

Journal of International Cooperation

Instructions to Authors

(Submission Guidelines)

(updated on February 24, 2015)



Journal of International Cooperation is created to publish scientific papers in the realm of international cooperation under Taiwan International Cooperation Alliance (TICA), with a wide range of areas, including *Agriculture and Fishery, Business and Management, Engineering and Science, Public Health and Medicine, and Others.*

Journal of International Cooperation is sponsored by TaiwanICDF and executed by National Pingtung University of Science and Technology, Taiwan.

Objective

In order to promote international cooperation and knowledge exchanges, *Journal of International Cooperation (JIC)* is created to publish a broad range of topics that involve international cooperation. Publications are categorized into five research areas, Agriculture and Fishery, Business and Management, Engineering and Science, Public Health and Medicine, and Others. This journal is issued semi-annually, every March and September.

Qualification for Publication

Manuscripts from original research in full-length articles, short communications, and book reviews are welcomed. A manuscript cannot be submitted for publication elsewhere while it is being reviewed by *JIC*.

Review Process

There are three rounds of reviewing. First, submitted manuscripts will be reviewed by the executive editor for format and English. Then, submitted manuscripts will be peer-reviewed by suitable members from the editorial committee or outside reviewers. The editorial office will finalize manuscripts to be published for the final round. The editorial office reserves the right to return to the authors for revision accepted manuscripts and illustrations which are not in the proper form given in this guide.

Copyright

Upon receiving a proof of the article, the author(s) will be asked to transfer the copyright of the article to the publisher. The electronic version of the manuscript for consideration to be published should be submitted to *JIC*. The corresponding author (or all the authors if possible) must sign the “Transfer of Copyright” agreement before the article can be published. This transfer agreement enables *JIC* to protect the copyrighted materials for the authors, but does not relinquish the author’s proprietary rights. The copyright transfer covers the exclusive right to reproduce and distribute the article, including reprints, photographic reproductions, microfilm, e-journal or any other reproductions of similar nature and translations, and includes the right to adapt the article for use in conjunction with computer systems and programs, including reproduction or publication in machine-readable form and incorporation in retrieval systems. Authors are responsible for obtaining from the copyright holder permission to reproduce any figures for which copyright exists.

Submission Instructions

• Manuscript Organization

The manuscript should include the following items:

1. Title page, it needs to provide the following items:

- Title (should be clear, descriptive and not too long)
- Abstract (no more than 150 words)
- Keywords (indexing terms), should be listed in the order of appearance in the abstract, normally 3-6 items

2. Introduction
3. Materials and Methods/Methodology
4. Results
5. Discussion
6. Conclusion
7. Acknowledgments
8. References
9. Tables if any
10. Figures if any

- **Submission Deadline**

No classified deadline. Submission will be accepted any time, therefore, the timing of publication, if accepted, will be subjected to the time required for the process.

- **Authors' Identification**

To protect their anonymity in the review process, authors *should not* identify themselves on the title page or in any headers. A separate title page (or Abstract page) must be sent as an attachment to the editors (jic@mail.npust.edu.tw) when submit the manuscript. It should include: (a) title; (b) author'(s)' name(s) (please mark the name of corresponding author with an “*”); (c) author'(s)' affiliation(s); (d) abstract; (e) keywords; (f) research category, please specify research category using the codes in the following:

AF: Agriculture and Fishery

BM: Business and Management

ES: Engineering and Science

PH: Public Health and Medicine

OT: Others

(g) name, address, phone and fax numbers and e-mail address of the corresponding author; (h) any (short) additional information concerning research grants, etc., may be included at the bottom on the title page. If this information is long, please include it in the text, either at the end of the 1st page of introduction or in a separate acknowledgement section preceding the references; and (i) date of submission of the manuscript. In addition, note that *the advisors of students sponsored by ICDF will be assumed as the corresponding authors of the submitted papers.*

- **What and Where to Submit**

Manuscripts should be written in English. Authors whose native language is not English are strongly advised to have their manuscripts checked by an English-speaking colleague/advisor prior to submission.

Please submit directly on the JIC website @<http://www.jic.org.tw/news/news.aspx> or send the electronic files of your manuscript in a **Word file** to jic@mail.npust.edu.tw.

Please be sure to follow the manuscript formatting instructions exactly so as to ensure **author anonymity** in the review processes. Subsequent editorial correspondence should be with the editor in charge of the manuscript. Documentation and other supporting materials may be submitted with the manuscript to facilitate the review process. Once the manuscript is accepted or revision is required, reviewers' comments and instructions will be sent to the corresponding author.

- **Text Preparation**

1.5 line spacing, including footnotes, tables, and references on A4 sized paper. Use 12-point Times or a similar type style and size. The title of the manuscript should appear in the first page of the text, followed by the introductory section. Do not number sections and subsections. The *JIC* does not ordinarily consider for publishing manuscripts and short communication exceeding 25 and 9 pages (everything included), respectively.

- **Data and Documentation**

Authors are expected to document their data sources, models, methods, analyzing procedure, and estimation procedure, etc. as thoroughly as possible and to make data used available to others for replication purposes.

- **Footnotes**

Number footnotes consecutively throughout the paper, not page by page. Type all footnotes, 1.5 lines spacing, on a separate page following the article. Footnotes should be only explanatory and not for citations or for directing the readers to a particular work.

- **References and Citations**

Place "References," alphabetically by authors, in a list at the end of paper, single spaced, with hanging indentation. Provide issue number for journals that do not number pages sequentially through complete volumes.

Journal articles should include the author names (first name initials only), year of publication, article title (in quotations), full journal name (italicized, unabbreviated), volume number, issue number if given or required, and page numbers. For author names, the last name of the principal author goes first, followed by first name initials; for the second author

and thereafter, the first name initials will be placed first, followed by the last name. An example is:

Gould, B. W., T. L. Cox, and F. Perali. 1991. "Demand for Food Fats and Oils: The Role of Demographic Variables and Government Donations," *American Journal of Agricultural Economics*, 73(1): 212-221.

For books, examples are:

Amemiya, T. 1985. *Advanced Econometrics*. Cambridge: Harvard University Press.

Barten, A.P. 1964. "Family Composition, Prices, and Expenditure Patterns," in *Econometric Analysis for National Economic Planning*, P. E. Hart, G. Mills and J. K. Whittaker (eds.), London: Butterworth, pp. 277-292.

For conference proceedings, example:

Crosson, P. 1995. "Natural Resource and Environmental Consequences of Rice Production," in *Proceedings of the International Rice Research Conference*, February 13-17, Laguna, Philippines, pp. 83-100.

For working papers, example:

Guerra, L. C., S. I. Bhuiyan, T. P. Tuong, and R. Barker. 1998. "Producing More Rice with Less Water from Irrigated Systems," in *SWIM Paper 5*, IWMI/IRRI, Colombo, Sri Lanka, p. 24.

For others, please check the sample article from our website or use Chicago style.

All citations should contain the author's name and publication year. Citations need to be inserted parenthetically; e.g., (Gould, Cox, and Perali, 1991); use semi-colon between citations in a list, e.g., (Gould, Cox, and Perali, 1991; Nash, 2002). If the author's name appears as part of a sentence, include publication year parenthetically. Use "*et al.*" in citations only with four or more authors. Do not use "*et al.*" in the reference section. Publications by the same author(s) in the same year should be listed as 2005a, 2005b, etc. Papers that have been accepted but not yet published may be listed here as "in press", but allusions to personal communications, manuscripts in preparation or submitted but not yet accepted, and "unpublished data" may not be included in this section. Such items, and other parenthetical material, should be cited in footnotes to the text, or in parentheses within the text.

- **Tables and Figures**

Place each table and each figure on a separate page at the end of manuscript; 1.5 line spacing; omit vertical rules in tables. Each table and figure must have a title. Place titles for

tables and figures at the top and at the bottom, respectively, flush left and bold. Capitalize the first letter of each word in table/figure titles. Titles should be fully descriptive and omit period.

- **Illustrations**

- Each photograph, chart and diagram will to be referred to as a “Figure” and should be submitted in a separate file from the text, numbered according to their sequence in the text.
- If the manuscript is submitted by e-mail, however, 3 hard copies of each illustration have to be submitted separately through mail.
- Each illustration should be identified on the reverse side by its number and the name of the author.
- Illustrations should be of such a size as to allow a reduction to a size suitable for inclusion in the journal (see “Author Artwork Instructions”).
- Lettering should be in black ink and big enough to allow a reduction, to a size suitable for inclusion in the journal, without becoming illegible.
- Each illustration should have a caption. The captions to all illustrations should be typed on a separate sheet at the end of manuscript.
- Photographs are only acceptable if they have good contrast and intensity. If possible, they should be supplied as they are to be reproduced (e.g. black and white or color). Sharp and glossy copies are required.
- For further information on the preparation of electronic artwork, please see “Author Artwork Instructions.” Due to technical complications which can arise by converting color figures to grey scale (for the printed version should you not opt for color in print) please submit in addition usable black and white prints corresponding to all the color illustrations.

- **Author Artwork Instructions (only required for accepted manuscripts)**

File Formats

The journal recommends that only **TIFF** format is used for electronic artwork. **MS Office** files (Word, PowerPoint, and Excel) are also accepted provided they meet the conditions outlined below.

TIFF

Virtually all common artwork creation software is capable of saving files in TIFF format, this “option” can normally be found under the “Save As” or “Export” commands in the “File” menu.

TIFF (**Tagged Image File Format**) is the recommended file format for bitmap, grayscale and color images. TIFF supports several good compression schemes ensuring file sizes are kept

to a minimum to aid easy file transfer.

When supplying TIFF files please ensure that files are supplied at the correct resolution:

line artwork = minimum of 600 dpi

halftone artwork = minimum of 300 dpi

combination artwork (line/tone) = minimum of 500 dpi

photo and image = minimum of 300 dpi

Dimension: at least 4" X 6" and no larger than 8" X 10"

MS Office (Word, Excel, PowerPoint figures)

Microsoft® Office is essentially a family of applications that can be used to produce a variety of document types including written documents, spreadsheets, presentations and databases. Although we prefer artwork files in **TIFF** format, we are also aware that a number of authors already (for convenience) submit their artwork in MS Office formats and therefore we will continue to support these submission types now and in the future.

When preparing your MS Office files you **must** ensure the following points are adhered to:

- Make sure that any artwork placed into MS Office applications is at the appropriate, minimum, resolution: 300 dpi for halftones, 500 dpi for combinations (line art and halftone together) and 1000 dpi for line art.
- Do not reduce or enlarge any images after placement in an MS Office application as this can lead to loss of image quality.
- If possible, ensure that you use only true type fonts. These should preferably be in one, or a combination, of the following fonts: Arial, Courier, Helvetica, Symbol, and Times.

Proofs

A letter of proofs will be sent to the corresponding author and should be returned within 48 hours of receipt, preferably by e-mail to jic@mail.npust.edu.tw. *JIC* will do everything possible to get your article corrected and published as quickly and accurately as possible. Therefore, it is important to ensure that all of your corrections are returned to us in one all-inclusive e-mail or fax. Subsequent corrections will not be possible, so please ensure your first communication is complete.

- **Offprints**

Twenty offprints free of charge can be provided on request.

JOURNAL OF INTERNATIONAL COOPERATION HAS NO PAGE CHARGES

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Department of Tropical Agriculture and International Cooperation

(熱帶農業暨國際合作系)

National Pingtung University of Science and Technology (國立屏東科技大學)

1 Hseuh-Fu Rd., Nei-Pu Hsiang, Pingtung, Taiwan 912 (912 屏東縣內埔鄉學府路一號)