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附件：隨文（東海大學創藝學報徵稿辦法與投稿規定.DOC, INSTRUCTION-FOR-CONTRIBUTORS-TO-JAD.DOC, 「創藝學報論」投稿者資料表.DOC, CALL-FOR-PAPERS-JAD-ENGLISH-1011030.DOC, 著作授權同意書.DOC）

主旨：本校「創藝學報」第三期即日起開始徵稿，敬請 貴校惠予協助公告並鼓勵所屬師生、研究同仁踴躍投稿為禱。

說明：

- 一、本刊以每年出刊1期為原則，每年11月開始徵稿，1月5日截稿，五月底出刊。第三期將以「永續生活與綠色設計(Sustainable Living and Green Design)」為徵稿主題，截稿後即開始審稿。
- 二、本刊第三期邀稿範圍雖以「永續生態環境、永續綠色經濟、永續發展社會、綠色科技與設計、綠色能源與感知、綠色材料與製程、綠食文化設計、低碳旅遊、綠建築、自然建築、零碳建築、環保裝置藝術、綠色音樂、社區永續發展規劃與營造、區域活化設計與營造」等議題為主，但不以此主題為限，歡迎踴躍投稿。
- 三、來稿中英文皆可，惟中文稿需附英譯，且未曾在國內外具審查制度刊物登載過為限。
- 四、來稿請依本刊「投稿規定」要求撰寫，文稿請採Office2003或更高版本電腦軟體編輯後，連同「創藝學報投稿者資料表」及

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「著作授權同意書」，直接email至本校工業設計系電子郵件地址：eunice@thu.edu.tw，以利後續審稿作業。

五、檢附本刊之中英文「創藝學報徵稿辦法與投稿規定」、「創藝學報投稿作者資料表」及「著作授權同意書」。

六、有關本刊投稿最新訊息及相關資訊可至本校工業設計系首頁(<http://id.thu.edu.tw>) /最新消息：「創藝學報徵稿」查詢。

正本：公私立大專校院

副本：本校創意設計暨藝術學院、文學院、理學院、工學院、管理學院、社會科學學院、農學院、法律學院、研究發展處

本件擬刊登於本組網頁之「校外徵稿」項下，並彙整後e送全校教職員生公告週知。

出版組 張溶玲 1105
專業計畫人員 1658

出版組 呂錦玲 1105
組長 1706

代為決行

「創藝學報」徵稿辦法與投稿規定

99年6月18日創藝學報編審委員會核定
99年11月5日創藝學報編審委員會修訂通過

一、發行宗旨

「創藝學報」為東海大學創意設計暨藝術學院出版之學術期刊。本學報發行之目的在於促進設計與藝術之學術風氣及提升設計與藝術之學術研究水準。凡與設計與藝術有關之學術論著及設計作品(實作報告)，且未曾正式發表於國內外期刊者，皆可投稿。

二、徵稿內容

本刊以發表原創性之有關設計相關學科之學術論文及設計與藝術創作報告為主，稿件經審查委員會審查後，將依其性質評定為以下三類給予刊登：

(一)學術論文 (Academic Articles)

以理論性或實証性的方式來論述設計與藝術的相關課題，且明記目的、方法、手段、結論之過程，具有獨創性及學術性價值之研究成果。

(二)藝術與設計論述 (Art and Design Discourse)

有關於特定的歷史性、文化性、技術性等主題，以獨創性、綜合性的解析和論考，反映出作者自身的設計哲學與理念。對設計與藝術的社會性、文化性的展開給予有效的啟發，而被認定具有充份的學術性之內容者。

(三)實作報告 (Practice Report)

包含建築、景觀、工業設計、音樂、美術等領域之五年內(含)的原創作品，以及能充分說明作品之圖說、設計圖、實物照片、模型或展演內容等。但投稿時須以「實作報告」的形式呈現。且應包含(a)創作構想(b)創作理論的基礎(c)作品分析(d)價值與貢獻等項目。

三、投稿規定

(一)本刊以每年出版壹期為原則，5月底出刊，每年11月開始徵稿，1月截稿，截稿後即開始審稿。

(二)來稿中英文皆可，惟中文稿須附英譯，且未曾在國內外審查制度刊物登載過為限。

(三)投稿論文需經本學報委聘之各領域專家學者之審稿作業通過後始刊登。

(四)投稿內容不得有侵犯他人著作權或商業宣傳之行為，其法律責任由作者自行負責。

(五)若有分期刊登之連續性論文，其各單一論文內容之論述必須完整。

(六)請避免將「…之研究(三)」等有研究連續性的標題做為主題，但可以副標題呈現。使用英文標題時，也要避免「Study on…」等字眼。

(七)本學報以彩色印刷為主，論文以10,000字為原則；實作報告以至少5,000字為原則。稿件頁數以雙數頁編排，且以10~20頁(含圖、表)為原則。

無論是論文或實作報告，均需附 500 字左右之中英文摘要。

四、註釋與參考文獻

- (一)內文因故無法直接引用原作者(外文)之著作；而引用翻譯著作時，除應去內文中予以說明之外，其標註方式與參考文獻應以翻譯作者與出版時間為主。
- (二)內文遇專有名詞或需加強說明時所採取之註釋，以無括號阿拉伯數字之註腳方式標於需說明文字後右上方，並將註釋用文字依編號次序排列於同一頁下方。
- (三)內文中遇文獻引用時，以()系統為之，並以(人名，西元出版年：頁碼)處理之，例如(關華山，2010：50)。若同時引用兩篇文獻以上則以分號分隔之，例如(關華山，2010：50；Cody, 1989:66-95)。外文作者只寫原文姓氏，勿寫中譯名。合著文獻必須寫二位作者姓名，超過二位合著者，第二位及其他以 et al. 示之。
- (四)參考文獻列於全文後，排列順序為先英文後中文，英文文獻按第一作者字母順序，中文文獻則按照第一作者姓名筆畫由少而多依序排列。
- (五)年代標示，中文、西文皆統一以西元計，並以阿拉伯數字如 1950 年代，2009 年等表示之。
- (六)參考文獻以直接與內文引用相關者為限，不多亦不少。字體以中文細明體、英文 Times New Roman 10P 表示之。文獻標示法規定如下。1. 中文文獻之寫法原則：文題寫法分兩種，單冊書名用雙線尖括號，合著或期刊中之引文名稱、碩博論文及研討會均用單線尖括號，譯書原作者用外文名，原作與譯作出版年分列。每篇論文之第二行起內縮二個字元。範例如下：
- (七)文獻參考應引用原著為主，不得已情況下引用中譯本時，文本中應引述該中譯本，如……(xxx譯，○○○)。

(1)書籍

關華山(2008)，〈紅樓夢中的建築與園林〉，台北：百花文藝出版社。

Said, E. (1978)，〈東方主義〉，王志宏等譯(1999)，台北：立緒出版社。

(2)期刊論文、學位論文、研討會論文、報告等

劉貞貞、劉舜仁(2007)，〈台灣國民小學建築空間型態演變之探討〉，建築學報，第12卷，第61期，台北。

楊哲旻(2006)，〈真實與虛擬景觀空間休閒行為之比較〉，東海大學景觀研究所碩士論文。

陳格理(2008)，〈書架旁的方凳座椅〉，第二屆海峽兩岸大學圖書館建築學術研討會，南京：東南大學主辦。

盧義發(1992)，〈飲食脂肪與膽固醇對大白鼠血清與肝臟脂質之影響〉，行政院國家科學委員會專題研究計畫成果報告(NSC-80-0409-B-030-02)，台北。

李秉真(2004),〈臺北市公共藝術的民眾參與〉,卓琇琴、陳惠婷編,《遊走兩岸公共藝術》,台北市:行政院文化建設委員會。

(3)參考網址

行政院文化建設委員會(2004),〈入口意象徵選活動〉,網站:
<http://www.cca.gov.tw/sop/cen/asset/point.doc>。

(八)英文文獻之寫法:外文作者先姓後名,第二、三作者先名後姓名,可簡寫或全名,務要統一。文題寫法分兩種,單冊專書用斜體,專書內單篇論文、期刊、碩博論文、研討會論文均用英式雙括號。每篇論文之第二行起內縮五個字母,名詞第一字母均大寫。

(1)Book

Cody, Jeffery W., (2001), *Building in China*, 2nd Ed., Hong Kong: The Chinese University Press.

(2) Article, thesis, report, ...etc.

Hubert, C. (1981), "Spacecraft Attitude Acquisition from an Arbitrary Spinning or Tumbling State", *J. Guidance and Control*, 4(2), NY.

Cody, Jeffery W., (1989), "Henry K. Murphy, An American Architect in China, 1914-1935" Ph.D. Dissertation, Cornell University.

Linde, Thomas (2008), "Brahms' Fantasies, Op. 116: A Musicological Museum", Johannes Brahms Conference 2008 at Tunghai University

Tiller, F. M. and W. F. Leu (1984), "Solid-Liquid Separation for Liquefied Coal Industries: Final Report for RP-1411-1," EPRI AP-3599, Electric Power Research Institute, Palo Alto, CA.

Pollay, R. W. (1983), "Measuring the Culture Value Manifest in Advertising", in Leigh J. H. and C. R. Martin, *Current Issue and Research in Advertising*, (eds.), Ann Arbor: Graduate School of Business, Division of Research, University of Michigan.

(3)參考網址

UNESCO (2006), "Industrial Heritage",
[website: http://whc.unesco.org/sites/industrial.htm](http://whc.unesco.org/sites/industrial.htm)

(九)若上述標示方式仍未涵蓋之文獻,原則上依作者、年月、題目、書名(或雜誌名、論文、期刊)、卷、期、出版地、出版機關依序明確標示之。

五、稿件評審

(一)稿件格式與投稿規定不符者,主編得邊審邊要求投稿者重新編排。來稿大部不合格式或引用文獻、詞(句)引、意引、頁碼錯漏過多以及文句多處不通順者,先予通知撤稿。

(二)來稿依稿件性質,由本學報委聘審稿委員擔任稿件初審。

(三)審查作業完全保密,作者的姓名與單位亦將隱藏,以達到保密原則。

(四)審查意見共分四級：

(A)同意刊登、(B)修改後刊登、(C)修改後再審、(D)不同意刊登。稿件審查參考如下表：

第一位 第二位 外審 外審	A	B	C	D
A	同意刊登	修改後刊登	修改後再審	第三審
B	修改後刊登	修改後刊登	修改後再審	修改後再審
C	修改後再審	修改後再審	修改後再審	不同意刊登
D	第三審	修改後再審	退件	不同意刊登

(五)稿件依審稿委員意見給予接受、拒絕或請作者依審查意見做必要之修改、補充或答辯。「再審」稿件需附「修改說明書」，或以紅色打字說明修改的情形。

(六)審稿委員由主編依稿件之性質，得諮詢相關領域之編審委員後擇定之。

(七)當審查意見判斷不明時，由主編及編審委員依審稿委員意見討論後決議之。

(八)當期審稿委員若有投稿，為求公正與客觀，應迴避審稿推薦。

(九)稿件刊登後，文責由作者擔負。

六、投稿手續

- (1) 來稿請依「投稿規定」之要求撰寫，文稿請採 Office 2003 或更高版本電腦軟體編輯，連同「創藝學報論」投稿者資料表、「著作授權同意書」，直接 email 至東海大學工業設計系電子郵件地址 eunice@thu.edu.tw 進行審稿作業。
- (2) 稿件經本刊發表後，將致贈作者該期學報兩本，需要論文抽印本者，請上網東海大學創意設計暨藝術學院網站「創藝學報」專區列印。
- (3) 本刊編審委員會於審稿作業完成後，將「審稿結果」email 通知原作者，經審查後不通過之稿件，均不退稿。
- (4) 違反投稿規定及格式之論文，本學報將不予審查而通知修正後再投稿。

Instruction for Contributors to Journal of Art and Design

1. Citation and Reference Style

A. Notes and Citations

- (1) When explanatory notes and bibliographical references are required, they should be treated as footnotes and appear on the same page. Where a footnote is used in the text, it should be flagged by a superscripted number without square brackets immediately following the proper noun that the note is in reference to or the sentence that the citation supports.
- (2) A citation should give the last name of the author(s) followed by the year of publication and, if appropriate, specific page numbers in round brackets, e.g. (Smith, 2010:50). Where several references appear consecutively, these should be all enclosed in a pair of brackets and separated by semicolons, e.g. (Smith, 2010:50; Cody, 1989:66-95). For references that have two authors, list both authors' names. For three or more authors, use the first author followed by *et al.*
- (3) Submitted manuscripts should, in principle, always cite the original publication instead of the translated one. Citing translated publications may be acceptable in exceptional cases. When citing a translation, the citation should indicate the translator name and the year of translation, rather than those of the original publication. The authors should also annotate the use of a reference that is not in its original language, by adding *trans.* to the author name, e.g. (Smith *trans.*, 2010).
- (4) When citing a publication in a language other than English, a non-English name should be written in its original language if possible, e.g. (Ayataç, 2007) or (Muñoz Viñas, 2005). For author names in non-Latin, such as Asian, languages, they should be transliterated into English, e.g. (Kwan, 2008), (Nakamura, 2001) or (Park, 1998).
- (5) To avoid ambiguous citations, more information should be added until the citation is unique. If the author surname and published year are identical, include the author initials to differentiate ambiguous citations, e.g. (Kwan, H.S., 2008) and (Kwan, T.K., 2008). When citing several works published by the same author in the same year, they should be differentiated by adding a lower case letter after the year, e.g. (Kwan, 1998b); (Kwan, 1998a, b).

B. References

- (1) The reference list should be provided at the end of the article and all the references should be arranged in alphabetical order. The list should include all the references used and should not include any others that are not cited in the text.
- (2) A full reference should include all the authors' names. For references that have more than one author, place the first author's surname before the given name, followed by the names of all the other authors written in conventional order, e.g. the given name first and the surname next. All the given names can be written in full or use initials, so long as they are used in a consistent manner.
- (3) References of translated publications, the name(s) of the translated author(s) should be written in the original language rather than the translated one, and the published year of both the original and translated editions has to be indicated;
- (4) Use italics for book and journal titles and double quotation marks for the titles of book sections, journal articles, dissertations, theses and conference papers.

(5) The second and further lines of the references should be indented 1.75cm. Title capitalization should follow the Headline Style.

(6) Reference examples:

(a) Book

Cody, Jeffery W., (2001), *Building in China*, 2nd Ed., Hong Kong: The Chinese University Press.

Etchells, Frederick, (1989), *Towards a New Architecture*, translation of Le Corbusier, (1923) ,*Vers une Architecture*, Oxford: Architectural Press.

(b) Article, thesis, report, etc.

Hubert, C. (1981) ,“Spacecraft Attitude Acquisition from an Arbitrary Spinning or Tumbling State”, J. Guidance and Control, 4(2), NY.

Cody, Jeffery W., (1989), “Henry K. Murphy, An American Architect in China, 1914-1935” Ph.D. Dissertation, Cornell University.

Linde, Thomas (2008), “Brahms’ Fantasies, Op. 116: A Musicological Museum”, Johannes Brahms Conference 2008 at Tunghai University

Tiller, F. M. and W. F. Leu (1984), “Solid-Liquid Separation for Liquefied Coal Industries: Final Report for RP \ 1411-1” EPRI AP-3599, Electric Power Research Institute, Palo Alto, CA.

Pollay, R. W. (1983), “Measuring the Culture Value Manifest in Advertising”, in Leigh J. H. and C. R. Martin (eds.), *Current Issue and Research in Advertising*, Ann Arbor: Graduate School of Business, Division of Research, University of Michigan.

(c) Websites

UNESCO (2006), “Industrial Heritage”, website: <http://whc.unesco.org/sites/industrial.htm>

(d) For any other reference types that are not specified above, the reference format should include the following details in order: all authors’ names and initials, year of publication, title of article or the book, the full title of the journal and its volume and the place and name of the publisher.

C. References in Non-English Languages

(1) For referencing a non-English publication with the author names in the original language, such as French, German, etc., the book and article titles should be translated into English and enclosed in square brackets following the title in its original language.

(a) Books

Andrieux, Jean-Yves & Chevallier, Fabienne (eds) (2005) *La Réception de L’architecture du Mouvement Moderne: Image, Usage, Héritage [the Reception of Architecture of the Modern Movement: Image, Use, Heritage]*, Paris: DOCOMOMO.

(b) Journal articles

Schulze, Franz, (1986) ‘Mies van der Rohes letzte Lebensjahre [Mies van der Rohe’s last year of life]’, *Bauwelt [Building World]*, 1986(11), Berlin.

(2) When referencing a publication in a non-Latin, such as Asian, language, all the details of a publication should be translated into English, followed by the full reference in its original language enclosed in square brackets.

(3) Specifically for referencing a Chinese publication, the Chinese reference in brackets should follow the style shown in the following examples.

(4) Reference Examples:

(a) Books

Fujimori, Terunobu & Tan Wan (eds) (1996) *A Comprehensive Study of East Asian Architecture and Urban Planning, 1840-1945*, Tokyo: Chikuma Shobo. [藤森照信、汪坦編，（1996），《全調查東アジア近代の都市と建築，1840-1945》，東京：筑摩書房。]

Kwan, Hwa-San (2008) *The Architecture and Landscape Gardening in "Dream of the Red Chamber"*, Taipei: Bai-Hua Publisher. [關華山（2008），《紅樓夢中的建築與園林》，台北：百花文藝出版社。]

(b) Journal articles, dissertations, theses, conference papers, reports etc.

Liu, Chen-Chen and Shuenn-Ren Liou (2007) "A Study on the Evolution of Spatial Composition in the Elementary Schools of Taiwan", *Journal of Architecture*, 12(61), Taipei. [劉貞貞、劉舜仁（2007），〈台灣國民小學建築空間型態演變之探討〉，*建築學報*，第12卷，第61期，台北。]

Yang, Che-Min (2006) "The Comparison of Leisure Behavior in Simulated with Real Landscape Environment", MA Thesis, Department of Landscape Architecture, Tunghai University, Taichung. [楊哲旻（2006），〈真實與虛擬景觀空間休閒行為之比較〉，東海大學景觀研究所碩士論文。]

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2. Refereeing Process

- (1) Only submissions that fulfill the above requirements will be reviewed. Manuscripts that fail to meet the submission specification, follow the citation and reference style or reach an acceptable standard will be rejected by the Editors.
- (2) To recruit qualified referees to review a submission, the Editors will solicit the recommendation of members of the Editorial Board whose specialization is in close proximity to the topic of the submitted manuscript.
- (3) The Editors will then appoint two qualified individuals with the related field to review every submitted manuscript. All submissions are refereed in a 'double-blind' refereeing process. Neither the referees nor the authors may know each other's identity.
- (4) The referees will give their feedback to the Editors by completing the Review Report, which contains their detailed comments and recommendation for acceptance or rejection. The referees' recommendation will fall into the following four categories, suggesting the manuscript to be:
(A) Accepted for publication; (B) Accepted with minor revisions; (C) Recommended to resubmit after major revisions (D) Rejected for publication.
- (5) The below table indicates how the Editors arrive their final decision on acceptance or rejection based on the reports of the two – or three, in some cases – appointed referees.

Referee 1 Referee 2	A	B	C	D
A	Accepted for publication	Accepted with minor revisions	Resubmitted after major revisions	Subject to Referee 3's decision
B	Accepted with minor revisions	Accepted with minor revisions	Resubmitted after major revisions	Resubmitted after major revisions
C	Resubmitted after major revisions	Resubmitted after major revisions	Resubmitted after major revisions	Rejected for publication
D	Subject to Referee 3's decision	Resubmitted after major revisions	Rejected for publication	Rejected for publication

- (6) If there is a discrepancy between the two referees in recognition for the originality and contribution of a submission, a third referee will be appointed. After soliciting the feedback from the third referee, the Editorial Board will hold an editorial meeting and make the final decision based on the detailed comments made in the Review Reports of the three referees.
- (7) Once the referencing process is completed, the author(s) will be informed of the final decision on publication. For manuscripts subject to minor and major revisions – Category (B) and (C) – the author(s) should revise their manuscript, add supplemental materials or improve the clarity of arguments deployed in the article.
- (8) Manuscripts subject to resubmission – Category (C) – should be resubmitted with an explanatory note – with red-color texts in the manuscript or on a separate sheet – detailing the modifications made.

- (9) Submissions that fail to receive favorable recommendation for publication – Category (D) – will be rejected, and the manuscript will not be returned to the authors.
- (10) Acceptance for publication will always be subject to the final approval from the Editorial Board. To ensure fairness and maintain credibility in the refereeing process, members of the Editorial Board who make submissions to the Journal have to withdraw from any decision making.

Submission Form for Journal of Arts and Design Contributor

(「創藝學報論」投稿者資料表)

Date (投稿日期)		Month(月)	Day(日)	Year(年)
Paper Details(文稿基本資料)	Title of Paper			
	Composite Sections of Paper (論文類別)	☐ Academic Articles (學術論文) ☐ 藝術與設計論述 (Art and Design Discourse) ☐ 實作報告 (Practice Report) ☐ 其他_____		
	Words Count		Numbers of Pages	
Personal Info (作者基本資料)	Author(作者)	Name(Last, First) (姓名)	Institutional Affiliation (including department or division) (服務機關全銜及單位名稱)	Job Title (職 稱)
	First Author (第一作者)			
	Co-author A (共同作者 A)			
	Co-author B (共同作者 B)			
Contact Info (聯絡資料)	Contact Person (連絡人)		Job Title/ Institutional Affiliation (服務機構及職稱)	
	Highest Academic Qualification (學 歷)		Experience (經 歷)	
	Email Address			
	Phone Number (聯絡電話)	Office (辦公室):		
		Cell (行動電話):		
Mailing Address (通訊地址)	 (Zip Code 郵遞區號)			
Submitting Instruction (投稿手續)	Each manuscript must be accompanied by: (1) Submission Form (本投稿基本資料表乙份) (2) Copyright Authorization Statement in Chinese (著作授權同意書) (3) Manuscripts must be written in English. Use <i>Times New Roman</i>, point-size 10 and 1.5-line spacing. They should normally be between 10,000 and 20,000 words for submission to the section of Academic Articles or Art and Design Discourse, and a minimum of 5,000 words for Practice Reports. In all cases, a short abstract of around 500 words should be submitted with the manuscript. (投稿稿件中英文皆可，惟中文稿須附英譯，含英文摘要及關鍵字) 來稿請依「投稿規定」之要求撰寫，文稿請採 Office 2003 或更高版本電腦軟體編輯並 email 至東海大學工業設計系電子郵件地址 eunice@thu.edu.tw 進行審稿作業。聯絡電話：04-23590492。)			

Call for Papers:

Journal of Art and Design

Theme of the Third Issue: *Sustainable Living and Green Design*

1. Objective of Publication

The Journal of Art and Design is a peer-reviewed journal, published yearly under the editorship of the staff members at the College of Fine Arts and Creative Design, Tunghai University. The Journal aims to foster a favorable climate for creative thinking in academia and raise the quality of design learning, teaching and research in the art and design disciplines. Scholarly articles and practice reports related to art and design are welcomed to contribute to the Journal.

2. Classification of Submission

The Journal consists of three different composite sections, each of which is given a distinctive title: (1) Academic Articles, (2) Art and Design Discourse and (3) Practice Reports. The authors should nominate to which section the submission is made according to the nature and the subject matter of the article and the Editorial Board reserves the right to rearrange the submission in a section other than the nominated one if it deems fit.

(1) Academic Article

Submissions that examine art and design-related issues and stimulate theoretical reflection or present the findings of empirical research fall into this section. To be considered an original contribution to knowledge, articles must develop arguments by clearly stating the purposes, approaches, methods and outcomes of research.

(2) Art and Design Discourse

Fitting into this section are submissions that reflect and articulate the authors' personal philosophies of art and design by employing an analytical framework that shows originality and synthesis in approaches for self-reflection to emerge. Thought-provoking articles on historical, social, cultural and technological aspects and providing humanistic insight are invited to challenge our social and cultural conception of art and design.

(3) Practice Report

Reports on original works of architecture, landscape architecture, industrial design, fine arts and music, that are completed or unveiled to the public within the past five years belong to this section. Submission should include the following four components: (a) artistic or design idea, (b) theoretical framework, (c) analysis of work, and (4) value and contribution. Submissions to this section are expected to include accompanying illustrations such as drawings, maps, pictures, models, exhibition/performance contents or the like.

3. Submission Specifications

- (1) The Journal is scheduled to be published by the end of May every year. Calling for papers on a specific theme is announced in November. All submissions have to be made before the 5th of January to be eligible for reviewing.
- (2) Submitted manuscripts have to be original, unpublished work and not being under consideration for publication elsewhere. They must not be involved with copyright violation or commercial propaganda. Submission to the Journal will be taken to imply that the authors accept the full legal responsibility for plagiarism or any other misconduct.
- (3) Submission that consists of several parts can be published in a series. In such cases, every individual part has to be a complete piece of article and presents a credible argument in its own right.
- (4) Articles in serial form should avoid using numeric characters as part of the main title, but such use of numbering is acceptable in the sub-title to indicate the serial order. Vague and ill-defined titles, such as 'Studying on ...' should also be avoided.
- (5) Please include your full name, profession (job title), institutional affiliation (company name), email, contact address and phone number on the covering page of your manuscript. Do not reveal your personal information on any other pages.
- (6) Manuscripts must be written in English. Use *Times New Roman*, point-size 10 and 1.5-line spacing. They should normally be between 10,000 and 20,000 words for submission to the section of Academic Articles or Art and Design Discourse, and a minimum of 5,000 words for Practice Reports. In all cases, a short abstract of around 500 words should be submitted with the manuscript.
- (7) The Journal is full-color illustrated. Accompanying illustrations should not be inserted in the text but gathered at the end of the document. Illustrations should fit within the type-area width of **150 mm** with **600 dpi** resolution for best quality reproduction. All illustrations should be captioned and listed in ascending numerical sequence, shown as Figure1, Figure 2, etc. Approximate position of illustrations must be indicated in the manuscript. Captions should also include an acknowledgement to the copyright holder, and it is the authors' responsibility to ensure the proper permissions are obtained.
- (8) When referring to a non-Latin proper noun or author name in the text, such as Asian languages, the first appearance should show the transliterated name followed by that in its original language, e.g. The Council for Cultural Affairs (文化建設委員會); Hwa-San Kwan (關華山) argues that.... Specifically for transliteration from Chinese to English, **Hanyu Pinyin** is preferable, e.g. Taichung City consists of eight districts, of which Beitun (北屯), Xitun (西屯) and Nantun (南屯) are the top-three geographically largest districts.

6. Submission Procedure

- (1) Submissions to the Journal can be made by email. An attached electronic file compatible with Microsoft Word 2003 or a more recent version should be sent to ejunice@thu.edu.tw, The College of Fine Arts and Creative Design, Tunghai University.
- (2) The Editors reserve the right to reject and refuse to review manuscripts that do not comply with the submission specification and the citation and reference style specified by the Journal.
- (3) After publication, the authors will receive two complimentary copies of the issue containing the article. For offprints of the article, please access the article in electronic form on the website of Journal of Art and Design, affiliated with College of Fine Arts and Creative Design, Tunghai University, to print the copies required.

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