

Manuscript Submission Guidelines

for

Publication in Working Paper Series on Social-Ecological Resilience

Approved: 2007/12/17

1. *Eligibility for submission.* Members, collaborators and non-members of the Resilience Project can submit manuscripts to be considered as a working paper with a recommendation of core member.
2. *Acceptance for publication.* Acceptance of manuscripts for publication is decided by the Core Member Meeting.
3. *Manuscript.* Manuscripts may be in either English or Japanese.
4. *Text preparation.* Line spacing at 1.5 line for all materials, including footnotes, tables, and references, on A4 size white paper with 2.5 cm margins (roughly, 28 lines per page with 10-15 words per line). Recommended fonts are Century, Times New Roman, and MS Mincho of 10.5-12 font size.
5. *Page length.* The manuscript must be within 40 pages in total. In addition, it is recommended that a manuscript written in the author's non-native language be edited by a knowledgeable native language speaker or by a non-native speaker with an equivalent proficiency.
6. *Submission of manuscripts.* Send a manuscript file in Microsoft Word's document format to the Resilience Project's responsible person at the following email address: resilience-prj@chikyu.ac.jp.
7. *Author's responsibility.* Author(s) are responsible for checking spelling, formatting the paper according to the guidelines, making corrections of any typographical errors and answering queries from the copy editor.
8. *Title page.* Title page should contain title of the paper, name(s) of the author(s), affiliation, and contact information including an e-mail address, if any.

9. *Abstract and keywords.* Attach a separate page which includes *both* English and Japanese abstract less than 250 words for English and 500 letters for Japanese together with 3-5 keywords.
10. *Tables.* A table may be placed in the text or on a separate page; omit vertical lines.
11. *Figures.* Figure may be placed in the text or on a separate page, and each must have a title.
12. *Headings.* Numbering of headings in the text is as follows: Sections are numbered as 1., 2., 3., etc.; subsections are numbered as 1), 2), 3), etc.
13. *Units.* Abbreviations or symbols of units should follow an international standard, for example, % for percent, kg for kilograms, ha for hectares can be used. Numbers should be expressed following the international standards: \$1,000,000 = \$ 1 million (or \$ 1 mil.), 1,000,000,000 tons = 1 billion tons (or 1 bil. tons), etc.
14. *Citation style.* The author(s) may choose any internationally accepted citation style that is normally practiced in his/her own disciplines. The citation style must be consistent through out the paper.
15. *Hard copy of the publication.* Twenty printed copies of the working papers will be supplied free of charge to the authors whose manuscripts were accepted for publication. The author(s) may request additional copies as needed.
16. *Soft copy of the publication.* With permission from the author(s), a pdf version of the working paper will be posted on the Resilience Project's Web Site. The copy right of the working paper remains with the author(s).