

Manuscript Preparation Guidelines of the *Japanese Journal of Risk Analysis*

Enacted by the Executive Board on June 26, 2020

Revised by the Executive Board on March 31, 2022

1. Manuscripts should be in Japanese or English. In the case of Japanese, the English title, author names (roman script, full name), English abstract, keywords, and author affiliations (Japanese and English) should be attached to the first page. **Note, however, that author names and affiliations should not be included in manuscripts submitted for review.**

2. Japanese manuscripts should be written in informal style, using everyday characters (*toyo kanji*) and modern spelling (*kanazukai*) as far as possible. Foreign words in Japanese manuscripts should be translated into Japanese as far as possible; unnecessary use of foreign words should be avoided. If foreign words are used, they should be written in half-width (*hankaku*) characters.

3. For details on the format of English manuscripts, refer to English-language papers in the Journal.

4. The English title of the paper should be written in all initial capitals of the first and main words, e.g., Title of Risk Analysis.

5. Along with the figures and tables appearing in the layout, also provide any Excel and/or PowerPoint files used to create them.

6. The title of each table should be written above the table, whereas the title of each figure or photo should be below the figure or photo. In either case, any notes and explanations **should be below the title**. The titles of figures and tables should be in English for all types of documents.

7. A total of **three to five keywords in English** should be provided. However, each keyword term should be no longer than three words (e.g., risk communication).

8. Citations in the main text should be written “Name/s of author/s (Year).” If there are additional references to the same author/s and same year, express them using lowercase letters in alphabetical order. Both in English or Japanese references, parentheses () and year numerals should be expressed in half-width (*hankaku*) characters. References should not be numbered.

Example citations:

Single author: Ikeda (1987), Baumol (1988a), Baumol (1988b)

Joint authors: Ikeda and Sakashita (1986), Gist and Mott (1988)

Three or more authors: Ikeda et al. (1988), Gist et al. (1989)

Written in parentheses: It was reported that... (Ikeda, 1999).

Multiple references in parentheses: (separate with a semicolon (;)): (Ikeda et al., 1988; Gist et al., 1989)

9. References should be placed at the end of the main text, with Japanese and English references listed together in alphabetical order. It is customary to abbreviate journal names. References should not be numbered. Japanese references should be written in Japanese and separated by a linebreak after English text, as shown in the example. If there is an official English translation of a title, journal name, title of book, etc., in a Japanese reference, it should be used, and if there is no official English translation of a Japanese reference, the Japanese romanization should be provided, both of which include the words “(in Japanese)” at the end.

How to Write References

Name/s of author/s (Year) Name of article, Journal name, Volume (issue), Start page-
End page

Note 1) In Japanese texts, “,” and “.” should be full-width (*zenkaku*) characters.

Note 2) Do not use half-width (*hankaku*) middle dots (*nakaguro*) “·” in Japanese text; use full-width (*zenkaku*) middle dots.

Note 3) In both English and Japanese texts, all alphanumeric characters should be half-width (*hankaku*) characters. For the titles of documents, use lowercase letters for the first letter of each word except the initial word, except when it is customary to use initial capital letters, e.g., for proper nouns.

Note 4) When writing the names of multiple authors, use “and” instead of “&.” The use of “&” in references should be in accordance with the notation used in the references.

Note 5) When writing years in brackets, leave a single-width (*hankaku*) space before “(” and after “)” (opening and closing brackets).

Note 6) The title of books and names of journals should be in italics, and volume numbers should be in bold.

Note 7) Roman brackets and single quotation marks in all texts, as well as commas in

English text, should always be single-width (*hankaku*) characters. A single-width (*hankaku*) space should be inserted after a single-width comma (“;”).

<Examples of Japanese References>

Ikeda, T. (1987) Study on Risk Evaluation, *Japanese Journal of Risk Analysis*, 10(4), 55–60. (in Japanese)

池田太郎 (1987) リスク評価に関する研究, 日本リスク研究学会誌, 10(4), 55-60.

Ikeda, T., Sakashita, J., and Kitabatake, H. (1988) Study on Risk Perception, *Japanese Journal of Risk Analysis*, 11(3), 87–92. (in Japanese)

池田太郎, 坂下次郎, 北畠花子 (1988) リスク認知に関する研究, 日本リスク研究学会誌, 11(3), 87- 92.

Ikeda, T. (2005) Risuku Hyoka ni kansuru kenkyu, Ikeda, T. (ed.), *Risuku Ninchi*, **daigaku shuppankai, 83–110. (in Japanese)

池田太郎 (2005) リスク評価に関する研究, 池田太郎(編)リスク認知, ○○大学出版会, 83-110.

(When CC BY or other indication is required for citing figures, etc.)

Kyoko ONO (2020) Management of Infrastructure from a Perspective of Risk Assessment. *Japanese Journal of Risk Analysis* 29(3): 187–188, (in Japanese), doi: 10.11447/sraj.29.187, licensed under Creative Commons Attribution 4.0 International (CC BY 4.0 license).

小野恭子 (2020) インフラストラクチャー管理とリスク評価, 日本リスク研究学会誌, 29(3), 187-188.

(When references are obtained from the web)

NRKG (2008) Heisei 19 Nendo Risuku Hyoka Jigyo Seika Hokokusho, Heisei 20 Nen 3 gatsu. http://www.jst.go.jp/risk_h22.pdf (Access: 2012, Jun, 29) (in Japanese)

NRKG (2008) 平成 19 年度リスク評価事業成果報告書. 平成 20 年 3 月, http://www.jst.go.jp/risk_h22.pdf (アクセス日:2012 年 6 月 29 日)

<Examples of English References>

Ikeda, T., Sakashita, J., and Kitabatake, H. (2000) Risk perception, *Risk Analysis*, **5**(11), 181–194.

(If there is a DOI)

Ikeda, T., Sakashita, J., and Kitabatake, H. (2000) Risk perception, *Risk Analysis*, **5**(11), 181–194. doi: 10.1177/0011392114559849

EU Council (1999) Report on risk perception study - 93rd Agriculture and Fisheries Council Meeting (Luxembourg, 22–23 October, 1999)

Raiffa, H. (1985) *The Art and Science of Negotiation*, Cambridge: Harvard Univ.

(When CC BY or other indication is required for citing figures, etc.)

Kyoko ONO (2020) Management of Infrastructure from a Perspective of Risk Assessment. *Japanese Journal of Risk Analysis* **29**(3): 187–188, doi: 10.11447/sraj.29.187, licensed under Creative Commons Attribution 4.0 International (CC BY 4.0 license).

10. When URLs are included in references, the underline should be removed from the URL. When URLs are included in references, write them at the end of the reference information (, <http://www...>). Also, access date should be indicated at the end. If a DOI exists for the reference, include it. Whenever necessary, indicate licensing details, e.g., CC BY.

11. In references, “—” (em dashes) should be replaced by “ – ” (single-width space + en dash + single-width space) in both Japanese and English texts.

12. Footnotes are not allowed.

13. Acknowledgments should only be written after a manuscript has been accepted for publication.

14. Manuscripts should be submitted with an A4 layout with the title, author name/s, abstract in English, main text, figures, tables, references, etc., and the following pagination specifications.

Two-column layout, 40 lines, 22 characters per line.

Top margin = 25 mm Bottom margin = 35 mm

Right margin = 15 mm Left margin = 15 mm

Note that figures and tables will be reduced by approximately 80% from their original size.

15. Figures and photos may be in color, but printed documents will be in black and white, so make sure that all contents can be clearly viewed and understood even when printed in black and white.

16. Examples of journal layout (sample files can be downloaded from the SRAJ website)

* When making new submissions, please read all submission instructions and rules carefully before downloading the file. Then prepare and submit your manuscript in accordance with the instructions.