

# Authors' Guidelines for Journal of JIMA English Issue - For MS-Word users -

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**Abstract:** In this paper we describe the formatting requirements for the journal of JIMA English issue. The abstract should be no more than 300 words. Without references or displayed equations, it should summarize the content of the paper by giving a clear indication of the objective, scope, and the results so that readers may determine whether the full text will be of particular interest.

**Key words:** Camera-ready manuscripts, Japan Industrial Management Association, A4, MS-Word

## 1 INTRODUCTION

The journal of JIMA English issue will be published two times every year (in February and August). To achieve this, we ask that authors follow the guidelines presented in this document.

In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to replace the content of this document with your own material making sure that the format stays as it is.

## 2 LENGTH AND PAGE SIZE

The standard is six pages in length, including figures, tables and references.

Papers should be formatted in a two-column format on A4 size paper (210 x 297 mm). Top and bottom margins should be 30 mm. Side margins should be 18 mm. The width of each column should be 83.5 mm with a spacing of 7 mm between columns. Line spacing should be single.

## 3 TYPESET TEXT

### 3.1 Body of the Paper

For the body of the paper, use a 10-point Times New Roman font, or other Roman font with serifs as close as possible in appearance to Times New Roman.

### 3.2 Title

The title of the paper should be in bold and

capitalized 16-point Times New Roman font and centered as shown above.

### 3.3 Authors' Names

Authors' names should be in 10-point Times New Roman font and be centered.

### 3.4 Authors' Affiliations

The authors' affiliation is shown in the footer. If an author has the same affiliations of another author add a same number, for example, in this sample file. Footers should be in 8-point Times New Roman font.

### 3.5 Headings

Headings in the main body of the paper should be numbered and on the left side. Subheading should be numbered according to the title they follow.

### 3.6 Figures and Tables

Figures and Tables should be inserted at the appropriate point in your text. Figures and Tables may extend over the two columns up to 174 mm if necessary. Each figure should have a figure caption at the bottom of the figure in Times New Roman font. Both the figure and its caption should be centered. The caption of a table should appear at the top of the table in Times New Roman font.

All figures should be sequentially numbered as "Fig. 1" through your text (See an example in the



**Fig.1** The Figure Caption

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following page). Also all tables should be numbered in the same manner.

## 4 FORMAT OF MAIN BODY

### 4.1 Footnotes

Footnotes appear as superscripts.<sup>1</sup>

### 4.2 Citations

References should appear in the text as numbers in brackets, such as [1] or [1], [2] and be listed at the end of the article according to the sequence they appear in the text. References should be in 10-point Times New Roman font. Examples of citations for books, conference proceedings and journal papers are given in this page.

### 4.3 List

You can use numbered or unnumbered lists as follows.

#### 4.3.1 List Example 1

- First Item
- Second Item

#### 4.3.2 List Example 2

- (1) First Item
- (2) Second Item

### 4.4 Formula

A formula should be aligned on the left, a fixed distance from the left margin, instead of being centered. A formula number is put on the right side. See the following example:

(By Microsoft Equation 3.0 (before Office2016))

$$y = a_1f(x_1) + a_2f(x_2) + \varepsilon \quad (1)$$

Margins: top/under 8pt, left 6mm, right 3mm (right of equation number)

(By Equation Editor (independent format))

$$y = a_1f(x_1) + a_2f(x_2) + \varepsilon \quad (1)$$

Margins: top/under 8pt, left 6mm, right 3mm (right of equation number)

Margins: top 8pt, equation number describe to the next line (3mm margin at right of equation number), equation is described to the center in the column.

(By Equation Editor (inline format))

### 4.5 Balance of Last Page

Two columns on the last page should be balanced as shown in this page.

## ACKNOWLEDGMENTS

Acknowledgments may be made to individuals or institutions, not already referenced in the paper. Acknowledgments are placed in a separate section at the end of the paper, before the References.

## REFERENCES

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## APPENDIX

Put your appendices here if you have any.

$$y = a_1f(x_1) + a_2f(x_2) + \varepsilon \quad (1)$$

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<sup>1</sup> This is a sample of footnote text in a text box.