

## Research Journal of Budo: Manuscript Submission Checklist

To the Japanese Academy of Budo Editorial Committee

This manuscript has been prepared in accordance with the “Submission Rules” and the “Manuscript Preparation Guidelines” for the Research Journal of Budo. The following items have all been checked. I acknowledge that should there be a problem with the manuscript, it may not be accepted.

Name: \_\_\_\_\_ Signature/Seal: \_\_\_\_\_ (印)

Affiliation: \_\_\_\_\_

Date: \_\_\_\_\_

- Writer and collaborators are all members of the Japanese Academy of Budo.
- The manuscript is unpublished and has not been submitted to another publication.
- The manuscript has been prepared on A4 size paper in portrait orientation with horizontal text. One page is set to a width of 40 full-width characters (English text and numbers are half-width) and 40 lines in length. Top, bottom, left and right margins are set to 3cm, and font size is set to 10.5pt.
- Text (including diagrams, tables, photographs, etc.), notes, and references are under 5,000 words in total.
- Whether or not approval has been received from the research ethics committee, subjects in the study have been treated ethically. Furthermore, if subjects are mentioned in the manuscript or appear in diagrams, tables, or photographs, their names and town/city/region have been removed for the purpose of anonymity.
- Pages are sequentially numbered.
- Line numbers (number of lines) are included in the manuscript.
- Diagrams, tables, photographs, etc., have numbers and titles.
- Diagrams, tables, photographs, etc., have been prepared in a size that can be directly inserted into the article.
- The places where diagrams, tables, photographs, etc., are to be inserted are written in red in the margin of the main body.
- The reference list is made in accordance with the “Manuscript Preparation Guidelines”, i.e. in alphabetical order.
- Japanese manuscripts and English abstracts have 3 to 5 keywords each.
- An English abstract (including the title, author name, affiliation, summary, and keywords) in under 400 words with a Japanese translation are included for review articles and original articles. For English manuscripts, a Japanese abstract (including the title, author name, affiliation, and a Japanese summary) in under 800 characters is included.
- An original manuscript and a copy (a total of two documents) have been prepared to be sent to the office of the Japanese Academy of Budo.
- The original manuscript copy does not include such details as the writer’s name, affiliation, affiliation address, etc.
- A Microsoft Word version of the original manuscript has been prepared and is ready to be emailed to the Japanese Academy of Budo Editorial Office.