Forum of International Development Studies: List of Formats to Check (ver. 2020. 06. 10)

1. Number of words (including tables, figures, notes and references)

- Article manuscripts must not exceed 20,000 characters in Japanese or about 8,000 words in English.
- Research note manuscripts must not exceed 15,000 characters in Japanese or 6,000 words in English.
- Book reviews and survey or training report manuscripts must not exceed 10,000 characters in Japanese or 4,000 words in English.
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2. Title

The first letters of all words are in capital, with prepositions and articles in lower-case letters.
 *Based on the rules of capitalization.

3. Abstract

- About 200 words in English.
- The beginning of sentences in the Abstract body are indented.

4. Keywords

- The author may choose to add keywords. In that case, keywords are described in the last part of the Abstract.
- The format follows capitalization rules. (See "2. Title")
- Keywords are all separated by commas.

Example: **Keywords** (Bold): Cost Efficiency, Rice Production, Cambodia

5. Chapter and section numbers and titles

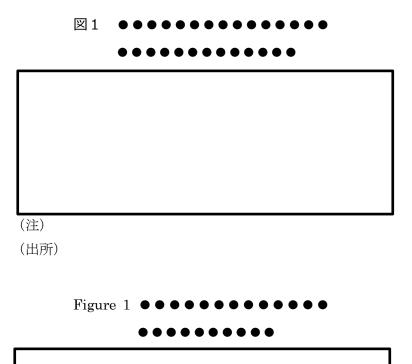
- All chapter numbers are labeled by "1" or "1."
- All section numbers are labeled by "1.1" or "1.1."
 *Label 1 as 1.1. and 1. as 1.1.. for copies.
- When the chapter and section titles are in English, the first letters of all words are in capital letters, with prepositions and articles in lower-case letters. (Follow the capitalization rules)
- See **2**. **Author's guidelines (4)** for details.

6. Body indentation

- Three spaces are indented for English paragraphs.
- The space between paragraphs are the same as the line spacing in paragraphs.

7. Figures and tables

- Check the number, caption and positioning of figures and tables.
- The caption format follows the capitalization rules. (See "2. Title")
- Captions for both figures and tables are in the upper center.
 Long captions are positioned in the upper center and wrapped over multiple columns.



Note:

Source:

See 2. Author's guidelines (5) for details.

8. Notes

Notes are all written at the end of the paper.

- Notes numbers must be positioned to the upper-right as shown below.
 Example: (English) ··· in this model.¹
- See 2. Author's guidelines (8) for details.

9. Citations/Direct quotations

- Pages are specified as necessary for reference citations.
- Pages are always specified for direct quotations that include quotation marks.

Example: For citations in a sentence

Kuznets (1953a:18) asserts that...

According to Krueger and Bhagwati (1973:23) ...

Example: For citations at the end of a sentence It is considered ... (Taylor and Wilson 1989: 145-150).

See 2. Author's guidelines (7) for details.

10. References

 References in both Japanese and other languages are listed together in alphabetical order by the first authors' last names.
 Examples:

Escobar, Arturo. 1995. ...

Hayama, Atsuko. 2010. ...

Korten, Frances F. 1994, ...

Format

Books in Japanese: Author. Year published. [Book Title] Publisher name. Journal articles in Japanese: Author. Year published. [Title] [Journal Name] Volume (Issue): Page - page.

Books in other languages: Author. Year published. Book Title (Italic).

Place of publication: Publisher name.

Journal articles in other languages: Author. Year published. Article Name. *Journal Name (Italic)*. Volume (Issue): Page - page.

- If the reference is two or more lines, the second and subsequent lines must be indented 2 spaces.
- See 2. Author's guidelines (9) for details.