



## International Conference on Quality Assurance and the Enhancement of Teaching and Learning in Higher Education

### Manuscript Guide (English Papers)

#### 1. Format

The paper should be in Word format. Pictures (if any) that are used in the paper should be in JPEG format and sent in individual files.

#### 2. Title and Abstract

This part should include the title of the manuscript; the author's name, title, institutional affiliation and research areas; an abstract of length not exceeding 150 words, and a maximum of five key words.

#### 3. Main Text (6,000 words or less)

- a. Primary and seconding headings should be used. They should flush left, in upper and lower case, primary headings in bold and secondary headings in italics. The first line of each paragraph should be indented and the text single-spaced.
- b. Reference citations within the text should consist of the cited author's last name and the year of publication (the page number as well for direct quotes), enclosed in parentheses and with a comma, for example, (Cragin, 1985, pp.12-14). If the author's name appears in the sentence, only the year of publication (and the page number, if applicable) should appear in parentheses, for example, 'as discussed by Chow and Blumenfeld (1984, p.19)'. References to multiple works should occur within one set of parentheses, separated by semicolon, for example, (Doktor, Redding, & Bidgood, 1985; Farmer & Chan, 1983; Tai, 1984).

#### 4. Footnotes

Footnotes are preferred in cases where supplementary information about the body text is to be included.

#### 5. Tables and Figures

Each table / figure should be numbered consecutively in Arabic numerals. The title should be in upper and lower case and centred.

#### 6. References

The APA style is adopted in principle with regard to the reference list. Examples below may serve as guides:

1. Amir, Y. (1969). Contact hypothesis in ethnic relations. *Psychological Bulletin*, 71(2), 319-342.
2. Campbell, J. P., & Pritchard, R. D. (1976). Motivation theory in industrial and organizational psychology. In M. D. Dunnette (Ed.), *Handbook of industrial and organizational psychology* (pp.63-130). Chicago: Rand McNally.
3. Francesco, A. M. (1977). Sex-role and gender as determinants of ratings and rankings of applicants for sex-typed jobs. Unpublished doctoral dissertation, Ohio State University.
4. Maslow, A. H. (1954). *Motivation and personality*. New York: Harper & Row.



## “高等教育教與學質量保證與提升”國際學術研討會

### 中文論文格式

#### 一、全篇論文須包括：

- 中、英文篇名
- 中、英文摘要（段落文字；中文 300 字內、英文 150 字內）
- 中、英文關鍵詞（不多於 5 個）
- 作者姓名、作者簡介（以腳註形式標示姓名及現任教研職稱及單位）
- 正文（10,000 字內）
- 註釋（每頁腳註）、參考文獻、附錄（如有）

二、稿件為 Word 檔，中文採用繁體字，字距不要設計；插圖或表格另行提供 JPG 檔或圖表原檔，並在每幅圖片或表格之上註明標題，及在其下註明圖表資料來源（原創設計除外）。

#### 三、體例如下：

- 各標題使用順序編號，層次分明。
- 標點：中文標點符號（全型），如逗號不用“，”而用“，”；“”為一般引號，“”為第二級引號（即引號內之引號）；《》用於書籍、博碩士論文及期刊；〈〉用於單篇論文及書籍之篇章。
- 數字：一般數字（如日期、頁碼、註釋號碼、百分比等）採用阿拉伯數字；個位數目、題目中的數字、圖表號碼、中國傳統曆法日期等採用中國數字書寫；
- 引文：
  1. 直接引述，須加引號，並用括弧注明引文出處。例 1：“……。”（祝建華，2004）；  
例 2：馬成龍（2000a）指出：“……。”（a 和 b 表示同年的不同文獻）
  2. 引文較長，可獨立成段，無須引號，但每行要空出四格，上下各空一行。
  3. 間接引述，須標明出處。例 1：柯惠新（1999）認為……；例 2：其他學者亦有類似見解（李良榮，1999；朱立，2000；汪琪、沈清松、羅文輝，2002）。
- 註釋：
  1. 用阿拉伯數字編號，置於文字的右上角。
  2. 註釋內引文形式與正文同。
- 參考文獻（英文文獻按 APA 格式）：
  1. 王仕元、李修義、楊世文，《1978-1991 中國改革全書：農村改革卷》，大連：大連出版社，1992。
  2. 阿里·瑪札海里著，耿昇譯，〈導論〉，《絲綢之路：中國—波斯文化交流史》，北京：中華書局，1993。

3. Amir, Y. (1969). Contact hypothesis in ethnic relations. *Psychological Bulletin*, 71, 319-342.
4. Campbell, J. P., & Pritchard, R. D. (1976). Motivation theory in industrial and organizational psychology. In M. D. Dunnette (Ed.), *Handbook of industrial and organizational psychology* (pp.63-130). Chicago: Rand McNally.
5. Cantwell, J. (1989). *Technological innovation and multinational corporations*. Oxford: Basil Blackwell.