

## Guide for contributing papers to “*Japanese Psychological Research*”

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## Guide for contributing papers to “*Japanese Psychological Research*”

This chapter outlines general rules to be observed when contributing papers to “*Japanese Psychological Research*”. The rules for manuscript preparation are explained according to the formats of papers to be published, although in a different order from the one applied when you input information on the actual electronic contribution system.

We recommend that authors refer to the following when writing a paper in English:

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

### 4.1 Categories, formats, and length of papers

#### 4.1.1 Categories and definitions of papers

(1) **Original Articles:** in principle, an original article should present research results, theoretical discussion, and a clear conclusion based on the description of problems, experiments, surveys, and case studies. It should also include new methods, skills, and data that are useful for conducting research, such as the development of new experimentation equipment and analysis programs, the creation of new psychological measurement scales, as well as database construction. The length should be kept to a maximum of 12 pages on the published version.

(2) **Brief Reports:** a brief report contains the following contents: (a) an additional examination of an already published report, (b) the discovery of a new fact, (c) a new important observation, (d) a report of a few cases, (e) results to be published quickly or (f) a report based on exploratory ideas. The length should be kept to a maximum of 8 pages on the published version.

(3) **Reviews:** a review should focus on recent major themes in psychology, explain primary research status, main achievements and problems, and discuss the significance of current and future studies. “Invited Review” articles are written by request of the Editorial Board. The length should be kept to a maximum of 24 pages on the published version.

#### 4.1.2 Manuscript format

The manuscript should be written in English. The manuscript should be printed on A4 size white paper in the vertical direction. Each page should contain at least a 3 cm margin on all four sides. A popular, easily readable text font with a font size of at least 10.5 point should be used, and the texts

should be double-spaced. The total number of lines per page should be approximately between 20 and 23, although this will vary with text font and size. All pages should be numbered consecutively throughout the manuscript. In addition, English texts should be reviewed by a native expert prior to submission.

#### **4.1.3 Length of papers**

The length of papers shall be within the maximum number of pages on the published version stated for each paper category, including the title, name of the author and his/her affiliated institution, English abstract, keywords, main text, list of references, footnotes, figures, tables, appendices and all other elements. For the purpose of publication, the length of manuscripts should be estimated as follows;

- (1) The title section (including the title, author's name, affiliated institution, English abstract, keywords, contact address in English, and footnotes on the title page) should be estimated to be around a half page if the paper is to be published (or 2/3 page where there are five or more authors).
- (2) For the main text, one page in the published version corresponds to around 700 words.
- (3) For the list of references, one page contains about 27 document entries.
- (4) For tables, a half-page will hold a table containing 40 characters in the horizontal direction and 49 lines in the vertical direction. A table covering the entire page can hold 80 characters in the horizontal direction, and 49 vertical lines.
- (5) Figures will be reduced or enlarged such that the smallest characters in them possess a size of 7 point. A figure with the dimensions 13 cm x 20 cm (W x H) is equivalent to one page, whereas a 6.5cm x 20cm figure will fill a half-page.

## **4.2 Paper information** (see Example 1, p.7)

### **4.2.1 Title**

The title should reflect the content of the paper and should be around 12–15 words long. Avoid subtitles if possible. Even in the case series of studies, avoid using the same title with different study numbers. If necessary, use the same title in a subtitle only and provide a different main title. Subtitles should follow a colon after the main title. The first character of main words should be capitalized (conjunctions, articles, and prepositions of three or fewer character should be written in lower-case).

#### 4.2.2 Author's name

Authors' names should be written in full in Roman script (English or original language), beginning with the given name (first name) and the surname (family name) following. If an author's surname (or given name) has changed, we recommend listing any former names in a footnote, instead of showing both names with one in parentheses.

Only collaborators responsible for the contents of the paper should be listed as co-authors (mere assistants and partial collaborators should not be treated as co-authors but may be listed if necessary in a footnote on the title page for the purpose of acknowledgement). In principle, authors should be listed in the order of the greatest share of research.

#### 4.2.3 Institutional affiliations

(1) Indicate the official English names of the institutions with which each author is affiliated. The names of disciplines, for example, should not be mentioned as part of the institutional affiliations. For instance, in case of a university, only the name of the university should be displayed and, if necessary, the names of the faculty, department, or discipline listed in the footnote on the title page.

(2) If the author's affiliated institution has changed since submission, or if the research was conducted at an institution other than the current affiliated institution, this must be indicated with a footnote on the title page.

(3) If the author is only temporarily affiliated with an institution or is affiliated with an institution other than that by which s/he is employed, the relevant institution must give consent for publication.

#### 4.2.4 Footnotes on the title page

The footnotes on the title page are printed in the margin of the title page on the publication. When using footnotes, they should be numbered in sequence with superscripts on the upper right of the part concerned (<sup>1</sup>, <sup>2</sup>, <sup>3</sup>). The following are examples of when and how to use title page footnotes.

(1) If you want to add complementary information on your research, e.g. i) when the research was supported with Grant-Aid for Scientific Research offered by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), or the Japan Society for the Promotion of Science (JSPS), ii) if there is a conflict of interest, or iii) in case the content of the paper has already been presented in academic conferences, a footnote number should be included on the main title.

<sup>1</sup> This study was supported by Grant-Aid for Scientific Research, Ministry of Education, Culture, Sports, Science and Technology, xxx from Japan Society for the Promotion of Science.

<sup>2</sup> Experiment 2 was presented at the 77th Annual Convention of the Japanese Psychological Association.

(2) Acknowledgements by the author should be indicated with a footnote attached to the first author's name.

(3) Changes to the author's surname (or given name) or to his/her affiliation should be indicated with a footnote on the author's name concerned.

(4) The contact address in English listed on the publication shall be used for receiving contact and inquiry on the paper. In case there is more than one author, the name, affiliated institution, postal address, and e-mail address of the person taking responsibility for the paper shall be indicated in the following order.

(Author's name), (department), (affiliated institution), (town, ward, city), (prefecture), (postal code), (country name), (e-mail address)

Correspondence concerning this article should be sent to: Taro Shinri, Department of Psychology, Faculty of Letters, xxx University, Hongo, Bunkyo-ku, Tokyo 113-xxxx, Japan.

(E-mail: xxx@xxx)

### **4.3 Main text** (see Example 2, p.9)

#### **4.3.1 Headings (Level 1 – Level 3)**

Only the following three types of headings (Level 1 – Level 3) are normally used in the main text. The headings should not be numbered.

(1) **Level 1:** center the heading across the full page in Gothic type, boldface font. The first character of each main word should be capitalized and periods should not be used at the end of the heading. Leave a space of one line above and below the title.

(2) **Level 2:** align the heading to flush left. Use Gothic type and boldface font, capitalize the first character of each main word, and do not use a period at the end of the heading. Start the main text on a new line.



## Example 1 Example of Publish Paper

*Japanese Psychological Research*  
2009, Volume 51, No. 4, 246–257

doi: 10.1111/j.1468-5884.2009.00407.x

### Nine- to 11-month-old Infants' Reasoning About Causality in Anomalous Human Movements<sup>1</sup>

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**Abstract:** Two habituation experiments investigated 9–11-month-old infants' reasoning about causality in anomalous human movements. During habituation, infants saw an event in which a person walked toward a stationary person behind an occluder who fell down after an interval. Then, the infants were tested with two events without the occluder: the contact event in which the first person pushed the second one to fall down and the no-contact event in which the second person fell down without any contact. In Experiment 1, in which the persons were face-to-back, infants looked at the no-contact event for a longer time, whereas in Experiment 2, in which the persons were face-to-face, they looked at both the events for equal duration. Thus, infants considered it unnatural when a person fell down without external force in the absence of any action from a distance (e.g. communication). Infants seem to apply the physical contact principles to human movements in certain cases.

**Key words:** causal cognition, physical causality, social causality, communication, infant.

Humans are special among entities for infants because, for example, humans nurture them, serve as potential models to imitate, and interact intentionally with them (Gelman & Opfer, 2002). This is why infants differentiate humans from other objects. Related to this notion, recent progress in infancy research has provided evidence that infants treat humans differently from inanimate objects. For example, in face-to-face interactions, infants as

young as 2 or 3 months old are more likely to display a repertoire of social behaviors (e.g. smiling and vocalizing) toward responsive people than toward interactive objects (for a review, see Legerstee, 1992). Further evidence of an early distinction between a person and an animated physical object has been provided in studies on imitation showing that infants are more inclined to imitate actions performed by a person than by an animated object

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(3) **Level 3:** indent the heading two spaces from the left. Use Gothic type and boldface font, and use a period at the end of the heading. The main text should start on the same line after entering two spaces with the first character of the first word capitalized.

#### **4.3.2 Paragraphs and ordering without using headings**

Topics should be divided into paragraphs according to the coherence of their content. Start each paragraph on a new line and indent two spaces from the left.

(1) Rank paragraphs

When ranking paragraphs with related contents, number them consecutively with Arabic numerals, express the contents in simple text, and start a new line for each new paragraph. Do not treat the paragraph as a heading by inserting a colon or a space.

1. ...

2. ...

3. ...

(2) When ordering within a sentence or a paragraph, use characters in parentheses, (a)..., (b)..., and (c)..., and continue the sentence without starting a new line. Do not treat the subpoints as headings by inserting a colon or a space. The use of alternative marker styles such as (1), 1), ① and a) is not allowed.

#### **4.3.3 Footnotes in the main text**

Footnotes may be used in order to provide supplementary information on elements that are useful for developing arguments, or to raise points which may bring confusion if included in the main text. Note that footnotes should be kept to a minimum.

(1) They are printed in the margin of the corresponding page on the publication.

(2) The sequential numbers starting from the footnote on the title page should be placed on the upper right following the punctuation mark in the form of superscripts (<sup>1</sup>, <sup>2</sup>, <sup>3</sup>). They should not be placed on headings.

(3) Sentences in the footnotes should be grouped together in the page following the list of references of the manuscript.

(4) If necessary, describe comments on copyright in footnotes in the main text.

## Example 2 Example of Main Text Manuscript

modalities and participants are required to identify the letters.

### Experiment 1

#### Method

**Participants.** Ten university students (age 23–34 years; 2 females) served as paid voluntary participants in the experiment. They gave informed consent prior to their inclusion in the study. All had normal or corrected-to-normal visual acuity and normal touch (self-report).

**Apparatus and stimuli.** The experiment was conducted in a dark environment. The participant's head was stabilized by a chin rest. He/she wore headphones with constant white noise at an intensity level sufficient to mask the sound produced by the vibrotactile stimulator. Participants were presented with the following stimulus conditions: (a) visual stimuli alone, (b) tactile stimuli alone, and (c) visual-tactile bimodal stimuli where both stimuli were simultaneously presented.

The tactile targets were presented through a vibro-tactile stimulator (Optacon II: Model R2B, Telesensory Systems Inc.) on the participant's left index finger (Figure 1). The tactile stimuli were letter-like dot patterns of “L” and “T” about 9 mm high and 5 mm wide (Figure

Figure 1

(Wada, Y. (2010). Multisensory Integration of Vision and Touch in Nonspatial Feature Discrimination Tasks. *Japanese Psychological Research*, 52, 1 2-22. より一部変更)

(5) In the case of unpublished proceedings, or in the case of letters, presentations, statements from small private meetings, or unofficial exchange of views, such contents should be treated as personal communications and thus these sources should be listed in the main text footnotes (including the year and month), rather than in the list of references.

#### **4.3.4 Punctuation rules**

(1) Period (.) and comma (,)

Use periods for punctuation and commas for pause marks.

(2) Hyphen (-)

Use hyphens to connect a pair of words or phrases, or for compound words.

(3) Dash (—)

An em-dash (—) is used when you insert explanatory remarks. The en-dash (–), half the width of a character, is used to display ranges, for example page numbers in references (p. 33–41) or periods of survey (March–May, 3–5 years of age, for example).

(4) Quotation marks (“ ”)

Use “ ” for quotations.

(5) Round parentheses ( )

Round brackets should be used in general.

(6) Colon (:)

Use colons to indicate examples, explanations, hypotheses, and quotations, as well as for subtitles.

(7) Semicolon (;)

Use semicolons when enumerating test results or when listing references between parentheses.

#### **4.3.5 Foreign languages other than English**

Avoid as far as possible writing down technical terms in a foreign language other than English in the main text. However, foreign languages can be used in the following cases.

(1) Proper nouns, including foreigners' names

(2) It is not desirable to write down technical terms in a foreign language other than English. However, if necessary, describe the term in a foreign language in parentheses at the first use.

(3) References, test names, scale names

- (4) Latin scientific names of plants and animals

#### **4.3.6 Acronyms and abbreviations**

Avoid as much as possible using acronyms or abbreviations which are not commonly used. The following points should be observed when using acronyms and abbreviations.

- (1) When using acronyms and abbreviations for test names and long technical terms, in the first use, the full term should be included with the acronym following in parentheses.
- (2) Generally, acronyms should be capitalized with no spaces or periods used. However, if an acronym is customarily used with a period, the convention should be followed.

#### **4.3.7 Special character**

- (1) Use italics for the items in the following list.
- i) Table titles and figure numbers
  - ii) Title of books and periodicals as well as their volume number cited in the main text
  - iii) Statistical symbols (e.g. *M*, *SD*, *t*, *F*, *p*, *df*, *ns*)
  - iv) Latin scientific names of plants and animals, as well as technical terms used for the first time
  - v) Avoid using italics for emphasis.

- (2) Boldface

In principle, boldface can only be used for headings in the main text and in tables for values which highlight the factor structure. Avoid using boldface for emphasis in the main text.

- (3) As a general rule, underlines and emphasis marks should not be used for the purposes of emphasis.

### **4.4 Numbers, formulas and statistical symbols**

#### **4.4.1 Numbers**

- (1) Arabic numerals

In principle, use Arabic numerals to write numbers except when the number is less than 10 or is at the beginning of a sentence, in which cases numbers should be spelled out in full (e.g. “Twenty-one participants...” instead of “21 participants...”).

- (2) Roman numerals

Roman numerals should only be used for commonly used expressions (e.g. “Type II error”).

#### 4.4.2 Formulas

Use consecutive numbering for all formulas in the paper.

- (1) Use italics for mathematical symbols, quantifiers and variable symbols, and use those that are defined in JIS (Japan Industrial Standards) (see Z8201 and Z8202) as much as possible.
- (2) Use Roman type for units and symbols of operation.
- (3) Fractional expressions should be stacked when used in equations, for example  $\frac{(a+b)}{(c+d)}$ , whereas linear fractions such as  $a/b$  or  $(a+b)/(c+d)$  should be used for those included in the main text.
- (4) Use Roman type to write down such symbols as sin, log and exp.
- (5) When presenting a sequence of related equations vertically, they should be aligned at the equals sign.

#### 4.4.3 Statistic symbols and others

- (1) Italicize characters used to symbolize statistical concepts — see JIS and other sources if you are not sure. In principle, analysis of variance tables should not be included in papers. Consult explanatory notes in the Dictionary of Statistics to check how to express quantities such as  $t$  ( ) or  $F$  ( ). As for test results, describe the values of the test statistics including  $t$ ,  $F$  and  $\chi^2$ , the degree of freedom, the  $p$  values, the effect size, and direction. In order to show point estimates (e.g. sample means, regression coefficients), also indicate information on estimated accuracy (e.g. standard error). It is desirable to display confidence intervals using coherent significance levels throughout the paper. When showing the results of various statistical testing conducted on documents at the end of the sentence, divide the sentence with a comma and continue as in the following example;

$$F(1,10) = 6.18, \quad p < .05; \quad F(4,40) = 22.71, \quad p < .01, \quad MSe = .005$$

$$t(22) = 6.16, \quad p < .01$$

$$\chi^2(4, N = 90) = 10.51, \quad p < .05$$

- (2) Use “%” for all percentages.
- (3) Pay careful attention to capital and lower case character, font, superscripts and subscripts for special symbols, such as  ${}_sH_R$  in Hull’s formula.

(4) When analyzing data containing missing values, show the frequency and number of missing observations, and account for both the origins of the missing observations and the methods used to deal with them.

## **4.5 Units**

As a general rule, use the International System of Units (SI) for measurement units. Other units may be used upon approval by the Editorial Board.

### **4.5.1 International System of Units (SI)**

There are specific names and symbols assigned to the SI base units as well derived SI units. Of these SI units, derived units other units permitted by the International Committee of Weights and Measures, those that are related to psychology are listed in Appendix 1 (pp.34-38).

### **4.5.2 Prefixes representing multiples and submultiples**

You may use prefixes representing integral multiples of 10 (multiples and submultiples covering the range between  $10^{-24}$  and  $10^{24}$ ) when basic, derived, or supplementary units are too large or too small to write out (see Appendix 1, Table 11, p.38).

### **4.5.3 Unit names and symbols**

(1) Unit names and symbols should be written in Roman type and generally in lower case. However, use capital characters for those derived from proper nouns as well as for prefixes for numbers equal or greater than  $10^6$ .

(2) Use of the following units and symbols is permitted: °C (Celsius), min (minutes), h (hours) and d (days), as well as ° (degrees), ' (minutes), " (seconds) and L (liters), which may be used with international units.

(3) Do not pluralize unit names and symbols or use periods. For example, minutes should be written “min” without a period, not “min.”. Only one prefix may be used and it should be combined as one word with the unit name or symbol. An exception is the base unit of “kg”, where a prefix should be combined with “g” rather than “kg”. That is, “1 kkg” should be written as “1 Mg”. Similarly, “1 mµm” should be written as “1 nm” to avoid the double prefix.

(4) Prefixes should be selected so that the number preceding the unit is between 0.1 and 1,000. For example, “2,000 kg” should be written as “2 Mg” and “0.00394 m” as “3.94 mm”. An exception

should be made when comparing multiple values in a table or in the main text. In this case it is better to use consistent prefixes, even if some values may fall outside this range.

(5) Prefixes for derived units must be attached to the head of the unit. For example, “1 m/ms” should be written as “1 mm/s”.

(6) When a derived unit is the product of two or more units, it should be written with a multiplication sign as “N·m”, for example. This may be abbreviated as “Nm” if there is no danger of confusion. However, it may not be written as “mN”, which means millinewton, not newton meter. Special attention should be paid to “m”, which means both “milli” and “meter”.

(7) When a derived unit is the quotient of two or more units, it should be written with a division line, for example as “m/s” using a slash, or “m·s<sup>-1</sup>” using a negative exponent. However, slashes should not be used more than once. For example, “W/sr/m<sup>2</sup>” should be written as “W·sr<sup>-1</sup>·m<sup>-2</sup>” or “W/(sr·m<sup>2</sup>)”.

(8) Leave a normal-width space between the number value and unit (e.g. “100 m”). When necessary, use commas every three digits for large numbers (e.g. “86,400 m”).

(9) Although dB (decibel) is not an SI unit, the Editorial Board permits its use.

#### **4.5.4 Examples of incorrect use of SI unit symbols**

The appendix lists incorrect use of SI unit symbols and shows how each example should be corrected (see Appendix 1, Table 12, p.38).

## **4.6 In-text citations and references**

### **4.6.1 Citation of references**

(1) Author and year of publication

When citing a reference in the main text, include the year of publication after the author’s surname.

i) In-text citation as part of a sentence

“Sato (2013) presented evidence...”

ii) Parenthetical references

“...be experienced (Shigemasu, 2013).”



iii) In case there are multiple publications by the same author in the same year, differentiate each publication with a lower case character (a, b...) after the year of publication.

“Miyano (2013a) found..., and Miyano (2013b) examined...”  
 “...within the tasks (Morikawa, 2013a, 2013b).”

iv) If there are publications by different authors with the same surnames, which may lead to confusion, differentiate authors by adding the initials.

“In this paper, M. K. Yamaguchi (2013)...”, “in psychological studies (H. Yamaguchi, 2013).”

## (2) Citing your own work

When citing your own published work, use your name in the styles detailed above (e.g. Ito (2013)...) rather than referring to yourself as “Author...”.

## (3) Works by two authors

In case of a work written by two authors, write both names in each citation. Use “and” for citations as part of a sentence and “&” for parenthetical references.

“Ochi and Shimizu (2013) showed...”, “...(Ochi & Shimizu, 2013).”

## (4) Works by three to five authors

List the surname of all authors at the first citation. For subsequent citations, use only the first author’s surname followed by “et al.”.

First citation “Haryu, Horike, and Uebuchi (2013) showed...”  
 “... (Haryu, Horike, & Uebuchi, 2013).”

Subsequent citations “Haryu et al. (2013) suggested...”, “...(Haryu et al., 2013).”

## (5) Works by six authors or more

In case there are six authors or more, use the abbreviation “et al.” and show only the first author’s surname, both for the first citation and subsequent citations. If the abbreviated notation becomes the same as that of the subsequent citations of another work by three to five authors (4.6.1 (4), p.16), differentiate each publication with a lower case character (a, b...) after the year of publication.

“Suzuki et al. (2013) reported...”, “...(Suzuki et al., 2013)”

(6) Citation of translated works

When citing a translated work, refer to the original author, the original publication year and the year the translation was published.

“Frank (1988/1995)...”, “(...Frank, 1988/1995).”

(7) Order of citations

When citing several authors in a section of the main text, list authors alphabetically by their surnames and separate with semicolons in the same parentheses at the end of the sentence. For authors with multiple publications, list by year and separate with commas.

“...(Arimitsu, 2013; Arimitsu & Ito 2011; Usui et al. 2012, 2013).”

#### 4.6.2 Quotations

(1) Direct quotations taken from a reference work must be accurately transcribed from the original (or translated) source.

(2) Indicate quotations with quotation marks and continue the relevant sentence without a line break.

(3) Use single quotation marks for quotations within quotations.

(4) Cite the author’s name, year of publication, and page number at the end of quotations.

“...(Umeda, 2013, pp.150-152).”

(5) When translated works are quoted because the original is not accessible, cite quotations according to the guidelines above on the citation of translated works and include page numbers.

“...(Ebbinghaus, 1885/1978, p. 93).”

(6) Keep in mind that some quotations may require permission of the copyright holder.

- (7) Use ellipses (...) to indicate any omission of words in direct quotations.

#### **4.6.3 Citations for figures and tables**

- (1) Refer to figures and tables in the main text by number, such as Figure 1, Table 1.
- (2) When you cite figures and tables taken from other works, indicate the source in the parentheses (the author's name, year of publication, page number on which the original figure or table appeared, and the number of the figure or table as it was written in the original) to make it clear that you have made citation.

*“Figure 1. Research Model of Experiment 1 (Ogino, 2013, p. 120, Figure 3).”*

- (3) Keep in mind that the citation of some figures and tables may require permission of the copyright holder.

#### **4.6.4 References to the names of individuals and institutions**

- (1) When referring to the name of an individual, do not forget to show the initial of his/her given name and middle name, and use only the surname for subsequent citations. However, follow the guideline above (4.6.1, p.15) on how to present citations and references.
- (2) Honorifics and titles should not be used, except for in acknowledgements.
- (3) If necessary, indicate the institutional affiliation in parentheses after the name of any individuals referred to in the main text at the first time.
- (4) The official name of research institutions should be written out in full at the first reference in the main text. References thereafter may be abbreviated.

### **4.7 Tables** (see Example 3, p.19)

#### **4.7.1 Table manuscripts**

- (1) Paper

Tables should be placed after the list of references (or footnotes in the main text) and separately from figures. Each table should be presented individually on separate sheets and ordered consecutively, starting from Table 1.

- (2) Table sizes

Tables containing no more than 40 characters per line in the horizontal direction (including normal-width numbers, alphabets and spaces) will be fitted to half the width of a page on the published version. The full page width will be used for tables containing 41–80 characters in the horizontal direction. As stated previously, one page may hold 49 lines in the vertical direction, inclusive of the title, table notes, and spaces.

#### **4.7.2 General instructions for creating tables**

- (1) Tables should be constructed to convey research results to the reader in the most effective way. Avoid having tables and figures with overlapping contents and include all necessary information.
- (2) In principle, items on the left side of the table (stub column) should be left aligned, while the heading and values should be center aligned. Capitalize the first character of main words in the table.
- (3) Consider significant digits when writing number values. In addition, ensure that the placement of decimal points and the number of decimal places for each value are consistent.
- (4) Indicate the unit used for each value set under the corresponding heading for tables arranged by columns (values listed vertically), or to the right of the heading for tables arranged by rows (values listed horizontally).
- (5) For the case where all numbers in a table are theoretically less than 1, the numbers should be displayed without the 0 (i.e. “.52” instead of “0.52”), such as in the case of correlation coefficients.
- (6) Use boldface for values to emphasize factor structure if necessary.
- (7) Use as few lines as possible and leave adequate space in tables. Minimize the use of vertical ruled lines and do not use forward slashes.
- (8) Refer to the tables in the main text, and indicate on the manuscript where you would like each table to be inserted in the main text.

#### **4.7.3 Numbers and titles for tables**

- (1) Tables should be numbered with consecutive Arabic numerals, such as Table 1, Table 2, according to the order of appearance in the main text. Titles should start on a new line, be italicized, and should not be followed by a period. A title should appear above the table and be left aligned.

### Example 3 Example of Table

Headings should be centered

Items on the left (stab rows) should be left aligned

	Vocabulary	Low-Wordlike	High-Wordlike
Chronological	.54**	.03	.19
Vocabulary		.16	.32**
Low-Wordlike			.80**
P Vocabulary <sup>a</sup>		.17	.26*

Note.  $N = 67$ .  
<sup>a</sup> P Vocabulary indicates partial correlations of vocabulary age with scores for nonwords with the influence of chronological age controlled.  
 \* $p < .05$ . \*\* $p < .01$ .

Table note

(Yuzawa, M., Saito, S., Gathercole, S., Yuzawa, M., & Sekiguchi, M. (2011). The Effects of Prosodic Features and Wordlikeness on Nonword Repetition Performance Among Young Japanese Children. *Japanese Psychological Research*, 53, p. 59, Table 1. より一部変更)

- (2) Titles should be as concise as possible and match the terms used in the main text.

#### 4.7.4 Table Notes

Table notes should be inserted below the table, not under the table title, and should be written concisely after the note marker. Each explanatory note should end with a period and follow the order listed below.

- (1) Supplementary explanation on the table as a whole should not be accompanied with a note marker in the table. In this case, the explanatory sentence should be placed below the table in the “*Note*”.

- (2) For notes on specific parts of the table, attach note markers (superscripts such as <sup>a</sup>, <sup>b</sup>, <sup>c</sup>) to the parts concerned. If there are several notes, these should be included on the same line rather than starting a new line for each note.

- (3) Statistical symbols in tables

Symbols such as “\*”, “\*\*”, and “†” are used to indicate statistical significance levels of 5 %, 1%, and 10% respectively, and should be inserted as superscripts next to relevant values in the table. Provide explanatory notes below the table. If there are several notes, these should be included on the same line.

## 4.8 Figure (see Examples 4 and 5, p.23)

### 4.8.1 Preparing figures

Figures can convey a large amount of information in a format that can be understood intuitively, but they require a significant amount of space and should be selected carefully and used effectively. Figures and tables should not have overlapping contents.

- (1) Paper

As with tables, each figure should be presented individually on separate sheets and ordered consecutively, starting from Figure 1. Figures should be placed after the list of references (or footnotes in the main text), and separately from tables.

- (2) Types of figures

Graphs, images, and charts may be used for figures. Appropriate graphical forms, including line graphs, bar graphs, or scatter diagrams should be chosen according to their suitability to the data presented. Generally, line graphs are used to illustrate changes in dependent variables (y axis)

against consecutive changes in independent variables (x axis). Bar graphs are in general use used when the independent variables are nominal scales (category groups). Scatter diagrams are used to show relationships between variables.

(3) Figure size

Figures are resized (either enlarged or reduced) such that the smallest character in the figure possesses a size of 7 point. Figures with a width of up to 6.5 cm will fit to a half-width on the published version. The full width will be used for figures with widths up to 13 cm. Note that one printed page may contain a figure (including the title caption of the figure and spaces) with a length of 20 cm in the vertical direction. Before submission, ensure that the prepared figures possess the appropriate dimensions taking into account the above guidelines.

#### 4.8.2 General instructions for creating figures

(1) Creating figures

Choose lines of appropriate width and pay attention to the contrast to ensure that they will be visible in the event that the figure is reduced, as outlined above. In principle, do not use color when preparing figures. If you use software to create figures, please ensure that your figures are in accordance with the specific instructions for figures for “*Japanese Psychological Research*” as default software settings are often different from what the journal requires (such as including large borders, the presence of background colors, and unnecessary lines).

(2) Language

Write in Japanese in parentheses if necessary.

(3) Lines and points

i) When part of the vertical axis is omitted, it is desirable to indicate this with a wavy line or a slash.

ii) The width of coordinate axes, curves and lines should be consistent throughout the manuscript. The width of coordinate axes should be about the same as the width of the thickest curves and lines in the figure.

iii) The same scale graduations should be used for figures which are intended for comparison with others.

iv) Make sure that large fonts are used for polygonal markers as these can be difficult to



distinguish at reduced size.

v) When error bars are used to indicate the dispersion level of data, describe clearly whether they represent standard deviation, standard error, confidence interval, etc..

(4) Characters in figures

i) Set the size and width of characters in figures taking the scale into consideration. The first of each word in the characters should be capitalized, and the SI guidelines (Appendix 1, pp.69-73) should be followed to determine whether particular units should be capitalized or not.

ii) Labels and descriptions of axes should be found outside of the axis and must be centered. Labels and descriptions for vertical axes should be read from bottom to top.

(5) Refer to the figures in the main text, and indicate on the manuscript where you would like each figure to be inserted in the main text.

(6) When displaying the results of path analysis or structural equation modeling (SEM) in path diagrams, describe them in a standard manner using the following references as guidelines.

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. p.153, Figure 5.2, p. 157, Figure 5.6.

(7) Photographs are treated as figures. Number photographs and figures consecutively.

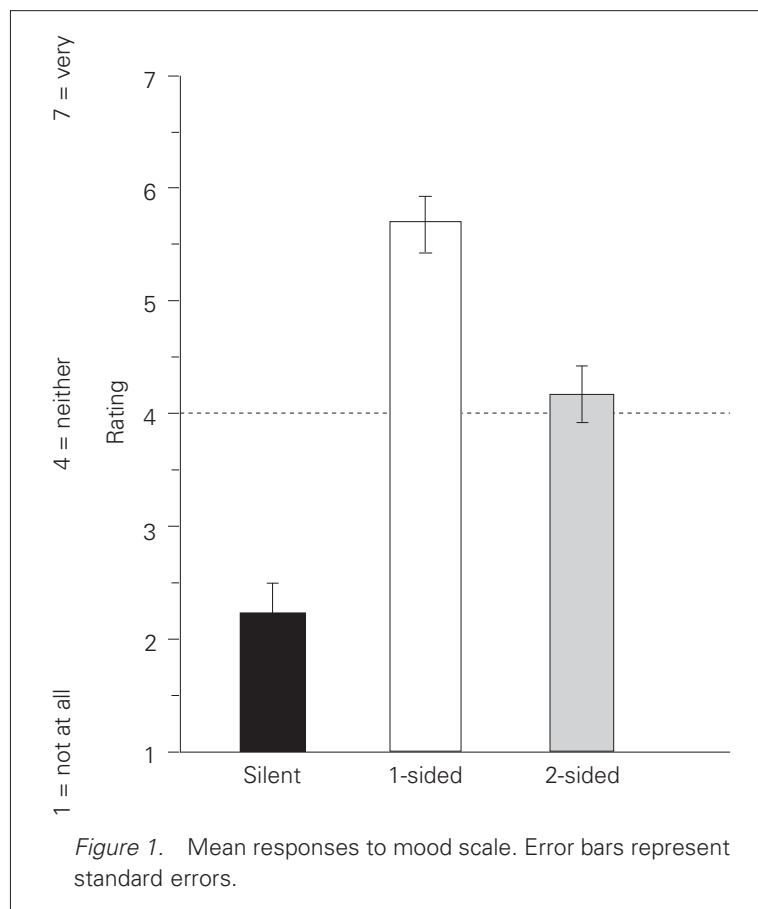
#### **4.8.3 Numbering and titles of figures (caption)**

(1) Number each figure consecutively using italicized Arabic numbers (e.g. *Figure 1*, *Figure 2*, ...) according to the order in the main text. Do not start the title (caption) on a new line, and put a period at the end.

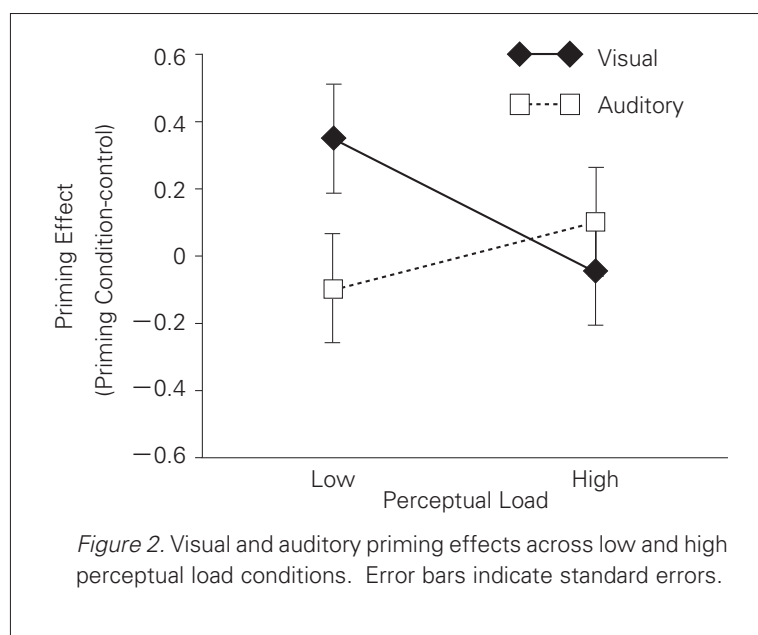
(2) Below each figure, indicate and left-align its number and title (caption).

(3) Figure titles (captions) should be brief and explain the figure's contents. In addition, match the terms used in the title with those appearing in the main text.

### Example 4 Example of Figure



### Example 5 Example of Figure



## **4.9 List of references** (see Example 6, p.25)

References should be listed together at the end of a paper. The title should be labeled “References”, using Level 1 heading. Prepare your references in a way in which the reader should be able to easily locate and consult them. It is recommended that you include DOIs (Digital Object Identifiers).

### **4.9.1 General guidelines for references**

- (1) For references that take more than one line, all lines from the second line should be indented by a width of four characters.
- (2) The information should be listed in alphabetical order, following the authors' surnames. No reference number should be added.
- (3) Year of publication
  - i) Always indicate the year of publication of the reference in Western calendar.
  - ii) Put the year of publication in parentheses followed by a period as in “( )”.
  - iii) For journals that are published every other year or every three years, indicate two years and link them with an en-dash, as in (2011–2013).
  - iv) For journals that are published once in an academic year from April to March of the following year, like “*Japanese Journal of Psychology*”, show the year the journal was published.
- (4) Titles of references should be presented in their complete form, with the first character of words in the title and the subtitle capitalized. Proper nouns should also be capitalized. The subtitle should follow a colon.
- (5) In principle, indirect citations should not be made. In addition, citations from papers that are still under submission process or review and that have not yet been officially approved for publication should not be made.

### **4.9.2 Format for the list of references**

#### **(1) Author’s name**

##### **i) General rules**

Indicate the author’s name with the surname first, followed by a comma, the initials of the given

## Example 6 Reference List

<b>References</b>	
Blasi, A., Fox, S., Everdell, N., Volein, A., Tucker, L., Csibra, G., ... Elwell, C. E. (2007). Investigation of depth dependent changes in cerebral haemodynamics during face perception in infants. <i>Physics in Medicine and Biology</i> , 52, 6849–6864.	Eight authors or more
Farroni, T., Johnson, M. H., Menon, E., Zulian, L., Faraguna, D., & Csibra, G. (2005). Newborns' preference for face-relevant stimuli: Effects of contrast polarity. <i>Proceeding of the National Academy of Sciences of the USA</i> , 102(47), 17245–17250.	Presentation in an academic conference
Haryu, E., & Kajikawa, S. (2012). Are higher-frequency sounds brighter in color and smaller in size? Auditory-visual correspondences in 10-month-old infants. <i>Infant Behavior and Development</i> , 35, 727–732.	Journal
Hirata, S., Ukita, J., & Kita, S. (2011a). Compatibility between pronunciation of voiced/voiceless consonants and brightness of visual stimuli. <i>Cognitive Studies: Bulletin of Japanese Cognitive Science Society</i> , 18, 470–476. (In Japanese with English abstract)	Japanese dissertation
Hirata, S., Ukita, J., & Kita, S. (2011b). Implicit phonetic symbolism in voicing of consonants and visual lightness using Garner's speeded classification task. <i>Perceptual and Motor Skills</i> , 113, 929–940.	Works by the same authors in the same year (a, b)
Johnson, M. H., & Morton, J. (1991). <i>Biology and cognitive development: The case of face recognition</i> . Oxford, England: Basil Blackwell.	Book
Maehara, Y., & Umeda, S. (2013). Reasoning bias for the recall of one's own beliefs in a Smarties task for adults. <i>Japanese Psychological Research</i> . Advance online publication. doi: 10.1111/jpr.12009	Early-view
Marks, L. E. (2004). Cross-modal interactions in speeded classification. In G. A. Calvert, C. Spence, & B. E. Stein (Eds.), <i>The handbook of multisensory processes</i> (pp. 85–105). Cambridge, MA: MIT Press.	A chapter from an edited volume
Roediger, H. L. (2012). Psychology's woes and a partial cure: The value of replication. <i>APS Observer</i> , 25. Retrieved from <a href="http://www.psychologicalscience.org/index.php/publications/observer/2012/february-12/psychologys-woes-and-a-partial-cure-the-value-of-replication.html">http://www.psychologicalscience.org/index.php/publications/observer/2012/february-12/psychologys-woes-and-a-partial-cure-the-value-of-replication.html</a>	Online document
de Saussure, F. (1966). <i>Course in general linguistics</i> (R. Harris, Trans.). New York: McGraw Hill. (Original work published 1916)	Translated work
Tomita, A., Yamamoto, S., Matsushita, S., & Morikawa, K. (2014). Resemblance to familiar faces is exaggerated in memory. <i>Japanese Psychological Research</i> , 56, 24–32. doi: 10.1111/jpr.12032	doi information
Tsukiura, T., Shigemune, Y., Nouchi, R., Kambara, T., & Kawashima, R. (in press). Insular and hippocampal contributions to remembering people with an impression of bad personality. <i>Social Cognitive and Affective Neuroscience</i> .	In press

name and the middle name in this order. Initials should be followed by a period. In case two authors have the same surname and initials, their names should be listed in full. The spelling of names should match the one adopted by the original authors.

Takahashi, N. (2013)., Takahashi, Noboru (2013)., Takahashi, Nobuyuki (2013).

ii) **Co-works (works by seven authors or fewer)**

Indicate the names of all authors. A comma and an ampersand (&), as opposed to “and”, should be placed before the last author’s name.

Omi, Y., Katayama, J., & Kanazawa, S. (2013).

iii) **Co-works (works by eight authors or more)**

If there are not fewer than eight authors, include the first six authors and the last author, replacing the authors in between with an ellipsis (...).

Hibino, H., Muto, T., Ando, K., Uchida, N., Suzuki, N., Naka, M., ...Yokota,M. (2014)

(2) **Books**

In case of books, the author’s name, year of publication, title, edition (except for first edition sources), location, and publisher should be indicated. Titles should be italicized.

i) **A standard entry**

(Author’s name), (year of publication), (title), (location: publisher)

Cain, K. (2010). *Reading development and difficulties: An introduction*. Oxford: Wiley-Blackwell.

ii) **Except for new editions and first editions**, editions must be indicated. Use ed. for editions.

(Author’s name), (year of publication), (title), (edition) (location: publisher)

American Psychiatric Association (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., Text Revision). Washington, DC: American Psychiatric Association.

- iii) **Edited volume**, editors should be indicated as Ed. When there are multiple editors, use Eds.

(Editor's name), (Ed., Eds.), (year of publication), (title), (location: publisher)

Shwalb, D. W., Nakazawa, J., & Shwalb., B. J. (Eds.). (2005). *Applied developmental psychology: Theory, practice, and research from Japan (Advances in applied developmental psychology series)*. Charlotte, NC: Information Age Publishing.

- iv) **A chapter from an edited volume**

(Author's name), (year of publication), (article title), In (editor's name) (Ed., Eds.),

(book title) (quoted pages), (location: publisher)

Enns, J. T., Visser, T. A. W., Kawahara, J., & Di Lollo, V. (2001). Visual masking and task switching in the attentional blink. In K. Shapiro (Ed.), *The limits of attention: Temporal constraints in human information processing* (pp. 65–81). New York: Oxford University Press.

- v) **Books with multiple volumes**

(Author's name), (year of publication), (title) (Vols. volume number), (location: publisher)

Bowlby, J. (1968–1980). *Attachment and loss* (Vols. 1–3). New York: Basic Books.

- vi) **A volume from books with multiple volumes**

(Author's name), (year of publication), (title), (series name or volume number etc.),

(location: publisher)

Liben, L. S., & Mueller, U. (Ed.). (2015). *Cognitive processes*. (R. M. Lerner, Series Ed.) *Handbook of child psychology and developmental science*. Vol. 2. UK: Wiley.

- vii) **Translated work**

(Original author's name), (year of publication of the translated work), (title of the translated work), (translator's name, Trans.), (location: publisher of the translated work) (Original work published year of publication of the original work, etc.)

Oguma, E. (2002). *A genealogy of Japanese self-images* (D. Askew, Trans.). Melbourne: Trans Pacific Press. (Original work published 1996)

viii) **Reprinted book**

(Author's name), (year of publication of the reprinted book), (title), (location: publisher),  
 (Original work published, year of publication of the first edition, etc.)  
 Thorndike, E. L. (2013). *Animal intelligence*. [Kindle] Los Angeles: Library of Alexandria.  
 (Original work published 1911, New York: Macmillan Company)

(3) **Periodicals** (periodicals including academic journals, yearbooks, bulletins, etc.)

When citing periodicals, indicate the author's name, year of publication, article title, journal title, volume number, and page. Journal titles and volume numbers should be italicized, and page numbers of the quoted reference should be indicated with an en-dash between the first and last page quoted. In principle, journal titles should be presented in full without abbreviation. The first character of main words in journal titles should be capitalized and the "The" should be omitted according to convention. When confusion may arise, for example in the case that two or more journals possess the same or similar names, include either the publisher or the location after the journal title.

i) **Articles from journals with continuous page numbering through volumes**

(Author's name), (year of publication), (article title), (journal title), (volume number),  
 (pages quoted)  
 Matthews, G., Zeidner, M., & Roberts, R. D. (2012). Emotional intelligence: A promise unfulfilled? *Japanese Psychological Research*, 54, 105–127.

ii) **Articles from journals without continuous page numbering through volumes**

In case of articles with independent numbering of pages for each issue and without pages numbered throughout a volume, the issue number should be shown in parentheses just after the volume number.

(Author's name), (year of publication), (article title), (journal title), (volume number), (issue number), (pages quoted)  
 Bravo, M. J., & Farid, H. (2009). The specificity of the search template. *Journal of Vision*, 9 (1), 1–9.

iii) **Monographs or series numbers**



(Author's name), (year of publication), (article title), (series name), (issue number)

Reese, T. W. (1943). The application of the theory of physical measurement to the measurement of psychological magnitude with three examples. *Psychological Monographs*, No. 251.

iv) **Annals/yearbooks and bulletins**

In case there are several sections or series under the bulletin or report of the same name, indicate the name of the section/series following the article title. In addition, if the names of these annals or reports do not include the name of the university concerned, this should be included in parentheses.

(Author's name) (year of publication) (article title) (journal title) (publisher, volume number, issue number, pages quoted, etc.)

Muto, S. (2013). What are the educational functions of (emotional) respect? Exploring the possibilities of the "self-Pygmalion process" hypothesis. *Bulletin of the Graduate School of Education, University of Tokyo*, 52, 393–401.

(4) **Citation of online documents**

i) If a source has been published both online and in paper, the citation should refer to the paper reference.

ii) If it has been officially confirmed that the work will be published and it is currently available as **an early-view online document**, adopt the year of release as the year of publication, clearly state that the document is available thanks to the early-view, and specify the DOI. After publication, replace this information with that of the published version.

(Author's name), (year of release), (article title), (journal title), (Advance online publication. doi: xxx)

Kaneshige, T., & Haryu, E. (2014). Categorization and understanding of facial expressions in 4-month-old infants. *Japanese Psychological Research*. Advance online publication. doi: 10.1111/jpr.12075

iii) For documents only available online which **possess a DOI**, list the DOI.

(Author's name), (Years of publication/release), (article title), (title of online release),

(doi:xxx)

Sugiura, Y.(2013). The dual effects of critical thinking disposition on worry. *PLoS ONE*, 8(11), e79714. doi:10.1371/journal.pone.0079714

iv) For documents only available online which **do not have a DOI** assigned, describe the information using the following format.

(Author's name), (year of release), (article title), (website name), (Retrieved from URL),  
(date of access)

American Psychological Association. (2014). APA databases: PsycINFO. American Psychological Association. Retrieved from  
<http://www.apa.org/pubs/databases/psycinfo/index.aspx> (October 29, 2014)

(5) **Others**

i) **Dissertations**

The year of publication of a dissertation should correspond to the calendar year, not academic year, of course completion and degree conferment. In addition, refer to the year of publication of the abstract if applicable.

(Author's name), (Year of course completion/degree conferment), (title), (Unpublished master's thesis/doctoral dissertation), (Name and place of the university)

Kitazaki, M. (1997). *Mobile observer's visual perception: Application of the generic-view principle to three-dimensional motion perception* (Unpublished doctoral dissertation). University of Tokyo, Tokyo.

ii) **Presentations in academic conferences**

(Author's name), (year of publication/presentation), (article title), (journal/conference title),  
(pages quoted)

Sawaumi, T., Fujii, T., & Aikawa, A. (2012). A negative relation between shyness and self-esteem at an implicit level investigated with an Implicit Association Test. *Paper presented at the 30th International Congress of Psychology* (Cape Town, South Africa), 711.

### iii) **Papers in press**

For presses which are scheduled to be printed but have not been published yet, use “(in press)” in lieu of the year of publication.

(Author’s name), (in press), (article title), (journal title)

Hwan, K.-K. (in press). Philosophical switch for the third wave of psychology in the age of globalization. *Japanese Psychological Research*.

### iv) **Quotations of articles from newspapers or journals**

When quoting an article from a newspaper or a magazine, indicate the writer’s name (or, if not available, the name of the newspaper/magazine), year of publication, article title, name of the newspaper/magazine, date of publication (including whether in the morning or evening edition), and the page, following this order:

Frاندale, N. (2002). Living on his nerves. *Sunday Telegraph Magazine*, March 17, pp. 12–19.

## **4.9.3 Information on Japanese language references** (delete on this English publication manual)

### **4.9.4 Order of references**

- (1) Citations with co-authors should be alphabetized on the basis of the first author’s surname.
- (2) If there are multiple citations by the same author including a single-authored citation and a co-authored citation in which s/he is the first author, list the single-authored citation first. When there are multiple co-authored citations with the same first author, list them in alphabetical order according to the second authors’ name, not the order of publication. This principle also applies when the first and second authors are the same and the third or subsequent author is different.

Sugawara, K. (2013).

Sugawara, K., Ogawa, T., & Takehara, T. (2012).

Sugawara, K., & Takehara, T. (2011).

- (3) When there are multiple citations by the same author, or multiple citations by the same co-authors with the same name ordering, list them in chronological order. When there are multiple citations by the same authors/co-authors that were published in the same year, or citations with the same abbreviation quoted in the main text, differentiate each publication with sequential lower case character (a, b...) after the year of publication.

Watanabe, S. (1999a).

Watanabe, S. (1999b).

(4) Articles and prepositions

Follow the rules in each language for alphabetization of authors' names that contains articles and prepositions (de, la, du, von, van der, della, etc.). It is advisable to consult names listed on the Western Name Dictionary or the name index of abstract journals. In general, when the author capitalizes the first character of such a word, it should be considered for alphabetization, whereas it should be ignored if it is not capitalized (e.g., Le Bras should be listed among names starting with "L", while von Helmholtz should be considered as a name starting with "H", not with "v").

## 4.10 English abstracts and keywords

### 4.10.1 English abstracts

Articles for "*Japanese Psychological Research*" should be accompanied by a 100–175 word abstract in English. An abstract should contain the problems (purposes), methods, results, discussion and conclusions.

### 4.10.2 Keywords

Three to five keywords in English should be listed under the abstract for classification and search purposes. Keywords should meet the criteria listed below to facilitate search.

(1) Keywords should be nouns or noun phrases. Countable nouns should be listed in their plural form.

(e.g. theory — theories, mouse — mice, child — children)

(2) As a rule, abbreviations should not be used as keywords.

(3) Keywords do not have to be words found in either the abstract or the main text of the article.

(e.g. hyperactivity — hyperkinesis, quantification — measurement)

(4) Proper nouns (such as names of people, places, and specific tests) can be used as keywords.

In general, use lower case character unless use of capital character is required as in proper nouns.

(e.g. Freud (Sigmund), Wechsler Adult Intelligence Scale)

## Appendices

### Appendix 1 Units and Symbols

#### 1. Base Units and Supplementary Units

Table 1  
Base Units

Quantity	Name of Unit	Symbol
Length	meter	m
Weight	kilogram	kg
Time	second	s
Current	ampere	A
Heat	kelvin	K
Substance	mole	mol
Light	candela	cd

Supplementary Units

Quantity	Name of Unit	Symbol
Flat angle	radian	rad
Solid angle	steradian	sr

#### 2. Derived Units

Table 2  
Derived Units with Proper Name (not exhaustive)

Quantity	SI Unit		
	Name	Symbol	Definition
Frequency	Hertz	Hz	$s^{-1}$
Force	Newton	N	$kg \cdot m/s^2$
Pressure, stress	Pascal	Pa	$N/m^2$
Heat, energy, work	Joule	J	$N \cdot m$
Power	Watts	W	J/s
Voltage, electric potential	Bolt	V	W/A
Electric capacitance	Farad	F	C/V
Electric resistance	Ohm	$\Omega$	V/A
Conductance	Siemens	S	A/V
Inductance	Henry	H	Wb/A
Luminous flux	Rumen	lm	$cd \cdot sr$
Illuminance	Lux	lx	$lm/m^2$

## 3. SI Units and Other SI Permitted Units Related to Psychology

Table 3  
Space and Time

Quantity	Name of Unit	Symbol	Notes
Flat angle	radian	rad	can be used with 1°, 1', 1"
Solid angle	steradian	sr	
Length	meter	m	
Area	square meter	m <sup>2</sup>	
Volume	cubic meter	m <sup>3</sup>	can be used with 1L
Time	second	s	can be used with 1 min, 1h, 1d
Angular velocity	radians per second	rad/s	
Speed	meter per second	m/s	
Acceleration	meter per second squared	m/s <sup>2</sup>	

Table 4  
Periodic Phenomena and Related Phenomena

Quantity	Name of Unit	Symbol	Notes
Frequency	Hertz	Hz	1 Hz = 1 s <sup>-1</sup>
Rotational speed	Revolutions per minute	s <sup>-1</sup>	can be used with min <sup>-1</sup>

Table 5  
Dynamics

Quantity	Name of Unit	Symbol	Notes
Mass	kilogram	kg	can be used with 1t
Power	Newton	N	1N = 1 kg·m/s <sup>2</sup>
Pressure	Pascal	Pa	1 Pa = N/m <sup>2</sup> can be used with 1 bar
Energy, work	Joule	J	can be used with 1eV
Power	Watts	W	W = 1 J/s

Table 6

## Heat

Quantity	Name of Unit	Symbol	Notes
Thermodynamic	kelvin	K	do not use with ‘°’
Temperature Celsius	Celsius	°C	this is SI unit
Temperature differences	kelvin	K	°C can also be used
Heat	Joule	J	calories cannot be used

Table 7

## Electric and Magnetic Current

Quantity	Name of Unit	Symbol	Notes
Electric current	ampere	A	
Electric charge	coulomb	C	$1C = 1A \cdot s$
Voltage, electric potential	Bolt	V	$1V = W/A$
Electric capacitance	Farad	F	$1F = 1 C/V$
Mutual and self Inductance	Henry	H	$1H = 1V \cdot s/A$
Magnetic flux density, magnetic induction	Tesla	T	$1T = 1V \cdot s/m^2$
(Electric)resistance	Ohm	$\Omega$	$1\Omega = 1V/A$
(Electric)Conductance	Siemens	S	$1S = 1A/V = 1\Omega^{-1}$

Table 8

## Light and Rrelated Electromagnetic Radiation

Quantity	Name of Unit	Symbol	Notes
Wave length	meter	m	can be used with Å
Radiant energy	Joule	J	
Radiant flux	Watt	W	
Radiant intensity	Watt per steradian	W/sr	
Radiance	Watt per steradian, per square meter	$W/(sr \cdot m^2)$	
Radiance emittance	Watt per square meter	$W/m^2$	
Irradiance	Watt per square meter	$W/m^2$	
Luminous intensity	candela	cd	
Luminous flux	Rumen	lm	$1 \text{ lm} = 1 \text{ cd} \cdot \text{sr}$
Luminous energy	Rumen second	lm·s	
Luminance	candela square meter	$cd/m^2$	
Luminous Radiance	Rumen square meter	$lm/m^2$	
Illuminance	Lux	lx	$1 \text{ lx} = 1 \text{ lm}/m^2$

Table 9  
Sound

Quantity	Name of Unit	Symbol	Notes
Period	second	s	
Frequency	Hertz	Hz	
Wave length	meter	m	
Density	kilogram per square meter	kg/m <sup>3</sup>	
Sound pressure	Pascal	Pa	can be used with 1 bar
Speed of sound	meter per second	m/s	
Sound power, Sound energy flux	watt	W	
Sound strength	watt per square meter	W/m <sup>2</sup>	
Sound impedance	pascal per cubic meter	Pa·s/m <sup>3</sup>	

Table 10  
Physical Chemistry and Molecular Physics

Quantity	Name of Unit	Symbol
Substance	mole	mol
Mole density	mole per cubic meter	mol/m <sup>3</sup>



## 4. Prefixes for Units

Table 11  
Base Units

Name of Unit	Symbol	Size
Giga	G	$10^9$
Mega	M	$10^6$
Kilo	k	$10^3$
Hecto	h	$10^2$
Deca	da	10
Deci	d	$10^{-1}$
Centi	c	$10^{-2}$
Milli	m	$10^{-3}$
Micro	$\mu$	$10^{-6}$
Nano	n	$10^{-9}$

## 5. Examples of Correct and Incorrect Ways of Expressing SI Units

Table 12  
Correct Expressions of SI Units

Incorrect	Correct
$\mu$	$\mu\text{m}$
$\text{m}\mu$	$\text{nm}$
sec	s
c/s, cps	Hz
nt	$\text{cd}/\text{m}^2$
1 mL	$3.183 \text{ cd}/\text{m}^2$
1 sb	$10 \text{ kcd}/\text{m}^2$
$^{\circ}\text{K}$	K
1 cal	4.18605J
1 erg	$0.1 \mu\text{J}$
1 dyn	$10 \mu\text{N}$
1 Gs	$0.1 \text{ mT}$
rpm	$\text{min}^{-1}$

## **Appendix 2 Checklist for Submission of Papers to the “*Japanese Psychological Research*”**

The following checklist covers items that are often overlooked in the writing of manuscripts. Authors are asked to submit the manuscript to the Editorial Board after referring to the following checklist. The pages indicate where you can find the articles concerned in the “Guide for writing and submitting papers”.

### **Paper information**

- (1) Have you chosen the appropriate category of paper? Is the length of your paper within the number of pages on the published version stipulated for each category of paper?.....p.4
- (2) Is the title (any subtitles should follow a colon) appropriate to the article, and is it of sufficient length (approximately 12-15 words)?.....p.5
- (3) If the work has been co-authored, have you included the names of all of the authors as well as their affiliations?.....p.6
- (4) Is the length of the English abstract adequate (100–175 words)? Have appropriate keywords also been chosen (3-5 words)?.....p.33

### **How to write your manuscript**

- (1) Have you written the main text in English, and have you chosen the correct paper format (A4), character setting, and number of lines per page (common format, size of 10.5 points or more, use of double-space, within 23 lines), as well as set up appropriate margins on all four sides (3 cm or more)?.....p.4
- (2) Does the PDF file of the manuscript correctly contain the title, English abstract and keywords, main text, list of references, footnotes (in the main text), figures (each figure should start on a new page and contain the title (caption)), and tables (each table should start on a new line and contain its title and notes) in this order? (Do not include the author’s name, affiliations and the footnotes on the title page).....pp.4–33
- (3) Are pages numbered consecutively?.....p.5
- (4) Has the English manuscript been reviewed by a native expert?.....p.5

### **Paragraph and headings**

- (1) Have you correctly used each type of headings (three types) and used the appropriate numbering for non-heading type paragraphs (e.g. 1., (a))?.....pp.7-9
- (2) Are the paragraphs properly punctuated?.....p.9

**Abbreviations**

- (1) Are there any inappropriate abbreviations?.....p.12
- (2) Are the abbreviations fully and clearly explained?.....p.12

**Measurement unit**

- (1) Do the measurement units and their abbreviations follow the International System of Units (SI)?.....pp.14-15

**References**

- (1) Have the references been listed correctly? Additionally, do the spelling and the year of publication described in the list of references correspond to the quotations in the main text?.....pp.15-18, pp.25-33

**Footnotes**

- (1) Do the footnotes on the title page correctly describe information on the contact address in English, research grant, presentation in academic conferences, acknowledgement, change of the author's surname (or given name), and affiliated institution?.....pp.6-7
- (2) Has the use of footnotes in the main text been minimized? Are the footnotes numbered consecutively, continuing from the footnotes on the title page?.....pp.9-11

**Figures and tables**

- (1) Are all figures and tables numbered, titled, and annotated when necessary?.....pp.19-21, p.23
- (2) Are all figures and tables quoted in the main text? Are they numbered in the same order as referred to in the main text? Have you indicated in the main text where figures and tables should be inserted?.....pp.18-24
- (3) Is the use of ruled lines in the tables kept to the minimum?.....p.19
- (4) Is the size of figures adequate? Is each part of figures distinguishable even if printed on a reduced scale?..... p.22

**Copyright and citation**

- (1) Have you requested the permission in writing as necessary in order to cite already published papers, figures, and tables?.....pp.17-18
- (2) Are all citations accompanied with sources and original pages?.....pp.17-18
- (3) Are you certain that this paper has never been published before? Are you sure that publication of this work would not constitute double submission or plagiarism?

**Method of submission**

- (1) Have you checked the author's manual for the electronic submission system?
- (2) Have you responded to all the questions in the Ethics Checklist?.....pp.42-44

### Appendix 3 Ethical Checklist (May, 2015)

1. Does your affiliated or related institution have an Institutional Review Board (IRB)?

[Yes] [No]

Did you get approval for your research from that committee?

[Yes] [No]

If you responded “No,” please describe the reason.

2. Did you receive written informed consent from participants prior to conducting the experiment and/or research?

(Informed consent should include an explanation to the participants about the content of the experiment and/or research, as well as an assurance that they can freely refuse to participate in the experiment and/or research at any time, even after commencing the study. You are expected to obtain signed informed consent from all participants.)

[Yes] [No]

If you responded “No,” please describe the reason.

3. If the situation did not allow you to receive informed consent from participants, did you perform an alternative procedure (for example, obtaining informed consent from the parents or guardians of the participants)?

[Yes] [No] [N/A (obtained informed consent)]

If you responded “No,” please describe the reason.

4. Was there any stress or risk to the participants or the animal subjects?

[Yes] [No]

If you responded “Yes,” please describe the risks and/or stress, as well as the methods used for preventing or dealing with these burdens.

[Contents of stress or risk]

[Methods for prevention or dealing with risks or dangers]

5. Did your experiment involve deception?

[Yes] [No]

If you responded “Yes,” please describe the details.

**6.** If your experiment involved animal subjects, did you minimize the number of animals used in the experiment?

[Yes] [No] [N/A (did not perform animal experiments)]

If you responded “No,” please describe the reason.

**7.** Was participants’ privacy maintained throughout the research and thereafter?

(This would include protecting the participants’ anonymity when scoring and processing data and when mentioning the participants in research publications)

[Yes] [No]

If you responded “No,” please describe the reason.

**8.** Was the manuscript original?

(An original manuscript is defined as one that has not been published, or submitted for publication, in other journals. When manuscripts or published papers are closely related, such as those that include re-analysis of the same data, please send us all related manuscripts as reference materials.)

[Yes] [No]

If you responded “No,” please describe the reason.

**9.** If the submitted manuscript was written by multiple authors, did you receive approval from all the authors prior to submission?

[Yes] [No] [N/A (single author)]

If you responded “No,” please describe the reason.

Does the order of authors’ names properly reflect the extent of their contributions?

[Yes] [No] [N/A (single author)]

If you responded “No,” please describe the reason.

**10.** If you used materials and programs that were developed by others, were these sources referenced properly in the manuscript?

[Yes] [No]

If you responded “No,” please describe the reason.

Did you obtain the permission of copyright holders?

[Yes] [No]

If you responded “No,” please describe the reason.

**11.** Did you check your manuscript for words that might be considered biased or offensive to particular groups or populations?

[Yes] [No]

If you responded “No,” please describe the reason.

**12.** Did you carry out your research with companies or receive any monetary support from companies?

(You have to appropriately disclose any conflicts of interest (COI) with companies to ensure the fairness and reliability of your research).

[Yes] [No]

If you responded “Yes,” please describe the details.

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## Appendix 4 Example of Revising Manuscript

### Revising your manuscript

When revising your manuscript, please it is important to ensure that the reviewers can easily identify the changes you have made to the manuscript. Also, when submitting the responses to reviewers' comments, please provide a table of corrections showing the sentences before and after the corrections, if requested by the reviewers. However, you are not required to provide a table of corrections if the reviewers have not requested it.

#### 1. Revising the manuscript

To ensure that the editing process is efficient and to prevent errors, please make sure that your manuscript is as error free as possible. The PDF file of your manuscript should include the title, abstract, keywords, main text, references, footnotes, figures and tables, as well as the appendixes. Information about the authors such as the name, affiliation, correspondence address, research grants, and acknowledgments, among others, should not be included in the PDF file.

#### 2. Responses to reviewers' comments

Please describe precisely the sections of the manuscript that were revised (or not revised) corresponding to the comments by each reviewer. When you do not agree with a reviewer's comment, please describe your reasons for the disagreement.

#### 3. The table of corrections (when requested)

\*In principle, please include all the corrections that were made in the table, regardless of their length.

\*When you have changed a word that appears repeatedly throughout the manuscript, it should be indicated in the table only once.

\*When you have made a major revision, please indicate the reason and the content of your revision as a general opinion about the reviewers' comment.

\*Please submit the table by attaching it to the reference materials.

#### 4. Other issues

\*When you revise the main text, please make sure that corresponding changes are also made to the reference list and figure and table numbers.

\*Please make sure that you have also revised the information about the manuscript, such as the title, abstract, keywords, footnotes, and the ethical checklist.

\*Please contact our Editorial Office when you correct information about the authors, such as their affiliations, or names.

\*Please use full journal titles in the reference list instead of abbreviations of the titles.