

# Preparation of New Submissions for Open-access English Manuscripts

## Formatting and style

- Manuscripts can be written in either American or British English, but not a mixture of both.
- Prepare a separate title page that includes the title, authors' names, keywords, affiliations, outline, and abstract.
- Start numbering the page from the first page of the main text
- Notes and references should follow the main text in this order
- Use a comma for numbers that are more than four digits (e.g., 1,000 instead of 1000)
- To display mathematical equations, use two lines by placing numerators in the first line and denominators in the second line.
- The scientific names of species should be *italicized*.

## Title page information

### Title

The title should be concise and informative. Avoid abbreviations where possible.

### Author names

Accurately provide the given name(s) and family name(s) of each author, and indicate the corresponding author.

### Keywords

Immediately after authors' names and on a separate line, provide approximately six keywords. Choose appropriate keywords that reflect the content of your work (e.g., region, target, method). Keywords are used for indexing purposes.

### Example:

Key words: Hiroshima-city, city planning, land use, modified Weaver's method, inner-city, gentrification

### Affiliations

Present the authors' affiliations including their addresses, and email addresses.

### Table of contents

The table of contents must present all the headings that appear in the main text.

### Abstract

An abstract should be 250–300 words. The abstract should concisely state the purpose of the research, the principal results, and major conclusions.

## Main text and reference list

### Section headings

Section headings should be numbered. The first-level headings should be numbered in Roman numerals (e.g., I, II, III, ...); the second-level headings in Arabic numerals (e.g., 1), 2), 3), ...); and the third-level headings in lower case Roman numerals (e.g., i, ii, iii, ...).

### Notes

Notes should be numbered sequentially in the text and listed in a separate section after the text. Notes should be indicated by a superscripted number with right parentheses (e.g., <sup>1), 2), 3)...</sup>), at the end of a relevant word, or before a comma or the period.

### In-text citations and the reference list

Follow the latest edition of Publication Manual of the American Psychological Association (APA). A guide on the use of the APA style is available on the APA style website (<https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works>).

### **Tables and figures**

- You may provide tables, figures and photos if necessary
- Indicate approximately where tables and figures should be inserted in the right-hand space
- Tables and figures should be numbered sequentially

#### **Figures**

Figures should be prepared on separate pages after the main text. Figure caption should appear at the bottom of each figure and should include all the necessary information such as figure number, title of the figure, notes, and sources. Use Arabic numerals for numbering figures (e.g., Figure 1, Figure 2, etc...).

#### **Tables**

Tables should be prepared on separate pages after the main text. Table titles and numbers should be included above the table. Use Arabic numerals for numbering tables (e.g., Table 1, Table 2, etc...). The number of vertical lines in a table must be kept to a minimum.

#### **Photos**

Numbers, titles, and descriptions of photos should be prepared separately from the photos. Numbering of the photos should be combined with figures and should appear as Figure 1, Figure 2, etc..

### **Author's proofreading**

After acceptance of the final submission, the first galley proof will be sent to the first/corresponding author for the author's review.

### **Contact address**

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