

**Department of Occupational Therapy Master's Thesis Style Guide**

**1. Manuscript length and format**

- (1) The total length should be, in principle, not more than 6,000 words in general including main body, references, tables, figures and illustrations. One figure (or table and illustration) is calculated as 200 words.
- (2) 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, 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, personal 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.
- (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, 伊藤齊: 操鬱病. 保崎秀夫編著, 新精神医学: 282—306, 文光堂, 東京, 1990.

Gardnar M.B.: 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.”.