FORMATTING GUIDELINES

For the purpose of uniformity and to ensure that large volumes of text are organized, we expect the margins, page sizes, texts, citations, headings and quotes of the manuscripts we receive to adhere to certain formats.

1. General
   a. Times New Roman is the font that will have to be used throughout the text.
   b. Page size: B5 (JIS)
   c. Margins: 1 inch

2. Body Text
   a. Size: 12
   b. Alignment: Justified
   c. Line spacing: 1.5
   d. For quotes, refer to Rule 4 of the Language Guide.

3. Footnotes
   a. Size: 10
   b. Alignment: Justified
   c. Line spacing: 1

4. Title
   a. Size: 16
   b. Alignment: Center
   c. Line spacing: 1.5

5. Abstract
   a. Font: Italicized
   b. Size: 12
   c. Alignment: Justified
   d. Line spacing: 1.15

6. Headings
   a. Try to avoid using more than 4 headings. Headings will have to adhere to the formatting guidelines mentioned in the rules below.
   b. I. Heading 1 [Times New Roman, Size – 12, Bold, Left Aligned, Use a Roman Numeral Bullet List]
c. A. Heading 2 [Times New Roman, Size – 12, Bold, Left Aligned, Use a bullet list with capital letters]
d. i. Heading 3 [Times New Roman, Size 12, Bold, Left Aligned, Use a bullet list with small Roman numerals]
e. a) Heading 4 [Times New Roman, Size 12, Underlined, Left Aligned, Use a bullet list with small alphabets]
f. The format for Heading 1 mentioned in Rule 6.b. will have to be followed for the introductory and concluding sections.