

How to count words of a manuscript

Create two word files from the original manuscript

File A: word file of text

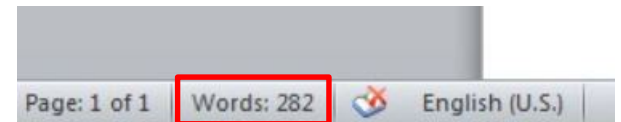
- Main body
 - Title
 - Footnote
 - Reference
- ✘ excluding abstract, author name and affiliation
- ✘ excluding titles, notes and sources of figures

File B: word file of figures, etc.

- Figures
 - Tables
 - Equations
 - Appendix
- ✘ including titles, notes and sources of figures

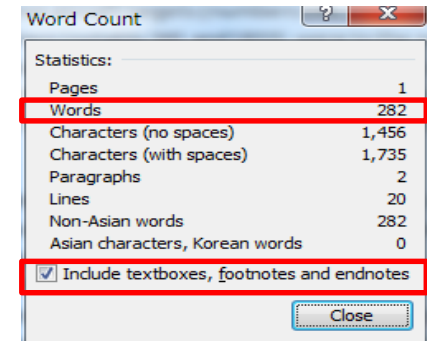
Count words in File A

1. Select “Word Count ” by clicking “Review” → “Word Count” in the top toolbar, or “Words:” in the bottom status bar



2. Make sure “Include textboxes, footnotes and endnotes” is checked

3. The number after “Words” specifies the **number of words in File A**



Count words in File B

The **number of words in File B** is computed by converting the length of File B to the number of words as follows:

1	page	540 Words
1/2	page	270 Words
1/3	page	180 Words

✘ file B should be standard A4 size

✘ Guideline for Manuscript Submission to the Forum of International Development Studies, Sec.2-(6)

Total number of words

The total number of words of a manuscript is the sum of the following two numbers

$$\begin{aligned} & \text{「number of words in File A」} \\ & + \\ & \text{「number of words in File B」} \end{aligned}$$