

# Guidelines for Writing Master Theses

## Global Human Sciences Major

### I. Characters and Number of characters

- (1) Word processor typed or printed.
- (2) The number of words when writing in English is about 13,000 words for master thesis (does not include charts, graphs or references).
- (3) Numbers and words in Western languages should be input in half-width kana (半角).
- (4) Punctuation marks, parenthesis and other symbols are to be input in multi-byte characters.
- (5) Select 12-point fonts. The following fonts are acceptable: Times New Roman, Courier, and Arial.
- (6) Manuscripts should be typed double-spaced, including quotations, notes, and the list of works cited.

### II. Paper and Organization

- (1) Use A-4 size printing paper (Woodfree paper) in longitudinal orientation.
- (2) Margins for the paper are 30 mm on the left and 40 mm on the right, the bottom, and the top have margins of 30 mm. Pagination should be appeared on each page, except the title page.
- (3) Without skipping the point of discussion and keeping a logical sequence, divide the thesis into chapters. Each chapter should have a heading. A chapter should always start in the next page.
- (4) When it is necessary to make sub-divisions (paragraphs) inside the chapter, space and start on the next line. Write a number and a heading for the sub-division.
- (5) In the title page type the title of your thesis, your name, your student number, your instructor's name, the course name, and the date all on separate, double-spaced lines. The title should be neither underlined nor written in all capital letters. Capitalize only the first, last, and principal words of the title. Titles might end with a question mark or an exclamation mark if that is appropriate, but not in a period.
- (6) After the title page, place the table of contents. Type the name of each chapter and subdivisions if any, with their respective pagination.
- (7) After the table of contents place the abstract (No more than 400 words). Note that the abstract is not numbered.

### III. Footnotes

- (1) Footnotes. The number appears as a superscript<sup>1</sup>... in half-width kana (半角). No space appears between the period and the superscript number. You may also use endnotes, gathered at the end of chapters or at the end of the paper, with the heading: NOTES. Endnotes always precede appendices (if any) and the bibliography. Notes should be written in accordance to the style used in the rest of the thesis.
- (2) Footnotes for each chapter shall start from number one.

### IV. Quotations

- (1) Sources of quotations should be listed in the "References" section at the end of the thesis.
- (2) References and quotations should be written as follows: author (year or publication), (author, year of publication) or (author, year of publication, pages).

Ex: - ...according to Scott (1992) communication is...

- ...points out that there is a problem (Inoue 1995: 152)

- Giddens mentions the characteristics of modernity (Giddens 1988: 25-28)

- (5) In the case of a reference of the same author published in the same year, write a,b,c after the year of publication to stand out the difference.

Ex: - According to Ozuka (1964a)...

- (6) In the case of referring several publications use “ ; ” for separation. If the author is an organization and the name is too long, you may use the abbreviation.

Ex: - (Tanaka 2002; Rothman 1997; 真野 1993)

- (ADB 1999)

- (7) Quotations that constitute fewer than five lines in your paper should be set off with quotation marks [“ ”] and be incorporated within the normal flow of your text. Clearly indicate the page of the reference.

Ex:- To overcome the difference between welfare and social services, it is necessary to work on “social services that consider community care” (Mc Elgunn 1997: 96).

- Webber (1922: 86)

- (8) For material exceeding that length, omit the quotation marks and indent the quoted language one inch from your left-hand margin.

Ex:

A couple of questions from Rahil Gupta (Gupta 1988: 27) offer a glimpse of a South Asian woman's predicament:

Young woman are.....beginning to question aspects of Asian culture, but there is not a sufficiently developed network of Black women's support groups.....

## V. References

An alphabetical list of references should be appended at the thesis. In the case of coauthors, up to the 3<sup>rd</sup> one may be included. If there are more than three authors use “and others” or “et al.” In the case of a report which author is unknown, write down the name of the institution or organization. If it is not possible to determine the place name or the page, it is possible to omit it.

- (1) **Books:** Author. Year of publication (Christian era). Place: Publishing company. Page. Use *Italic type* for books written in Western languages. Use 『...』 for Japanese books.
- (2) **Journal articles:** Author. Year of publication (Christian era). Article title. Journal volume. Page. Do not use quotation mark for journal article written in Western languages. Use 「...」 for Japanese articles.
- (3) **Book articles:** Author. Year of publication (Christian era). Article title. Editor or editing organization name. *Book title (Italic type)*. Place: Publisher. Page numbers. Use quotation mark “...” for article title written in Western languages. In the case of Japanese articles, use 「...」 for article title and use 『...』 for book title.
- (4) **CD • ROMS:** Author. Year or publication (Christian era). Title. [CD • ROM]. Place of edition: Editor.
- (5) **Database Online:** Author. Title (Web page). Web site. Available at (web address). Accessed month, day, year.

## Examples:

- 山根裕子(2008), 『知的財産権のグローバル化 医薬品アクセスと TRIPS 協定』、岩波書店.
- Epstein, S. (1996), *Impure Science: Aids, Activism, and the Politics of Knowledge*, California: University of California Press.
- 城川美佳(2008), 「カンボディアにおける HIV/AIDS」, 成田弘成編著『エイズ・オン・エイズ——開発援助における感染症対策』, 春風社, 85-95.
- Foucault, M. (1982), “The Subject and Power,” in Hubert Dreyfus and Paul Rabinow (eds.) *Michel Foucault: Beyond Structuralism and Hermeneutics*. Brighton: Harvester Press., pp. 208-226.
- 安藤哲也・小牧 元(2006), 「摂食障害の遺伝学的研究」, 『神経進歩』 50, 748-759.
- Fulton, S., Pissiois, P. & Manchon, R.P., et al.(2006), Leptin Regulation of the Mesoaccumbens Dopamine Pathway, *Neuron* 51, 811-822.
- Irwin, A., Millen, J. & Fallows, J.(2003), *Global Aids: Myths and Facts*, Cambridge: South End Press.(= 2005, 八木由里子訳『グローバル・エイズ——途上国における病の拡大と先進国の課題』, 明石書店).
- Anderson SC, Poulsep KB(2002), Anderson’s Electronic Atlas of Hematology [CD-ROM] , Philadelphia: Lippincott Williams & Wilkins.
- National Center for Complementary and Alternative Medicine, St John’s Wort and the treatment of depression [ Web page ] , National Institutes of Health Web site , Available at <http://nccam.nih.gov/health/stjohnswort/>, Accessed January 19, 2003.

- (2) Consult your advisor if you make references in other languages.
- (3) In case of doubt, refer to other scientific and academic works.

## VI. Charts, tables, figures, diagrams

- (1) They can be placed under the corresponding paragraphs or in the following page if they are going to be shown in the whole page.
- (2) All charts, tables, graphs and diagrams should be numbered. Numbering should be consecutive along a chapter; each chapter with the corresponding numbering. The title should be placed outside the chart, in the same page in which it is placed.

Ex:

Chart 1-1 Dialect of *Prijajis*

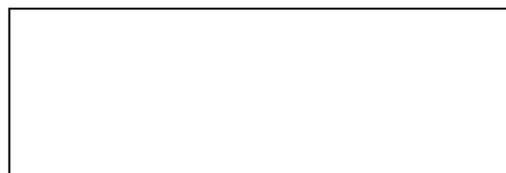


Figure 1-1 Votive paper money for rituals

## VII. Thesis submission

- The deadline for submitting Master’s theses is

**Thursday, January 12<sup>th</sup>, 2012 until 4:00 pm.**

※Regardless of the circumstances, papers will not be received after the deadline.

(1)Place: Faculty of Human Sciences Student Affairs Office

(2) Submit the thesis bound without perforating the paper.

※Thesis titles should be submitted by **Thursday, November 24<sup>th</sup> until 4:00 pm.** to the Student Affairs Office.

※Besides the original, submit 3 copies (if you have 3 vice referees, please submit 4 copies) of your thesis to the Assistant Professor's Room (Room 417-1).

### **VIII. Additional information**

- Place interviews, surveys, etc. at the end of the thesis, as Appendix. There is no specified way for attaching such documents, do it as neatly as possible.