

Manuscript template for the ET&S journal

ABSTRACT: This document provides a template for the ET&S journal paper submission. The abstract of your paper should appear here. The abstract itself should be a single paragraph and is typed in italic format, without paragraph indentation. Type all numbers—except those that begin a sentence—as Arabic numerals. The abstract should not exceed 250 words. In addition, include at most 5 keywords of your paper immediately after the abstract.

Keywords: Keyword 1, Keyword 2, Keyword 3, Keyword 4, Keyword 5

1. Introduction

This document provides descriptions of the fonts, spacing, and related information for the ET&S journal paper submission format. Authors have to prepare their paper submissions using the templates provided by the ET&S journal. Use this template to prepare papers in English. To use the template, select “File > Save As” in the word processor (i.e., Microsoft™ Word) and save the document under a new name. Then replace the title, headings and the body text of the document with your own contents. Submissions must follow the stipulated formatting requirements for paper review.

2. Formatting your paper

Authors should produce the manuscripts with Microsoft™ Word. We only accept submissions in Word files.

Standard A4-sized (21 × 29.7 cm [8.27 × 11.7 inch]) paper should be used. All contents, including text, figures and tables, should be surrounded by 2.5 cm margins on all four sides. The number of lines per page should be set to 43. Each page should have a page header as this template.

3. Paper title

The title of the paper should appear on the top edge of the first page of the document. Type the title in uppercase and lowercase letters, centered between the left and right margins and in Times New Roman 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions, unless the title begins with such a word. In case the title is two or more lines, single-space between the lines. Insert a blank single-spaced line after the title.

4. Abstract and keywords

Type the label **Abstract:** in Times New Roman 10-point, boldface type, flush left, one single-spaced line after the author(s) information. Begin the abstract next to the abstract label and type it as a single paragraph in block format (i.e., without paragraph indentation), using Times New Roman 10-point italic type. The abstract should not exceed 250 words.

On a separated line with one blank line that followed the abstract, type **Keywords:** and include at most 5 keywords of your paper. Separate each keyword with a comma. Insert two blank single-spaced lines after the keywords and before you begin the main text.

5. Main text and quotations

Type the main text in 10-point Times New Roman, single-spaced. Do not indent paragraphs or headers. Type the remaining lines of the paragraphs to uniform left-hand margin. Apply justify-alignment to all main text. Please leave one blank line between paragraphs. If listing of items is required, please use (1) xxx, (2) xxx, and (3) xxx; or (i) xxx, (ii) xxx, and (iii) xxx; or (a) xxx, (b) xxx, and (c) xxx. When using examples (e.g., or i.e.), please ensure that the comma is followed after.

Quotations are formatted according to the length of the quote. Quotes with fewer than 40 words are quoted directly in the sentence. The quote “should be incorporated into the text and enclosed in double quotation marks with the full stop or comma inside the quotation.” For quotations of 40 or more words, the followings apply:

Display quotations of 40 or more words in a single-spaced block with no quotation marks. Indent 0.63 cm (0.25 inch) from the left margin without the usual opening paragraph indent.

If the quotation is more than one paragraph, indent the first line of second and additional paragraphs 1.26 cm (0.5 inch) from the left margin. Include a reference citation after the closing punctuation. (American Psychological Association, 2020)

After the quotation block, type in the rest of the paragraph (in any) as usual main text. You can refer to **Section 8.25 to 8.34 of the APA Publication Manual, Seventh Edition.**

6. First level headings

First level headings, for example, “**1. Introduction,**” should be Times New Roman 12-point boldface, single-spaced and flush left. Capitalize the first letter of the header and any customized names. Use a period (“.”) after the heading number.

6.1. Second level headings

The second level headings should be in Times New Roman 10-point and boldface. The heading should be single-spaced and flush left. Use a period (“.”) after each heading numbers.

6.1.1. Third level headings and above

Third level headings or above, as in this paragraph, are discouraged. In case its usage is unavoidable, use Times New Roman 10-point, boldface, initially capitalized, single-spaced, flush left and followed by a period and then the paragraph text on the same line. Use a period (“.”) after each heading numbers, such as “1.1.1.”.

Use “Text after third level headings” style for the first paragraph (which is the same as the main text style), while the second and additional paragraphs should follow the style of main text. Apply the third level headings format to headings for the fourth level and above.

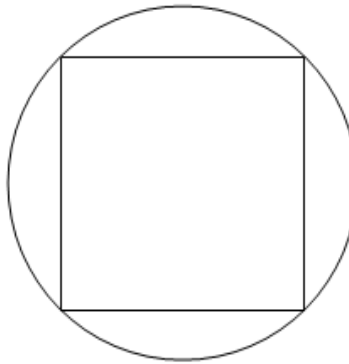
For bulleted lists,

- Bullet item 1
- Bullet item 2
- Bullet item 3

7. Figures and tables

You can include figures and tables in the manuscripts. In particular, figures must be in a format supported by Microsoft™ Word. Popular formats such as .gif and .jpg are suggested. Please see Figure 1 as an example.

Figure 1. Example of figure



While table can be in any formats available in the word processor. Table 1 is included below for illustration purpose.

Table 1. Example of table

	Column 1	Column 2
Item 1	Text 1 Example of text	Number 1 Number 2
Item 2	Text 3 Example of text	Number 1 Number 2
Item 3	Text 5 Example of text	Number 1 Number 2

Note. * $p < .05$.

8. Reference citations

Within the body of the paper, indicate the cited text with a pointer and include the corresponding citations in **Reference**. The Reference section appears after the last section or the footnotes section (whichever applicable). Use first level heading to type the label **Reference** (in Times New Roman 12-point, boldface type, flush left), without any heading number. Type all references below the Reference label, in alphabetical order (in Times New Roman 9-point, flush left). **Follow the APA Reference Style (American Psychological Association, 2020)** for citation entries. For example, (Schunk, 2016), (American Psychiatric Association [APA], 2013), and (APA, 2013) are citation formats for books. (Lan et al., 2019) is an example for citation format of journal articles. (Padgett, 2020) is a reference to an online article.

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