

Department of Nursing Sciences Degree Thesis Style Guide

1 Manuscript format

- 1) For manuscripts in Japanese, a PC or word processor should be used to create 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) English manuscripts should be written horizontally with double spacing on A4 paper using a PC or word processor.
- 3) Figures and tables (created using a PC or word processor) should be numbered sequentially as Figure 1, Table 1, etc., and collated separately from the main text.
- 4) The print layout should be set with the following margins: top 30mm, bottom 25mm, left 30mm, right 25mm.
- 5) 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) Materials(ex. a questionnaire)

3 Presentation of figures, tables and bibliography

For reference, see the Publication Manual of the American Psychological

Association, 6th edition by the American Psychological Association.
(APA 論文作成マニュアル [第2版], 医学書院 Igaku Shoin, 2011)

4 Binding style

1) Cover: Hard cover, spine, not glossy, black color

(1) Size: A4 Horizontal

(2) Contents of front cover:

In letters of gold, “Doctoral thesis”, the Title of thesis, the Expected year & month of degree acquisition (September or March), Graduate School name (Graduate School of Human Health Sciences, Tokyo Metropolitan University) and the Author’s name

(3) Contents of back cover:

In letters of gold, the Title of thesis and the Author’s name

(4) Back cover

2) Contents

(1) First page blank

(2) Inside cover(Attachment 1)

(3) Japanese abstract in 3 pages (around 3000 characters)

(4) English abstract in 1~2 pages

(5) Table of contents

(6) Main text

(7) Bibliography

(8) Figures and tables

(9) Acknowledgments(if needed)

(10) Materials(ex. a questionnaire)

(11) Last page blank

*After binding, submit 3 copies to the Educational Affairs Subsection, Academic Affairs Section.

**The deadline for submission is the day before the Graduate School Faculty Meeting.

***See the attachment with regard to bookbinding requests.

Title

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

Student ID Number:

Name:

Supervisor: