

# Checklist for Manuscript Submission



Title of the manuscript:

\*As you prepare your manuscript, check off the appropriate parentheses below with “√” marks and submit it with your final manuscript.

## 1. General guideline

- All authors are valid members of the KSCT.
- The manuscript is original and never published in other journals.
- The manuscript is not in the review process of other journals.
- Authors will submit a ‘Research Ethics Statement’ with the manuscript.
- The manuscript is written in Korean or English using MS-Word or HWP software, and converted to PDF format for the submission. The PDF file does not contain the names and affiliations of the authors.
- The length of the manuscript does not exceed 25 pages, including all figures and tables.

## 2. Abstract and Key words

- Abstracts should be 150-200 English word long including research purposes, methods, and results.
- A maximum of 5 key words are listed under the abstract, both in Korean and English. If the manuscript is written in English, key words are listed only in English.

## 3. Main text

- (HWP Format) Shin Myeong Jo, 11 point font size, 100% height to width ratio, 0% between letters, & 160% space between lines  
(MS-Word Format) Times New Roman, 11 point font size, 100% height to width ratio, 0% between letters, & single-spaced
- (HWP Format) Margins: Top 20mm, bottom 15mm, right 30mm, left 30mm, header 15mm, & footer 15mm  
(MS-Word Format) Margins: Top 35mm, bottom 30mm, right 30mm, left 30mm, header 15mm, & footer 17.5mm
- Used S.I. units.
- Captions for figures and tables are written in English.

## 4. References

- All references are written in English.
- References are cited both in the text and in the reference list.
- Referred to ‘The KSCT guideline for Bibliography and Citation’ for writing the reference list and the work citations. Consulted the recent edition of the APA style manual (Publication Manual of the American Psychological Association) for other information.
- References are in a hanging indent format. In other words, all lines after the first line of each entry in the reference list are indented 1 1/2 inch.
- References are listed in alphabetical order.