Publication Style for the Journal of Public Administration

I.   Submissions should include the following information:

1. Title: in both Mandarin and English

2. Authors: name of the authors, employment and position (in Mandarin and English)

3. Abstract: For manuscripts written in Mandarin, the Mandarin abstract (within 500 words) comes first, then the English abstract (300 words); for manuscripts written in English, vice versa.

4. Key words: place five keywords each in Mandarin and English below the respective abstracts.

5. Text: Type the text in 12-point Times New Roman font and list the page numbers.

6. References: List the complete information cited in the text.

II.   Format of the Text

1. Section Heading: Please follow the order "I. A. (A) 1. (1) a. (a)."

2. Citations

(1). For a direct citation using a colon (:)

[Format] use double quotation marks (" ").

[Example] As Raban stated: "The trial did not seal the myth of the Krays; rather, it broke it down into a long rehearsal of sordid facts."

(2). For a direct citation without a colon (:)

[Format] use double quotation marks (" ").

[Example] He told Republican congressional leaders that "I will not be the first president of the United States to lose a war."

(3). For a direct citation with a new section

[Format] no quotation marks are required but indent left and right margins.

[Example] As Kant says:

This consciousness may often be only faint, so that we do not connect it with the act itself, that is, not in any direct manner with the generation of the representation, but only with the outcome.

(4). For a citation within a citation or special situations

[Format] use double quotation marks (" ") for the outer citation, and single quotation marks (' ') for the inner citation.

[Example] "He would just talk calmly and rationally to the panel of psychiatrists, 'and everyone would think we were the ones who were crazy.'"

3. Literature Citation

(1). Citation in the text

[Format] (author(s), publication date: page numbers)

[Example] (Argyris & Schon, 1978: 20-26)

(Luskin, 2000; Riker, 1980)

(2). When the author's name has been specified in the text

[Format] author(s) (publication date: page numbers)

[Example] Argyris & Schon（1978: 20-26）

Fisher（1978, 1985, 1999）

(3). When there are three to five authors, all of them should be listed when mentioned for the first time; afterwards, list the first author only and add "et al." to indicate the remaining authors; when there are more than five authors, list the first author and add "et al." every time the citation is mentioned.

(4). If it is necessary to connote the text, please use a footnote.

[Format] insert the footnote's superscript after the punctuation mark.

[Example] It was significantly higher in Germany than in the U.S.[2]

4. When using figures and tables

(1). The name and number of a figure should be placed directly below the figure; the name and number of a table should be placed directly above the table.

[Format 1] number of the figure; title

[Example 1] Figure 1

[Format 2] number of the table; title

[Example 2] Table 1

(2). The title should be clear. All the words, numbers and citations of the narration should be coherent.

(3). In principle the size of a figure should be smaller than a single page. If a figure exceeds one page, please note "continued" after the numeration of the figure. You do not need to repeat the title, for example: Figure 1(continued).

(4). Clear references are required to be stated when citing figures from other works.

[Format 1] reference: "title of the article," author(s), publication date, name of the journal, volume, page number

[Example 1] source information: "Relationship of personal-social variables to belief in paternalism in parent caregiving situations," by V. G. Cicirelli, 1990, *Psychology and Aging*, 5, 436.

[Format 2] source information: title of the book (page number), author(s), publication date, place of publication: publisher

[Example 2] title of source: *The functions of the executive* (p. 26), by C. I. Barnard, 1971, Cambridge, MA: Harvard University Press.

5. Numbers:

(1). Use Arabic numbers for numbers with a general digital meaning (i.e., code, ID number, numbering, text number, date, time, numeration, phone number, fax number, postal code, house number, etc.) or of statistical significance (i.e., unit of measurement, statistical data)

[Example] A total of 2,000 questionnaires were distributed and 935 of them were successfully collected. After excluding 13 invalid responses, 922 valid responses were used for analysis. The total effective response rate is 46.1%.

(2). Use Arabic numbers for legal document items, chapter numbers listed in the table of contents, and when citing or summarizing legal provisions.

[Example] The 415 articles of Operation Management Regulations.

6. Examples of Citations of Books, Journal and Articles

(1). Books

[Example] *A Theory of Justice*

(2). Journal

[Example] *Public Administration Review*

(3). Article

[Example] "Social Problems and the Quality of Life"

III.   Format of References

Please list the literature references in alphabetical order. Non-English references should include pinyin and English translation.

1. Books

    [Format 1] Author（Year）。Book Title (Edition)。Location：Publisher。

    [Example 1]黃東益（2013）。從價值差異到夥伴關係：政務官事務官的互動管理。
    台北：五南。Huang, Tong-Yi (2013). *Cong jia zhi cha yi dao huo ban guan xi: Zheng wu guan shi wu guan de hu dong guan li [From value difference to partnership: The interactive management between political appointees and bureaucrats]*. Taipei: Wunan Publishing.

    [Example 2]金川幸司（2008）。協働型ガバナンスと **NPO**－イギリスのバートナーシップ政策を事例として－。京都：晃洋書店。Kanagawa Kouzi (2008). *GyoutougatababanannsutoNPO-igirisunoba-tona-ssippuseoseisakuwozireitosite [Collaborative Governance and NPO-Administration - An example of the UK's partnership policy].* Kyoutou: Kouyousybou.

    [Format 2] Author, A. A. (Year). *Book title* (2nd ed.). Place of Publication: Publisher.

    [Example 2.1] Simon, H. A. (1976). *Administrative behavior: A study of decision-making processes in administrative organizations* (3rd ed.). New York, NY: Free Press.

    [Example 2.2] Whyte, W. F. (Ed.). (1991). *Participatory action research*. Newbury Park, CA: Sage.

    [Example 2.3] Scott, I., & J. P. Burns (Eds.). (1984). *The Hong Kong civil service: Personnel policies and practices*. Hong Kong: Oxford University Press.

2. Journals

    [Format 1] Author（Year）。Article title。**Journal Title**，**Vol.**（No.），page numbers。

    [Example 1] 陳敦源、張世杰（2010）。公私協力夥伴關係的弔詭。文官制度季刊，**2**（3），17-71。Chen, Don-Yun & Zhang, Shi-Jie (2010). Gong sixie li huo ban guan xi de di gui [The paradoxes of public-private partnerships]. *Journal of Civil Service, **2***(3), 17-71.

    [Format 2] Author, A. A. (Year). Article title. *Journal Title, Vol. xx* (No. xx), xx-xx.

    [Example 2.1] Sun, B. C. (1998). Estimates of burnout in public agencies: Worldwide, how many employees have which degrees of burnout, and with what consequences? *Public Administration Review, 58*(1), 59-65.

    [Example 2.2] McAdam, R., R. Reid, & R. Saulters (2002). Sustaining quality in the UK public sector. *International Journal of Quality and Reliability Management, 19*(5), 581-595.

    [Format 3] Author, A. A. (Year). Article title. *Journal Title, Vol. xx* (No. xx). Retrieved from source url. (for on-line electronic journals only)

    [Example 3] Barber, B. R. (2001). Which democracy for which technology? *International Journal of Communications Law and Policy, 6*(winter). Retrieved from

http://www.ijclp.org/6_2001/index.html.

[Format 4] Author, A. A. (in press). Article title. *Journal Title*. Retrieved from source <u>url</u>. (for pre-publication journal without a DOI code that is retrieved from the website of the journal for scheduled publication. Not formally published yet.)

[Example 4] O'Toole, L. J., & K. J. Meier (in press). Public management, context, and performance: In quest of a more general theory. *Journal of Public Administration Research and Theory*. Retrieved from <u>http://jpart.oxfordjournals.org/content/early/2014/03/28/jopart.muu011.full.pdf+html.</u>

[Format 5] Author, A. A. (Year). Article title. *Journal Title*. DOI: xx.xxxxxxxxxx (pre-publication article with DOI code)

[Example 5] Van Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. DOI: 10.1057/paigrave. kmrp.8500141.

3. Book Chapters
    [Format 1] Author （Year）。Article title. In Editor（Ed.）。**Book title** (pp. xx-xx). Location: Publisher.

    [Example 1] 廣川嘉裕（2012）。NPO と行政の協働。載於片木淳、藤井浩司（編）。**自治体経営学入門**（162-181 頁）。東京：一藝社。Hirokawa Yosihiro (2012). NPO to gyousei no gyoudo [Collaboration between NPO and Administration]. In Katagi Zyunn & Fuzi Kouzi (Eds.), *Zichitaikeieigakunyuumonn [New local government and governance theory and practice]* (pp. 162-181). Toukyou: Ichigennsya.

    [Format 2] Author, A. A. (1993). Article title. In B. B. Editor (Ed.), *Book title* (pp. xx-xx). Location: Publisher.

    [Example 2] Bozeman, B. (1993). Introduction: Two concepts of public management. In B. Bozeman (Ed.), *Public management: The state of the art* (pp. 1-5). San Francisco, CA: Jossey-Bass.

4. Conference Papers

    [Format] Author, A. A. (Year, Month). *Paper title*. The Conference Title, Place.
    [Example] Nagel, G. & B. G. Peters (2019, July). *Zombie ideas: Why failed ideas persist*. Conference: International Conference on Public Policy, Montreal.

5. Research Projects

    [Format] Author, A. A. (Year). *Report title* (Rep. No.). Location: Publisher.
    [Example] Broadhurst, R. G., & R. A. Maller (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

6. Doctoral Dissertation and Master's Theses
    [Format] Author, A. A. (Year). *Unpublished doctoral dissertation or master's thesis*,

Department of OOO, University, Location.

[Example] Johnson, M. (1990). ***Classification, markets and the state: Constructing the ethnic division of labor in Taiwan***. Unpublished doctoral dissertation, Department of Sociology, University of Chicago, Chicago, IL.

7. Newspaper

Newspaper sources are not required to be listed in the reference section (unless the actual name(s) of the author(s) is given) in principle. In-text citation is adequate.

[Format] Author, A. A. (Year, Month Day). Article title. ***Newspaper Title***, pp. xx-xx.

[Example] Shi, N. (1996, August 28). Do we fall into a rigid way of administration according to the law? ***Taipei Times***, A1.

8. On-line Electronic Data

[Format] Author, A. A. (Year). Title of work. Retrieved month day, year, from source <u>url</u>.

[Example] Iyengar, S., & S. Jackman (2004). Technology and politics: Incentives for youth participation. Retrieved June 26, 2005, from
<u>http://www.civicyouth.org/PopUps/WorkingPapers/WP24Iyengar.pdf.</u>

9. Others

(1). List the works by the same authors in chronological order.

(2). Please add alphabetically after the publication year when the authors have multiple works published in the same year.