# Sample of English Manuscripts for the Presentation Summary

↑centered, if the title is longer than one line (12pt)

Example of subtitle (10.5pt, Centered)

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**Summary:** The summary 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 Presentation Summary. 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 length of summary should be around 100 words. Keywords should be italicized 8pt and from 3 to 5 words.

***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*

## 1. INTRODUCTION (10pt, Bold, Capital)

This is a sample of English manuscript for the Presentation Summary. 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 Academic Committee of the Association of Rural Planning (arp\_academic [at] rural-planning.jp).

## 2. GENERAL LAYOUT

### 2.1 Sections (9pt, Bold, no 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 Layout and Margins

The main text should be in two columns by 9mm wide space, within 2 peges. One column should be about 46 lines long with line spacing of at least 15pt. The font size for the main text should be in 9pt.

The margin settings of main text are as follows:

Top margin: 30mm

Bottom margin: 20mm

Left and right margin: 20mm

### 2.2 Font

The font should be the Times New Romans.

## 3. MAIN TEXT LAYOUT

### 3.1 Headings (If they are longer than one line, please indent the second line as you see here.) ←9pt (Bold), no line space open above

|  |
| --- |
| 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.  *(Authors’ affiliation: Italicized 8pt, full justification, 1mm or more space between main text and this textbox for affiliations)* |

**3.1.1 Primary Headings**

Please put the primary headings in 10pt boldface, capital letters. Leave one space after the identifying number (e.g. 3.) before typing the heading itself. Leave one line open above 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 no line open above the headings and no open space below.

#### 3.1.3 Tertiary Headings

Please put the tertiary headings in 9pt 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 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.

#### 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

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.

(1)

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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Prefecture | Population (person) | Size  (km2) | Density  (person/ km2) |
| 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.

**Fig.1**　Example of the figure　←8pt

### 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.

##### ACKNOWLDGEMENT (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.

##### 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 August 18, 2022.

2)Papers: Author (year of Publication): title of the paper, title of the journal, volume number, page number

3)Books: Author (year of Publication): book name, publisher and the city of publication, page number

4)Websites: Author (year of publication): title of pages, title of sites (if any), Available at: URL. Accessed on XX(date)