

NATIONAL SUN YAT-SEN UNIVERSITY

College of Social Sciences Regulations for Outsourced Editing of Papers Completed by Faculty Members and Students

Approved by the 2nd College General Meeting on November 9, 2006, School Year 95.

Approved by the 2nd College General Meeting on March 12, 2013, School Year 101.

Approved by the 3rd College General Meeting on April 22, 2014, School Year 102.

- Article I. This set of regulations is specifically issued by the College of Social Sciences (CSS) to encourage faculty members and students of the college to submit papers to international academic journals to improve performances of academic research in the CSS.
- Article II. The candidates for subsidies to be provided according to this set of regulations are full-time faculty members and students of the CSS (students who have suspended studies not included). According to fields in concern, applicants may seek appropriate personnel to edit their papers (a list of companies providing the service is available on the website of the Office of Research and Development). For papers completed with co-authors, applicants shall be lead authors or correspondent authors to apply for subsidy.
- Article III. Applicant qualifications
- A. Papers adopted to apply for subsidies shall be academic papers and published in the name of National Sun Yat-sen University.
 - B. Papers shall be submitted to international journals (papers submitted to SSCI and SCI journals shall be given priority) or publishers of professional publications with their own review systems.
 - C. Papers shall be written in foreign languages and the ability of each applicant to express in the foreign language adopted shall meet a certain level to ensure the editor may understand and edit the paper without communication in advance. Subsidies shall not be provided for papers translated from Chinese to foreign languages.
- Article IV. An applicant shall submit the following documents to apply to the CSS after heads of the concerned departments/institutes give their approvals:
- A. Application form
 - B. The paper to be edited
 - C. Proof of the journal or publisher of professional publications in concern having its own review system
- Article V. Papers shall be typed on A4 paper using font size 12 and double-spaced. In principle, each page shall contain 24 to 26 lines (references, figures, and tables shall not be included for editing).
- Article VI. The subsidy for each paper (chapter) to be edited shall be NT\$5,000 at the maximum and provided according to the actual cost. Each full-time faculty member may be subsidized twice at the most each year and each student once. **The subsidy for each paper shall be given one time only.** All applications shall be reviewed upon submission. After initial review by the dean, applications shall be forwarded to the

Academic Review Committee of the CSS for review.

Applicants meeting the requirements set forth in the “National Sun Yat-sen University Regulations for Academic Event Subsidy” are advised to apply to the university first.

Article VII. Each applicant shall provide the following documents for funds settlement after completion of editing and submission of paper:

- A. Versions of the paper before and after editing
- B. Reply from the journal or publisher of professional publications to confirm receipt of paper or photocopy of receipt of paper
- C. Receipt or invoice from the editing unit or individual editor
- D. An applicant may not apply for subsidy twice for the same article

Article VIII. The funds needed for the subsidies shall be provided from the budget account of the Academic Fund of the CSS Executive Master of Public Policy Program.

Article IX. This set of regulations shall be implemented following approvals of college general meetings. The same procedure shall be carried out when amendments are to be made.