

Instructions for Authors of JAAS Discussion Papers

Editing Committee

JAAS Discussion Papers are issued in order to transmit research achievements in the fields of management studies and behavioral science.

- (1) These regulations are administered and revised as needed by the editing committee.
- (2) Discussion papers are disclosed on the JAAS homepage in PDF format.
- (3) Applicants should submit files to the editing committee according to the following guidelines.

(A) Format

- ① Prepare two sheets for the cover page. State the title, name(s) of author(s), and institutional affiliation(s) in that order in Japanese or English, whichever is appropriate. Both languages may be adopted together. State the title, name(s) of author(s), and institutional affiliation(s) with a few open lines in between. The fax number and email address may also be stated. On the second sheet, prepare the abstract, in Japanese or English, whichever is appropriate.
- ② The editor will write the issue title on the top left of the first sheet in Japanese or English, whichever is appropriate. The editor will write the issue number at the top right of the first cover sheet. For example, if the year of issue is 2007 and this is the third issue, the number is given as JAASDP2007-3J in the case of a Japanese paper and JAASDP2007-3E in the case of an English paper.
- ③ Number of characters on a single page of main text: 32 characters per line, 35 lines (Japanese). If in English, 26 lines. Settings outside of the main text are optional.
- ④ Size of characters. The title shall be 14 points; name(s) of author(s), institutional affiliation(s), main text, etc. shall be between 10.5~12 points. Concerning the type of characters, Mincho or Gothic is preferable in the case of Japanese, while Times New Roman or Century is preferable in the case of English.
- ⑤ Margins: top 25mm, bottom 25mm, left 25mm, right 25mm.
- ⑥ Page numbers: Write page numbers from the first page of main text at the bottom of each page in the middle.
- ⑦ Explanatory notes may be given as footnotes or end notes.
- ⑧ Concerning the method for citing quoted and reference sources, the writer's preferred style will suffice.
- ⑨ Concerning figures and tables, collectively display at the end of the text. In the main text, indicate as "...Figure 1 Inserted ..." and open one line both before and after.

(B) There are no restrictions in particular regarding overall length, however, it is preferable that it doesn't exceed the scope deemed reasonable for a journal paper.

(C) Any other points concerning the method of writing will be in accordance with the Japanese Association of Administrative Science Style Guideline.

(D) The completed draft shall be submitted, and proofreading will not be conducted.

(4) If a hard printed version is preferred, the writer shall manage the drafting and delivery of the printed documents at his or her own expense and responsibility. However, concerning format, the style stipulated by the editing committee in (3) above shall be adhered to.

(Supplementary provision) These regulations are enforced from March 31, 2007.