

## 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.
- 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), ...
- 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.

図 1 ●●●●●●●●●●●●●●●●●●  
●●●●●●●●●●●●●●●●



(注)  
(出所)

Figure 1 ●●●●●●●●●●●●●●●●●●  
●●●●●●●●●●●●●●●●



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.<sup>1</sup>
- 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.