

## **Guidelines for Manuscript Preparation of the Bulletin of the Institute for Excellence in Higher Education of Tohoku University**

(Publication and Library Committee of the Institute for Excellence in Higher Education on July 15, 2016)

(Bulletin and Publication Committee of the Institute for Excellence in Higher Education on September 10, 2018)

1. When you prepare a manuscript, use a word processor and keep the following in mind:
  - 1) The manuscript length shall be up to 14 pages in principle, including charts and photos, in the manuscript preparation format used exclusively for this journal (a two-column format of horizontal writing of 24 letters × 40 lines on a page in the case of a Japanese language)\*.
  - 2) The fonts to use shall be MS Mincho for Japanese sentences and Times New Roman for half-width alphanumeric characters. Use half-width characters for all numerals. The size and style of characters shall be as follows:
    - Paper title : 18 pt, bold
    - Paper subtitle : 14 pt
    - Summary : 9 pt
    - Chapter title : 11 pt, bold
    - Section title : 10 pt, bold
    - Paragraph title : 10 pt
    - Text : 10 pt
    - Titles of charts and images : 10 pt, bold
    - Headings of acknowledgements, notes and references : 10 pt, bold
    - Acknowledgements, notes and references : 9 pt
  - 3) Prepare a manuscript in the format above using A4-sized sheets. If a chart or an image requires a one-column format, you may use a one-column format of horizontal writing for that part. However, even in that case, the length of the manuscript, including charts etc., shall be within 14 pages. As for punctuation marks, comma (,) and period (.) shall be used.
  - 4) Include a summary (400 characters in a Japanese language or 300 words in a Western language) in the prescribed position for a manuscript.
  - 5) Use a clear chart or image that can be printed as it is and add a brief description. Charts and images will be printed in black and white (Do not use those which require color printing or tracing).
  - 6) Put a title for a table at the top and for a figure or an image at the bottom. Center both a table, a figure or an image and its title. Leave a blank line above and below a table, a figure or an image.
  - 7) Put titles for chapters to paragraphs based on a point system.
    - (e.g.) Chapter 1 → **1.**
    - Chapter 1, section 2 → **1.2**

Chapter 1, section 2, paragraph 3 → 1.2.3

When you begin a new chapter or section, leave a blank line before it.

- 8) Leave the author's name and affiliation blank and write the text immediately after putting the desired category for publication, manuscript title and summary.

2. Follow the following forms in principle for presenting cited documents:

- 1) For supplementary notes, use superscript numbers at the upper right of corresponding areas such as “<sup>1)</sup>” and “<sup>2)</sup>”, and write the notes together in numerical order with the heading of “Note” after the text.
- 2) Write (Author's surname\_Year of publication:\_First page-Last page) for a citation in the sentence (“\_” denotes a half-width space, “:” denotes a half-width colon, and “-” denotes a half-width hyphen). If you list two or more cited documents, punctuate them with half-width semicolons (;). (e.g.) (山本 1989: 56), (齋藤 1990b: 145-176)  
(佐藤 1995: 23-25; 鈴木 1997: 145-156; 田中 2007: 120-124)
- 3) If the cited document is written in collaboration, write “First author's surname • Second author's surname” in order connecting them with an interpunct ( • ). In the case of three or more authors, put “hoka (others)” such as “First author's surname hoka.” In the case of a compilation, put “hen (editing)” such as “Editor's surname hen.” In the case of supervision, put “kanshu (supervising)” such as “Supervisor's surname kanshu.” For English documents, put “et al.” in the case of a collaboration of three or more authors, put “ed.” in the case of a compilation by an editor, and put “eds.” in the case of a compilation by two or more editors.  
(e.g.) “It is clarified that... (山田 • 佐藤編 1990: 165-169). ”
- 4) In the case of a translated book or paper, write “Original author's surname\_Year of publication of the original work=Year of publication of the translated work” in principle. When you write page numbers, write “Original author's surname\_Year of publication of the original work=Year of publication of the translated work:\_First page-Last page” if you use the translated work or write “Original author's surname\_Year of publication of the original work:\_First page-Last page” if you translate the original work on your own.  
(e.g.) “It is discussed that... (Smith 1930=1996: 51-64). ”

3. Follow the following forms in principle for listing those documents which have been referred to or cited in the text or the notes.

- 1) After supplementary notes, write with the heading of “References” those documents which have been referred to or cited, not differentiating Japanese ones from Western ones, in alphabetical order of the author's surname, in order of the year of publication in the case of the same author, and by adding a, b and c to the year of publication in the case of the same year of publication. (In the examples below, in a Japanese language, all parentheses and punctuation marks, excluding

parts of page description, are full-width characters while, in a Western language, “\_” denotes a half-width space, “.” denotes a half-width period, “,” denotes a half-width comma, “:” denotes a half-width colon and “-” denotes a half-width hyphen.) Indent the second and the following lines by two full-width letters for each document.

(1) In the case of a book:

Japanese book: Author’s full name (Year of publication) “Title” Publisher’s name.

(e.g.) 青葉太郎 (2012) 『初年次教育の課題』 片平出版.

Foreign book: Author’s surname, Initial of the author’s first name. (Year of publication) Title, Location name of the publisher: Publisher’s name.

(e.g.) Field, J. (2014) *Learning Support in Higher Education*, London: TU Press.

(e.g.) Jones, K. (2014) *Learning Environment in Higher Education: Service-Learning for Citizenship*, London: TU Press. (=2016, 宮城政宗訳『高等教育の学習環境』 仙台出版.)

(2) In the case of part of a book:

Japanese book: Author’s full name (Year of publication) ‘Chapter title’, Editor’s full name “Title” Publisher’s name, pp. First page-Last page.

(e.g.) 伊達杜広・青葉太郎 (2003) 「大学における学習支援」, 川内萩子編『大学教育とライティング教育』 仙台出版, pp.54-68.

Foreign book: Author’s surname, Initial of the author’s first name. (Year of publication) “Chapter title”, Initial of editor’s first name. Editor’s surname ed. Title, Location name of the publisher: Publisher’s name, pp. First page-Last page.

(e.g.) Field, J. and Hill, D. (1998) “Academic Writing Education for Undergraduate Students”, M. Smith ed., *Academic Writing*, Chicago: Ac Press, pp.66-74.

(3) In the case of a paper published in a journal or bulletin, etc.:

Japanese journal etc.: Author’s full name (Year of publication) ‘Paper title’, “Journal title, etc.” Volume or issue number, pp. First page-Last page.

(e.g.) 江田緑 (2005) 「大学におけるライティング教育の課題」, 『東北大学教育研究』 第5号, pp.34-42.

Foreign journal etc.: Author’s surname, Initial of the author’s first name. (Year of publication) “Paper title”, *Journal title etc.*, Volume or issue number, pp. First page-Last Page.

(e.g.) Green, M. (2008) “Academic Writing in Higher Education”, *Journal of Writing Education*, Vol. 7, pp.8-16.

2) In the case of a website, webpage or blog:

Author’s full name (Year of publication) “Webpage title etc.”, Website name etc., Source URL (Viewing date).

(e.g.) 川内菫子 (2016) 「ライティング教育におけるピア・サポートの効果と課題」, 東北教育政策研究所『東北教育政策研究レビュー』vol. 3, pp.120-138, <http://www.thk-univ.research.ac.jp/pdf> (Viewing Jan. 20, 2017).

( e.g. ) 文部科学省 ( 2013 ) 「国立大学改革について」, [http://www.mext.go.jp/a\\_menu/koutou/.htm](http://www.mext.go.jp/a_menu/koutou/.htm) (Viewing Nov. 3, 2017).

3) In the case of a newspaper article:

Author's full name (Year of publication) 'Article title', "Newspaper name" (Date, Morning/Evening\_Edition), Page.

(e.g.) 宮城政宗 (2016) 「東北大学附属図書館における学習支援の取組」, 『東北新聞』(3月26日, 朝刊 宮城全県版), 26面.

(e.g.) 東北新聞 (2017) 「大学図書館」『東北新聞』(4月6日, 夕刊 地方版), 18面

4. If it is difficult to list the documents in the forms above owing to the characteristics of a specialized field, it is possible to list them in the standard forms in the field. In this case, report an academic journal etc. used as the foundation for the "standard forms" by writing it in the appropriate space of "Contribution Card."

5. If you add acknowledgments, put them after the text and before the supplementary notes.

\* This manuscript preparation format is sent to persons who enter a contribution and is also published on the website for collecting manuscripts.