

STAD Submission Guideline

Last Updated: 30/1/2023

1. Before Submission

Please use these instructions when you submit your manuscript to *Social Theory and Dynamics (STAD)*. The contributions to STAD are considered for publication on the following conditions:

- That the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work. Please note that without significant revisions a translated draft of your own work written in other languages than English cannot be accepted.
- That the manuscript has been submitted only to *STAD*, it is not under consideration or peer review or accepted for publication or in press or published elsewhere
- That the manuscript contains nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal.

Any manuscripts that fail to adhere to the above conditions will be rejected. All submitted manuscripts are subject to initial appraisal by the editor, followed by anonymous peer-review by independent referees.

2. Guideline for manuscript

2.1 Style and format

- Manuscripts are accepted in English.
- Manuscripts should be typed, double spaced on either A4 (297x210mm) or letter (279x216mm) size paper, using ample margins.
- Research articles should consist of a maximum of 10,000 words including tables, figures, notes and references.
- 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.

2.2 Structure of manuscripts

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

- 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).

- 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/>).

- 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.

3. Reproduction of copyright material

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