

JSTHE Annual Conference Guidelines for Writing Presentation Manuscripts

Manuscripts for the 'Research Report' and 'Report on Educational Practice' to be published in the *Proceedings of the Annual Conference of the Japanese Society of Tourism and Hospitality Educators* should be submitted by observing the writing guidelines below. Please note that these guidelines do not cover everything related to the preparation of manuscripts. Therefore, where there is no information, contributors are requested to prepare manuscripts by following basic writing rules.

Manuscripts must be in A4 format and prepared using Microsoft Word. In principle, the submitted manuscript will be printed as it is, so care should be taken in the layout, and the printing should be clear and legible. In addition, figures, tables and photographs should be inserted in the text in a clear and readable format. However, the editorial committee of the Japanese Society of Tourism and Hospitality Educators may make edits to standardise the style.

The basic layout of the abstract manuscript is as follows. Prepare the presentation manuscript using the 'JSTHE Annual Conference Manuscripts Template (Form 4)' distributed on the Society's official website.

- (a) The overall number of pages should be two, with two columns of 24 characters (character feed 9.5pt) x 45 lines (line feed 15.55pt). However, the title, name, and keywords (top left-hand corner of page 1) should be in one column. The margins shall be 25 mm on top and bottom and 20 mm on the left and right.
- (b) The font for the English title should be Book Antiqua, 14 points bold, with a subtitle, if any, at 11 points. Japanese titles must also be added to MS Mincho's 12 points. If there is a Japanese subtitle, it should be in MS Mincho 10 point. Titles (main title and subtitle) should be of appropriate length. Font size adjustments due to the number of characters in the title are not permitted.
- (c) The author's name in English should be Book Antiqua 10 points. First name and surname should appear in that order. In the case of joint, the last person should be preceded by "and" and the others by commas. The Japanese authors' names should be written in MS Gothic 10-point font. Leave a space of one width character between the first and last name. In the case of joint, separate them with a punctuation mark. Add a superscript '*' to the right of the English author's name and list the affiliation (followed by the faculty name, but no further information is necessary) in both English and Japanese in the footer at the bottom of the page. The same applies to jointly named authors, but if they have different affiliations, use "***" and "****" and enter their respective affiliations correspondingly in the footer. Two lines should be used in the footer at the bottom of each page, with one line for the border and one for the affiliation. Use Times New Roman for English and MS Mincho for Japanese at 10 points. In the case of joint names, priority should be given to keeping them on one line, and the number of points may be reduced.
- (d) English keywords should be written as "Keywords:" with about 3-4 words on a single line in Book Antiqua

10 points. Japanese keywords should be written as "キーワード:" and should correspond to the English keywords on a single line in MS Gothic 10-point font.

- (e) The spacing between lines of each section should be as follows.
 - (i) Leave one line between the English and Japanese titles.
 - (ii) One line should be between the Japanese title and the author's name in English. There is no line between the English and Japanese author's names.
 - (iii) One line between the Japanese title and the English keywords should be left. Do not leave a line space between English keywords and Japanese keywords.
 - (iv) Leave two lines between the keywords and the text. The first line should be a boundary line.
 - (v) In the main text, leave one line between chapters.
 - (vi) Leave one line between the end of the text and acknowledgements, between acknowledgements and footnotes, and between footnotes and references.

- (f) The font for the text's chapter and section headings should be Times New Roman, 10 points in bold. The font for the text shall be Times New Roman 10 point.

- (g) The font for titles of figures and tables shall be Times New Roman 10 points. Table and figure numbers should be in bold; titles should be in italics. The titles of figures should be placed above the figure concerned, and the titles of tables above the table involved. Each figure and table should be numbered consecutively and left-aligned.

- (h) The following instructions should also be followed when writing the text.
 - (i) Headings should be written in the following manner.
 - Level 1 headings should be centred and in bold.
 - Level 2 should be left-aligned and in bold.
 - Level 3 should be left-aligned and in bold italic.
 - Section labels: Section labels (e.g., "Acknowledgement," "Notes," and "References") should be centred (and bold).
 - (ii) When enumerating items in the text, use (a), (b), and (c) and separate them with a semicolon. Please follow [the Lettered Lists](#) in the APA 7th guidelines.
 - (iii) Indent the first line of each paragraph of text 0.2 in. from the left margin.
 - (iv) When reproducing figures, photographs, texts, etc., for which others hold the copyright, the author must deal with the copyright with the original author by the date of submission of the abstract manuscript.

- (i) In the case of a research presentation funded by a research grant such as the Grant-in-Aid for Scientific Research or the JSTHE's Group Research Grant, an 'Acknowledgements' section should be included immediately after the main text. The font should be Times New Roman, 9 points. The headings of

'Acknowledgements' should be in bold fonts.

- (j) Footnotes should be numbered in superscript at the right-hand shoulder of the relevant part of the text, starting with 1), using single-byte numbers and symbols. They should be grouped after the text or acknowledgements (if any) under the heading Notes. The font should be Times New Roman, 9 points. The headings of 'Notes' should be in bold fonts. The use of footnote functions in word processing software is prohibited.
- (k) A list of references after the text (acknowledgements and footnotes, if any) should be prepared following APA style, 7th edition. The font should be Times New Roman, 9 points. The headings of references should be in bold. Hanging indentation should be used below the second line of each reference, set at 0.2 in or 5.1 mm.
- (l) If you use a non-English work, cite the author, date, title, and source in the original language. You must include an English title translation in square brackets directly after the title and before the full stop. Refer to the examples.

Nakamura, T, Nishimura, S., and Takai, N. (2014). *Wakamono no kaigai ryokou banare wo yomitoku* [Decoding fewer young Japanese outbound travel phenomena]. Horitsu Bunka-sha.

Japan National Tourism Organization. (2023, November 15). Hounichi gaikyaku toukei 2023 nen 10 gatsu suikeichi [Number of inbound foreign visitors (estimated October 2023)]. *Japan National Tourism Organization*. Retrieved from https://www.jnto.go.jp/statistics/data/20231115_monthly.pdf

Please refer to the 'JSTHE Annual Conference Call for Presentations (Form 1)' and 'JSTHE Annual Conference Manuscripts Template (Form 4)' in conjunction with this guideline for writing presentation manuscripts.

Enacted: 16 November 2019

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