

Instructions for Authors

- I. *Journal of Teacher Education and Professional Development* (Hereinafter the Journal) is a academic journal published with the grants from Ministry of Education to discuss the theory and practice of teacher education and professional development, to present innovative research findings by national and international scholars and experts as well as the important content and analysis of current teacher education policy, to enhance academic exchanges and to raise professional standards for teachers.
- II. The Journal calls for papers regarding “the theory and practice of teacher education”, “the theory and practice professional development of teachers” and relevant academic issues. It is published biannually in June and December of each year. The Journal welcomes submissions all year round and the review process is upon receipt of submissions. Please indicate the right category manuscripts fall into when authors make contribution to the Journal.
- III. Please see “ Flow of Paper Review System” of the Journal in regard to the review procedure.
- IV. Manuscript Format
 - i. Submit your paper in print, as well as in electronic form in accordance with instructions. Based on editorial needs, the appendix will be excluded from the paper in principle unless otherwise required by reviewers.
 - ii. The Journal employs a two-way anonymous review process. Please do not indicate author’s name or author’s personal identity in the manuscript, except in “Contribution Information Form.”
 - iii. Please ensure your manuscript format conforms to “Style of Thesis Writing” of the Journal. Any unconformity manuscript will be returned and only after adjustment is made accordingly, it will be processed. The full paper should not exceed 20,000 words in Chinese or 8,000 words in English (including the abstract, keywords, the text, tables and figure legends, footnotes, and references, etc.)
 - iv. The format of manuscripts in citation, footnotes and reference must be written with reference to the latest edition of APA (American Psychological Association) style.
 - v. The instructions related to electronic filing is as follows :
 - (i.) Please use Word 98 or higher version which can be converted to general word processing.
 - (ii.) Please do not use any instruction in text (including publishing system instruction, columns format or duplex printing, etc).
- V. Copyright and Responsibility for Content
 - i. The manuscript must not be submitted to any other journals (including the paper which is under review elsewhere; the paper which is presented in conferences with the possibility for future compiled publication in treatise; the paper which is over 30% similar or equal to the author’s other published papers), not infringe copyright of any third party or not violate academic

ethics and must sign the “Contribution Information Form” and author’s declaration from within (please download the form from <http://jtep.d.ncue.edu.tw>). The author takes sole responsibility for any violation.

- ii. Papers complete the review process and are accepted for publication by the Editorial Committee of the Journal can not be withdrawn without the agreement of the said editorial committee. Authors whose papers have been accepted for publication must sign the “Copyright Transfer Agreement” and return it to the Journal.

VI. Submission Guideline

i. Submission Delivery :

- (i.) Online submission system : Please go to <http://jtep.d.ncue.edu.tw/submit.html> and follow the instruction to complete online submission and print out “Contribution Information Form” with the author’s signature. Then fax the signed form to 886-4-7211267 or scan the said form and e-mail it to jtep.d@cc2.ncue.edu.tw.
- (ii.) Hardcopy by post : Three copies of each manuscript in a required paper form, one “Contribution Information Form” and an electronic file must be ready to mail to the Editorial Team of “Journal of Teacher Education and Professional Development” of Center for Teacher Education of National Changhua University of Education at the following address : No.1, Jin-De Road, Changhua 50007, Taiwan.
- (iii.) If you need further information, please contact us at (04) 7232105 with extension 1142, 1143 or email us on jtep.d@cc2.ncue.edu.tw.

- ii. If several authors work on the manuscript, please appoint one of them as corresponding author.
- iii. All manuscripts submitted to the Journal are not returned. Please keep your own copy of the manuscript. A review comment form will be provided in six months whether manuscripts have been accepted.
- iv. The Editorial Committee of the Journal will determine the publication volume, issue and chapter for all papers accepted for publication, based on editorial needs.

VII. Correction and Off-print

- i. Authors must return the revise manuscript and explanation of revision within the deadline upon the receipt of the “Notice of Revision.” If the manuscript to such response is overdue, it will be deemed as being withdrawn by the author.
- ii. Author are responsible for proofreading after the paper has been typeset. The Journal is responsible for format proofing only.
- iii. Authors accepted for publication must carefully edit and proofread English abstract.
- iv. Authors of manuscripts published by the Journal are entitled to payment for the manuscripts, 15 off-prints of their manuscripts and one copy of the issue where their manuscripts are published, free of charge.