A detailed Guide for Authors is available upon request. The authors are kindly asked to consult this guide. Please note the following notations.

**Manuscript submission.** The submitted manuscript should be in English. The authors are encouraged to submit manuscripts on 3.50" HD/DD disk specifying the type of computer equipment and program used. However, the programs of WP, WS, and MS Word are preferred. The manuscript file(s) will be copied and the diskette(s) returned to the author. Only original papers will be considered for publication and the paper(s) has not simultaneously been published to any other publications.

**Manuscript style.** The papers should contain 8,000 – 10,000 words and are prepared as follows: title, name and address of the author, a 100 to 500-word abstract, introduction, body, conclusion, acknowledgments (when appropriate), references, and appendices. No footnotes are included. The curriculum vitae of the authors is submitted in separate paper.

**Text preparation.** The manuscript should be type written with double spacing and wide margins (3 cm) as well as numbered consecutively. The title should centrally be typed in capital letters. The section and sub-section headings should be ranged in left justification.

**Illustrations and tables.** The illustrations and tables should be compiled within text and numbered consecutively. They should be referred to in text. Photographs, charts, and diagrams are to be referred to as "Figure(s)". Photographs should be in good quality.

**References.** References cited within text start with author’s name, followed by publication date in parentheses. The reference list should be ranged in alphabetical order.

1. **Book by one and/or more authors**


2. **Edited book and book with introduction, preface, foreword, afterword**


3. **Periodicals**

– Continuous pagination journal


– Independent pagination journal


– Weekly or biweekly periodical


4. **Speeches**

Durant, Will and Ariel Durant 1974, “Can Democracy Survive?” Commencement Address Occidental College Los Angeles, 8 June.

5. **Government Publications**

California. Dept. of Alcohol and Drug Programs 1980, *A Directory of Community Services for Alcohol Abuse and Alcoholism in California*, Sacramento : The Department of Alcohol and Drug Programs, .