Preparation of Manuscripts for

Taiwan Economics Forecast and Policy

This style sheet provides the guidelines for authors who have an interest in publishing their research within the journal *Taiwan Economic Forecast and Policy*. The authors must follow the guidelines specified herein. Only papers which meet the requirements found in the guideline (style sheet) will be considered for publication.[1]

1. Submit a manuscript

Please submit your manuscript to *Taiwan Economic Forecast and Policy* via the online submission system https://journal.econ.sinica.edu.tw/TEFP/.

Since the manuscript must go through a double-blind review, please delete authors' information and any contents which would reveal authors' identities before submission.

Once the paper is accepted and will be published, please provide the final version with complete authors' information in accordance with the instructions herein.

2. Basic format for a manuscript

Taiwan Economic Forecast and Policy accepts manuscripts in either Chinese or English. A submitted manuscript should contain the first (title) page, abstract page, text, appendix(ces), references and the end (last) page (comprising the translations of the title page and abstract page; see below), in that order. Please do not include a table of contents in your manuscript.

With the exception of the title page and the abstract page, each page of the text or any other type of information such as charts, maps, references, data or imagery used to support the findings of the paper should be numbered consecutively in Arabic numerals,

[1] This guideline is available for download from the webpage of the Institute of Economics, Academia Sinica at: http://www.econ.sinica.edu.tw/english/TEFP.

such as 1, 2, etc. and placed at the bottom center in the footer of each page. The four margins of each page should leave a space of 1 to 1.5 inches (or 2.5 to 3.5 cm). Do not use excessively small Chinese or English fonts. Always use 1.5 line spacing in the text unless otherwise directed. Manuscripts longer than 50 pages might result in an unfavorable review. No more than 40 pages are required in the final version of a paper accepted for publication. Parts of a long paper shall be published online at the journal's website.

For English manuscripts, please use fonts with proportional spacing,[2] such as Times Roman (a standard font used by Microsoft word processor), Computer Modern (a standard font or typeface used by the typesetting program LaTeX) and other similar standard fonts. The text should be divided into several different sections. The heading of each section should adopt a larger font size with bold face (darker), labeled with consecutive Arabic numbering such as 1, 2, etc. (see the example in this text for section headings). Each section can contain subsection(s) except for the introduction or foreword in the first section and the conclusion in the last section of a manuscript. Similarly, each subsection should use a font with bold face and be labeled consecutively with Arabic numbering such as 1.1, 1.2, etc.; however, the Arabic numbering in the heading of each subsection can be omitted. Greek letters are not allowed in the heading of each section. If there is more than one appendix, each appendix should be labeled as Appendix 1, Appendix 2, etc.

The writing specification for each part of a manuscript is itemized and described below.

3. Title page and abstract page

The title page of a manuscript should include the title of the paper, author names, author affiliations, keyword(s), and JEL classification codes. In addition, acknowledgements, author contact addresses, telephone numbers, fax numbers and e-mail addresses can be placed in a footnote. The title page should not include a page number. See an example below:

[2] Proportional spacing means the width of each English letter is different, for example, the width of the letter m is greater than that of the letter i. In contrast to fonts with proportional spacing are fonts with fixed spacing in which spacing for each letter is the same.

INCOME DISPARITY, ECONOMIC INTEGRATION AND FDI

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Essential title page information is listed below:

· **Manuscript title**: The title of a manuscript should use bold and larger font and be center justified.

· **Author names and author affiliations**: Present the author's affiliation below the author's name, on separate lines. If there is more than one author, please separate each author with larger line spacing. Each author and his/her affiliation should be center justified. It is recommended to have the full title of an affiliation, for example, use "Institute of Economics, Academia Sinica" instead of "Inst. of Econ., Acad. Sinica", "University of California at Los Angeles" instead of "UCLA".

. **Keywords**: Provide 3-7 keywords which represent the topics of the paper.

. **JEL Classification**: List 1-3 JEL (Journal of Economic Literature) classification codes to define the categories of the paper.

. **Footnote in the title page**: The most important content for the footnote in the

title page is the contact address, telephone and fax numbers and e-mail address of the corresponding author. Acknowledgements and a brief description of the background of the paper can be included.

In addition to the title page, the abstract page of a manuscript should be an independent page (must be able to stand alone) without page numbering, and immediately following the title page.

For manuscripts in English, the author(s) should translate their title page and abstract page into Chinese (excluding footnotes) and place them at the end of the manuscript as the end page. The format requirement of the end page is the same as the title and abstract pages.

4. Text

. **Indentation:** The text of a manuscript should be left-aligned. The first line of each paragraph should be indented 5-8 letters for manuscripts in English. The only exception is that the first line of the first paragraph in each section does not need to be indented.

. **Punctuation:** For manuscripts in both Chinese and English, punctuation like commas, periods and semicolons should be properly used in order to facilitate reading. Do not only use commas to separate sentences in a paragraph, and be careful not to let punctuation be at the beginning of a line, for example:

,Do not use only commas to separate sentences in a paragraph, instead punctuation like commas, periods and semicolons, etc. should be properly used.

In the above, the comma appearing at the beginning of a line is improper. In addition, when using single or double quotation marks, the marks for the right side and left side should be symmetrical, for example:

Most people translate “panel data” to ‘tracking data’, …

A common mistake is to quote the wrong direction of the left mark either for single or double quotation marks as in the following:

Most people translate ”panel data” to ’ tracking data’, …

The instruction for punctuation marks used in mathematical formulas will be given later.

. **Abbreviations and translations for some specialized terminology:** For manuscripts, you might encounter some terms or phrases which are difficult to translate or some specialized terminology translated from a foreign language. In such cases, you might need to use the direct foreign terminology or an abbreviation of the foreign terminology. If you use some specialized terms translated from a foreign language, you must use parentheses to show the original terms after using these translated terms. For those terms which are difficult to translate, you can use the terms in the original language or their abbreviations. At the first occurrence of a foreign language abbreviation, you should spell out the whole words in parentheses immediately after the abbreviation is used, and do not capitalize the first letter of a word unless it is a proper noun. When a foreign specialized term or abbreviation first appears, it will need a foreign citation. However, you do not need the citation again afterwards. The translations for specialized terms should be consistent throughout the entire text. Please do not overuse foreign citations, and do not alternate between using the abbreviation and the whole spelling of a term in the text. Do not alternate using a term in a foreign language and its translation.

. **Footnotes:** Whenever a footnote is needed, use superscript Arabic numerals, such as 1, 2, etc. If a footnote is needed at the end of a sentence, place the footnote numeral right after the punctuation of the sentence. The content of a footnote should be placed at the bottom of the same page as the text, in a smaller font. If there is more than one footnote on one page, proper line spacing is necessary to separate each footnote (please see example(s) of how to use footnotes in this guideline)(delete). Footnotes containing too many mathematical formulas should be avoided as much as possible, especially for singular mathematical formula (for details please see Sec. 5 of this guideline). Excess use of footnotes can confuse readers, so you should avoid this whenever possible, and try to place them in the text.

. **Underlines, boldface type and italic type:** Underlines are not allowed in the

entire manuscript. If you want to emphasize some words or phrases, boldface is allowed for manuscripts in Chinese, and italics are allowed for manuscripts in English; however, you should minimize such usage.

. **Numbers:** For single-digit numbers, you can use one, two, three, etc. for a manuscript in English. For numbers with more than two digits, you can use Arabic numerals. For numbers more than a thousand, a comma should be used after every three digits from the right to the left to make it clear; for example, the correct format for 21543678 is 21,543,678.

5. Mathematical symbols and mathematical expressions (formulas)

Mathematical symbols and mathematical formulas are generally called "mathematical expressions". The formats of a mathematical expression in a manuscript fall in two categories: one is that the mathematical expression is running in the paragraph of the text, called "in-text mathematical expression", and the other is an independent mathematical expression which has a larger line spacing separating it from the text, which is called "independent mathematical expression". An independent mathematical expression is used when there are important mathematical formulas or complicated mathematical derivations.

. **English letters for mathematical symbols:** When English letters are used as mathematical symbols, please use letters in italic type, even for mathematical symbols running in the text. Please see the example below:

Therefore, we obtain the following equation:

$$Y_t = \left[aX_{1t} + (1-a)X_{2t}\right]Z_t^b - c \cdot W_t.$$

Where Y_t can be an ARIMA (p, d, q) time series; Constants a, b and c have the following constraints: a must be between 0 and 1, $b \in [a,1]$, and c is a positive number.

Here, W, X, Y, Z, a, b, and c, and especially p, d, and q used as mathematical symbols either in the text or in an independent mathematical expression are

written in italic type. In addition, some commonly used mathematical symbols such as exp, log, ln, sin, cos, lim, max, min, inf, sup, det (determinant), P (probability), E (expected value), Var (variable), Cov (covariance), Corr (correlation coefficient), etc., should be in roman (non-italic) style. Please see the example below:

$$\max_{x} h[\ln(x), \sin(y)], \quad \text{where } y = \frac{\exp(x)}{\cos(x)}.$$

Here, English letters *x, y* and *h* in italic type are symbols representing variables and functions; however, mathematical functions like max, ln, exp, sin and cos are written in non-italic English letters. Please ensure that words such as 'where' in the above forumula are not italicized, to avoid being misunderstood as a chain of single-letter variables. Finally, please note the importance of leaving spacing between items on the same row or line. Proper spacing is necessary between max and *h*, and before and after "where" in the above example. The space after a comma should be large for easy reading. With regard to standard (non-italic) font type and italic type, please see another example below:

$$Y_i = f(\text{sale}_i,\ \text{plant}_i,\ \text{age}_i,\ \text{FDI}_i \mid X_i;\ q),$$
$$Z_i = g(\text{sale}_i,\ \text{INDUSTRY}_i,\ \text{LABOR}_i,\ \text{CAPITAL}_i \mid X_i;\ a).$$

Here, *Y*, *Z* and *X* are all symbols of variables, so they are in italics. However, sale, plant, age, FDI, INDUSTRY, LABOR, and CAPTIAL are the abbreviations or codes for the names of variables, which are composed of more than one English letter and should be non-italicized.

. **Notations for matrixes and vectors:** Matrix should be denoted by a capital English letter or capital Greek letter; however, vectors should be expressed by an English or Greek letter with small case. Please see the example below:

$$y_i = \mathbf{x}_i'\boldsymbol{\beta}z + \varepsilon_i, \qquad i = 1, 2, \ldots, n,$$

here,

$$\mathrm{E}\ (\varepsilon_i) = 0, \quad \mathrm{Var}\ (\varepsilon_i) = \sigma^2, \quad \mathrm{Cov}\ (\varepsilon_i, \varepsilon_j) = 0, \ \text{for}\ i \neq j,$$

or it can be expressed in a matrix form as:

$$\mathbf{y} = \mathbf{X}\boldsymbol{\beta}z + \boldsymbol{\varepsilon}, \qquad \text{where} \qquad \mathrm{E}(\boldsymbol{\varepsilon}) = \mathbf{0}, \ \ \mathrm{Var}(\boldsymbol{\varepsilon}) = \sigma\,\mathbf{I}_n.$$

Here, the small case but bold type letters like $\mathbf{x}_i$, $\mathbf{y}$, $\boldsymbol{ß}$, $\boldsymbol{\varepsilon}$ and $\mathbf{0}$ are all notations to represent vectors; however, capitalized and bold types $\mathbf{X}$ and $\mathbf{I}_n$ are notations for a matrix. Note that a transposition is necessary when a matrix or vector has the process of computation, and that apostrophe should not be omitted.

. **Essential information for an independent mathematical expression:** In the examples with regard to independent mathematical expressions as above mentioned, the punctuation at the end of each expression is not necessary unless it is required according to the context. If there is more than one item in a row (line), there have proper words or punctuation to distinguish each item. Please note that in the previous example, following the independent mathematical expression “Here” and “or it can be expressed in a matrix form as:” should not be indented unless there is another new paragraph in the text following right after the independent mathematical expression, which could be an exception.

. **Consecutive numerals for mathematical expressions:** Important independent mathematical expressions or a mathematical expression which could be used or cited in other places of the text should have a consecutive number. The consecutive numbers should be placed in parentheses as (1), (2), etc. and right-aligned. For details see the example below:

The econometric model with time series we use is set as follows:

$$\phi(L)(y_t - \mu) = \theta(L)\varepsilon_t, \quad (1)$$

$$\varepsilon_t = \sqrt{h_t}\, u_t, \quad (2)$$

$$h_t = \omega + \beta(L)h_t + \alpha(L)\varepsilon_t^2. \quad (3)$$

Here, u is the unconditional expected value for time series y_t, the expected value of u_t is 0; the i.i.d. (independent and identically distributed) of random variance =1 and h_t is a conditional variance.

. **The positions of independent mathematical expressions:** The independent mathematical expression can be either center justified (see the example shown above) or left-aligned. For the left-aligned format, leaving some proper spaces on the left for indention is necessary.

The econometric model with time series we use is set as follows:

$$\varepsilon_t = \sqrt{h_t}\, u_t, \quad (4)$$

$$h_t = \omega + \beta(L)h_t + \alpha(L)\varepsilon_t^2. \quad (5)$$

Here, u is the unconditional expected value for time series y_t, the expected value of u_t is 0; the i.i.d. (Identical Independent Distribution) of random variance =1 and h_t is a conditional variance.

. **An independent mathematical expression includes multiple equalities**: If an independent mathematical expression includes multiple equal signs, the equal signs should be aligned. Please see the example below:

$$\begin{aligned} \mathbf{MSE}(\hat{\theta}) &\equiv \mathbf{E}\ (\hat{\theta} - \theta)^2 \\ &= \mathbf{E}\ [\hat{\theta} - \mathbf{E}\ (\hat{\theta})]^2 + [\mathbf{E}\ (\hat{\theta}) - \theta]^2 \\ &= \mathbf{Var}\ (\hat{\theta}) + [\mathbf{Bias}\ (\hat{\theta})]^2. \end{aligned}$$

. **Lengthy independent mathematical expression:** If the length of an

independent mathematical expression is longer than the width of a page, it should be truncated in a proper place, e.g. before a mathematical operator, and moved to the next line and continued. Please see the example below:

$$\ln L = \sum_{j=1}^{J} \sum_{i=1}^{N_j} \left\{ \ln \theta_j - y_{ji}\theta_j + x'_{ji}\pi_j \right.$$
$$\left. - \exp(-y_{ji}\theta_j - x'_{ji}\delta_j) \left[1 + \sum_{k=1}^{J} \exp\left(x'_{ji}(\pi_k + \delta_k)\right) \right] \right\}.$$

. **The use of parentheses (round brackets), brackets (square brackets) and braces:** The example above shows the use of multiple brackets. Parentheses or round brackets should be innermost, followed by brackets or square brackets, and then braces at the outermost. The size of brackets depends on the height of the equation inside the brackets. The brackets should be large enough to more than cover the highest and lowest points or margins of the equation. The following example is a consequence using excessively small brackets. The overly small brackets and parentheses used in the left-hand equation obviously are not as clear as those used in the equation at the right-hand side.

$$[(\frac{12}{7} \cdot \frac{a}{b} - \frac{\partial^2 y}{\partial x^2})z + \frac{z^2}{\Delta}], \qquad \left[\left(\frac{12}{7} \cdot \frac{a}{b} - \frac{\partial^2 y}{\partial x^2}\right) z + \frac{z^2}{\Delta}\right].$$

. **Multi-line mathematical symbols:** There are many mathematical symbols which require two or three rows of notation. For example:

$$\sum_{i=1}^{n} x_i, \qquad \prod_{i=1}^{n} y_i, \qquad \int_0^{\infty} g(x)dx, \qquad \lim_{n\to\infty} \bar{x}_n, \qquad \max_{i\in A} z_i, \qquad e^{ax+by}.$$

If the in-text mathematical expression contains symbols such as the above, in order not to compress the text in the upper and lower lines, horizontal typesetting can be used as follows.

$$\Sigma_{i=1}^{n} x_i, \quad \Pi_{i=1}^{n} y_i, \quad \int_0^{\infty} g(x)dx, \quad \lim_{n\to\infty} \bar{x}_n \quad \max_{i\in A} z_i, \quad \exp(ax+by).$$

Similarly, the following fractions,

$$\frac{3}{4}, \quad \frac{\sin(x)}{\cos(x)}, \quad \frac{\partial f(x)}{\partial x}, \quad \frac{dy}{dx},$$

can be presented in horizontal typesetting in a text as:

$$3/4, \quad \sin(x)/\cos(x), \quad \partial f(x)/\partial x, \quad dy/dx.$$

Please see the following example:

> Based on the definition of cumulative distribution function, the relationship between cumulative distribution function and density function is $F(x)=\int_{-\infty}^{x} f(t)dt$ and $f(x)=dF(x)/dx$. As for the definition of expected value, it is then $E(x)=\int_{-\infty}^{\infty} xf(x)dx$. With regard to the definition of variance, from equation (4), you can obtain $(dX_i/d\alpha)\big|_{\alpha=0}=(X_i^2-P_1)/(c-X_i)$; therefore, $\max_{1\le i\le n}\{X_i\}$ has to satisfy the condition of equation (2).

The symbols for integration, differentiation, fraction and maximum value in the equations in the text of the example above are all displayed in horizontal typesetting which will not compress the text in the upper and lower lines. If the in-text mathematical expression is too complicated and lengthy, one should consider placing it alone, in a single line.

. **Formats for theorems:** Theorem, proposition, lemma, corollary, assumptions, etc. have their own fixed writing styles. For example, to display any of these, the spacing from it to the upper and lower text lines should be larger. The caption of a theorem should use bold type and be labeled with consecutive Arabic numerals such as 1, 2, etc. As for theorems in the appendix, consecutive A1, A2, etc. labels should be used. If there is a special term for a theorem, place the term in parentheses following the consecutive Arabic numeral of the theorem. Please see the following example.

We therefore can obtain the following results:

Theorem 1 (Functional central limit theorem) Assume x_t is a stable time series which satisfies equations (1) and (3), then

$$\sqrt{T}\,\frac{1}{T}\sum_{t=1}^{[Ts]}(x_t-\mu)\ \Rightarrow B\,(s).$$

Here, $\Rightarrow$ represents weak convergence, $[z]$ is the greatest integer smaller or equal to z, and $B(s)$ is Brownian motion.

The above proof is placed in the appendix. Please note that in fact the functional central limit theorem is a generalized central limit theorem. The related results are …

Here, the first letter "T" of "Theorem 1" should be capitalized. To show its own fixed writing style, all the words mentioned in a theorem can be italic.

6. Figures and tables

A manuscript can include figures or tables. However, the number of figures should be as few as possible (tables are recommended instead).

. **Position**: Please place figures or tables at the place where you first refer to them. Figures and tables can be mixed with the text on the same page, but they should be at the top of a page. Proper spacing between the figures and tables and the text is necessary. Figures and tables might be an independent page; if so, please label such as "Insert Figure 1 here" or "Insert Table 2 here" in the positions where they should appear in the text but without page numbers. Figures and tables without page numbers should be placed at the end of the manuscript according to the sequence in which they are to appear in the text.

. **Captions:** Every figure or table should have a consecutive number such as "Figure 1", "Figure 2" and "Table 1", "Table 2" and so on. The consecutive numbers for figures or tables in an appendix are "Figure A1", "Figure A2" or "Table A1" and so on. After the consecutive number of a figure or a table, a caption should be

provided to indicate its contents. The caption of a figure should be put below the figure, and the caption of a table should be put above the table.

. **Source materials:** If the content of a figure or table is cited from another source and not created from your ideas, you need to indicate the source.

. **Content of tables**: The contents of a table should be as independent as possible, which means readers do not need to look for an explanation of the contents of a table elsewhere in the paper. Any special symbol (code), foreign language abbreviation, source material and even calculation methods should be clearly explained in the footnotes of the table. The formats for the footnotes in a table are similar to those in the text, which means using smaller fonts and avoiding too many mathematical formulas in the contents. If there is more than one footnote, they should be clearly distinguished.

. **Statistics list**: When parameter estimates are listed, please be sure to attach the corresponding standard deviations, *t* statistics, *p* values or confidence intervals (choose one from the four) and indicate what you have listed in a significant place in the table. Many authors will indicate the significance level for the parameter estimates with a superscript asterisk. Please use one asterisk to reveal a weak level of significance, for example a significance level of 5%; use two asterisks to demonstrate a stronger level of significance such as a significance level of 1%. Parameter estimates with more asterisks indicate greater statistical significance.

. **The first column and first row of a table**: The first column and first row of a table are mostly used for labeling. The first column lists the names of the variables and the first row labels the content of each column. When using these label names, the first letter of English labeling names should be capitalized. Except for well-known foreign abbreviations, please try not to use acronyms or abbreviations. If an acronym or abbreviation must be used for conciseness, the meaning of each acronym or abbreviation in the footnotes of the table should be included.

. **Digits before and after the decimal point**: If the numbers listed in the same column or same row have the same attributes, then these numbers should have the same number of decimal places after the decimal points. The number of decimal places is limited to four. If the number of decimal places is the same in the same column, you should align the numbers by the decimal point for the entire column.

If the value of a number is too small to enable the number of digits after the decimal point to be one to two significant nonzero numbers, the number should be expressed in scientific notation, as x.xxx $\times 10^{-n}$. Conversely, if the value of a number is too large, the number should be expressed as x.xxx $\times 10^{n}$.

Table 1 Estimation results of wage equation (1976-1999)

	Male		Female	
Explanatory variable	Estimated value	*t*-value	Estimated value	*t*-value
Constant	-3.155**	-32.037	-4.080**	-34.161
Years of education	0.389**	7.104	1.140×10^{-4}	1.412
Experience	0.026	0.512	0.063*	2.055
ρ	0.164**	3.442	0.324**	2.278
Number of samples	31,467		19,234	

Note: 1. ** denotes levels of significance less than 1% are significant estimated values;
* means levels of significance less than 5% are significant estimated values.
2. ρ is adjustment factor (coefficient) or regulation factor (coefficient).
Source: Directorate General of Budget, Accounting and Statistics, Executive Yuan.

. **Demarcation lines for tables**: Use of vertical lines should be avoided, but you can make use of horizontal lines for demarcation in a table. A horizontal separating line can clearly demarcate the adjacent upper or lower parts of the table in which the contents are different from the current line. If the contents listed in the adjacent columns are completely different types of content, you can expand the space between two columns to increase the visibility.

7. Reference style

. **Format for reference citations**: The basic format for reference citations in the text is the author's last name, followed by the year of publication (use the Western calendar year) in parentheses, or list both the author's last name and year of publication in parentheses. If there is more than one publication by the same author in the same citation, list the author's last name only once, and place the different years of publications in parentheses. If there is an author who has more than one publication published in the same year cited, use a, b, c after the publication year to distinguish them. If a paper which has three or more authors is cited, you can list

the first author's last name and then "et al." plus the publication year. Below is an example:

> The literature on licensing has focused mainly on the optimal form (i.e., royalty, or fixed fee) of contracts. In their seminal paper, Kamien and Tauman (1986) show that it is more profitable for an outsider licensor to license a non-drastic innovation by means of a fixed fee than a royalty. A similar result can also be found in Katz and Shapiro (1985, 1986) and Kamien et al. (1992).

When a reference is cited, please be sure to leave a proper space between the author's name and publication year. Mussa(1974) is not a proper way of writing, but Mussa (1974) is.

. **Essential information when citing a reference**: All the reference citations should be listed in the References section at the end of the manuscript. Conversely, references not cited should not appear in the References section, which means the references cited in the text and those appearing in the reference section should strictly correspond to each other. If some new or significant idea or viewpoint in a manuscript is not created or originated by the author(s), you should cite or acknowledge the related sources. The consequences will be serious if you intentionally or maliciously fail to credit the source of ideas used. Plagiarism will be treated seriously. In contrast, you should not overuse citations, but only cite directly related literature; a citation is not needed when a general perspective or analysis can be found in a textbook.

. **Reference formats for Western languages**: please see the following examples for reference formats of Western languages:

References

Dornbuch, R. (1976), "Expectations and Exchange Rate Dynamics," *Journal of Political Economy*, 84(6), 1161–1176.

Gradshteyn, I. S. and I. M. Ryzhik (1980), *Table of Integrals, Series, and Products*, Orlando, FL: Academic Press.

Hall, B. H. (1984), "The Manufacturuing Sector Master File: 1959–1987," *NBER Working Paper*, No. 3366.

Schieber, S., R. Dunn, and D. Wray (1997), "The Future of Defined Contribution Revolution," in O. Mitchell, (ed.), *Living with Defined Contribution Pensions*, 273–284, Philadelphia: Pension Research Council and University of Pennsylvania Press.

The references should be arranged according to the alphabetical order of the last name of the first author. As for punctuation, brackets, capitalization, initials and sorting of the author's name, usage of "and", and journal titles or special monographs in italic type, these must strictly follow the rules. Prepositions, conjunctions and articles like 'the' and 'a' are not capitalized unless they are the first word of a paper, book or journal title. Please remember to place the comma at the end of an article title inside the quotation marks. If there is a question mark at the end of an article title, then the comma can be omitted. There will be only a volume number listed in a citation in Western languages, and issue numbers can be omitted. The city where the publisher is located and the full name of the publisher should be listed in detail for a special monograph.

. **Notice for listing references**: If one author has more than one paper cited, please list citations according to the year order; however, the author name still needs to be listed for each citation and should not be replaced with a dashed line or ditto marks. If the same author is cited as an independent (sole) author and as co-publishing papers together with different authors, list all the papers by the independent author first; then list all the co-published papers according to the alphabetical order of the 2nd author. The citation must be always up to date, especially for original unpublished papers or papers recently accepted. Once these papers are published, the author must update the citation information accordingly.