

< Writing Procedure for KEIO SFC JOURNAL >

Revised March 1, 2024

Manuscripts should be submitted in accordance with these Instructions for Authors.

1. Language

The language used for writing manuscripts should be either English or Japanese, but other languages may be accepted as necessary.

2. Type of manuscript and character limit

Since KEIO SFC JOURNAL is a mixed-use journal (Japanese and English), we have established a character limit based on the number of English characters (characters), including spaces. For areas written primarily in Japanese, please convert the number of Japanese characters to 2.5 times the number of English characters (e.g. 12,000 Japanese characters can be converted to 30,000 English characters).

The maximum number of English characters for a) Research articles, b) Review articles and c) Practice reports is 50,000 characters; for d) Progress reports, 30,000 characters; and for e) Books or media reviews or Academic trend reports, 15,000 characters. The maximum size of a figure or table is 25 cm in height and 17 cm in width, taking into account the area occupied by the title and explanatory text. In this case, the figure or table will take up an entire page of A4 size, and the figure or table should be converted to use 5,000 characters of space. For example, in a manuscript submitted in a) Research articles category, the area written in Japanese (12,000 characters), the area written in English (abstract and references, etc.) (7,000 characters), one figure or table that occupies the entire page (equivalent to 5,000 characters), and one figure or table that occupies half of the page (equivalent to 2,500 characters), the conversion would be as follows.

$$12,000 \times 2.5 + 7,000 + 5,000 \times 1 + 2,500 \times 3 = 49,500 \text{ characters}$$

Since the total does not exceed 50,000 characters, this case is not subject to the character limit. The types of manuscripts, contents, and character count limits are shown in Table 1. The character count limit includes all figures, tables, footnotes, references, etc.

Table - 1 Type of manuscript and character limit

Type	Contents	The maximum number of English letters * (The maximum number of Japanese characters)
a) Research articles	Fully documented reports of original work of empirical or theoretical research. The article should include clear research objectives, methods, findings, discussion of the findings and potential implications.	50,000 (20,000)
b) Review articles	Evaluation or analysis of information collected from relevant literature on the specified topic, discussion of issues, and the author's original ideas and viewpoints.	50,000 (20,000)
c) Practice reports	Reports of innovative trials, pilots and field experiences. The implications for wider practice, for scaling-up, or for changes to policy should be drawn out.	50,000 (20,000)
d) Progress reports	Summarizing the preliminary findings and likely future direction of the research in progress.	30,000 (12,000)
e) Books or media reviews or Academic trend reports	Critiques or introduction of books and other content. Analysis of trends and perspectives in a specific research field, etc.	15,000 (6,000)

*The letter number includes text, charts, footnotes, and cited references. The maximum number of cited documents is 50. However, this does not apply to review reports.

3. Configuration

Manuscripts should be prepared A4 size and all fonts should be 12 pt. Please prepare your manuscript in the following order, with page numbers centered at the bottom and line numbers on the left from the cover page to the references.

The First page (a cover page)

- Specify the type of your manuscript: a) Research article, b) Review article, c) Practical report, d) Progress report, e) Book or media review, or f) Academic trend report.
- Title: Make the title concise and reflective of the content. Note both Japanese and English titles. However, if the text is written in another language, please provide the title in the text language as well as the Japanese and English titles.
- Authors' names: For an MS-Word file submitted electronically, the names, affiliations, and positions of all the authors must be described in Japanese and English.
- Abstract: Submit the abstract in both Japanese and English not exceeding 250 characters in Japanese and 625 characters in English. Non-native English speakers should have their English reviewed by an English proofreader or a native English speaker. Similarly, non-native Japanese speakers should have their Japanese reviewed by a Japanese person who has experience in writing articles for academic journals.
- Keywords: List 3 to 5 relevant keywords in both English and Japanese.

From the second page onward (text)

- Main text format
 - 1 Introduction (foreword): Describe the background and purpose of the study.
 - 2 Methods: Describe the participants of the study and the procedure in detail.
 - 3 Results: Describe the results of the study including relevant figures and tables if necessary.
 - 4 Discussion: Interpret the results referencing past literature where appropriate.
 - 5 Conclusion (closing): Summarize the findings that have been derived from the research.
 - * Format each section as 3.1, 3.2 and the subsections as 3.1.1, 3.1.2, for example.
 - * This “main text format” is one example of a research paper, and this format is not binding in other types of manuscripts.
- Keep acknowledgments to the minimum.
- Authors are required to disclose in the submitted manuscript potential conflicts of interest such as the presence of research funding or financial and personal relationships that may bias the research. If there are no potential conflicts of interest, state that fact. (Example: There are conflicts of interest related to this study.)
- Insert footnotes in accordance with the guidance provided in section 6 below.

- Citing and referencing styles are shown in section 7.

4. Font

English font: Times New Roman or Century.

Japanese font: MS Mincho or MS P Mincho

5. Figures and Tables

For figures, indicate the figure number and title below the figure. For tables, indicate the table number and title above the table.

e.g. “Fig. 1 Data from world-standard papers.” “Table 1 Data from world-standard papers.”

When citing or extracting charts from other literature, be sure to clearly indicate the source.

Description example: "extract from Watanabe (2002) p. 76 Fig. 8"

(We will request the author to submit the following information once your manuscript is accepted.)

- ① Photo (graphics):
If you shoot with a digital camera, submit the original photo with a resolution of 350 dpi or higher in a standard image format (JPEG) file. If it was taken with an analog camera, submit the developed photo.
- ② Line drawing (graphics):
Prepare the file converted directly from the original CG software (AI, PPT, etc.) into a line drawing as EPS file.
- ③ Table: Submit the original file used to create the table (e.g., Excel), not a scanned image.

6. Footnote

If possible, please write the manuscript without footnotes, i.e., all footnotes should be included in the main text. If footnotes are necessary for your manuscript, please add footnote numbers 1), 2), and 3) in superscript at the appropriate part of the text, and provide an explanation of the footnote at the end of the main text. Please note that KEIO SFC JOURNAL does not allow numerical citation of references in the text.

7. Citation

7-1. How to cite a document in the text

In case of direct quotation, accurately copy the phrase including punctuation marks.

Example: Sato (2001) says "It is..." (Sato, 2001, p.25).

To quote more than one reference by the same author from the same year, add a letter from the alphabet to the issue year.

Example: According to Fujisawa (2010b)...

If you quote from a foreign language paper, use an alphabetical citation.

Example: If one author, Fukuzawa, 2004

Example: If two authors, Fukuzawa and Fujisawa, 2018

Example: If three or more authors, Fukuzawa et al., 2018

7-2. How to write the citation list at the end of the paper

Japanese literature is cited by the author's surname in Japanese alphabetical order, and foreign literature by the author's surname in alphabetical order. Examples are provided below. The description of co-authors is optional up to a maximum of five people, and if there are six or more co-authors, use "et al.,".

1) Journal article

In a manuscript written in English or another foreign language, citations should be provided in the order of the author's surname followed by his or her initial, publication year in brackets, article title in quotation marks, journal name in *Italic*, volume number and issue number in brackets, and the number of pages to be posted.

a) Japanese article

Akiyama, M. and Takebayashi, T. (2013) "Present situation of general practitioners' home medical care practice and challenges in regional medical care cooperation network for efficient homecare support", *Iryo TO Syakai*, 23, p.3-11. (in Japanese)

b) foreign-language article

Kuroda, H., Inui, M., Sugimoto, K., Hayata, T., and Asashima, M. (2002) "Axial protocadherin is a mediator of prenotochord cell sorting in *Xenopus*", *Dev. Biol.*, 244, pp.267-77.

Note. If the English journal name has an official shortened name, please use the shortened name.

Note. Volume is required, but issue may be omitted.

Note. In the case of Volume 24, Issue 1, please indicate 24(1) if you wish to include the issue as well.

2) Book and Book Chapter

a) Japanese book

Shimizu, Y. (2013) *Bureaucrats in modern Japan - from the refreshing bureaucrats to the educational elite*, Tokyo: Chuokoron-Shinsha Inc. (in Japanese)
Yamamoto, T., Shimizu, Y., Deguchi, Y (Eds.) (2016) *Japan viewed from Constitutional Case*, Tokyo: Nihon Hyoronsha. (in Japanese)

b) Japanese book chapter

Nakazawa, H. (2016) "Philosophy of platform design". In Murai, J (Ed.) *Health information platform for value creation*, Tokyo: Keio University Press, p.65-94. (in Japanese)

c) foreign-language book chapter

O'Neil, J.M. and Egan, J. (1992) "Men's and women's gender role journeys: Metaphor for healing, transition, and transformation". In Wainrib, B.R. (Ed.), *Gender issues across the life cycle*, New York: Springer, p.107-23.

d) In case of translation

Adorno, T.W. (1966) *Negative Dialektik. Frankfurt: Suhrkamp*. English edition: Adorno, T.W. (1973) *Negative Dialectics* (trans: Ashton, E.B.). London: Routledge.

3) Quotation from a website

For quotation from a website, indicate the URL where the citation content can be found, and list the date of access in parenthesis.

If you have the same cited document in both a book and a website, cite the book reference. If the URL exceeds 100 characters, use a shortened URL using Bitly or TinyUrl.

a) When the publication year of cited document is known

Ministry of Health, Labour and Welfare (2008) “About notification status of major facility standards” <http://www.mhlw.go.jp/shingi/2008/07/dl/s0716-3c.pdf> (accessed on February 20, 2009)

b) When the publication year is unknown

Ministry of Health, Labour and Welfare “Health Japan 21 (Secondary)” <http://tinyurl.com/2m49tuw7> (accessed on December 1, 2017)