

Guidelines for Manuscript Submission – International Public Policy Studies

1. Manuscript format and procedure following approval of publication

Any format may be used when submitting manuscripts. Please submit the paper in accordance with Part 4: Submission methods in the “*International Public Policy Studies* Writing, Submission, and Review Regulations”.

Once your manuscript is approved for publication through a review by referees, please follow the layout preparation process described below for electronic publication. The author(s) should carry out this preparation work themselves. We appreciate your cooperation on this, as this policy helps to prevent editorial mistakes that could be made if the work were done by a third party and also shortens the time to publication. This process involves adapting the manuscript to the journal's Microsoft-word style specifications.

If you use the recommended file (made in accordance with the journal's style specifications, available for download from the link below) at the time you create the draft of the manuscript, this process will be unnecessary and you will not need to follow the layout preparation process below.

(1) Length of the manuscript submission (main text)

A4-size paper (210 mm x 297 mm), in portrait style, with text written from left to right according to the conditions below.

- Manuscripts in Japanese: 40 lines per page, 45 characters, up to 22 pages excluding the title page
- Manuscripts in English: 40 lines per page, 10.5 pt. font, up to 22 pages excluding the title page

(2) Style specifications for layout preparation for online publication

- The manuscript for online publication should be in Microsoft Word format. Please refer to (3) and (4) below for details on the font of the title, the author's name, the text, and the footnotes as well as the formatting of the chapters, etc.
- There are recommended Microsoft Word files in the ***Guidelines for Manuscript Submission*** of the association's website.

The specifications in (3) below, including the paper size, the page layout (margins, page spread, etc.), the font, the formatting, etc. have already been set up in the file. By using this file to create a document of up to 22 pages, you will be following the **Guidelines** in 1. (1) above. (For author(s) using this file, it will not be necessary to carry out detailed configurations, so we recommend using these files [Japanese version, English version]).

(3) Format

1) Page layout (applies to both Japanese and English)

Paper

A4 210 mm x 297 mm

Character count and line count

From top to bottom: √ Specify character count and line count

Character count: 45, line count: 40.

Margins

Multiple-page print configuration: two-page spread

Orientation: portrait, margins: top: 23 mm, bottom: 25 mm, left: 22 mm, right: 20 mm

Other

Section start position: √ New page

Header and footer: √ Different odd and even pages √ Different first page

Distance from edge of page: header: 15 mm, footer: 17.5 mm

(4) Style formatting configurations including fonts

Title Page		
Title	TimesNewRoman, 18pt, Bold, Center	
Subtitle	TimesNewRoman, 12.5pt, Standard, Center	
Author	TimesNewRoman, 12.5pt, Standard, Center	
Abstract	TimesNewRoman, 10pt, Standard	200 words
Keywords	TimesNewRoman, 10pt, Standard	up to 5 words
Text Page		
Chapter title	TimesNewRoman, 12pt, Bold	Numbering: Count up from Arabic Number "1."
Section title	TimesNewRoman, 11pt, Bold	Numbering: Count up from Arabic Number "1.1"
Figure/Table title	Arial, 10pt, Standard, Center	The title of figure, set under the Figure. The title of table, set before the Table.
Figure/Table notes	Arial, 9pt, Standard, Line-space 9pt, prior to paragraph 2pt	Set directly under the table/figure.
Body text	TimesNewRoman, 10.5pt, Standard	
Footnote	TimesNewRoman, 9pt, Standrad	Set the footnotes number to the sentence or word in the body sentence.
Bibliography Page		
Reference or Appendix title	TimesNewRoman, 11pt, Bold	
Reference or Appendix body sentence	TimesNewRoman, 10pt, Standard	If not possible, Use other font. But it is necessary to be Standard type font.

2. Notes concerning quotations from works cited, etc.

When including a list of works cited in your manuscript, as a general rule, please create a list of the works cited in the body of the text and place it at the end of the document. Please list the works cited in alphabetical order according to the author's surname. Also, when citing the work in the body of the text, please use the format "Kaynes (1936b, p.230)" or Morishima (1974). However, this does not apply when listing a work cited in a footnote (in the case of legal or political articles, etc.).

<Format of entries>

International Public Policy Studies does not specify a single format for lists of works cited, etc.; however, please accurately list the author's name, the editor's name, the name of the book, the name of the periodical, the title of the article, the edition, the publisher, the year of publication, the volume number, the page number, etc. In the case of English documents, we recommend listing the information in accordance with the Chicago Manual of Style. In the case of Japanese documents as well, we recommend listing the information in accordance with the above. Please refer to the reference materials below. The OSIPP library holds books number 1 and number 3.

1. University of Chicago Press. 2010. *The Chicago Manual of Style*, 16th ed. Chicago: University of Chicago Press.
2. The University of Chicago. 2011. "The Chicago Manual of Style Online."
<http://www.chicagomanualofstyle.org>.
3. Turabian, Kate L. 2007. *A Manual for Writers of Research Paper, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th ed. Chicago: University of Chicago Press.
4. Japan Science and Technology Agency. 2011. "The role of Works Cited lists and how to create them: Applying Standards for Information of Science and Technology (SIST)"
https://warp.ndl.go.jp/info:ndljp/pid/12003258/jipsti.jst.go.jp/sist/pdf/SIST_booklet2011.pdf

3. How to submit manuscripts

Please send the title page and the manuscript (the main text) by email to the editorial board of *International Public Policy Studies* (ippsedit@osipp.osaka-u.ac.jp). Submissions are via email, so please be careful of the file size.

4. Other

In the event that it is not possible to submit the file in Microsoft Word format in accordance with 1. (2) above, please contact the association's office.

International Public Policy Studies Editorial Board

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