Contributed paper | Short communication | Technical note | Review article | Data

Subject of the paper:
Use Times New-Roman font, 14 point.
Set line spacing to 19 point, and arrange from center

Use Times New-Roman font 10 point, and new paragraph

Instructions to authors of papers to be publi... ...e Japanese Agricultural Systems Society" (in English, Ver.3.1)
- Method using Microsoft Word software -

Name:
Use Times New-Roman font, 12 point.
Set line spacing to 15.2 point, and arrange from center

Kazuyuki MORIYA[1)], Hiroyuki HIROOKA[2)] and Hidehiro T...

Affiliation:
Use Times New-Roman font, 10 point.
Set line spacing to 15.2 point, and arrange from center

1) Department of Social Informatics, Kyoto University
2) Department of Agriculture, Kyoto University
3) Western region Agricultural Research Center, NARO

(Received 3 October 2015; in final form 1 January 2016)

Secretariat handling

Headline of summary:
Use Times New-Roman font, 10 point,

Summary

The paper should be written in Japanese or English. When writing an English paper, it includes a Japanese title, author's full name and organization name and Japanese summary. And a paper is added the English summary which is equivalent to a Japanese summary. Add an address (including zip code), author's mail address to a foot note on page 1 and a foot note of the Japanese summary. A copy of the original paper (symposium paper, short communication, technical report, general remark, and data.) is prepared following the above, with the title and ...s name added in Japanese and English. The opening page of the paper (After the title and author's name, ...sh summary. In the summary, describe the purpose of the study, materials, ex... succinctly and concretely in order to clarify the content of the study for the reader. The summary should be no longer than 800 words in Japanese or 400 words in English. The following text describes the format that should be used for a paper presented to the "Journal of the Japanese Agricultural Systems Society".

Text: Use Times New-Roman font, 10 point.
Set line spacing to 15.2 point.

Headline of keyword:
Use Times New-Roman font, 10 point, bold.

Key Words

Alphabetical, Japanese and English, Japanese syllabary, No more than 6 words (No more than 3 words for short communication), Succeeding abstract and summary

Headline of section:
Use Verdana font, 10 point, bold.
Leave a blank line in front of and behind headline.

1. Introduction

The purpose of this outline is to standardize the format of papers contributed for publication in the "Journal of the Japanese Agricultural Systems Society (JASS)". A contributed paper should be horizon... written on A4 portrait paper, in the same layout as the printed version. The point and the English summary should be written in groups of one step, 50 letters per ...ge. Margin settings are: top 2.5 ...n 2.5 cm (0.98 inches), left and right 2.0 cm (0.79 inches) and lines are numbered.

The standard font of the text should be Times New Roman, 10 point. The subject and section titles should be ...rger font than the text, 14 point and 12 point respectively. The author's name should be Times New ...he ...he ...ge ...he ...be ...he

Spacing is 0.39 inches.

Foot note:
Use a text box. Use Times New-Roman font 10 point.
Set line spacing to 15.2 point.
Setting the text box format: check in the "up and downs" at the section, "the lapel of character strings".
Movement of anchor: check the section, "move with character strings", and check the section, "fix the anchor".
Address: use half width number.
Write in the zip code and address (start from prefecture).
Write the address including the country name.

1) Yoshida Hommachi, Sakyo-ku, Kyoto 606-8501, Japan
2) Kitashirakawa Oiwakecho, Sakyo-ku, Kyoto 606-8502 Japan
3) 6-12-1 Nishifukatsu-cho, Fukuyama-shi, H... 721-8514, Japan

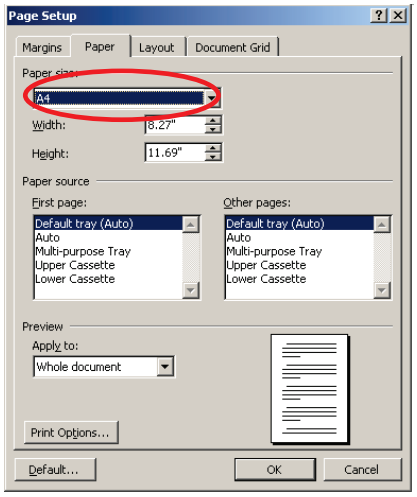


Fig.1　Page setting: Paper size

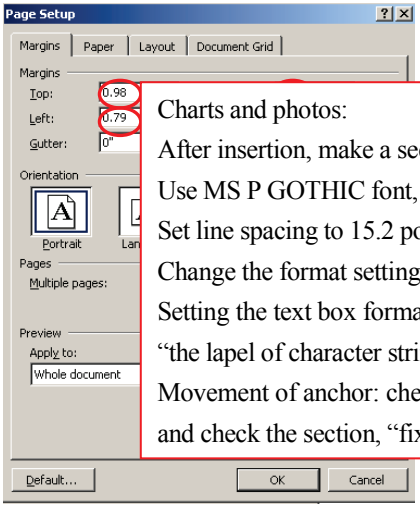


Fig.2　Page setting: Margins

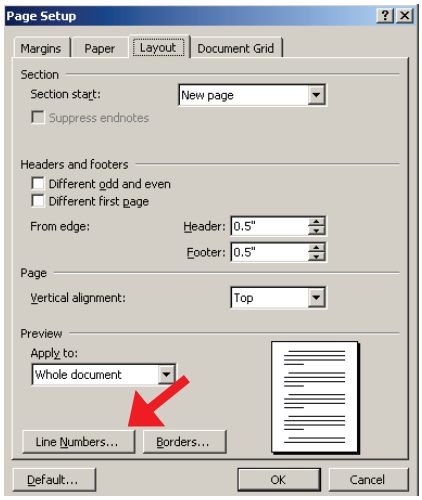


Fig.3　Page setting: select line numbers from [etc] tab,

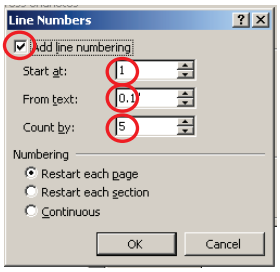


Fig.4　Page setting:, Setting line numbers

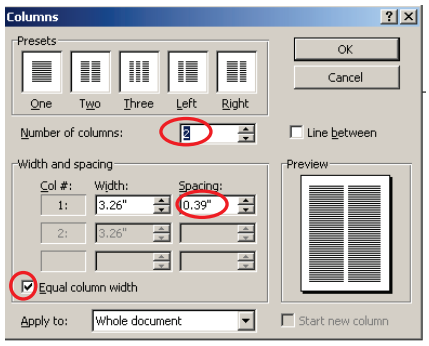


Fig.5　Setting the columns: width and spacing

Charts and photos:
After insertion, make a section with the text box.
Use MS P GOTHIC font, 10 point.
Set line spacing to 15.2 point.
Change the format settings, after grouping charts, photos and sections.
Setting the text box format: check in the “up and downs” at the section, “the lapel of character strings”.
Movement of anchor: check the section, “move with character strings”, and check the section, “fix the anchor”.

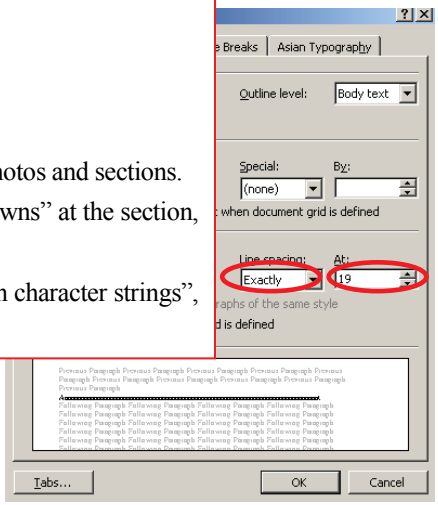


Fig.6　Setting the line spacing :title

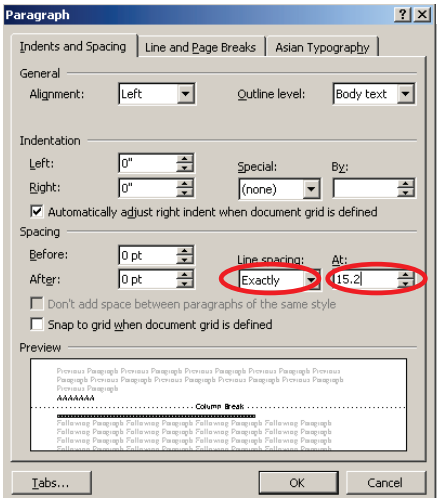


Fig.7　Setting the line spacing: except title setting

2. Template

As a template, you can use an MS Word file that includes an outline (can be downloaded at the JASS web site).

This template file contains all the formats and styles which are used in the text.

If you have any questions about the format of the paper, when you have read the document and template file, you should refer to the paper in the current issue.

3. Segmentation of sections

Headline of section:
Use Verdana font, 10 point, bold.
Leave a blank line in front of and behind headline.

To each section of the paper, you should attach consecutive numbers as shown in the example. Section titles should be left justified, and written in Verdana, bold, 10 point. At each section title, you should leave one line blank between the title and the text above it and one line blank between the title and the text below it.

3.1 Sub-section

Headline of sub-section:
Use Times New-Roman font, 10 point, bold.
Numbering: leave a blank separating it from upper text,
but don't leave a blank separating it from the lower text.

At each sub-section, you shown above. Sub-section titl written in Times New Roman, bold, 10 point. At each sub-section title, you should leave one line blank between the title and the text above it, but you should not leave a blank between the title and the text below it.

3.1.1 Sub sub-section

Headline of sub sub-section:
Use Times New-Roman font, 10 point, bold.
Numbering: leave a blank separating it from upper text,
but don't leave a blank separating it from the lower text.

At each sub sub-section, you sh shown above. Sub sub-section title and written in plane style (10 point). At each sub sub-section title, leave blank lines in the text, as at the title of a sub-section.

4. Notations and units

To use an abbreviation in the text, you should write the official name in the summary or text where it appears the first time. You should write scientific names in italics, but should not use italics to write var.,f.,sp. etc, The unit of the a sign should be written using the International System of Units (SI) as a rule. But also adding the gravity unit will be approved.

5. Equations, Figures and Tables

5.1 Equations

Equations should be written at the center of the step, with consecutive numbers right adjusted as the example shows.

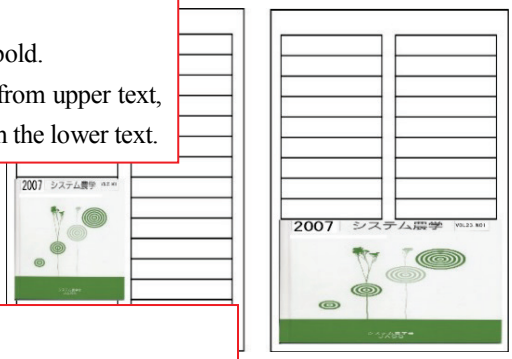
$$E = mc^2 \qquad (1)$$

In the text, for equations, refer to it as (Equation 1) in the main text, and prepare it either using the equation editor or the normal text.

ures and photos in the manuscript should be written in textboxes.

Figures should be drawn using a computer, and it should be possible to make the plate without modifying it.

You should attach a consecutive number to each figure and photo and insert each in an appropriate space in the text or after the last sentence (Fig.8).



lace to paste the figure
rrange it in up or dawn by
page breadth.

When a figure consists of many drawn objects, all objects must be grouped as one object. A figure or a photo should be posted horizontally in the center, either above or below the column or the page. A headline of a figure or photo should be written in MS

P Gothic font, 10 point, and posted below the figure and the photo or in the horizontal center of the stage or the page. All notes and the explanation should be written in the lower part of the figure.

The textbox used to input the figure and the photo should be grouped. This lets us handle the figure and the headline as one object and we can avoid losing sight of the headline, when for example, a figure or a list have been moved.

After the figure is posted, we sometimes disrupt the layout by reorganizing the document, so I suggest changing the format as follows as a way to avoid disrupting the layout

1) At “format setting of the figure”, select the tab “layout”, click “detailed setting”, and make “top and bottom” the setting of “lapel of the character string”. After editing “the anchor” on the same page, move to the paragraph where a page does not move to (refer to Fig.11).

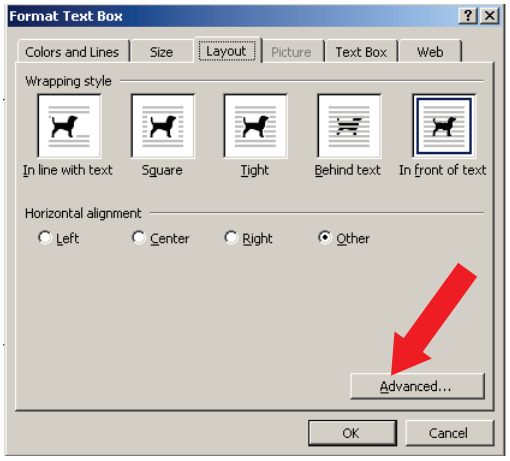


Fig.9 Setting of the figure: From the tab of “layout” to “Advanced...”

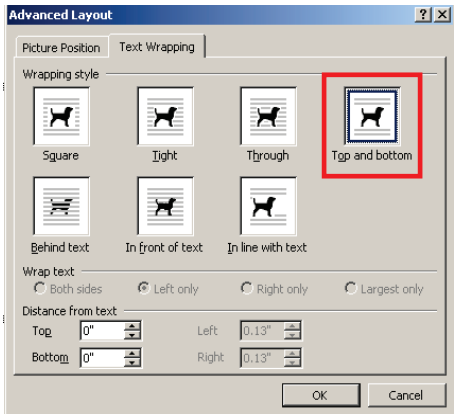


Fig.10 Change the kind of lapel from the tab of “Text Wrapping”.

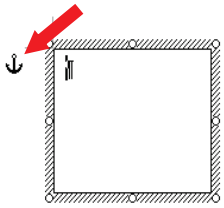


Fig.11 After editing, move anchor with dragging to the paragraph where a page does not move to

2) Select the tab “format setting of the figure” “layout”, click “detailed setting”, select “layout”, turn the check off at “move character string together” and turn the check on at “fix the anchor in a paragraph” [note 2]. This can the disruption of the layout. Refer to Fig.9 below. The headline and the explanation of a table should be written in English, but both English and Japanese should not be written.

A list should be consecutively numbered beginning with 1 and inserted in the appropriate place in the paper or

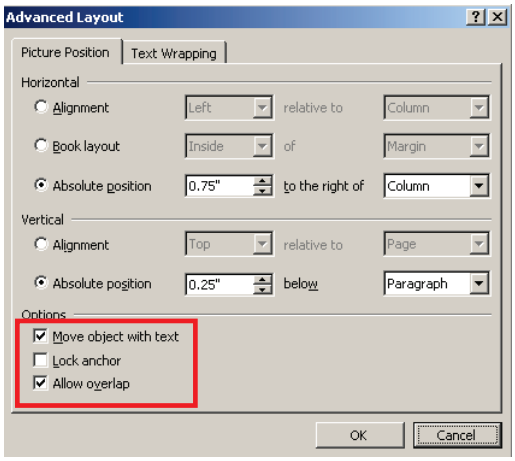
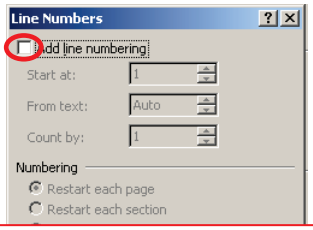


Fig.12 Setting the option from the tab of “Picture Position”.



Headline of the list:
Use MS P GOTHIC font, 10 point.
Numbering: put it directly in the center of the page or column at the top of the list.

Table 1 File form of the manuscript and record media

Manuscript and media	May be the responsibility of the receiver
File form	MS Word (.doc or .docx) [a]
Recordable media (when you mail)	CD-R [b]

[a] MS Word is the registered trademark of Microsoft Corporation.

[b] CD-R is the abbreviation of Compact Disk Rewritable.

Annotation of the list:
Use small letters (ex) [a], [b]...).
Use Times New Roman font, 10 point.

posted after the last sentence. A list should be posted on the page. The headline should be written in MS P Gothic font, 10 point, and posted horizontally in the center of the page or the stage above the list. The explanation should be written under the headline at the top of the list. Notes should be written under the list. Horizontally in the center above or below the column or the page. The headline should be written in MS P Gothic font, 10 point, and posted in the horizontal center of the page or the stage above the list. The explanation should be written under the headline at the top of the list. The notes should be written under the list.

6. References

The headline of each reference should be written without a number, left justified, and in MS P Gothic font, 10 point as shown by the style sheet example. There should not be a blank line between the headline and the reference catalogue.

The catalogue of referred literature should be arranged in alphabetic order by the author's name at the end of the text. When written by same author (the first on the list), you should write in order by year of publication. When written by same author in the same year, you should write in the order that you quoted each work, and you should write a,b,c... after the year (example: 2003a). When there were 3 or more authors, you should write as "1st author et al.". I have shown the reference citation method below. In brief;

- In the case of a book or compilation, it should be written in the order: author name or editor name, year, title, publisher name, name of city where published. (JASS 1996)
- When you have quoted a part of a book or a compilation, you should write: author name, year, title, editor name: headline, publisher name, name of city where published, first and last page referred to, in that order.(Okamoto 1998, Okamoto et al. 2003 a)
- When you have quoted an internet source, you should write author name, year, title, name of web site, URL, publisher name, name of city where published in that order. (Mather and Aplin 2003, JASS 2006)
- When you have quoted a journal, you should write author name, year, title, name of journal, volume, page in that order. (Okamoto et al. 1998, Okamoto and Kawashima 1999, Okamoto et al. 2003b)
- When you have quoted collected papers of an international congress or domestic congress or meeting, you should write author name, year, title, congress name (or name of collected papers), site, date of event, publisher, name of city where published, volume, page.

The cited journal name is written not an abbreviation name but an official name. Quoted text should not be numbered.

7. Digital copy of a contributed paper

When you contribute a paper for screening, you should submit it in MS Word format or Ichitaro format. We will not accept it in any other file format (Table 1).

8. Submission of the paper

An author who wishes to have a paper accepted by "THE JOURNAL OF JASS" must present a manuscript that conforms to the format described in the writing point in the foregoing paragraphs. You should e-mail the digital manuscript and "J.JASS_submission.doc" as attached files to the following e-mail address or upload it to a data server that we can download.

E-mail: jass_p@ml.affrc.go.jp

When you mail the manuscript, you should mail 3 copies of the printed matter and a digital copy to the following address.

〒606-8502
Oiwake-cho, Kitashirakawa, Sakyo-ku, Kyoto
Laboratory of Animal Husbandry Resources
Graduate School of Agriculture
Division of Applied Biosciences, Kyoto University
Editing Committee of JASS
Hiroyuki HIROOKA

The media you can use to send the paper includes, CD-R, formatted to read in Windows or Macintosh (Table 1). For inquiries, please contact the above address. It should be noticed that when you want to make any changes (in title, authors, institution/company and so on), etc. in the process of peer review, please re-submitted a modified version for "J.JASS_submission.doc" to the Editorial Board.

A corresponding author (not necessarily the first author) should be the person who can read and write Japanese

because correspondences with editors and/or reviewers may be done in Japanese language.

9. Format of final manuscript

The manuscript of "Journal of JASS" will be printed as a photo makeup after being edited by the editorial committee. So the author should prepare a camera ready manuscript and present 3 copies of a clear printout and a digital copy to the address shown in the previous paragraph. The layout of the final manuscript that you contribute when publication has been confirmed is the same as that which you submitted for screening (But, do not attach line number,) It is written horizontally on A4 portrait paper that is the same layout as the printed version. The point and English summary should be written in groups of one step, 50 letters per step, and 46 lines per page. Margin settings are: top 2.5 cm (0.98 inches), bottom 2.5 cm (0.98 inches), left and right 2.0 cm (0.79 inches).

The paper should be presented in MS Word format,

As the media used to submit a digital manuscript, you can [illegible] or Maci[illegible]te a came[illegible]and the committee will give you financial support.

Headline of acknowledgement:
Use Times New-Roman font, 10 point, bold.
Don't write the number. Arrange from the left.

Acknowledgement

This text was prepared with reference to Instruction to Authors of Paper to be Published in the Proceedings of the Annual Meeting of the Remote Sensing and Photogrammetric Society 2003 (Mather and Aplin 2003)

Headline of notes:
Use Times New-Roman font, 10 point, bold.
Don't write the number. Arrange from the left.

Notes

[Note 1] Use numbers to indicate the organization name and address of the author's name. When it is unavoidable [illegible] arranging the [illegible] the explanato[illegible] before each reference. In the text, you should indicate notes as [note 1], [note 2], ... where an explanatory note is needed, and itemize the explanations corresponding to these numbers.

Contents of notes:
Use Times New-Roman font, 10 point.
Write the number.

[Note 2] In Word files, basically figures are inserted connected with lines or paragraphs. There is a mark called the "anchor" that shows which paragraph the figure is connected to. To display the anchor, check "anchor mark" from the tab;"tool" "option", "expression".

[Note 3] As explanatory notes in a table, you should use small letters, such as [a], [b], ... You should [illegible]ote are [illegible]Roman

Headline of reference:
Use Times New-Roman font, 10 point, bold.
Don't write the number. Arrange from the left.

References

Mather, P. M., and Aplin, P., 2003, Instructions to authors of papers to be published in the proceedings of the annual meeting of the Remote Sensing and Photogrammetric Society 2003. In *http://www.geog.nottingham.ac.uk/~rspsoc03/RSPSoc-2003-Author-Instructions.html*, The Remote Sensing and Photogrammetric Society, Nottingham.

Okamoto, K., Yamakawa, S., and Kawashima, H., 1998, Estimation of flood damage to rice production in North Korea in 1995. *International Journal of Remote Sensing*, Vol. 19, pp.

Ol[illegible]

Ol[illegible]

Zhong, S. Cui and Y. Wang, held in Beijing, China, on 29 October - 1 November 2001, IEEE and People's Posts & Telecommunications Publishing House, Beijing, pp. 133-138.

Okamoto, K., Shindo, J., and Kawashima, H., 2003, Sustainable rice cropping and water resources in Asia. In *Advances in Ecological Sciences 19: Ecosystems and Sustainable Development IV, edited by E. Tiezzi, C. A. Brebbia and J-L. Usó*, WIT Press, Southampton, U.K., Vol. 2, pp. 1057-1065.

Catalogue of reference:
Use Times New-Roman font, 10 point.
Arrange in alphabetical order by name of author.
Arrange those written by one author according to year it was written.
Arrange those written by one author in the same year, according to reference order, and write a, b, c… after the year.
Include all of the authors.

基本フォント：日本語は全角で MS P 明朝 10 ポイント
英数字・記号は MS P 明朝 または Times New Roman

事務局扱い

システム農学 (J. JASS), xx(x) : xx～xx, 20XX 7

表題
MS P ゴシック 14 ポイント
行間設定 固定値 19 ポイント

研究論文｜短報｜技術報告｜総説｜資料

投稿区分
MS P 明朝 10 ポイント
いずれかを選択

「システム農学会誌」投稿原稿(英文)の原稿作成要領(Ver.3.1)
―Microsoft Word を使った作成方法―

著者名
MS P 明朝 12 ポイント
行間設定 固定値 15.2 ポイント
※氏・名が 1 文字の場合は、
氏と名の間に空白を取る

守屋和幸 [1)]・廣岡博之 [2)]・高橋英博 [3)]

1)京都大学大学院情報学研究科
2)京都大学大学院農学研究科
3)農研機構近畿中国四国農業研究センター

所属機関名
MS P 明朝 10 ポイント
行間設定 固定値 15.2 ポイント

(受付日 2015/10/03; 受理日 2016/01/01)

日付は事務局扱い

要旨見出し
MS P ゴシック 10 ポイント

要旨

研究論文は、和文または英文とする。英文の場合は、和文の表題、著者名および所属機関名、和文要旨を付け、さらに和文要旨に相当する英文サマリを添え[illegible]文第1頁の脚注および和文要旨の脚注に住所(郵便番号も)と著者連絡先のメールアドレスを入れる。原[illegible]文、短報、技術報告、総説、資料をいう。以下、論文と略す)も上記に準じ、和英双方[illegible]巻頭(表題、著者名の後、緒言の前)に英文サマリを置く。要旨は、読者が一読してそ[illegible]うに、研究の目的、材料、方法、実験、結果、考察、結論の概要を簡潔かつ具体的に記述する。要旨の字数は、和文 800 字以内、英文 400 語以内とする。以下の文章は、「システム農学会誌」へ提出される論文に用いる書式について述べる。

要旨
MS P 明朝 10 ポイント
行間設定 固定値 15.2 ポイント

キーワード見出し
MS P ゴシック 10 ポイント

キーワード

1 論文 6 語以内(短報は 3 語以内)、英文は abc 順、要旨と英文サマリの後、和文および英文、和文はアイウエオ順

脚注
テキストボックスで作成
MS P 明朝 10 ポイント
行間設定 固定値 15.2 ポイント
テキストボックスの書式設定
文字列の折り返し「上下」
アンカーの移動
「文字列と一緒に移動する」をオフ
「アンカーを固定する」をオン
数字は半角、郵便番号、住所(都道府県から書く)
メールアドレスは yahoo メール等は受付不可

1) 〒606-8501 京都府京都市左京区吉田本町
2) 〒606-8502 京都府京都市北白川追分町
3) 〒721-8514 広島県福山市西深津町 6-12-1
(Correspondence: jass_p@ml.affrc.go.jp)