＊＊＊＊**Writing Guidelines**＊＊＊＊

All English manuscripts submitted to *The Tourism Studies* must be prepared in accordance with the following provisions. For Japanese manuscripts, authors should refer to the writing guidelines intended specifically for Japanese manuscripts.

**(Document Formatting)**

1.　Manuscript Format

Manuscripts should be created using a word processor such as MS-WORD in accordance with the following provisions, using the template provided on the Institute's website.

2.　Number of lines, letters, margins, font, etc.

One page should be 46 characters (one-byte character) across, 43 lines from top to bottom, and divided into 2 columns. Margins should be 30 mm at the top, 23 mm at the bottom, 23 mm on the left and right, with 6 mm between the columns. Content and numbers should be in Times New Roman.

**(Title, etc.)**

3.　Title and Subtitle

The title should be in bold 14-point type. If there is a subtitle, it should be in 12-point type. In order for the manuscript to be independent, thorough, and complete, the title and the subtitle are not allowed to be numbered, such as 'Part 1', 'Part 2,' and so on.

4.　Author's Name

The author's name should be in 10-point font. The author's name should be followed by an asterisk ("*"). In the case of joint authors, do the same, but if they have different affiliations, then use "**", "***", etc.

5.　Abstracts

5-1.　For research articles

An abstract should be six to eight lines long. In addition, for placement on the page, refer to the template. The abstract should be in nine-point type, with the right and left ends of the lines indented by four letters from the full width of the main text lines (4 letters thinner than the main text on either side). At the top of the abstract, the notation "abstract" or "summary" is not necessary.

5-2　.　For manuscripts of research notes/data/investigative reports and editorials

An abstract of four to six lines should be included. In addition, for placement on the page, refer to the template. The abstract should be in nine-point type, with the right and left ends of the lines indented by four letters from the full width of the main text lines (4 letters thinner than the main text on either side). At the top of the abstract, the notation "abstract" or "summary" is not necessary.

6.　Keywords

For research articles, research notes/data/investigative reports, and editorials, three to four words should be presented as shown below, written in 10-point type. Additionally, the end of the lines should align with the abstract and be four letters indented from both the left and right ends of the main text. Keywords should not be capitalized except for proper nouns.

Example:

Keywords: tourism, tourist object

7.　Spaces between lines

There should be one blank line between the title and the author's name. For research articles, research notes/data/investigative reports, and editorials, there should be one blank line each between the name and the abstract, the abstract and the keywords, and the keywords and the main text. For other manuscripts, there should be one blank line between the name and the main text.

8.　Notation of Affiliation

Affiliations should be displayed using two lines on the bottom portion of the first page. One line should be used as a boundary line from the main text, and beneath that boundary, in 10-point type, the author's affiliation should be expressed as "*affiliation." If there are joint authors with different affiliations, then "**", "***", etc. should be used, corresponding to the "*" marks used when notating the authors' names. Affiliations should be referenced concisely.

**(Text of the Paper)**

9.　Main Text Character Size

The main text body should use 10-point type.

10.　Main Body Chapter Headings, etc.

Chapter headings in the main text should be done uniformly as follows. Entries of smaller distinction than those listed should be avoided as much as possible.

Chapter・・・・1. 2. 3.

(numbers Gothic type)

Section・・・・(1) (2) (3)

(numbers Gothic type)

Item ・・・ 1) 2) 3)

(numbers Gothic type)

Place a space after the numbers. The typeface for chapter titles, etc. should be entirely in Gothic typeface. A blank line should be inserted between chapters.

11．Figures, tables, and images

Figures, tables, and images should be formatted so that none exceeds one full page. The order of these should be described using sequential numbers for each type; e.g., **Figure-1**, **Table-1**, **Image-1**. For figures and images, the number and title should be listed underneath, and for tables, they should be listed above. The sequential number and title should, as a general rule, be centered and typed in Gothic typeface in 10-point type.

**(Endnotes, Quotations/Bibliography, Acknowledgements, etc.)**

12．Endnotes, Quotations/Bibliography Headings, etc.

Endnotes and Quotations and Bibliography should be typed in nine-point Gothic type, and written from the following line in nine-point Times New Roman. There should be one blank line between the end of the main text and the endnotes, and between the endnotes, and the quotations and bibliography.

13. Endnotes

Endnotes should be indicated by (1), (2), (3), etc. on the right shoulder of the corresponding portion of the main text, and appear all together at the end of the main text body. Footnotes are not to be used.

Example: Tourist information was collected and added to the analysis[1].

14．Quotations, bibliographic citations, and references

Quotations, bibliographic citations, and references should be indicated by 1), 2), 3), etc. on the right shoulder of the corresponding text, and appear all together at the end of the text.

Example: This is defined as "vacationing for pleasure.[1]"

Quotations and bibliographic entries should be formatted as described below. Page numbers for quotations and references should be written as "p. 28" or "pp. 105-112."

**Quotations and Bibliography**

＜For Books＞

Author's family name, first name (year of publication in Western format): title: subtitle, city of publication, publisher, quotation/reference page

Example: Urry, John (1990): The Tourist Gaze: Leisure and Travel in Contemporary Societies, London, Sage Publications, pp. 105-112

＜For Journals＞

Author's family name, first name (year of publication in Western format): title, journal name (italicized), volume (issue), quotation/reference page

Example: Uzzell, David (1984): An Alternative Structuralist Approach to the Psychology of Tourism Marketing, *Annals of Tourism Research*, 11(1), pp. 79-99

15．Acknowledgements, Additional Remarks

If there is a need for acknowledgements, then a blank line should be inserted before and after a line reading **"Acknowledgements:"** or **"Additional Remarks:"** set between the end of the main text body and the endnotes; the line should be written in nine-point Gothic type and related content should follow on the next line in nine-point Times New Roman. Additionally, both acknowledgements and additional remarks should not appear together; one or the other should be chosen.

**(Precautions when preparing PDF files)**

Accepted manuscripts will be published on J-STAGE as PDF files. Therefore, please beware of the following when preparing the manuscript using MS-WORD.

16．PDF file size

It is possible to show high-resolution images, figures, and tables on the PDF files. However, please try to set the resolution to 600dpi or lower so that the PDF file size will proximately be 3MB or smaller. Also, PDF version 1.4 should be used.

17．Font

In order for the letters in the manuscript to be displayed without fail, irrespective of the use environments, the use of platform dependent characters should be avoided.

Decided March 5, 2012

Revised July 31, 2015

Revised April 1, 2017