

Department of Nursing Sciences Doctoral Thesis Style Guide

I Book format

1 Manuscript format

- 1) For manuscripts in Japanese, a fair copy in A4 format with text written horizontally. Each page should consist of 40 lines of 40 characters, totaling 1,600 characters.
- 2) Set the font to 10.5 points.
- 3) The basic font is MS Mincho for Japanese and Century for alphanumeric characters.
- 4) English manuscripts should be written horizontally with double spacing on A4 paper.
- 5) Figures and tables should be numbered sequentially as Figure 1, Table 1, etc., and collated separately from the main text.
- 6) The print layout should be set with the following margins: top 30mm, bottom 25mm, left 30mm, right 25mm. The pages for figures and tables should have margins that match the size of the figures and tables.
- 7) Page numbers should be positioned at the bottom center of the manuscript.

2 Composition of the manuscript

The manuscript should be written in order as below;

- 1) Japanese front cover (Attachment 1)
- 2) English front cover (Please use a format which is shown at the last page.)
- 3) Japanese abstract in 3 pages (around 3000 characters) and key words (max. 5 words)
- 4) English abstract in 1~2 pages and key words (max. 5 words)
- 5) Table of contents*

*The Contents page should be listed with section numbers i, ii, iii, ..., and should include the Table contents and Figure contents.

6) Main text *

*In principle, years should be written according to the western calendar, and foreign words, names and place names should be written in the original language or in katakana (alongside the original spelling when first mentioned). Insert abbreviations after the full name when first mentioned in the main text.

- 7) Acknowledgments (if needed)
- 8) Bibliography
- 9) Figures and tables

10) Appendices (ex. a questionnaire)

Notice: To ensure anonymity, personal information (including e-mail addresses and telephone numbers) and proper nouns that can be used to identify facilities, etc., in the main paper should be crossed out or written down.

3 Presentation of figures, tables and bibliography

For reference, see the Publication Manual of the American Psychological Association, 7th edition by the American Psychological Association.

(APA 論文作成マニュアル [第3版], 医学書院 Igaku Shoin, 2023)

For Japanese text, refer to APA に学ぶ看護系論文執筆のルール [第2版] (前田 樹海, 江藤裕之著, 医学書院, 2023年).

II Journal format

No particular format specified. Follow the format used by the journal in question.

Title

Department of Nursing Sciences,
Graduate School of Human Health Sciences
Doctor's Program
Tokyo Metropolitan University

Student ID Number:

Name:

Supervisor: