**Formatting English Manuscript for Annual Journal of Urban Disaster Reduction Research**

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The Abstract should be justified, leaving a 30 mm margine on the left and right sides. Font should be a 9-point Times-New-Roman. The length should be 200 words or less. ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○

Key words：Times, 9pt, 3 - 5 Words

1. **FORMAT OF MANUSCRIPT**

You should submit Microsoft Word and PDF formats (under 5MB) from web application form.

1. **PAGE SIZE, NUMBER OF PAGES AND LAYOUT**

The page size must be A4 size. The number of pages should be six or less (4-6 pages). No extra pages exceeding the limit are allowed. Top and bottom margins are set at 20 mm and 25 mm, respectively. Left and right margins are 20 mm. The style of manuscript should be single column with 42 lines.

1. **THE FRONT MATTERS**

The front matters include the followings:

Title in Times-New-Roman, 18 pt, bold, should be centered.

(Single spacing of line)

Author(s) in Times-New-Roman, 12 pt, should be centered.

(Single spacing of line)

Affiliation(s) and E-mail address(es) in Times-New-Roman, 10 pt, should be centered.

(Double spacing of lines)

Abstract in Times-New-Roman, 9 pt, max. 200 words.

(Single spacing of line)

Key Words in Times-Italic, 9 pt, max. 5 words, should be centered.

(Single spacing of line)

1. **FONTS OF THE MAIN TEXT AND HEADINGS**

Use 10 pt Times-New-Roman/Symbol font for the text. Avoid using footnotes and/or remarks.

**(1) Main heading**

Capital letters in 10 pt bold face fonts should be used for main headings (chapter titles) that follow the chapter numbers as is shown in this example. Leave single spacing of line before every main heading.

**(2) Sub-headings for sections**

The sub-headings for sections, in 10 pt bold face fonts, with their initial letters capitalized, are preceded by parenthesized section number like **(2)**.

**a) Sub-headings for sub-sections**

They are written just as the sub-headings for sections are done, but follow alphabets with right parentheses.

1. **FIGURES AND TABLES**

Figures, tables, and photographs should be inserted at the page where reference is first made to them. Do not place them altogether at the end of the manuscript. Do not use too small characters in figures and tables. Captions should be centered, but long captions must be indented. The heading of captions is 9 pt bold face.

1. **CITATION AND REFERENCE LIST**

All the references must be numbered in the order of appearance in the article and the right parenthesized numbers are used at the text where it is referred like this1). The reference list must be summarized at the end of the main text. Use 9 pt font for the list.

1. **CONTACT INFORMATION**

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**REFERENCES**

1. Nakajo, S. et al.: Global stochastic tropical cyclone model based on principal component analysis and cluster analysis, Journal of Applied Meteorology and Climatology, Vol. 53, No. 6, pp. 1547-1577, 2014.