

Checklist for Authors

To be completed and uploaded with the manuscript at submission.

Incomplete submissions will not be put into the peer-review process until requirements are met.

Manuscript Title: _____

Please check below items as ✓ mark before submission of the manuscript.

1. General guideline

- The manuscript is submitted through KSOT online submission system (<http://submission.ksotjournal.kr>).
- The manuscript is provided in HWP, DOC, or DOCX file format.
- The manuscript is typed using 10 point, Times New Roman font with line space of 160% and a space of 3cm from all margins(right, left, upper, and lower).

2. Cover page

- Includes full title of manuscript. Includes all author names. Includes all author affiliations.
- Includes all author highest academic degrees.
- The corresponding author is denoted. The current postal address, telephone number, Cell phone number, fax number, and functioning email address is provided for the corresponding author.
- The titles of those acknowledged (e.g., source of research fund or grant) are provided.

3. Abstract

- Abstract is placed on the front in the manuscript.
- Abstract is equal to or less than 200 words.
- Key words are provided and the number of key words is 3 to 10.
- The family name is put in front of the first given name in the abstract (e.g., Arvedson, Joan).

4. Main text

- The main text for an original article is written in following order: (1) introduction; (2) methods; (3) results; (4) discussion; (5) conclusion. The main text for a review article is written in following order: (1) introduction; (2) body; (3) conclusion.
- The main text is written in English or in Korean.
- Numeral is used as Arabic ones and measures are expressed with the metric system.
- The main text is equal or less than 12 pages on A4 paper including tables, figures, and pictures.

5. Reference

- All references have been checked for accuracy and completeness.
- All references are provided in the reference listing have been cited within the text of the manuscript.
- The format prescribed by the instruction to author has been followed.

6. Tables

- Each is numbered with an Arabic numeral and cited in numeric sequence in the text.
- All abbreviations in tables are defined in a table footnote.
- Information in tables is not provided repeatedly in figures, pictures, or text.

7. Figures

- Each is numbered with an Arabic numeral and cited in numeric sequence in the text.
- All electronic figures and photos are preferred with a resolution no lower than 300 dpi.
- Footnotes provide detail explanation for understanding figures.

I have reviewed this Checklist and have complied with its requirements.

Corresponding author _____ date _____

* Overall format of manuscript prescribed by the "Publication Manual of the American Psychological Association (6th edition, 2010)" has been followed.

* This checklist was revised on 2013/12/18.