

Instruction to Authors

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Manuscripts should be completed in all details, unpublished and not being considered for publication elsewhere. The author is requested to submit an original set of manuscripts with tables and figures, a set of their photocopy, and the diskette containing respective files. The Editorial Committee welcomes the submission in e-mail attached files to recpa@restaff.chiba-u.jp. Please note that the files in the attachment or on the diskette should be identical with the printed-out manuscripts. Please specify the type of computer and word-processing package used. The Editorial Committee prefers MS-WORD format file or simple MS-DOS text file.

Submission should be made to: Research Center on Public Affairs for Sustainable Welfare Society, Chiba University, 1-33 Yayoi-cho, Inage-ku, Chiba-shi 263-8522, Japan. (Tel / Fax: +81-43-290-2337). Submitted materials would not be returned to their authors.

The Editorial Committee reserves the rights of decision for accepting manuscripts and is responsible for the final editing. Submitted manuscripts should make a new or substantial contribution to the body of knowledge. The following series of guidelines has been developed in order to conform to journal requirements.

Guidelines:

1. Length:

- (a) Articles: Maximum 20,000 words;
- (b) Shorter Papers: Maximum 4,000 words;
- (c) News and commentary: Maximum 4,000 words.

2. Manuscripts must be written in English and should be edited by native speakers. The typescripts should be written on one side of A4 paper, with at least a 2.5 cm margin. A standard, at least 12-point in a black Times Roman font, and 1.5 line spacing is to be used. Footnotes can be printed in 10 pt. All text should be justified, and all pages should be numbered consecutively. Titles and subtitles should be short. The list of references and legends for figures should both start on a fresh sheet. Each table should be on a separate sheet.

3. The title page of the manuscript should contain: title, names of all authors, institutional affiliations, and addresses, a footnote giving the name and present address of the corresponding author, a fax number and an e-mail address (if available). After the title page, the text should begin with an abstract of no more than 15 lines. The abstract should be followed by five key words.

4. Acknowledgments and information on grants received may be given in an Acknowledgments section located before the References.

5. Important formulas should appear on separate lines and should be numbered consecutively throughout the manuscript as (1), (2), etc. on the right-hand side of the page.

6. Footnotes should be kept to a minimum and numbered consecutively throughout the text with superscript numbers.

7. The list of references should include only publications cited in the text. The references should be cited in alphabetical order by the first author's name. Citations in the text should be by author and year.

Journal papers:

(1) names and initials of all authors;

(2) year of publication in parentheses;

(3) full title of cited paper;

(4) the journal title in full;

(5) volume numbers;

(6) first and last page numbers, e.g.,

Ermisch, J. (1990). European Women's employment and fertility again, *Journal of Population Economics*, 3: 3-18.

Miyamoto, K. (1976). Problems of the environment impact statement system (in Japanese). *Kogai Kenkyu (Pollution Studies)* 6: 121-127.

Chapters in books:

(1) names and initials of all authors;

(2) year of publication in parentheses;

(3) full title;

(4) names and initials of all editors;

(5) title of the edited work;

(6) publisher;

(7) city of publication;

(8) inclusive page numbers for the chapter, e.g.,

Aumann, R. J. (1987). Game theory. In: Eatwell J., Millgate M., Newman P. (eds) *The new Palgrave: a dictionary of economics*, vol 2. Macmillan, London, pp 479-480.

Ando, S. (1992). *Kinsei kogaishi no kenkyu (Modern environmental history research)*, Yoshikawa Kobunkan, Tokyo, pp 127-129.

Inclusive page numbers are not required if an entire monograph is being cited.

8. Figures are to be numbered consecutively in the order cited in the text and should be submitted separately. For line drawings, good-quality glossy prints in the desired half size are preferred. Computer printouts are acceptable, provided they are legible and reproducible.

9. Tables are to be numbered separately from the illustrations. Each table should have a short title.

10. Page proofs will be sent to the author(s). Corrections should be limited to printer's errors, since the costs involved in making any other alterations are substantial and may be charged to the author.

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