Department of Nursing Sciences   Master's 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, with not less than a total of 20 pages in principle, including figures, tables and bibliography.

  2) English manuscripts should be written horizontally with double spacing on A4 paper using a PC or word processor, with a total of around 30,000 words in principle, including figures, tables and bibliography.

  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 (max. 400 characters) and key words (max. 5 words)

  4) English abstract (max. 300 words) and key words (max. 5 words)

  5) Table of 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

  8) Bibliography

  9) Figures and tables

  10) Materials

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)

Title

Department of Nursing Sciences,

Graduate School of Human Health Sciences

Master's Program

Tokyo Metropolitan University

Student ID Number:

Name:

Supervisor: