

Department of Physical Therapy Doctoral Thesis Style Guide

I. Journal format

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

II. Book format

1. Manuscript length and format shall be as follows.
 - (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, and the main text should have a total of no more than 200 pages, including bibliography, figures, tables and photographs.
 - (2) English manuscripts should be written horizontally with double spacing on A4 paper using a PC or word processor, with a total of no more than 400 pages, including bibliography, figures, tables and photographs.
 - (3) Figures and tables (fair copies using a PC or word processor) and photographs should be inserted into the main text at the appropriate points.

2. Composition of the manuscript
 - (1) The main text of the manuscript should consist of a Japanese abstract (max. 400 characters) and key words (max. 5 words), main text, bibliography, and an English abstract (max. 300 words) and key words (max. 5 words), in that order.
 - (2) 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). Abbreviations should be inserted after the full name when first mentioned in the main text.
 - (3) Presentation of bibliography
 - (a) Write superscript numerals 1), 2), etc. in sequence to the right of the citation in the main text, and list the references in the same sequence at the end of the text.
 - (b) Journals
Write author's name: title, name of journal, volume (issue): cited page number(s), year of publication in that order.
[Examples]

井村恒郎：知覚抗争の現象について. 神経誌, 60 : 1239-1247, 1958.
Baxter LR, Schwartz JM, Phelps ME, et al.: Reduction of prefrontal cortex metabolism common to three types of depression. Arch Gen Psychiatry 46: 3-250, 1989.

(c) Books

Write author's name: title. Supervisor or editor, title of book, edition: cited page, publisher, where published, when published (western calendar), in that order.

[Examples]

八木剛平, 伊藤斉：操鬱病. 保崎秀夫編著, 新精神医学 : 282-306, 文光堂, 東京, 1990.

Gardnar MB: Oncogenes and acute leukemia. Stass SA (ed), The Acute Leukemias: 327-359, Mercel Dekker, NewYork, 1987.

(d) If there are four or more authors, list the first three, followed by “他” (in Japanese manuscripts) or “et al.”.

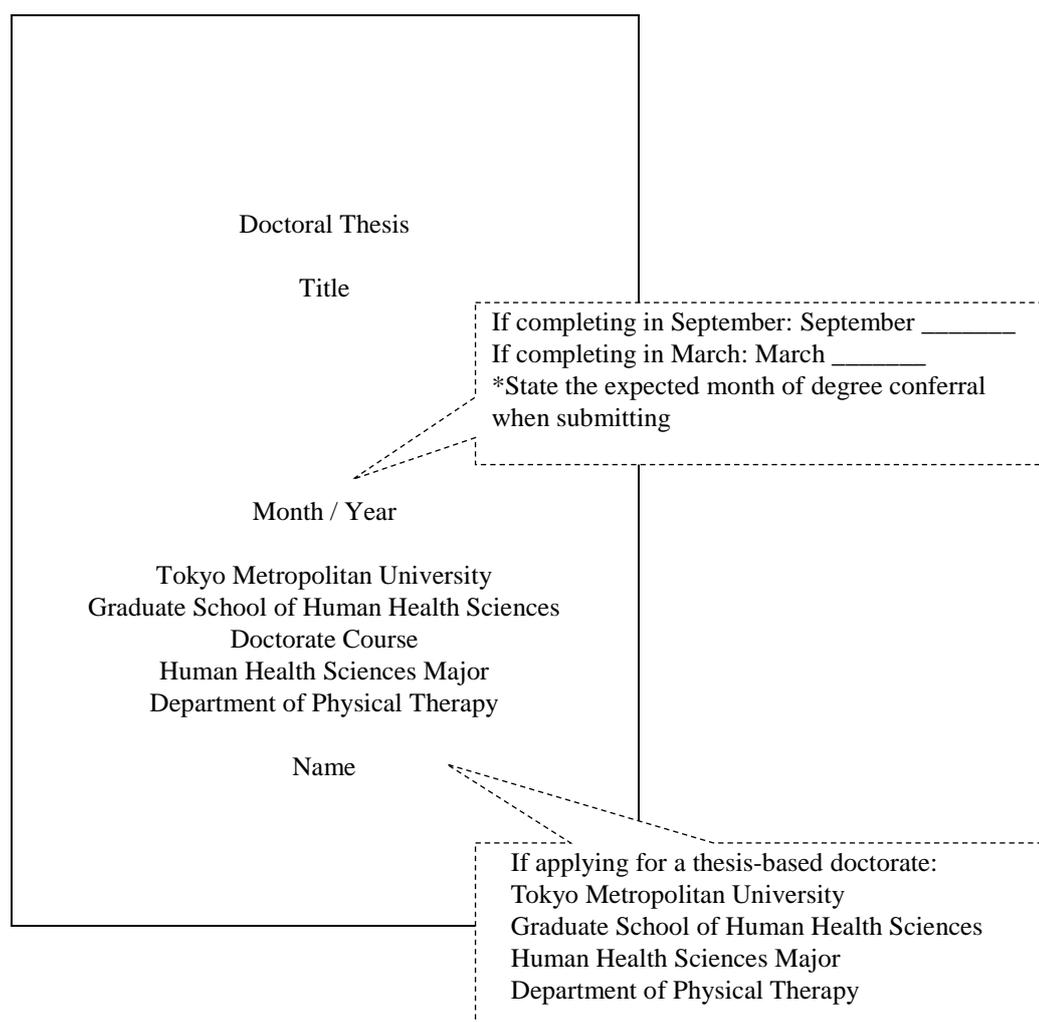
I. Journal format

1. **Style:** Black hard cover, gold lettering

Size: A4 portrait

Font: Mincho

Front cover



Back cover

Title and author's name

2. Thesis

Bind together a published thesis and subthesis. If they would take too long to reprint, papers printed in the same layout as the published versions may be submitted.

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

II. Book format

1. Style: Black hard cover, gold lettering

Size: A4 portrait

Font: Mincho

Front cover

The diagram shows a rectangular layout for a book cover. The text is centered and reads:

Doctoral Thesis
Title
Month / Year
Tokyo Metropolitan University
Graduate School of Human Health Sciences
Doctorate Course
Human Health Sciences Major
Department of Physical Therapy
Name

Two callout boxes are present:

- A dashed box on the right side, connected to the 'Title' and 'Month / Year' fields, contains the text: "If completing in September: September _____", "If completing in March: March _____", and "*State the expected month of degree conferral when submitting".
- A dashed box at the bottom right, connected to the 'Name' field, contains the text: "If applying for a thesis-based doctorate:", "Tokyo Metropolitan University", "Graduate School of Human Health Sciences", "Human Health Sciences Major", and "Department of Physical Therapy".

Back cover

Title and author's name

- 2. Inside:**
- 1) First page: Blank
 - 2) Thesis title / Author's name
 - 3) Contents (give page numbers)
 - 4) Main text

- 5) Acknowledgement (if needed)
- 6) Bibliography / References
- 7) Last page: Blank

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