1. General Requirements
   • The main document with manuscript text and tables should be prepared in an MS Word (docx) or RTF file format.
   • The manuscript should be double spaced on 21.6×27.9 cm (letter size) or 21.0×29.7 cm (A4) paper with 3.0 cm margins at the top, bottom, right, and left margin.
   • All manuscript pages are to be numbered at the bottom consecutively, beginning with the abstract as page 1. Neither the author’s names nor their affiliations should appear on the manuscript pages.
   • The authors should express all measurements according to International System (SI) units with some exceptions such as seconds, mmHg, or °C.
   • Only standard abbreviations should be used. Abbreviations should be avoided in the title of the manuscript. Abbreviations should be spelled out when first used in the text—for example, extensible markup language (XML)—and the use of abbreviations should be kept to a minimum.
   • The names and locations (city, state, and country only) of manufacturers should be given.
   • When quoting from other sources, a reference number should be cited after the author’s name or at the end of the quotation.

Manuscript preparation differs according to the publication type (original articles, research notes, book reviews, etc.). Other types of publications can be negotiated with the Editorial Board.

2. Original Articles
   The manuscript for an original article should be organized in the following sequence: title page, abstract and keywords, main text, conflict of interest, acknowledgments, references. The figures should be received as separate files. Maximum length: 10,000 words of text (not including the abstract, tables, figures, and references) with no more than a total of 10 tables and/or figures.

2.1 Title Page: The following items should be included on the title page: 1) the title of the manuscript, 2) the list of authors, 3) each author’s affiliation and information (cv, within 130 words), 4) the name and e-mail address of the corresponding author, 5) when applicable, the source of any research funding and a list of where and when a portion of the study has been presented elsewhere, and 6) a running title of fewer than 50 characters. 7) ORCID (Open Researcher and Contributor ID)

2.2 Abstract and Keywords: The abstract should be concise and equal to or less than 200 words. It should be written in a structured format including purpose, methods, results, and conclusion. Abbreviations or references are not allowed in the abstract. From 5 Up to 10 keywords should be listed at the bottom of the abstract to be used as index terms.

2.3 Conflict(s) of Interest: Any potential conflict of interest that could influence the authors’ interpretation of the data, such as financial support from or connections to companies, political pressure from interest groups, or academically related issues, must be stated.

2.4 Acknowledgments: All persons who have made substantial contributions, but who have not met the criteria for authorship, are to be acknowledged here. All sources of funding applicable to the study should be stated here explicitly.

2.5 Funding: The source of any research funding and a list of where and when a portion of the study has been presented elsewhere should be described.

2.6 Appendix: If any materials were insufficient for inclusion in the main text such as questionnaires, they can be listed in the Appendix.

2.7 Supplementary Materials: If there are any supplementary materials to aid readers in deeper understanding or if there was data that was too lengthy to be included in the main text, it may be placed as supplementary data. Not only text, audio, or video files, but also data files should be added here.

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2.8.2 Books and Book Chapters:

2.8.3 Online Sources:

2.8.4 Conference Papers:

2.8.5 News Articles:

2.8.6 Dissertations:

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Tables are to be numbered in the order in which they are cited in the text. A table title should concisely describe the content of the table so that a reader can understand the table without referring to the text. Each table must be simple and typed on a separate page with its heading above it. Explanatory matter is placed in footnotes below the tabular matter and not included in the heading. All non-standard abbreviations are explained in the footnotes. Footnotes should be identified by a), b), c), ... Statistical measures such as standard deviation (SD) or standard error (SE) should be identified. Vertical rules and horizontal rules between entries should be omitted.

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Research Notes is a broad category of writings that includes reviews (writings invited by the editor that provide comprehensive analyses of specific topics), essays (writings on the experience and ideas of researchers for dissemination to their colleague researchers), and editorials (writings invited by the editor which comment on articles published recently in the journal). Review notes are to be organized as follows: title page, abstract, main text (introduction, text, and conclusion-applicable to essay style review notes), conflicts of interest, acknowledgments, references, tables, figure legends, and figures. There should be an unstructured abstract of no more than 200 words. The length of the text excluding references, tables, and figures should not exceed 4,000 words. The number of references is limited to 70.
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Book reviews are solicited by the editor. These will cover recently published books in fields relevant to the journal. The length of the text excluding references, tables, and figures should not exceed 1,000 words.

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Table 1 shows the recommended maximum limits for manuscripts according to their publication type; however, these requirements are negotiable with the editor.

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<thead>
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<th>Text (word)</th>
<th>References</th>
<th>Tables &amp; figures</th>
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*Maximum number of words is exclusive of the abstract, references, tables, and figure legends.

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E-mail: idaos@daejin.ac.kr

Editorial Office: Daesoon Academy of Sciences
Managing Editor: Jason Greenberger, Daejin University, Korea.
1007, Hoguk-ro, Pochen-si, Gyeonggi-do, 11159, Rep. of Korea Tel: +82-31-539-2523, Fax: +82-31-531-2541
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