

Guidelines for Preparing Manuscripts for the Transactions of Rural Planning (Type B)

Editorial Board of the Transactions of Rural Planning

Manuscripts must be written in English according to the following criteria.

1. Format of the Paper

- (1) Number of Pages: 6 pages (Page 6 must include a summary in Japanese.)
- (2) Margins: Top: 30mm
Bottom: 20mm
Left: 20mm
Right: 20mm
- (3) Font: Times New Roman is recommended.
- (4) Page Number: Not required.

2. Layout

Page1

Line 1: Blank

Line 2: Title (15pt) centered. If the title runs over onto line 3, this line must also be centered.
Should you wish to include a sub title the size is 9 pt.

Line 3: Title in Japanese (9pt) must be centered. If the title runs over this line, title is written from line 3 to 4 at the center of these lines.

Line 4: Blank

Line 5: Blank

Line 6: Blank

Line 7: Author's Name (10.5pt) (including co-authors) must be centered on this line.

Author's Name should follow the form First-Name Last-Name e.g. Taro Suzuki, James B. Smith.

Line8: Author's Name and co-authors (9pt/漢字・カタカナ as appropriate) should be centered. Author's Name should follow the form as; 鈴木 太郎, ジェームズ B. スミス.

Line 9: Author's Organization name (10.5pt) (address is not needed) including co-author(s) must be centered on this line.

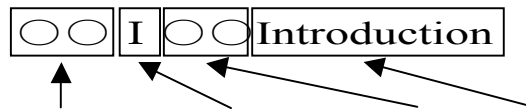
Line10: Author's Organization name (address is not needed) in Japanese (9pt) (including co-author's) should be centered.

Line11: Blank

Line12: Blank

Line13: Chapter Number and Title (12pt)

Chapter Number and Title should follow this form;



Blank two Section title number Blank two Title
spaces (Roman type(I ,II ...)) spaces

Line14 : Blank

Line15 : Main text (9pt)

When a new chapter is started, insert a blank line between the previous chapter and the new chapter. Write all new Chapter headings using the same format for line 13-15.

3. Table and figures

Tables and figures should be placed in the text as close as possible to where they are referred to in the text.

Tables must be numbered sequentially and must have a reasonably title centered above the table (9 pt, Bold).

Figures must be numbered sequentially and must have a reasonably informative title centered under the figures (9 pt, Bold). Tables and Figures can also include explanatory captions placed towards the bottom left if required (8pt).

4. Notes

If Notes are necessary, they should be placed at the end of main body (9pt).

Notes should be referred to in the text as ; “...text⁽¹⁾ ...”.

Each Caption should be numbered in the format (1), (2), (3).

5. References

References should be placed after the Notes or the main body (9.0pt).

Citations in the text should follow this form; Satoh (2005) or (Satoh and Suzuki, 2005).When citations contain more than two authors, the first named author should be followed by “*et al.*” e.g. Satoh *et al.* (2005).

Each Reference must also be numbered according to the format 1), 2), 3).

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

- 1) Papers: Author (date of Publication): title of the paper, title of the journal, volume number, page number
- 2) Books: Author (date 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

6. Summary in Japanese

Summary in Japanese must be located after the references(9pt),and the number of Japanese letters and characters of the summary is as much as about 400. Summary should be intelligible to the general reader without references to the main text. Abbreviation should be avoided.