

# Policy Science Association Guidelines for Contributions to the *Policy Science*

## 1. Manuscript Submission

- 1) Please send your file by email. Email: oiccolab@st.ritsumei.ac.jp

## 2. Writing Your Text

- 1) Please save your text in MS Word format.
- 2) Please keep the manuscripts should be approximately 8,000 words.
- 3) Please write in the structure of 1. Title, 2. Name of author(s), 3. Abstract, 4. Body Text, and 5. List of Reference, in order.
- 4) An article shall be accompanied by an abstract (250 words or so).
- 5) For table of contents, please use the decimal system of heading with no more than four levels as follows;
  1. Chapter
  - 1.1. Section
  - 1.1.1. Subsection
- 6) Superscripted serial numbers shall be placed at the upper right of the words to be noted, and the notes shall be placed together at the end of the main body as a list.
- 7) References should be listed referring to the APA citation format.
- 8) Additional statements and postscripts shall be placed between the end of the main body and the notes.

## 3. Figures and tables

Both the figures and tables shall be prepared on different sheets, and their individual positions shall be indicated outside the frame of the main body on the draft.

If figures and tables are created by application software, the output shall be submitted along with their data files.

### 1) Figures

Serial numbers (Fig., 1, Fig. 2, . . .), titles, and sources shall be placed below the figure.

### 2) Tables

Serial numbers (Table 1, Table 2., . . .), titles shall be placed above the table, sources below the table.

## 4. Cautions concerning article publication

The articles published in this journal are limited only to those that have not been published previously as a rule. However, if an article that has been published is revised and newly published, the name of the journal, publisher, and the date of the first appearance shall be clarified as additional statements and postscripts. As for a translation, permission shall be obtained from the author of the original article.