

Top margin 30mm

■Article ←■Article or ■Report (10.5pt, Bold, Left-justified)

One line space

Sample of English Manuscripts for Journal of Rural Planning

↑centered, if the title is longer than one line (16pt)

Example of subtitle (10.5pt, Centered)

One line space

Taro NOSON¹ Hanako KEIKAKU ^{2*} Robert BROWN³←10.5pt (to be left blank or redact at the time of submission)

Two lines space

Title Section:
one column

Left margin 30mm

Abstract: The abstract and keywords should be in 8pt. The font should be the Times New Roman. Line spacing is exactly 11pt. The heading is in boldfaced. This is a sample of English manuscripts for the Journal of Rural Planning. This will provide an example and directions for the layout and font size/style to be used. Please refer to this when preparing the headings, figures/tables and text of your manuscript. The manuscript should be prepared in MS-Word in principle, and submitted on A4 size. The margin of the title section including the abstract should be 30mm, wider than the margin of main text section. The length of abstract should be around 250 words. Keywords should be italicized 8pt and from 5 to 7 words. Please be noticed that the names of the author and co-author(s), as well as their affiliations, should be included only in the print ready (final) version. Relevant lines should be kept blank in all other versions. We invite the submission of articles and reports on academic and technical matters related to rural planning. The Journal of Rural Planning is composed of Issues No.1 to No. 4 and the Special Issue. Please read the “Submission Guidelines” and “Instruction for Authors for Submission of Articles and Reports” carefully before submitting the manuscript. Both articles and reports will be accepted based on peer review and reviewer evaluation. The lead author of an article or a report must be a member of the Association of Rural Planning (or a prospective member who will apply for membership at the time of the submission).

Keywords : *The Association of Rural Planning, An Energetic and Attractive Rural Society, A Rich and Beautiful Rural Environment, Interdisciplinary Exchanges , Committed to Rural Improvement Policies* ←Keywords: *Italicized 8pt*

Two lines space

Right margin
30mm

1. INTRODUCTION (10pt, Bold, Capital)

This is a sample of English manuscript for the Journal of Rural Planning. This will provide a sample and directions for the layout and font size/style to be used. Please refer to this when preparing your manuscript. The manuscript should be submitted on A4 size. The main text should be written in 9pt.

If you have any question, please contact the Review Committee of the Association of Rural Planning (arp_submission [at] rural-planning.jp).

2.2 Margins

The margin settings of main text are as follows:

Top margin: 30mm

Bottom margin: 20mm

Left and right margin: 20mm

2.3 Font

The font should be the Times New Romans.

3. ENGLISH TITLE SECTION LAYOUT

The English title section is composed of the title, subtitle, authors' names (to be left blank at the time of manuscript submission for double-blinded review process), abstract and keywords. Please type them in one column in the following order.

Title	16pt
Subtitle	10.5pt
Authors' names	10.5pt
Abstract	8pt
Keywords	8pt

2. GENERAL LAYOUT

Following is a description of the general layout.

2.1 Sections (9pt, Bold, one line space above)

2.1.1 English title section: one column (9pt, Bold, no line space above and below, 2nd line indented.)

Title, subtitle, authors' names, abstract, keywords

2.1.2 Main text: two columns

Please use A4 size paper.

Right margin
20mm

Main text:
two
columns

Left
margin
20mm

¹ Maintenance Division City Planning Section, Sankaku Prefectural Government ² Faculty of Engineering, Marumaru University ³ College of Agriculture, University of Kaigai ←Authors' affiliation, stated in a text box, with a ruled line (0.5 pt) only on the top. Line spacing is exactly 11pt. Corresponding Author*: hanako_keikaku@eng.marumaru.ac.jp (to be left blank or redact at the time of submission) (Authors' affiliation: Italicized 8pt, full justification, 1mm or more space between main text and this textbox for affiliations)

Bottom margin 20mm

The title, subtitle, and authors' names should be centered. For Japanese authors, please put given name first, then family name typed in capital. The abstract and keywords should be adjusted to the left and right margins. The abstract should be around 250 words, and the keywords should be kept at 5-7 words.

Please use asterisks to identify the author with the affiliations (to be left blank at the time of manuscript submission for double-blinded review process), which to be written in the textbox placed at the bottom of the first page.

3. MAIN TEXT LAYOUT

The main text should be in two columns by 9mm wide space. One column should be about 46 lines long with line spacing of at least 15.5pt. The font size for the main text should be in 9pt.

3.1 Headings (If they are longer than one line, please indent the second line as you see here.) ←9pt (Bold), one line space open above

3.1.1 Primary Headings

Please put the primary headings in 9pt boldface, capital letters. Leave one space after the identifying number (e.g. **3.**) before typing the heading itself. Leave one line open above and below the headings.

3.1.2 Secondary Headings

Please put the secondary headings in 9pt boldface. Leave one space after the identifying number before typing the heading itself. Leave one line open above the headings and no open space below.

3.1.3 Tertiary Headings

Please put the tertiary headings in 0pt boldface. Leave one space after the identifying the heading itself. There should be no open spaces either above or below the heading.

3.2 Figures and Tables

Please refer to Table 1 and Fig. 1 for inserting tables and figures.

3.2.1 Position of Figures and Tables

As a general rule, figures and tables should appear on the same page that they are first mentioned in the text. If there is not enough space to fit it on the same page then it is acceptable to insert it on the next page. Please do not put all the figures and tables together at the end of the paper. The width of the figure or table should be the same with one of the columns or with the width of the page. Leave one line open above and below each

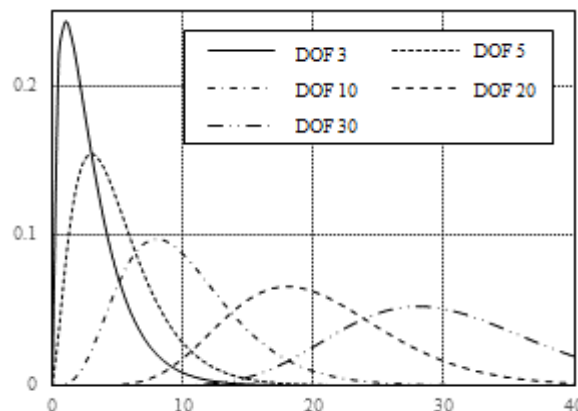


Fig.1 Example of the figure ←8pt

figure and table.

A picture is considered as a figure. Please use clearly presented figures/pictures to be readable even if it is printed at about 300 dpi. After the article/report is accepted, the original data file of the figure may be requested for submission.

Unless color-printing at your expense is requested, please prepare the manuscript readable in grayscale (black and white).

3.2.2 Captions and Font for Figures and Tables

Please use a font size of more than 7pt in the figures and tables. The captions should be in 8pt (with line spacing of exactly 11pt) as follows:

Fig + period + number + space + caption

Table+ space + number + space + caption

Please type the captions ad in **Fig.1** and **Table 1** with the number boldfaced. Captions should be centered. If caption is long, go to the second line and indent as seen in **Table 1**. Line spacing of tables can be as narrow as exactly 10pt.

The horizontal line at the top of the table is a double line. Do not draw left and right-side lines (or draw transparent lines).

3.3 Equations and Mathematical Symbols

Please refer to the equations below for writing equations.

Table 1 Example of the table (If the caption is longer than one line, indent the following lines)

Prefecture	Population (person)	Size (km ²)	Density (person/ km ²)
Ibaraki	2,916,976	6,097.33	478.4
Tochigi	1,974,255	6,408.09	308.1
Gunma	1,973,115	6,362.28	310.1
Saitama	7,266,534	3,797.75	1913.4
Chiba	6,222,666	5,157.61	1206.5
Tokyo	13,515,271	2,193.96	6,160.2
Kanagawa	9,126,214	2,416.16	3,777.2

Source: National Census 2015.

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) \quad (1)$$

$$e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \dots, \quad -\infty < x < \infty \quad (2)$$

Put equation number to the right, flush with the margin. When using equation formula in MS-Word, it is recommended to apply “display” format (not “inline” format), allowing to format your equation to be placed outside of text. Also, please use a textbox to insert the equations and equation number.

3.4 Acknowledgement

If you have acknowledgements, please put them at the end of the main text before the notes and reference section by using 8pt with line spacing of exactly 11pt.

3.5 Notes and References

If it is necessary to use a note and to cite references, put the number to the upper right of the place as ^{note 1)} and ¹⁾, respectively. And, enter the note at the end of the manuscript, after the acknowledgement and before the reference list by using 8pt fonts with line spacing of exactly 11pt.

Reference list should be placed at the end of the manuscript after the notes by using 8pt fonts with line spacing of exactly 11pt.

ACKNOWLEDGEMENT (Bold, Capital, Centered)

With regard to those involved in the research, the authorship should

be judged appropriately¹⁾, considering whether to put those collaborators in acknowledgement or put as co-authors.

To note, please hide any information related to authors in order for our review process to comply with the double-blind system.

NOTES

Note 1) The font size of note number and the text should be in 8pt, with line spacing of exactly 11pt. If it is longer than one line, please indent the following lines as you see here.

Note 2) The font size of acknowledgement, notes, and references are in 8pts, with line spacing of exactly 11pt.

Note 3) The Journal of Rural Planning uses double-blind review, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process. For this reason, **please make sure not to include any information which may hint who may be the author.** For example, do not write as “authors have illustrated in the previous research that ***”, but revise such sentence as “XX has stated that ***2)”. .

Note 4) In the last line of the article/report, put “(Received: Date, Accepted: Date)” in 8pt, right-justified, with one line open above. The dates received and accepted will be informed by the Review Committee after the decision of acceptance is made.

REFERENCES

- 1)Elsevier (2017): Ethics in research and publication, Available at: https://www.elsevier.com/_data/assets/pdf_file/0008/653885/Ethics-in-research-and-publication-brochure.pdf. Accessed on April 2, 2019.
- 2)Papers: Author (year of Publication): title of the paper, title of the journal, volume number, page number
- 2)Books: Author (year of Publication): book name, publisher and the city of publication, page number
- 3)Websites: Author (year of publication): title of pages, title of sites (if any), Available at: URL. Accessed on XX(date).

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<The last line is made in single column in order to align left and right columns.>