepared using MS Word on A4 size paper setting, with 1.18 inch (3cm) margins on the top, left, and right, and 0.98 inch (2.5cm) margin at the bottom. Number all pages consecutively, beginning with the title page, and insert the page number at the bottom (center; Times New Roman with size 10) of each page. Paragraphs should be aligned as "Justified", indented First Line by 0.8 characters, and set at a fixed 1.5 lines Before, After, as well as Line spacing. No other boxes are checked (see snapshot). The Fonts should be in Times New Roman with size 12. Total number of words in a manuscript should not exceed 20,000, counting the title, abstract and keywords.

2. Title Page and Abstract

The title page should provide the **Title** (boldfaced, font size 14), **Author Names** (boldfaced, font size 12; add an * beside the corresponding author), Affiliations (font size 10), all aligned at center, and the corresponding author's email address in the footnote (font size 11). The abstract ("**Abstract**" is boldfaced and centered) should have a maximum length of 300 words in total. Keywords ("**Keywords:**" is boldfaced) should be in lower case and should not exceed 6 keywords.

3. Section Format

Section headings (font size 14) and subsection headings (font size 12) should all be boldfaced and not to be indented. Use numerical numbers (1, 2, 3, 4…) for all heading numbering. For example:

4.   Empirical Results

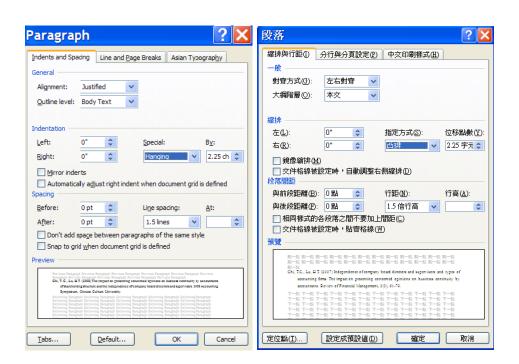## 4.1   Descriptive statistics

4.2   Logistic regression analysis

…

4. References

Use ',' to separate all authors. No 'and' is needed. Author names are all in the form of Lyles, M.A. (no space between M. and A.) Write the journal paper title in lower case except for the beginning word, ending with a period '.' . Write the journal title with initial capitals, and use ',' to separate in between: Journal Title, volume number (issue number), page number. End the reference item with a period '.' . No *italics* or <u>underlines</u> or ':' or 'pp.' . For books, write the book title with initial capitals, ending with a period '.', and write the publisher name and location (in the sequence indicated). Indentation should be Hanging by 2.25 characters (see snapshot). A few examples:

References [boldfaced, font size 12]

Chi, T.C., Lu, H.T. (2008) The impact on presenting concerned opinions on business continuity by accountants of shareholding structure and the independence of company board directors and supervisors. 2008 Accounting Symposium, Chinese Culture University.

Delios, A., Henisz, W.J. (2000) Japanese firms' investment strategies in emerging economies. Academy of Management Journal, 43(3), 305-323.

Ekman, P., Hoffman M. (1963) Research notes on training in nonverbal behavior. Unpublished Manuscript.

Fleisher, C.S., Blenkhorn, D.L. (2001) Managing Frontiers in Competitive Intelligence. Quorum Books, Westport, C.T.

Lyles, M.A. (1994) The impact of organizational learning on joint venture formations. International Business Review, 3(4), 459-467.

Manrodt, K.B., Holcomb, M.C., Thompson, R.H. (1997) What's missing in supply chain management? Supply Chain Management Review, 1(3), 80-86.

Sapienza, H.J., Autio, E., George, G., Zahra, S.A. (2006) A capabilities perspective on the effects of early internationalization on firm survival and growth. Academy of Management Review, 31(4), 914-933.

5. Figures and Tables

All figures (charts, diagrams and line drawings) and tables should be placed at the end of the paper.

6. Others

All formulas should be indented.

Chinese abstract is not needed for English written articles.