

“Journal of Intelligence Science in Local Research (JIS-LR) ”

Authoring Guidelines

Layout and Writing Guidelines for Submitted Papers

(1) Layout and General Writing Rules

- ① Manuscripts must be prepared using Microsoft Word. The number of pages is limited to a maximum of 20, and the format should adhere to the following styles depending on the field: “APA style” for nursing-related papers, “MLA style” for social sciences and humanities papers, and “Chicago style” for social sciences and humanities papers, and “Chicago style” for scientific papers. Figures, table, photographs, and references (font size: Century 9pt) should be included within this page limit.
- ② The author is responsible for the content of the paper.
- ③ The Characters count for submitted papers is calculated based on the number of lines and Characters per line (74 Characters per line). For figures and table, the Character count is estimated based on their space on the page: approximately 480 Characters for small figures and tables, and approximately 2,960 Characters for large figures and tables (equivalent to one page).
- ④ Notes should be numbered consecutively and placed at the bottom of the page where they first appear. In the manuscript, use a font size of Century 9pt for notes. For the notation method, refer to ⑤ below.
- ⑤ Notes should only be placed at the end of sentences.

Example: "...resulted in this conclusion.*¹³. Meanwhile, people responded..."

- ⑥ Expressions that identify the author, such as "this article by the author" or "my previous work," should not be used in the submission. Additionally, do not include postscript or acknowledgments upon submission.
- ⑦ Upon acceptance, the manuscript file should be submitted via email with any postscript or acknowledgments added at this stage (see Section 11, E. for details). Notify the editorial committee where these additions have been made.
- ⑧ Do not use notes for citations. Refer to the guidelines for referencing literature below.
- ⑨ The editorial committee will handle the following:
 - Layout and typography of the title, author name, abstract, and keywords.
 - Institutional affiliation listed in the footnote of the first page.
 - Layout and typography of section headings.
- ⑩ Manuscript Structure (Refer to the submission template for details):
 - A、 Structure and Font:
 - a. Title [Font: Bold Century 16pt]
 - b. Subtitle [Font: Bold Century 12pt]
 - c. Author name [Font: Century 10.5pt]
 - d. Institutional affiliation [Font: Century 10.5pt]
 - e. Abstract [Font: Century 10.5pt]
 - f. Keywords [Font: Century 10.5pt]
 - g. Main Text [Font: Century 10.5pt]

- h. Main headings: Bold Century 12pt
 - i. Subheadings: Bold Century 11pt
 - j. Acknowledgments [Font: Century 10.5pt] (If necessary).
 - k. References [Font: Century 9pt].
 - l. Notes [Font: Century 9pt] (Place notes at the bottom of the page).
- B. Title should include relevant keywords representing the research content.
- C. The abstract should be written by the author, summarizing the key points. English abstracts should generally be between 62–125 words.
- D. Authors should provide keywords, ideally extracted from the title and abstract, and limited to about five words.
- E. Acknowledgments, if any, should be placed after the main text (Do not include acknowledgments in the submission. Add them only after the final manuscript has been approved based on peer review).
- F. References should be compiled at the end of the manuscript (required information: author name, title, publisher, publication year, pages [for journals: volume and issue numbers, etc.]). However, if there are different citation practices specific to the field, those can be followed.
- G. For any parts of the manuscript outside the main body, if there are appropriate formats according to SIST or other standards, the editorial committee may adjust them accordingly.

Quick reference table for titles and other information	Original Article	Commentary	Resources	Research Notes
Title	○	○	○	○
Author Name	○	○	○	○
Summary	○	○		
Keyword	○	○		

○ = Required

※ Regarding the selection of original articles, review articles, materials, and research notes, unless a category is specified at the time of submission, the articles will be classified according to the results of the peer review.