

#### GENERAL SUBMISSION GUIDELINE

Send your review fee (us\$100 for UDA Members, us\$150 for graduate students, us\$200 for non-members) via PayPal account <https://www.paypal.com/paypalme/udalliance>. Due by First Monday, September for F/W issue (February for S/S issue). Please make sure you have the correct name and address.

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**TITLE: (Should be no more than 20 words)**

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**CATEGORY: (Select one)**

1. Empirical Study
  2. Theoretical Article
  3. Methodological Article
  4. Case Study
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**LEAD AUTHOR'S INFORMATION (One author only)**

Name: (first name, last name: John Doe, Ph.D.)

Job Title:

Affiliated Institution:

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**CO-AUTHOR'S INFORMATION (One author or more)**

Name: (first name, last name: John Doe, Ph.D.)

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Affiliated Institution:

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**CORRESPONDING AUTHOR'S INFORMATION (One author only)**

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Job Title:

Affiliated Institution:

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**KEYWORDS (Five searchable academic words)**

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**ABSTRACT (No references. It is a general introduction and brief result)**

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**MANUSCRIPT (Must follow APA Manual)**

**COMMON MANUSCRIPT CONTENTS: (However, it is flexible based on the research.)**

- **Introduction**
  - Background and purpose of the study
  - Scope and method of research
- **Literature review**
- **Analysis and definition of research**
- **Conclusion**
- **References**

**TECHNICAL GUIDELINE:**

- **Manuscript length: Minimum 4,000 words, Maximum 7,000 words**
- **Text: Times New Roman, 11-point type size, double line space**
- **Figures: 100ppi resolution images**
- **Tables: Do not exceed one page**
- **References: Limited to 20-60 references**
- **Acknowledgements: Optional**