

## **GUIDELINES**

### **on the Submission of Manuscripts**

### **to the Vietnam Social Sciences Review**

#### **1. General guidelines**

- Manuscripts submitted to the Vietnam Social Sciences Review shall be original, not yet published in any other journal(s). Authors are responsible for the contents of the manuscript, the preciseness of the quotes and their ownership of data in the manuscripts under the intellectual property/copyright laws.

- The manuscripts shall be written using the MS-Word, with the font Times New Roman, font size 12, single spacing. The length of the papers shall range from 7,000 to 10,000 words.

- A submitted manuscript shall include the following information on the author: full name, highest academic degree and position, institution of affiliation, address and email.

- The submitted manuscript shall be sent either in electronic format to the email address [tapchikhxh@vnn.vn](mailto:tapchikhxh@vnn.vn), or, in a hard copy to 26 Ly Thuong Kiet St., Hoan Kiem district, Hanoi.

#### **2. Guidelines on different parts of a manuscript or paper**

- The title shall have no more than 20 words, should clearly reflect the gist of the paper, and should be in regular and bold typeface. Capitalise all initial letters, except for prepositions and articles. E.g.: Autonomy of Vietnamese Villages through Village Regulations.



- *Abstract*: The abstract shall mention the research issue, the author's main arguments regarding the research issue, and the new contributions of the paper to the research literature. In the abstract, abbreviations shall not be used unless they are standard terms or unless they have been explained. The name(s) of the author(s), references, and excerpts shall not be included therein. The abstract shall have 150 to 200 words.

- *Keywords* reflect the topic of the manuscript and precede the body of the paper. There shall be 3 to 5 keywords for a paper. Two consecutive keywords are separated by a comma.

- *Subject classification* names the domain of research of the paper.

- The *Introduction* briefly discusses the research issue (the tasks, target, and scope of the research), as well as the aim, the rationale, and the context of research.

- The *methodology* describes the method(s) of research. This part can be integrated in the Introduction if the author(s) has not used a particular research method.

- The *content of the research* (or *Results and Discussion*) analyses the author's viewpoint on the research issue and the research results which are new in comparison to those of previously conducted research on the issue.

- The *Conclusion* presents the significance of the paper, proposes future research and/or suggests the applications of research results. This part shall not include surprising viewpoints which are unrelated to the research issue. It shall not repeat the data either. Instead, it shall stick to what has been presented in the Introduction.

- *Acknowledgements* (if any): The author thanks institutions and individuals who have funded/sponsored the research or helped him/her in the research.

- *Notes* are provided to explain things/points mentioned in the paper (if necessary).

- *References* list all the documents quoted in the paper and the materials that the author has referred to.

### 3. Guidelines on tables and figures

Tables and figures are presented in open frames, with the titles put above and sources under them. For example:

Table 2: Students' Performances by Region (%)

Region	Percentage of students whose academic results are good	Percentage of students whose academic results are not good	Total
North	40	60	100
Central	70	30	100
South	65	35	100

Source: Report of the Ministry of Education and Training.

### 4. Guidelines on notes and references

#### - Notes

Endnotes are used in VSSR. They are put in a separate section at the end of the paper, listed with Arabic numbers. The Review does not use footnotes.

#### - Citations

Quotations in verbatim shall be put inside double quotation marks.

A citation refers to a particular source by the latter's number in the list of references, with the number put in square brackets. For example: Tran An states that: "The classic viewpoint about the modernity is, first of all, the creation of a logical image about the world" [1, p.57].

#### - Presenting references

References of the same language are put together in a group. The list of references is begun with the group of Vietnamese ones, followed by those written in English, French, Russian, German, Spanish, Italian, Chinese, Japanese, Korean and other languages.

The references, if not written in Vietnamese shall be listed in their original languages. Those written in Vietnamese shall be accompanied by their English translations. When they are translated into English, the name in English used by the Vietnamese publisher themselves shall be used.





The references shall be arranged in the alphabetical order. For those written in Vietnamese, the arrangement is based on the given names of Vietnamese authors, and on the family names of non-Vietnamese authors. If the references have no authors, the listing is based on the first letters of the titles of the references. References written in a foreign language (i.e. not Vietnamese) shall be arranged in an order in line with the family names of the authors.

For a reference to a book, please provide the following information: the author's name, the year of publication, the title of the book (in italics), the publisher, the place of publication, the number of pages. For example: Nguyễn Văn A (2009), *Kinh tế Việt Nam năm 2008*, Nxb Khoa học xã hội, Hà Nội, 200 trang. [Nguyen Van A (2009), *Vietnam Economy in the year 2008*, Social Sciences Publishing House, Hanoi, 200 pages.]

For references which are articles/papers in journals, magazines, and books, please provide the following information for each reference: the author's name, the year of publication, the title (in quotation marks), the title of the journal/newspaper/book (in italics), the number (and volume if any) of the issue, the publisher, the place of publication, the number of pages. Example 1: Lê Xuân Hoa (2009), "Tổng quan kinh tế Việt Nam năm 2010 và khuyến nghị chính sách cho năm 2011", *Tạp chí Khoa học xã hội Việt Nam*, số 15, tr.25-35. [Le Xuan Hoa (2009), "An Overview of Vietnam's Economy in the Year 2010 and Recommendation for Policy in the Year 2011", *Vietnam Social Sciences Review*, Vol.15, pp.25-35]. Example 2: Nguyễn Văn Anh (1976), "Giải quyết khủng hoảng", *Kinh tế tri thức*, Nxb Khoa học xã hội, Hà Nội, tr.100-120. [Nguyen Van Anh (1976), Resolving Crisis, *Knowledge-based Economy*, Social Sciences Publishing House, Hanoi, pp.100-200].

For unpublished documents (reports, theses, dissertations, conference proceedings, etc.), please provide the following information: the author's name, the year of release, the title of the document (in italics), the type of the document, the publisher, the place of publication, the number of pages. Example 1: Nguyễn Văn An (2010), *Mục tiêu phát triển của Việt Nam trong thập niên tới và trong giai đoạn xa hơn*, Tham luận trình bày tại hội thảo "Phát triển bền vững", Viện Hàn lâm Khoa học xã hội Việt Nam, Hà Nội, 150 trang. [Nguyen Van An (2010), *The Development Goal of Vietnam in the Next Decade and Beyond*, paper presented at the conference "Sustainable Development",



Vietnam Academy of Social Sciences, Hanoi, 150 pages]. Example 2: Nguyễn Văn Ba (2018), *Phát triển doanh nghiệp trong nông nghiệp ở Việt Nam*, Luận án tiến sĩ, Học viện Khoa học xã hội, Hà Nội, 150 trang. [Nguyen Van Ba (2018), *Enterprise Development in Vietnam's Agricultural Sector*, Doctoral Thesis, Graduate Academy of Social Sciences, Hanoi, 150 pages.]

For administrative documents, please provide the following information: the name of the institution issuing the document, the year of issuance, the title of the document (in italics), the place of issuance, the number of pages. Example: Bộ Công Thương (2015), *Quyết định số 13443/QĐ-BCT ngày 12 tháng 11 năm 2012 về kế hoạch hành động tăng trưởng xanh của ngành Công Thương giai đoạn 2015-2020*, Hà Nội, 12 trang. [Ministry of Industry and Trade (2015), *Decision No.13443/QĐ-BTC dated 12 November 2012 on Action Plan for Green Growth of the Industry and Trade Sector in the 2015-2020 period*, Hanoi, 12 pages].

For documents posted on the internet, please provide the following information: the name of the author, the year of posting, the title of the document (in italics), the URL, and the date it is accessed. For example: Nguyễn Văn An (2015), *Nghèo đa chiều ở Việt Nam: một số vấn đề chính sách*, [http://www.vass.gov.vn/noidung/tintuc/Lists/KhoaHocCongNghe/View\\_Detail.aspx?ItemID=21](http://www.vass.gov.vn/noidung/tintuc/Lists/KhoaHocCongNghe/View_Detail.aspx?ItemID=21), truy cập ngày 17 tháng 2 năm 2017. [Nguyen Van An (2015), *Multi-dimensional Poverty in Vietnam: A Number of Policy Issues*, [http://www.vass.gov.vn/noidung/tintuc/Lists/KhoaHocCongNghe/View\\_Detail.aspx?ItemID=21](http://www.vass.gov.vn/noidung/tintuc/Lists/KhoaHocCongNghe/View_Detail.aspx?ItemID=21), accessed on 17 February 2017].

## **5. Guidelines on a number of issues which are the characteristics of English**

- *British English, not American English, is used.* Examples: labour (not labor), organise (not organize), programme (not program), honour (not honor), colour (not color).

- *Proper names (people's, geographic names)* are written without marks of tones. When necessary, to avoid confusion between similar names, original Vietnamese names are used with the marks in brackets. For Vietnamese terms with no English equivalents, their original forms in italic are applied.



Example 1: Mr Nguyen Van Ha (Nguyễn Văn Hà) from Bac Ninh province told us many stories about the village conventions. His neighbours agreed with most of what he said. Then, Ms Nguyen Van Ha (Nguyễn Văn Hà) from the Institute of Archaeology showed us an old copy of the convention, which was written on *dó* paper. She added that Mr Ha's Bac Ninh was famous for its tradition of learning. Example 2: Vietnam started its *đổi mới*, or renovation, process in 1986. ("*đổi mới*" is in italic because it is a Vietnamese term, while the explanation is in English, so it is not italicised).

- *Amounts of money* are written first with the currency, then space, the number, space again, "thousand"/"million", etc. E.g.: VND 6 million and USD 8 billion.

- *Dates* are written in full in the order of the date, the month, and the year, and without commas and without "th" after the number of the date. E.g.: Received on 21 January 2018. Revised on 22 February 2018. Accepted on 23 March 2018.

- *Cardinal numbers* from 1 to 10 are written in words (e.g.: one, two, ten...). When used with percent, they are written in the form of digits (e.g.: 3%). The symbol "%" is applied, not the word "percent". Cardinal numbers of 11 or bigger shall be written in the form of figures (e.g.: 11, 22, 55...).

- *Ordinal numbers* are written with "th" in the form of superscripts (e.g.: the 11<sup>th</sup> century).

**To:**

- Heads of Divisions of the VSSR (for implementation);
- Leaders of the VASS (for reporting to);
- Kept as Archives: the Personnel and Administration Division./.

**EDITOR-IN-CHIEF**  
  
★ **Nguyen Ngoc Ha**