

AJI Style Sheet for AJI Journal and Bulletin (Revised 2021/7/01)

- Please study these instructions carefully.
- Your submitted text must follow AJI Style.
- Authors should submit an editable Microsoft ‘Word’ version by Email.

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1. General Formatting

- 1) Microsoft Word.
- 2) A4
- 3) English (United States). (Set proofing language)
- 4) Margins: Set to Moderate default (2cm)
- 5) Header: default (2.5cm) Blank
- 6) Footer: default (2.5cm) Page number center 12pt Times New Roman
- 7) Do not use automatic formatting

2. General Typing

- 1) Times New Roman (**NOT** Century, MS Mincho or other Japanese-based fonts).
- 2) Body 12 point. (For headings see Section 4)
- 3) One space after periods, commas, and colons. (**NOT** two spaces)
- 4) One space before parenthesis (citation). As shown here.
- 5) Do **NOT** use Underline.
- 6) Do **NOT** use Bold text except for headings only.
- 7) Use double quotation marks for “direct quotations”. (as shown)
- 8) Parentheses are for references: (Brown et al., 2021, pp 12-14)
- 9) *Italics* are for:
 - a. Published titles
 - b. Non-English words

3. Paragraphs

- 1) Single-column justified text.
- 2) Single-line (12 point) or multiples of single-line spacing.
- 3) Do **NOT** use automatic spacing in MS-WORD before or after a paragraph
- 4) No space between paragraphs
- 5) Indent first line 1 cm.

4. Headings

All headings should be numbered consecutively. Do **NOT** use automatic numbering in MS-WORD for headings.

[Example]

1. Main/Section Headings

- 1) Centered
- 2) Capitalize the first letter of all important words.
- 3) 16 point bold
- 4) Leave a one-line space before and one-line space after.
- 5) Number followed by a period

[Example contd.]

(2) Sub-Headings for Section

- 1) Align left
- 2) Capitalize first letter of all important words.
- 3) 14 point bold
- 4) Numbered as shown above e.g., (3)
- 5) One line space before and after

3) Sub-Sub-headings for Sub-Sections

- 1) Align left
- 2) Capitalize first letter of all important words.
- 3) 12 point bold
- 4) Numbered as shown above, e.g., 4)
- 5) One line space before

4) Lesser Headings

- a) Align left
- b) 12 point
- c) Lettered as in above, e.g., a), b),
- d) End with period. Start text on same line.

[End of example]

5. Abbreviations

Write the name of an organization, institution, treaty, etc. in full the first time, followed by the initials in brackets: Asia-Japan Institute (AJI). Thereafter, use the initials AJI.

6. Numbers

1) General

- 1) Percentages: 20 percent (in natural science and tables, use 20%)
- 2) Large numbers: use commas: 4,508
- 3) Round numbers: 20 million
- 4) Fractions: a two-thirds majority, two-thirds of those present
- 5) Decimal fractions: 3.14, 0.02
- 6) Numbered items: Chapter 5, Section 2, Page 35, Volume 4
- 7) Quantities: 9g., 10km.

2) Write numbers in full if: (Not for Natural Science papers and statistical data)

- 1) One and two-digit numbers, i.e., three, twenty-four.
- 2) Approximate: “About one hundred times”
- 3) First word of a sentence. “Three hundred and fifty companies

7. Dates

- 1) Month day, year: On April 6, 1966, it rained.
- 2) Month and year: April 1993
- 3) Centuries: the ninth century, twentieth-century history.
- 4) Decades: The sixties, the seventies or by the century, the 1920s, the 1880s.
- 5) Era Year: C.E. 1800, 75 B.C.E, or A.D., B.C. at the author's discretion.
- 6) Write months in full, i.e. January, February, March, April, May, etc.

8. Mathematics

$$y = \int_0^t \sin x dx \tag{1}$$

Equation center-aligned. The equation number (1) flush right.

9. Figures and Tables

Number Tables and Figures (including charts, graphs, diagrams, and images).
Place Table title above Table. Place Figure title below Figure.

Table 1. Place the caption above the table in 10pt. Capitalize first letter of all important words.

Case	Height h (m)	Width w (m)
1	1.45	0.25
2	1.75	0.40
3	1.90	0.65

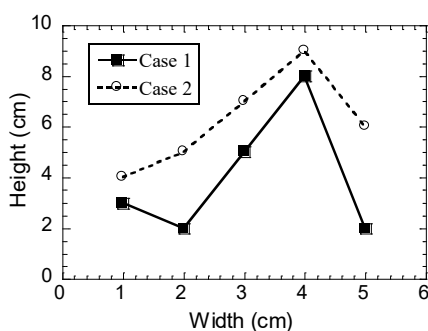


Figure 1. Place the caption below the figure in 10pt. Capitalize first letter of all important words.

Source: Describe from where the diagram, table or figure was taken.

(1) Location of Tables and Figures.

Before Peer Review, all tables and figures are placed at the end of the manuscript.
Indicate where in the text like this:

Insert Table 1 about here

(2) Referring to Figures and Tables in the text

Number figures and tables consecutively in the text.

Do **NOT** describe a table as ‘above’ or ‘below’: write ‘see Figure 1’.

Capitalize the ‘t’ in ‘Table 1’: Table 1 shows...; or (see Table 1).

(3) Figure Heading and Source

The figure’s title and source; are 10pt (see examples)

10. Quotations

Short direct quotes are in “double quotation marks” within a paragraph.

A quote of three lines or more is in a separate paragraph, indented on both sides.

11. Citations from the Reference List

Place (Author, year, page), or (Author, year), after closing quote marks before the period or comma.

If no date, write (Author, n.d., page) or (Author, n.d.)

12. Footnotes

Do **NOT** use footnotes for citations. Citations should be included in the body of the text as shown in #11. Footnotes are intended for additional explanations and notes. Write as shown at the foot of the page.

13. Order and Content

(1) Research Paper to be Submitted for Blind Peer Review

- 1) Title Page: Title, author, affiliation, and contact Email. This will be removed for a blind review of the paper. (no page number)
- 2) First page (Page 1),
 - a) Title (No reference to the author)
 - b) Abstract
 - c) *Keywords*
 - d) 1. Introduction
- 3) Subsequent sections
- 4) Conclusion
- 5) Acknowledgments (Section 14)
- 6) Appendixes (if any)
- 7) References (Section 15)
- 8) Tables, Figures (Section 9)

1 Use 10 point Times New Roman.

2 Hanging indent as below.

Keep footnotes brief.

14. Acknowledgments [Example]

Acknowledgments

Left-aligned heading, 16pt. Bold Times New Roman (as shown) Two spaces before, no space after
Any acknowledgments will be temporarily removed before peer review by the editor.

15. References [Example]

References

Left-aligned heading, 16pt. Bold Times New Roman (as shown). Two spaces before, no space after

- 1) Include only works cited in the text.
- 2) List by author(s) in alphabetical order.
- 3) For two or more works by the same author use a 5-dash line instead of the name.
- 4) List works by the same author in order of publication.
- 5) Use a hanging indent.
- 6) Use 12pt font
- 7) Capitalize all important words in titles
- 8) Use *italics* for names of published books and journals
- 9) Follow style of the examples in Appendix A.

16. Appendix A: Examples of References

Note:

- Do not use ‘&’ ampersand.
- Authors’ names which do not follow the English ‘surname’ system may be listed according to the customary preferences in the author's given field.

[Example]

References (16pt) (No space after)

1) Books and Articles (tertiary heading style)

- Arkoudis, S. 2006. *Teaching International Students: Strategies to Enhance Learning*. Melbourne: Centre for the Study of Higher Education.
- Ashardiono, F., and M. Cassim. 2014. Climate Change Adaptation for Agro-Forestry Industries: Sustainability Challenges in Uji Tea Cultivation. *Procedia Environmental Sciences*, 20, 823-831.
- , 2015. Adapting to Climate Change: Challenges for Uji Tea Cultivation. *International Journal Sustainable Future for Human Security (J-Sustain)*, 3(1), 32-36.
- Berne, R. 2004. Integrated Water Resources Management: A Reassessment: A Water Forum Contribution. *Water International*, 29(2), 248-256.
- Findlay, C. 2015. *ASEAN and Regional Free Trade Agreements*. New York: Routledge.
- al-Omar, F. and M. Abdel-Haq. 1986. *Islamic Banking: Theory, Practice and Challenges*. Karachi: Oxford University Press; London: Zed Books.
- Van Ommeren, J. 2000. Job Mobility, Residential Mobility and Commuting: A Theoretical Analysis Using Search Theory. *The Annals of Regional Science*, 34(2), 213-232.
- Varady, P., and Xinhao Wang. 2001. Can Public Housing Authorities Attract and Hold Upwardly Mobile Households? A Report from Cincinnati. *Journal of Urban Affairs*, 23(3-4), 431-450.
- Wallerstein, I. 1999. *The End of the World as We Know It: Social Science for the Twenty-first Century*. Minneapolis: University of Minnesota Press.
- Watanabe, K. 2009. *Tatakau Levi-Strauss (Levi-Strauss who Fights)*. Tokyo: Heibonsha. (In Japanese)

2) Statistics, Reports and Websites

- Iraqi Ministry of Displacement and Migration (MoDM). Unpublished Reports from MoDM, Department of Information, Statistics Section.
- United Nations High Commissioner of Refugees (UNHCR). 2011 UNHCR Country Operations Profile-Iraq Working Environment.
<http://www.unhcr.org/cgi-bin/texis/vix/page?page=49e486426> (accessed December 24, 2009).

3) Other Sources

- Interview with Professor Khurshid Ahmad held at IPS Islamabad, January 30-31, 2009.

17. Appendix B: Examples (1) Research Article First Page

[Example with footnote]

Research Article Title: (Times, 18pt. Bold) **Centered, Capitalize Nouns**

Author's NAME* (14 pt.)

2) **Abstract:** Start on same line Times New Roman, 12pt. approximately 200 words.

3) **Keywords:** *Start on same line, 4-6 Keywords in Times New Roman, Italic, 12pt.*

1. Introduction

(Indent one centimeter, Start text -12point, single line spacing, Justified paragraphs. No spaces between paragraphs. Indent first line of each paragraph by one centimeter. If using Japanese OS, be sure to select Times New Roman. Don't use a Century or Mincho MS. Make sure that you are not using an English version of a Japanese font as the spacings and punctuation marks will be different. Select English United States as your proofing language. It is recommended to install Editor software for word and regularly check your spelling and grammar usage. For instructions and advice on layout, please refer to the Asia-Japan Institute (AJI) style sheet.

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Footnote: 10 point

* Author's title, affiliation, email (list for 2 or more authors)

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(2) Book Review First Page

[Example with footnote]

Book Review (16pt. Bold)

Title of the Book; Subtitle (18 pt. Bold, italic)

Author's NAME, Place, Publisher, Publication Date * (16pt. Bold)

Reviewer's NAME * (14pt.)

Indent one centimeter, Start text -12point, single line spacing, Justified paragraphs. No spaces between paragraphs. Indent first line of each paragraph by one centimeter. If using Japanese OS, be sure to select Times New Roman. Don't use a Century or Mincho MS. Make sure that you are not using an English version of a Japanese font as the spacings and punctuation marks will be different. Select English United States as your proofing language. It is recommended to install Editor software for word and regularly check your spelling and grammar usage. For instructions and advice on layout, please refer to the Asia-Japan Institute (AJI) style sheet. For a book review, please include an outline of the book's contents.

Indent one centimeter, Start text -12point, single line spacing, Justified paragraphs. No spaces between paragraphs. Indent first line of each paragraph by one centimeter. If using Japanese OS, be sure to select Times New Roman. Don't use a Century or Mincho MS. Make sure that you are not using an English version of a Japanese font as the spacings and punctuation marks will be different. Select English United States as your proofing language. It is recommended to install Editor software for word and regularly check your spelling and grammar usage. For instructions and advice on layout, please refer to the Asia-Japan Institute (AJI) style sheet.

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Footnote: 10 point

* Books details as available e.g., number of pages, ISBN number website, price

* Reviewer's affiliation, email etc.

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(3) Research Project Report First Page

[Example with footnote]

Research Project Report (16pt. Bold)

Program for Asia-Japan Research Development, Asia-Japan Research Institute
June 2019 (14pt. Bold)

Redefinition of Asian Urban Theory (18pt. Bold) **Through the Practices of Policy Science**

Author's NAME* (14pt.)

Indent one centimeter, Start text -12point, single line spacing, Justified paragraphs. No spaces between paragraphs. Indent first line of each paragraph by one centimeter. If using Japanese OS, be sure to select Times New Roman. Don't use a Century or Mincho MS. Make sure that you are not using an English version of a Japanese font as the spacings and punctuation marks will be different. Select English United States as your proofing language. It is recommended to install Editor software for word and regularly check your spelling and grammar usage. For instructions and advice on layout, please refer to the Asia-Japan Institute (AJI) style sheet. For a book review, please include an outline of the book's contents.

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Footnote: 10 point

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