

Distribution Studies
The Journal of Japan Society for Distributive Sciences (JSDS)
Japan Society for Distributive Sciences (JSDS)

Manual for Submitting Manuscripts for Consideration and Review

1. *Eligibility for submission.* In principle, members of the Japan Society for Distributive Sciences can submit manuscripts to the journal. Non members of the society can submit manuscripts, but cannot be a first author. If the members have not paid membership charge, manuscripts will not be accepted.
2. *Categories of papers:* The journal publishes both lengthy and short papers.
3. *Text preparation.* 1.5 space all materials, including foot notes, tables, and references, on A4 size white paper with 2.5 cm margins (10-15 words per line). Manuscript must not exceed 10,000 words and 5,000 words for lengthy papers and short papers, respectively, including the title, text and footnotes. In addition, the English of the manuscript should be checked by a native speaker or by a person whose English ability is as good as a native speaker.
4. *Submission of manuscripts.* Four copies of the original manuscript should be sent to:

The Representative of the Editorial Office,
Dr. Hiroyasu Furukawa,
School of Business Administration, Meiji University,
1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo,
101-8301 Japan.
Tel: +813-3296-2080
Fax: +813-3296-2080

You may also send your manuscript (PDF file) by e-mail to:
furukawa[at mark]meiji.ac.jp

5. *Author's identification.* To protect their anonymity in the review process, authors should not identify themselves in the manuscript. Attach a separate page that includes the name(s) of the authors(s) and appropriate biographical information, as well as the title of the manuscript. Include only the title on the first page of the text.

6. *Abstract and key words.* Attach a separate page which includes a Japanese abstract with 800 words or so together with five key words. Abstract should be at the end of the paper.
7. *Tables.* Place each table on a separate page; 1.5 space all material including the title; omit vertical lines.
8. *Figures.* Each figure should be placed on a separate page, and each must have a title. Figures, that are prepared by excel, should be sent along with their source of data.
9. *Headings.* Numbering of headings in the text is as follows: sections are numbered as 1., 2., 3., etc.; subsections are numbered as (1), (2), (3) etc. ; 1), 2), 3) etc.
10. *Units.* % for percent, kg for kilograms, ha for hectares can be used. Numbers should be expressed following the international standards: \$ 1,000,000 = \$ 1 million (or \$ 1 mil.), 1,000,000,000 tons = 1 billion tons (or 1 bil. Tons), etc.
11. *Footnotes.* Number footnotes consecutively through the paper. The numbers should appear at the right shoulder of a word with parenthesis, e.g., ⁽¹⁾, ⁽²⁾, ⁽³⁾, etc. Type all footnotes, 1.5 space, just in front of the “References”.
12. *References and citations.* Place “References” alphabetized by author with the numerical order in brackets [] in a list at the end of the paper. Only cited works should be included in the reference list. An example of references and procedures of citations are given at the end of this manual.
13. *Acceptance for publication.* Acceptance of manuscripts for publication is decided by the editorial office of the journal.
14. *Offprints.* Fifteen offprints will be supplied free of charge to the authors whose manuscripts were accepted for publication. Additional offprints can be ordered on an offprint order form, which is included with proof.
15. *Proofreading.* The author is asked to check the galley proofs for typographical errors and to answer queries from the copy editor. The author is allowed to read the proofs only ones.

(Additions)

Revision of this manual cannot be made without permission from the board of directors of the Japan Society for Distributive Sciences.

References

[1] Chambers, R.G. *Applied Production Analysis: A Dual Approach*. Cambridge: Cambridge University Press, 1988.

[2] Panzer, J.C. and R.D. Willig. "Free Entry and the Sustainability of Natural Monopoly," *Bell Journal of Economics*, Vol. 8, 1977, pp. 1-22.

[3] Panzer, J.C. and R.D. Willig. "Economies of Scale in Multi-Output Production," *Quarterly Journal of Economics*, Vol. 91, 1977, pp. 418-493.

All citations should appear in the text and contain the author's name(s) followed by the parenthesized Arabic number denoting the order of alphabetically listed references, as Chamber [1], Panzer and Willig [3, p. 488], etc. Use "et al." only with four or more authors. Do not use "et al." in the Reference section.