

Guidelines for Authors

- (1) Manuscripts should be written in English.
- (2) Research article, Review article, Research report, Commentary, and Material must contain a title, the name(s) of the author(s), and author affiliation(s) with postal and email addresses.
- (3) In the case of Research article and Review article, the author must attach an abstract (of not more than 200 words) and keywords (up to five, in alphabetical order). In the case of an Invited Paper, the contributor will be expected to comply with requests from the Editorial Committee.
- (4) Manuscripts should be submitted as an MS Word file or PDF format. An MS Word template is provided for author use. Use Times New Roman font with a font size of 12. Under the page settings, select A4 paper (210 mm × 297 mm, instead of Letter size) and use 2.5 cm margins for all sides (left, right, above and below). The number of lines should be set to 41 lines per page. Symbol fonts can be used for special characters. When writing the main body of the manuscript, please use one-column format with single line spacing. For ease of review, add line numbers (in settings) and page numbers.
- (5) For chapter headings, please use Roman numerals I, II, III, etc. For sections, please use Arabic numerals 1, 2, 3, etc. For sub-sections, please use numbers followed by closing parentheses, 1), 2), 3), etc. Use Arial font with a font size of 12 for chapter headings and section or sub-section titles. Please add a period '.' after the number in the heading. (e.g., '1. Introduction')
- (6) Please use only one space after a full stop.
- (7) Italics should be used for Latin expressions.
- (8) The author's name appearing in the main text, figures and tables (including names for digital files) will be changed to "XXXX" for the review process.
- (9) For citations, references should be written as 'author name (publication year)' or with '(name year)' at the end of the sentence. In the latter case, a single space only should be inserted between the author name and year (i.e., Yamada 2015).

For citations, if there are more than 2 authors, please use 'et al.' after the lead author. (i.e., for 2 authors, 'Yamada and Sato 2015', and for 3 or more authors, 'Yamada et al. 2015')
- (10) Notes (footnotes) should be indicated by superscript numbers at the right shoulder of the words (such as example ¹⁾), and must be listed at the end of the main body of the paper before the list of references.
- (11) A reference list should be created at the end of the manuscript.

'Personal communications' should not be listed in the reference section, but should be mentioned in the text as (unpublished data) or (Initials + Family name, pers. comm.). Unpublished manuscripts and raw data should be listed in the reference section

Work accepted for publication, but not yet published, should be referred to as 'in press'. The list in the reference section must appear in alphabetical order of author's last (family) name.

- If a reference is made to a specific page, use 'p.' followed by the page number (i.e. Yamada et al. 2011, p.10). Use 'and', not '&', for two authors.

- If the author of a reference is unknown (e.g. newspaper or magazine article), please use 'Anonymous' as the author name. • If multiple references are used at one location, they should be arranged first chronologically, then alphabetically by name of author. Each reference should be separated by comma (e.g., (Yamada et al. 2012, Aoki 2015, Sato 2015)). • All publications cited in the text should be presented in an alphabetical list of references at the end of the manuscript (no numbering needed). • The list of references should be arranged alphabetically by (lead) authors' name and then chronologically per author if the same author is listed for two or more articles. • All authors of each article should be mentioned in the reference list. Institutional authors, like World Health Organization (WHO) or United Nations (UN), should be written out in the reference list. • Use full journal names for the references. • For internet resources, use the direct link to the website of the paper, if possible. If a paper is undated, use the date (year) of access.

- DOIs should be completed with internet addresses starting with <http://dx.doi.org/> and followed by the specific DOI-number.

In the reference section, use the following format for a book: Author Name. Published year. *Title of the book*. Published city: Publisher.

(Example) Yamada, T. 2008. *History of Environmental Education* Tokyo: Kankyō Publisher. (in Japanese).

If the citation is from a section of a multi-author book, use: Author Name. Published year. Title of the section/chapter. In *Title of the book*, edited by (name of editors), Cited pages. Published city: Publisher.

(Example) Yamada, T. 2008. Environmental Education and Human Development Stages. In *Development of Research on Environmental Education in Japan*, edited by Suzuki, H. and Tanaka, J., 129-156. Tokyo: Kankyō Publisher. (in Japanese).

In the case of an article published in a journal, use: Author Name. Published year. Title of article. *Name of journal*. Volume(number): pages. For the author's name, please use the full last (family) name and initials of middle and given names. Use a comma (,) after the last (family) name.

(Example) Yamada, T., and Suzuki, H. 2008. Change in the Knowledge about Environment for Participants of Environment Protection Activities. *Japanese Journal of Environmental Education*. 34(2):129-138. (in Japanese with English abstract).

Name of Books and Journals should be in *Italic* font.

(12) If the same author has published multiple papers in the same year, please use 'a', 'b', 'c', etc. after the year of publication to distinguish between individual papers. (i.e., 'Yamada 2008a, 2008b')

(13) If the reference is not in English, add an English translation in parentheses if necessary.

(14) If a journal uses its own page numbers for different numbered issues (i.e., vol.2 No.1 and vol.2 No.2), use both volume and number (i.e., 2(2)) in the reference list. If page numbers are continuous between different numbered issues (i.e., if 2(1) ends at page 150 and 2(2) starts with page 151), it is permissible to omit the 'number' and simply use the volume only.

(15) When using 'in press' in the reference list, the article must be already accepted (but not published) and a PDF version must be attached when submitting the manuscript.

(16) When using a URL (Internet web address) as a reference, please use an endnote to indicate when you accessed that web page along with the name of the author and/or organization of the web page. The contributor is required to store data from this URL for 4 years after the date of publication.

(17) Figures (including photographs or other graphic images) must be embedded in the text where they should appear. Captions (Figure 1 ...description of figure...) must be placed below the figure and written in Arial font (i.e. the font differs from that in the main text).

Explanatory notes should be written directly on the figure. Please bear in mind that the locations and sizes of figures may be adjusted by the Editorial Committee if necessary. Contributors should ensure that high resolution figures and images are stored on their own local digital storage media for timely submission if requested by the Editorial Committee.

(18) Tables should be placed in the text where they should appear. The titles of tables (Table 1 ...Name of Title...) should be numbered consecutively throughout the manuscript and placed above the table using Arial font. Explanatory notes should be written below the table. Please bear in mind that the locations and sizes of tables may be adjusted by the Editorial Committee if necessary.

Tables should be created using only simple vertical and horizontal lines with numbers, words and symbols written inside the table cells. Various widths of lines, or dotted or dashed lines may be used, but the use of any curved lines or figures inside cells will result in classification and labeling as a "Figure" (rather than a "Table") and will follow the conventions stated in (16) above.

(19) A questionnaire that must be shown for correct understanding of the paper can be presented as an appendix. However, we request that authors do not include an excessively large number of pages in the appendix or appendices.

(20) Authors should comply with the submission process explained in the submission guidelines.

(21) Subscripts and superscripts should be clearly visible and legible.

(22) The meaning of all symbols should be clearly stated immediately after the equation in which they are first used.

(23) Equations should be numbered in Arabic numbers serially and in parentheses at the right-hand side of the page.

(24) When referring to equations in the text use "Equation" followed by the number, not "Eq." (e.g., 'using Equation (3), we calculated. . .')

(25) Upon acceptance of the manuscript (completion of the review process), author must submit the full paper with full name of all authors as well as their affiliation inserted after the Title of the paper.

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