

Department of Frontier Health Sciences Master's Thesis Style Guide

1. Manuscript length and format should be as follows.
 - (1) The manuscript should be created using a PC or word processor.
 - (2) Japanese manuscripts should be created in A4 format with text written horizontally. Each page should consist of 40 lines of 40 characters, totaling 1,600 characters, and the total length should be no more than 100 pages including figures, tables and bibliography.
 - (3) English manuscripts should be created in A4 format with text written horizontally, double spaced. The total length should be no more than 200 pages including figures, tables and bibliography.
 - (4) The basic font used for the main text should be MS Mincho for Japanese manuscripts and Century for English manuscripts, and font size should be 10.5pt. Other fonts and font sizes may be used wherever appropriate for titles, etc.
 - (5) Figures and tables (created using a PC or word processor) should be inserted at the respective appropriate locations in the main text.
 - (6) The print layout should be set with the following margins: top 30mm, bottom 20mm, left 35mm, right 25mm.
 - (7) Page numbers should be positioned at the bottom center of the manuscript.

2. The manuscript should consist of a **Title Page, Abstract and Key Words** page, **Introduction, Methods, Results, Discussion, References** (and if necessary, **Acknowledgement**) in that order. If uncertain, refer to “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” by the International Committee of Medical Journal Editors (ICMJE) (www.icmje.org/).

[Reference] Japanese translation of the ICMJE Recommendations :

“生物医学雑誌への統一投稿規程：生物医学研究論文の執筆と編集” (3) (revised edition November 2003) 医学雑誌編集者国際会議. 医学の歩み *Igaku no Ayumi*: 210(13), 1055-1061, 2004.

(May be downloaded from <http://www.ishiyaku.co.jp/magazines/ayumi/urm.cfm>)

(1) Title Page

The title page should show the title of the thesis in Japanese and English, the author's name, the name of the research department, course, group and area, and the name of the supervisor.

(2) Abstract and Key Words page

Write a Japanese abstract (max. 1,000 characters) and an English abstract (max. 300 words). Briefly state the background to the research, its purpose, basic procedure, main findings and conclusions. Next, write Key Words (max. 5 words in Japanese and English) that reflect the main gist of the thesis.

(3) Introduction

Write the content and background information of the research.

(4) Methods

Only state facts that were already proven when the research protocol was first established; facts proven as a result of the research should be included in the Results section. When using statistical methods, specify the software or other tool used. If ethical issues in the research protocol have been reviewed and approved, make a statement to that effect.

(5) Results

Use the main text, figures and tables to make a logical presentation of the results obtained from the research. Figures should be numbered sequentially in order of their appearance in the main text, and should each be given brief titles and explanatory text (legends). Make figures large enough for the content to be readable. When using symbols, arrows, numerals or letters in a figure, indicate and explain them in the legend. Tables should be numbered sequentially in order of their appearance in the main text, and should each be given brief titles. Write explanatory comments in the footnotes.

(6) Discussion

State important new aspects in the research and the conclusions drawn from them. The research results may be compared and contrasted with those of related research, while the limitations of the research, the outlook for future research and other matters should also be mentioned.

(7) References

- (a) Write superscript serial numbers 1), 2), etc. to the right of the first citation in the main text.
- (b) List the references in the same sequence in the bibliography section, using the formats shown below. Use half-width characters for Roman script, symbols and spaces.

(c) Journals

Write “Author’s name: title, name of journal, volume (issue): cited page number(s), year of publication” in that order.

[Example]

- 1) 井村恒郎：知覚抗争の現象について. 精神経誌, 60 : 1239-1247, 1958.
- 2) Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al.: Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. Brain Res, 935(1-2): 40-46, 2002.

(d) Books

Write “Author’s name: title. Supervisor or editor, name of book, edition: where published, publisher, cited page number(s), year of publication” in that order.

[Example]

- 3) 八木剛平, 伊藤斉：操鬱病. 保崎秀夫編著, 新精神医学：東京, 文光堂, 282-306, 1990.
- 4) Meltzer PS, Kallioniemi A, Trent JM: Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW (eds), The genetic basis of human cancer: New York, McGraw-Hill, p.93-113, 2002.

(e) If there are up to six authors, cite all of their names. If there are seven or more, it will suffice to cite only the first six, followed by “他” (in Japanese manuscripts) or “et al.”.

(f) Give abbreviated titles of journals. For western journals, use the abbreviations given in Index Medicus. For Japanese journals, use the abbreviations used by the JAMAS database *Igaku Chuo Zasshi (Ichushi)*, or the abbreviation used by the journal in question.

(Journal names in Index Medicus can be downloaded in pdf format from the ftp site <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>)

(8) Acknowledgement

(9) Abbreviations

Only use standard abbreviations. Avoid using abbreviations in titles. Write the full text followed by the abbreviations when first mentioning.

3. Format of submitted thesis

Print the manuscript and bind it before submitting. (Simple binding is acceptable.)