

Writing Manual of the Japanese Journal of Evaluation Studies
(For English papers)

Revised on 18th September 2002

1. Text, Charts, Figures, Graphs, Diagrams, Notes, and References

(1) The paper should be written in the follow order:

First page: Title; the author's name; Affiliation; E-mail address; Abstract (150 words);
Keywords (5 words)

Second page: The main text; acknowledgement; notes; references

(2) Section of the text should be as follow:

1.

1.1

1.1.1

1.1.2

(3) Source of the charts, figures, graphs, and diagrams should be clarified. Submitted charts and others will be photoengraved, therefore it is important that the original chart is clear. Pictures shall be treated as figures.

Figure 1 Number of Students in the State of ○○



Note:

Source:

Table 1 Number of Accidents in the State of ○○



Note:

Source:

(4) Citation of literature in the text should be, (Abe 1995, p.36) or (Abe 1995).

(5) Note in the text should be, (-----¹)

(6) Note and references should be written all together in the end.

Note

1 -----.

2 -----.

(7) Reference should list the literature in alphabet order, and arranged in chronological order.

Follow the examples:

Book: author (year of publication). *Title of the book*. Published location: publishing house.

(e.g.) Rossi, P. H. (1999). *Evaluation: A Systematic Approach 6th edition*. Beverly Hills, Calif: Sage Publication

Article from magazine: author (year of publication). Title. *Title of the magazine*, volume (number), page- page.

(e.g.) Rossi, P. H. (1999). Measuring social judgments. *American Journal of Evaluation*, 15(2), 35-37.

Article in Book: author (year of publication). Title. In editor (Eds.), *Title of the book*. Published location: publishing house, page – page

(e.g.) DeMaio, T. J., and Rothgeb, J. M. (1996). Cognitive interviewing techniques: In the lab and in the field. In N. Schwarz & S. Sudman (Eds.), *Answering questions: Methodology for determining cognitive and communicative processes in survey research*. San Fransisco, Calif: Jossey-Bass, 177-196.

Book by two authors: surname, first name, and surname, first name. (year of publication). *Title of the book*. Published location: publishing house.

(e.g.) Peters, T., and Waterman, R. (1982). *In Search of Excellence: Lessons from America's Best Run Companies*. New York: Harper & Row.

Book by more than three authors: surname, first name, surname, first name, and surname, first name. (year of publication). Title of the book. Published location: publishing house.

(e.g.) Morley, E., Bryant, S. P., and Hatry, H. P. (2000). *Comparative Performance Measurement*. Washignton: Urban Institute.

(note 1) If some references are from the same author with the same publication year, differentiate by adding a,b,c as (1999a), (1999b).

(note 2) If the reference is more than a single line, each line from the second should be indented by three spaces.

(e.g.)

DeMaio, T. J., and Rothgeb, J. M. (1996). Cognitive interviewing techniques: In the lab and in the field. In N. Schwarz & S. Sudman (Eds.), *Answering questions: Methodology for determining cognitive and communicative processes in survey research*. San Fransisco, Calif: Jossey-Bass, 177-196.