Sample pages of journal of journal of human environmental studies: Subtitle

Author’s name (Department of XXXXXX, AAAAA University, xxxxx@jhes.com, Japan)

Author’s name (Department of XXXXXX, AAAAA University, xxxxx@jhes.com, U.S.A.)

Author’s name (Department of XXXXXX, AAAAA University, xxxxx@jhes.com, U.K.)

**Abstract**

*Please read and follow this guideline to prepare your Journal of Human Environmental Studies (JHES) paper. These guidelines have been formatted to show the detailed requirements that are important in developing a full-length paper. The Abstract section is to be in Italic and should be about 300 words. The whole paper should consist of the following sections: Abstract, Keywords, Introduction, Body of the paper, Conclusion, Acknowledgements, and References.*

**Keywords**

Five keywords are necessary.

**1. Introduction**

The paper should be prepared using Microsoft Word format with page setup as standard A4 portrait (210 mm x 297 mm). There is no limit to the number of pages. The body text should be justified at both ends (i.e. full justification as shown in these guidelines). This format is for our reference, the paper will be edited by the publisher before publication.

**2. Format**

***2.1 Paper***

Papers should be single-line spacing and in a double-column format. The page margin settings are top/bottom 25 mm each, left/right 25 mm each.

***2.2 Font***

The standard proportional typeface font is Times New Roman. Body text should be in 10 point.

***2.3 Title and text style***

Paper title (font size 14 point) should be centred and started from the top margin. Section titles, including Abstract, Keyword, Acknowledgement, and References, are font size 10 and bold. Body section title should be font size 10, bold. The body sub-section title should be font size 10, bold and italic.

Name of authors should be in full, and the affiliation (ex. Department, University name) and email address of author(s) should be provided.

***2.4 Abstract and keywords***

The purpose of the Abstract is to tell potential readers the content of the paper. It should therefore cover the subject studied or discussed, method used or unique approach, new data, results and conclusion, as well as point-of-view, followed by a brief statement of the significance of the new materials. The Abstract should give the main ideas put forth in the full paper, but not just a summary of the latter. Please limit your Abstract in this paper to about 300 words.

***2.5 Body***

Body of the text should follow the Abstract and Keywords. All section headings and subheadings should be numbered as shown in this guideline. Leave two blank spaces between the Section heading (e.g. 2. Format) and one blank space between subheadings (e.g. *2.3 Body*). Please go through the contents in the body of this paper to get more hints.

The paper should normally consist of three portions. The Introduction should describe the nature and background of subject, purpose and significance of the author’s study or work, methodology and materials used. The body is the primary message of the paper and should break down into a number of Sections and Subsections as appropriate. The Conclusion summarizes the points drawn from the study or work, applications of the study, and other important observations.

***2.6 Acknowledgements and references***

If the author(s) likes to acknowledge anyone, place a simple statement in the Acknowledgements. Reference section is the citation of references quoted or used. When references are to be mentioned within the body text, use family name and year of publication as [Smith, 2016] enclosed in squared brackets. For two authors use [Smith and Johnson, 2016]. For more than two authors use [Smith et al., 2016]. References should be arranged alphabetically in ascending order.

**3. Other useful considerations**

***3.1 Abbreviations and units of measurement***

When using abbreviations in your paper, please spell out the first mention in full followed by abbreviations, symbols and nomenclatures. Special symbols that cannot be typewritten should be avoided. S.I. units are to be used for measurement as far as possible and applicable.

***3.2 Equations***

When equations are used they should be numbered as well. Equations should be flushed to the left while equation numbers should be flushed to the right. The method of numbering an equation is shown below. Make judgment regarding their size, shape and number of these illustrations. Use equation editor, if possible, for writing equations.

 (1)

***3.3 Figures and tables***

Figures and Tables need to be embedded in the correct place in the body of the paper within margins. They should be numbered, be read as 1, 2 and so on, and be referred to in the text body. Table and Figure captions should be centred. Try to keep the titles of the Figure and Table simple and not too long. If necessary, “note” and “source” of the information should be included as a sample.

Figure 1:Layout of figures and tables

Note: Insert information here.

Source: Insert information here.

In the case where the figure and table requires a larger space, it can be put under the single column mode and appropriate adjustment should thus be made to enable the continuation of the two-column text as shown in Figure 1. Scanned images, colour diagrams and pictures should be avoided since the proceedings will be printed in black ink.

**4. Conclusion**

These guidelines have been prepared to assist the preparation of the final manuscript for submission to JHES. Please read carefully all sections of the guidelines. If you need assistance or clarification with these instructions, please contact the Editor of JHES at jhes@union-services.com. The paper submission information is shown in the Appendix.

**4. Contribution**

When contributing a paper, it is very important to include the submitting author’s address, telephone number, fax number, and e-mail address. If there is no contact information, we will not process your contribution.

**Acknowledgements**

The authors would like to thank the JHES Editorial Board for their kind assistance in the preparation of these guidelines.

**References**

References should be described according to the following example and arranged in alphabetical order. Do not add DOI (digital object identifier) codes to articles and other materials. For titles of English books and journals, only the first letter should be capitalized; all other letters should be lowercase.

Also, please list all authors, even if there are many.

Example of Journal:

Smith, T. (2016). Paper title. *Journal of Human Environmental Studies*, Vol. 1, No. 1, 203-210.

Smith, T. and Johnson, H. (2016). Paper title. *Journal of Human Environmental Studies*, Vol. 1, No. 1, 203-210.

Smith, T., Johnson, H., and Williams, Y. (2016). Paper title. *Journal of Human Environmental Studies*, Vol. 1, No. 1, 203-210.

Example of Book:

Smith, T. (2016). *Book title*. Publishers.

Smith, T. and Johnson, H. (2016). *Book title*. Publishers.

Smith, T., Johnson, H., and Williams, Y. (2016). *Book title*. Publishers.

Example of Report and others:

Society for Human Environmental Studies (2016). *Report title*.

Human Organization (2016). *Report title*. (Retrieved December 24, 2016 from www.jgtr.sample.com).

Smith, T. (2016). *Report title*. Human Organization

Example of language other than English:

Please add original language, for example “(in Japanese)” after the information as below.

Smith, T. and Johnson, H. (2016). Paper title. *Journal of Human Environmental Studies*, Vol. 1, No. 1, 203-210. (in Japanese)

**Appendix: Paper submission information**

After preparing the whole paper, you are required to prepare the paper in WORD format to make the submission.