**Instructions For Authors**

Keywords:

keyword1, keyword2, keyword3, keyword4, keyword5

Abstract

This document is prepared for authors to submit papers of the Journal of Socio-Informatics (JSI). All authors are recommended to use this document as a template of a manuscript. However, it is not obligatory to use this document as a template, if each page is basically two columns and 39 lines.

1. Manuscript

Prepare manuscript on the A4 paper format as it would appear in the Journal, using word processing software. Since this document is prepared for submitting papers, authors may use this document as a template of a manuscript. The manuscript should include the text, figures, tables, and photographs and submitted in Microsoft Word format or PDF. When the manuscript is accepted, the author(s) will be required to submit manuscript in digital format (Microsoft Word format or plain text file). Original figures and photos may be requested in case of printing.

2. Number of pages

For the limits of manuscript length, refer to Requirement of Submission of CFP of JSI. Note that the number of pages does not include the title page of a manuscript. The maximum number of pages of Original Paper is 14 and the number of pages of Research Note is 6 or 8. Since tables or figures may require a bigger size to their text part readable, one column tables or figures may be permitted.

While the layout of the pages may require more space than what the authors anticipated, the limit of number of pages of this document style is also effective. This document style is considered to be A4 format. Using this document as a template, the maximum page is also 12(Original Paper) or 8(Research Note).

3. Title Page

Print title, author’s name, professional affiliation. The title must be written in a manner so that the content of the manuscript can be understood clearly, Do not add numerical headings such as “No.1”. Subtitles are not recommended.

4. Abstract

Abstract not exceeding 400 words must be provided in Title Page.

5. Key Words

Authors should include five to six keywords in Title Page. These keywords should be used for deciding reviewers.

6. Body of Manuscript

Write as follow:

(1)Introduction/Preface: Explain the experimental background and the reasons for conducting the research. In addition, include a summary of the paper and explain the results concisely.

(2) Content of manuscript: Diagrams and tables should be used to explain research method (Experimental method, analysis, etc.), results, research findings, comparisons to prior experiments, and preliminary considerations.

(3)Summary/Conclusions: Provide concise conclusions and results. Itemized results are preferred. In addition, write down any problems to be solved.

7. Foreign Language

Besides proper nouns, translate the foreign words as much as possible. However, when a word appears for the first time in the text, use the original term when necessary.

8. Figures, Tables and Photos

The number of figures, tables and photos should be depicted as ”Figure 1,” “Table 1” or “Photo 1”. Insure that each figure, table and photo is properly titled.

9. References

(1)List the names of the authors in alphabetical order at the end of the manuscript. Citations within the text should follow the following format:

(i.e.)　Sakamoto (1970a) reports…or …was indicated. (Sakamoto 1970b)

(2)References to articles in journals should include the following in the order given: author’s name, year of publication, article title, full title of periodical, volume number (issue number where appropriate), first and last page numbers. References to books should include the following in the order given: author’s name, year of publication, title, publisher, place of publication, and page numbers when necessary. Only the references cited or referred in the body of manuscript should be listed.

(3)When listing Japanese books or articles, write the romanized titles if they exist. If not, do not translate the Japanese titles info English but just romanize them according to the Kunrei romanization system of Japanese (ISO3602). Putting ISBN or ISSN is advisable.

10. Footnotes

Footnotes should be kept to minimum. If necessary, however, they should be put together just preceding the References with their proper location in the text indicated by raised Arabic numerals etc.

11. Writing Style

In addition to being written in a clear and lucid style, authors should keep in mind the diverseness of the backgrounds and cultures of the prospective readers. Use Arabic numerals. Superscript and subscript symbols should be cited within the text.

12. Consideration for Other Copyrights and Human Rights

The manuscript must not engage in other copyrights, human rights in the research and ethnical principles, and also should be considered those issues.

13. Procedure for submission

Prepare the manuscript according to this Instructions for Authors and submit to jsi@ssi.or.jp. Only electronic submission is permitted.

(1)Submission Form: Refer Submission Form attached with CFP.

(2)Original manuscript: Microsoft Word format or PDF.

(3)Copy for reviewers: original manuscript without author’s name, affiliation, and acknowledgments for reviewing purpose.