

Forum of International Development Studies:

List of Formats to Check (Ver. 2017.02.24)

1. Header

- Name of forum, issue number, publishing month and year (Do not include the date)

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. Author name and information

- The author's last name is in capital, and the first name is in lower-case letters.
- The author will choose the written order of the author's last and first name.
- The author information is positioned on the bottom of the first page of the body.
- If there are co-authors, the author information are classified by marking them, such as "*", **, ***."

4. Abstract

- The beginning of sentences in the Abstract body are indented.

5. 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:** Cost Efficiency, Rice Production, Cambodia

6. 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 **I. Writing (5)** of **Writing/Submission Guidelines** for details.

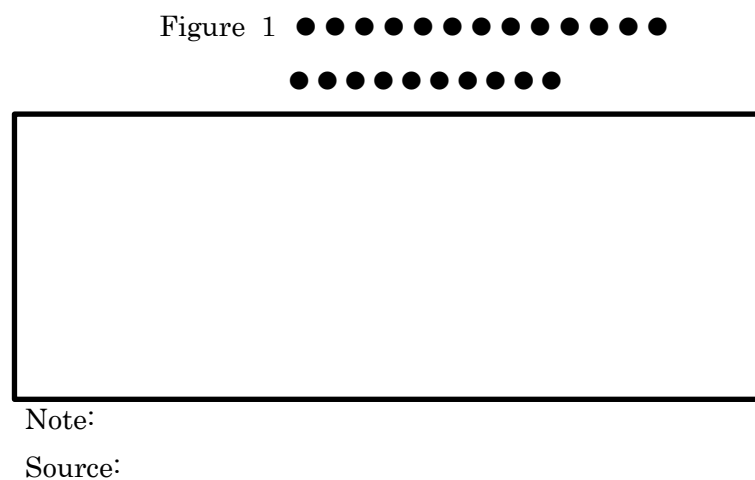
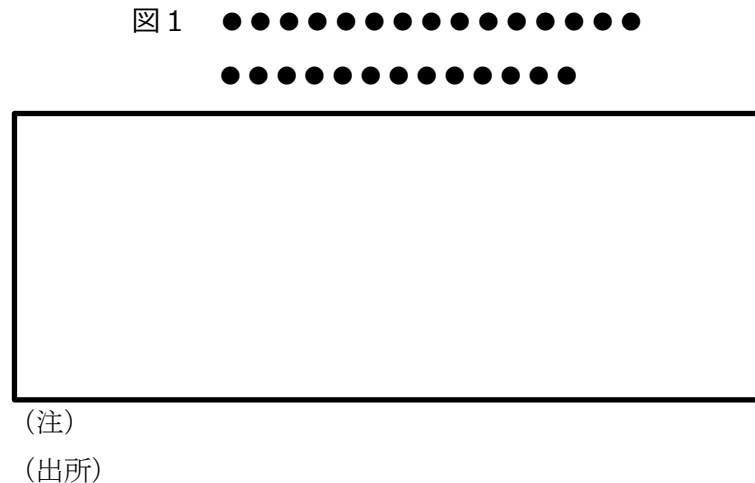
7. Body indentation

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

8. Figures and tables

- Check if the positioning of figures and tables are the same as those in the final draft.
- Check if the orientation of figures, tables and appendixes are the same as those in the final draft.
- 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 **I. Writing (6)** of **Writing/Submission Guidelines** for details.

9. Notes

- Notes are all written at the end of the paper.
- Notes numbers are on the end of sentences as superscripts.
Example: (Japanese)…と考えられる¹.
Example: (English)…in this model.¹
- See **I. Writing (9)** of **Writing/Submission Guidelines** for details.

10. 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

Matsushita (1997: 56-58) argues...; According to Oono and Fujino (1990: 131-136) ...

According to Kuznets (1953a: 18)...; Krueger and Bhagwati (1973: 23) argues ...

Example: For citations at the end of a sentence

It has been pointed out ... (Aoki 1999: 25).

It is thought that ... (Taylor and Wilson 1989: 145-150).

- See **I. Writing (8)** of **Writing/Submission Guidelines** for details.

11. 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. Place of publication: Publisher name.

Journal articles in other languages: Author. Year published. Article Name.

Journal Name. Volume (Issue): Page – page.

- See **I. Writing (10)** of **Writing/Submission Guidelines** for details.