

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

**1. Manuscript length and 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 a total of no more than 12 pages (equivalent to 20,000 characters) for the main text, 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 15 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, 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, 伊藤斉: 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.”.