

STAD Manuscript Style Guide

Last Updated: 17/10/2023

Please use these instructions when you submit your manuscript to *Social Theory and Dynamics (STAD)*. Any manuscript that deviates from this guideline may not be accepted.

1. Style and format

- Manuscripts are accepted only in English.
- Manuscripts should be typed, double spaced on either A4 (297x210mm) or letter (279x216mm) size paper, using ample margins.
- Please use standard font design (e.g. Times New Roman, Century, etc.) and size (10 ~ 11pt).
- Please use single quotation marks, except where 'a quotation is "within" a quotation'. Long quotations of 35-40 words or more should be indented without quotation marks.

2. Structure of manuscripts

The manuscript should be submitted in two different files: covering letter and main text.

(1) Covering letter file

All authors should provide a covering letter indicating their telephone number, fax number and email address plus full address details of the author checking the proofs (if different).

(2) Main text file

The main text file should be compiled in the following order: title; abstract; keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

For each part of the main text file, see the following instructions.

- Title

In addition to full title, Authors should supply a running head (short title) of no more than 50 characters (including spaces). Abbreviations should not be used in the title.

- Abstract

Abstracts of up to 250 words are required for all manuscripts submitted.

- keywords

Each manuscript should have 3 to 5 keywords.

- Main text

- To separate sections of the manuscript, please use the Arabic figure and period [e.g. 1. (...), 1.1 (...), 2. (...), 2.1 (...)].
- Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.
- Tables and figures should be clearly laid out on separate sheets and numbered in Arabic numerals in order of appearance in the text. Their approximate location in the text should be clearly indicated.
- As papers are double-blind peer reviewed, the main text file should not include any information that might identify the authors.
- For all manuscripts non-discriminatory language is mandatory.
- The anonymity and privacy of those who participate in the research process must be respected. Personal information concerning research participants must be kept confidential.

- Acknowledgement

Please list contributions from any individual or organization in an acknowledgement section, with permission from the contributor. Financial and material support should also be mentioned.

- References

Please use APA 7th edition for citation and references.

For details, visit American Psychological Association (<https://apastyle.apa.org/style-grammar-guidelines>). See especially 'In-Text Citations' and 'References'.

- Tables and figures

Tables and figures should be clearly laid out on separate sheets and numbered in Arabic numerals in order of appearance in the text. Their approximate location in the text should be clearly indicated. Legends should be concise but comprehensive – the table, legend, and footnotes must be understandable without reference to the text. All abbreviations must be defined in footnotes.

Any correspondence, queries, or additional requests for information on the manuscript submission process should be sent to the editorial committee of *STAD*:

info@istdjapan.org