

**Department of Radiological Sciences Doctoral Thesis Style Guide (ver.
16.05.06)**

1. Manuscript length and format

- (1) Text should be created using word processing software.
- (2) Figures and tables should be inserted in the main text.
- (3) For Japanese manuscripts, use the A4 format with text written horizontally.
Each page should consist of 40 lines of 40 characters, totaling 1,600 characters, with a total of no more than 200 pages including figures, tables, photographs and bibliography.
- (4) English manuscripts should be written double-spaced on A4 paper, with a total of no more than 400 pages including figures, tables, photographs and bibliography.

2. Notes on thesis composition

- (1) In principle, notation should be based on the International System of Units (SI) and the western calendar should be used.
- (2) Foreign names, terminology, etc., should be written in the original language.
- (3) When using abbreviations, the original language or full spelling should be used when first mentioned, followed in brackets by the abbreviation to be used thereafter.

3. Presentation of bibliography

- (1) Write superscript numerals 1), 2), etc. in sequence to the right of the citation, and list the cited references in the same sequence on the bibliography page.
- (2) 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，精神経誌，60：1239-1247，1989.

Baxter LR, Schwartz JM, Phelps ME, et al.: Reduction of prefrontal cortex metabolism common to three types of depression, Arch Gen Psychiatry, 46: 243-250, 1989.

- (3) Books

Write author's name: title, supervisor or editor, name of book, edition: cited page number(s), publisher, where published, year of publication" 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, 1589.

Gardner MB: Oncogenes and acute leukemia. Stass SA (ed), The Acute Leukemia: 327 359, Marcel Dekker, New York, 1987.

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

4. Composition and format of the thesis

Print the thesis and bind it in the following order. Include page numbers at the bottom center of each page from the main text to the bibliography. The format of the degree thesis should follow that of the “Department of Radiological Sciences (Binding style)”. However, a file may be used to bind the text when applying.

- (1) Booklet cover (create in the format specified in “Department of Radiological Sciences (Binding style)”)
- (2) 1 blank sheet (i.e. two blank pages)
- (3) Inside cover (create using Attachment 1)
- (4) 1 blank sheet (two blank pages)
- (5) Abstract (only reprint the main abstract created using Attachment 3)
- (6) Contents
- (7) Main text (from Chapter 1: Introduction to Final Chapter: Conclusion)
- (8) Bibliography (as specified in 3. Presentation of bibliography)
- (9) Acknowledgement (if necessary)

5. Submission of thesis: Submitted documents and number of copies

The documents listed in the table below must be submitted with the number of copies specified for each.

Table List of submitted documents and number of copies

	Document	Format	Copies
1	Degree Application Form	PDF (Form 2)	1 original
2	Résumé	PDF (Form 6)	1 original
3	List of research achievements	PDF (Form 5)	1 original
4	Academic papers	Three	1 original of each paper
5*	If co-authored, Permission to Submit	Paper medium (Form 4)	1 original of each paper

6	Thesis	PDF and paper medium	1 original
7	Abstract	PDF (Form 3)	1 original
8	Consent form for research data	PDF (Form 7)	1 original
9	Consent form for reproduction	PDF (Form 8)	1 original
	Other (certification of credits obtained)		(Prepared by Secretariat)

Notes)

- “3 Academic papers / Three” means that three papers including at least one by the lead author must be submitted. If linked to the main thesis, a master’s thesis will be regarded as one academic paper. If you have been notified of a decision to publish a paper, submit a copy of the notification (or notice of acceptance) and a copy of the submitted manuscript.
- After the thesis examination has been completed, submit 1 booklet as specified in “Department of Radiological Sciences (Binding style)” to Academic Affairs by the designated deadline.

Department of Radiological Sciences Degree Thesis Style Guide

1. Mounting: Leathac (pale blue)
2. Size: A4 portrait
3. Font: Mincho (in principle, but other fonts may be used as long as they do not appear ostentatious)
4. Back cover: Title / Month and year of gaining degree / Name
The “Month and year of gaining degree” should be the western calendar year, preceded by March if completing in March, September if completing in September.
5. Front cover: Title of paper
_____ (month), _____ (year)
Tokyo Metropolitan University Graduate School of Human Health Sciences
Doctorate Course, Human Health Sciences Major, Department of Radiological Sciences
Name

Note) See the following samples for the layout.

6. After the front cover
 - (1) 1 blank sheet (two blank pages)
 - (2) Inside cover (Create using Attachment 1)
 - (3) 1 blank sheet (two blank pages)
 - (4) Abstract (only reprint main abstract created using Attachment 3)
 - (5) Contents
 - (6) Main text (write in sequence from Chapter 1: Introduction to Final Chapter: Conclusion)
 - (7) Bibliography (as specified in 3. Presentation of bibliography)
 - (8) Acknowledgement (if necessary)
7. Other important notes
 - A file may be used to bind the text when applying.
 - After the thesis examination has been completed, submit 1 booklet as specified in “Department of Radiological Sciences (Binding style)” to Academic Affairs by the designated deadline.

Following pages: Samples of front and back covers