Submission Checklist

Title of the manuscript: _____

Please check below items as √ before submission of the manuscript.

1. General Guideline

☐ The length of the manuscript is 8 pages of *The Journal of Korean Housing Association* and it does not exceed 14 pages.

☐ The manuscript is typed in Hangeul or Word.

☐ The manuscript is formated according to the submission guideline: Left and right margin 16 mm; Top margin 19 mm; Bottom margin 15 mm; Top header, 8 mm; Bottom header 12 mm. The main text should be Sinmyeongjo 9.5-point and the line spacing should be 150%.

☐ The manuscript consists of the title, author(s)' name(s), affiliation, abstract, keywords and main text.

☐ The main text consists of Introduction, Theoretical Background, Methods, Results, and Discussion.

☐ The main text is written in a two-column (column spacing 10 mm) A-4 size (210x297) paper.

☐ The title, name(s) of author(s), and affiliation are written in both Korean and English.

2. Abstract and keywords

☐ The abstract is about 200 words.

☐ The abstract include research objectives, methods and research findings.

☐ Keywords are specified below the abstract.

3. Main text

☐ The subheadings are numbered in the following manner: I. 1. 1) (1) ①

☐ The manuscript is written either in Korean or English.

4. Tables, Figures, and Photos

☐ Heading of tables, figures, and photos are written in English.

☐ Tables and figures are cited as <Table 1> or <Figure 1> in the main text.

☐ Tables, pictures and photos are inserted according to the Submission Guideline format.

☐ Tables include a minimum number of horizontal lines with no vertical lines.

5. References

☐ All and every reference in the main text should be included in the references.

☐ The list of references should be organized in the alphabetical order.

☐ The list of references should conform to the style of the *Publication Manual of the American Psychological Association*.

6. Contributors

☐ Co-authors' names are specified and the first author's name is written first.

☐ The corresponding author is specified in the footnote of the first page according to the Submission Guideline format.