



## 《澳門科技大學學報》稿約

*The Journal Submission Guidelines of Macau University of Science and Technology*

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1. 《澳門科技大學學報》（以下簡稱《科大學報》）為澳門科技大學出版之綜合學術刊物，內容涵蓋人文社會科學、自然科學、工程技術、中醫藥科技、管理科學等各領域專業論文。《科大學報》歡迎海、內外不同專家學者賜稿，尤其具有問題意識，資料豐富，論證堅實，文字精鍊，具原創性之論文，以促進專業知識交流。
2. 《科大學報》之當然主編為校長，副主編為副校長，下轄編輯委員會若干成員與學報編輯，負責處理稿件審查、對外聯絡、排版與出版等事宜。
3. 《科大學報》論文形式以繁體中文或英文為主。字數方面，以不超過三萬字為原則，惟特稿不在此限。《科大學報》為季刊，於每年三月、六月、九月下旬及十二月中旬前出版。來稿採「隨到隨審」制，由《科大學報》編輯委員會初審後，再送交海內外專家學者評審。評審人寫出評審意見書後，再由編委會逐一討論是否採用。稿件審查採「雙匿名」方式，作者與評審人之姓名互不透露，文中請勿出現足以辨識作者身分之資訊。《科大學報》當儘速通知作者審查結果，然恕不退還來稿。
4. 請確保提交之稿件為最終版本。若要修正或重新提交稿件，編輯部有權拒絕接受相關稿件，並紀錄在案。
5. 編輯委員會保留對來稿採用之決定權，或作技術與文字之修改。
6. 請勿一稿兩投。來稿以未曾發表者（含網路發表或專書）為限，會議論文請查明該會議無出版論文集計畫；若為政府機構補助之研究計畫成果，亦請註明。若經查來稿已發表或一稿兩投屬實，將逕行退稿。

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7. 所投稿件須或推薦稿件必須為作者獨立研究完成之作品，並充分尊重他人智慧財產權（勿侵害第三人權利），且無任何違法、違紀和違反學術倫理規範之內容。如發現存在學術造假或學術不端等行為，概由投稿者負擔法律責任，且按照本刊規定嚴肅處理。
8. 論文中牽涉版權部分（如圖片及較長之引文），請事先取得原作者或出版者書面同意，《科大學報》不負版權責任。
9. 寫作時請參照《科大學報》格式撰寫，並附中英文篇名；論著及研究討論加附中英文關鍵詞及各五百字左右的中英文摘要。
10. 《科大學報》以電腦排版，除特殊情況外，請作者檢附電子檔案，並使用 Microsoft Office-Word 繁體中文版。
11. 《科大學報》收到稿件後，約十個工作天內進行初審，如通過者以電子郵件回覆，隨即進入雙匿審程序。一般而言，程序約為三十至四十個工作日（仍需視乎評審專家實際狀況）。如投稿超過四個月沒有通知，作者可逕行處理稿件。
12. 刊稿不付稿酬，但送作者抽印本十五份、當期四本。
13. 凡登載於《科大學報》之文稿，其出版權即屬《澳門科技大學學報》所有，除取得《澳門科技大學學報》同意外，不得自行轉載。惟作者仍保有集結出版、教學及個人網站等無償使用之權利。
14. 《科大學報》全面採用線上（電郵）投稿方式，請勿寄送紙本。作者請先填妥「投稿申請表」內之中文及英文真實姓名、中文及英文服務單位名稱、通訊地址、電話、傳真或 e-mail 等資訊，與稿件一併電郵至《科大學報》信箱：[publication@must.edu.mo](mailto:publication@must.edu.mo)。（標題請註明「年月\_\_作者\_\_稿件名稱」，需附「澳門科技大學學報投稿申請表」）。確認投稿文件無誤後，編委會予以回覆；如缺少投稿申請表等必需文件，不予處理。

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1. The Journal of Macau University of Science and Technology is a comprehensive academic publication, which covers in various fields, such as *Humanities and Social Sciences*, *Natural Sciences*, *Engineering Technology*, *Traditional Chinese Medicine*, *Science and Technology*, and *Management*. We welcome all professional manuscripts from different experts and scholars from home and abroad.
2. Make sure you submit the final version of your manuscript. Once your manuscript is accepted for publication and received at the Journal of Macau University of Science and Technology no further changes can be made.
3. Do not submit papers to Macau University of Science and Technology Journal if they have been published somewhere else, or are being considered for publication elsewhere.
4. Submit your paper only as a Word file. The article must use Traditional Chinese and English and cannot be over 30,000 words (except for the special article). The Journal of Macau University of Science and Technology is a Quarterly one published in March, June, September and December.  
The article must provide no more than 500 words of Chinese and English abstract and five keywords. Define all non-standard abbreviations when they first appear.
5. Remember to include a title, all author names and affiliations, and the corresponding author's email address.
6. If your paper uses figures, tables, or parts of text that have been published elsewhere, you need permission from the copyright holder.
7. Number tables and figures, ensure they all have a legend. Define the

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meaning of any bold or italic formatting in your tables. Figures should be high-resolution and in a common image format. (e.g. .eps or .tif)

8. All references should be readable and accurate. The article must need to follow the format references to the Macau University of Science and Technology journal's style when you first submit your paper.
9. Include acknowledgements, conflict-of-interest declarations and details of funding sources and grant numbers at the end of your paper. Include the full funder name. Use author initials to indicate which authors received grants.
10. Include all supplementary data files, which is the application from, with your submission.
11. Use Word's 'Insert equation' and 'Insert symbol' functions to insert symbols or special characters. Do not use images. Times New Roman and Arial Unicode MS typically provide the widest range of symbols and special characters.
12. After we have reviewed your manuscript, we may ask for editable files, higher resolution figures, or edited files to fit journal style.
13. The article must follow the "Committee on Publication Ethics Rules". If we have clear evidence that findings are plagiarism, unreliable, a result of major error, fabrication, falsification, or published elsewhere without proper attribution to previous sources or disclosure to the editor, permission to republish, or justification of article, the Journal of Macau University of Science and Technology will retract the further article.
14. Author should attach and send the necessary further documents, such as the application form, article etc., to journal's email: publication@must.edu.mo (please write the clear information as "date\_author\_article title" ). We will reply to author in six days and confirm whether your article is accepted for the next stage or not. In general, the processing of articles will spend around 30-40 working days. If we do not reply for over four months, the author can deal with it by

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himself.

15. The Journal of Macau University of Science and Technology has the final decision of publication, editorship and right of interpret for each article.