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

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.
- Survey or training report manuscripts must not exceed 10,000 characters in Japanese or 4,000 words in English.

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

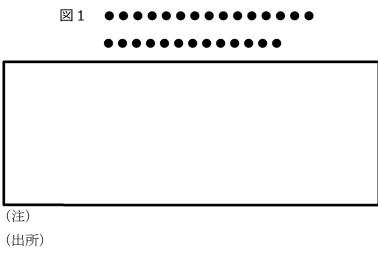
- All chapter numbers are labeled by "1" or "1."
- All section numbers are labeled by "1.1" or "1.1."
 *Label 1 as 1.1, and 1. as 1.1., for copies.
- When the chapter and section titles are in English, the first letters of all words are in capital letters, with prepositions and articles in lower-case letters. (Follow the capitalization rules)
- For more detailed sections, the formats like the following are used: 1, 1.1, 1.1.1, (1), \cdots
- See **2. Author's guidelines (4)** for details.

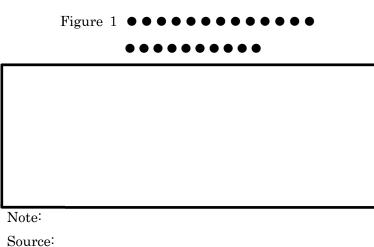
6. Body indentation

- 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.





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.

Reference from internet: Author. Year. Website title. Page title. URL. Latest access date.

- 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.