

Guideline for preparing a manuscript for the Transactions of Rural Planning (Type B)

Research Board

1. Language

English or Japanese (A manuscript written in Japanese should follow the Guideline Type A.)

2. Format of the manuscript

(1) Number of Pages: 6 pages. Final page should include a summary in Japanese. Please be noticed that a manuscript longer than 6 pages will not be accepted.

(2) Margins: Top: 30mm, Bottom: 20mm, Left: 20mm, Right: 20mm

(3) Font: Times New Roman, or fonts equivalent to Times New Roman, is recommended.

(4) Page Number: Not required.

3. Layout

Page1

Line1: Blank

Line2 to 6: English title (15pt), followed by an English sub title (if necessary, 11pt), a Japanese title (11pt), and a Japanese sub title (if necessary, 9pt). All titles should be centered.

Line7: Names of the author and co-author(s), if necessary, in English (11pt, centered)

Line8: Names of the author and co-author(s), if necessary, in Japanese (9pt, centered)

Line9: Affiliations of the author and co-author(s), if necessary, in English (11pt, centered)

Line10: Affiliations of the author and co-author(s), if necessary, in Japanese (9pt, centered)

Please be noticed that the names of the author and co-author(s), as well as their affiliations, should be included only in the print ready (final) version. Lines 7 to 10 should be kept blank in all other versions.

Line11: Blank

Line12: Blank

Line13: Number and the title of the first chapter (12pt)

Number and the title of all chapters should be listed in the following manner

○ ○ I ○ ○ Introduction

Two spaces, chapter number (Roman type (I, II, ...)), two spaces, chapter title

Line14: Blank

Line15: Main text (9pt)

4. Tables and figures

Tables and figures should be located nearby the text which refers to them.

Tables should be numbered sequentially. The title of each table should be listed above and center of the table

by using 9pt and bold letters.

Figures should be numbered sequentially as well. The title of each figure should be listed under and center of the figure by using 9pt and bold fonts.

Tables and Figures may include explanatory captions, if necessary, placed at the bottom left of each table/figure by using 8pt fonts.

5. Acknowledgement

Acknowledgement, if necessary, should be placed at the end of the manuscript before the notes by using 9pt fonts.

6. Notes

Notes, if necessary, should be placed at the end of the manuscript after the acknowledgement and before the reference list by using 9pt fonts.

7. Reference list

Reference list should be placed at the end of the manuscript after the notes and before the summary in Japanese by using 9pt fonts.

The following standard form for citations from papers, books and websites should be used;

- 1) Papers: Author (year of Publication): title of the paper, title of the journal, volume number, page number
- 2) Books: Author (year of Publication): book name, publisher and the city of publication, page number
- 3) Websites: Author, title of pages, title of sites, language, URL, last accessible date

8. Summary in Japanese

Summary in Japanese, no longer than 2000 letters in Japanese, should be placed at the end of the manuscript after the reference list and before the key words by using 9pt fonts. Summary should be intelligible to the general reader without references to the main text. Abbreviation should be avoided.

9. Keywords

Keywords, five or less, should be placed at the very end of the manuscript in the following manner by using 9pt fonts.

Keywords (キーワード) : keyword 1 in English (keyword 1 in Japanese), keyword 2 in English (keyword 2 in Japanese), , keyword n in English (keyword n in Japanese)