

Pro Natura Foundation Japan

Guidelines for Drafting Final Report in English (Overseas Grant)

Updated on 2018.6.28

1. Drafting
 - a. The final report should contain outcomes of the research/activity that was carried out with the fund from Pro Natura Foundation Japan. For a research project, authors should be project members who have made academic contributions to the outcomes. Non-project members who have made outstanding academic contributions may be added to the authors. For an activity project, in case there are a lot of project members, only those names who have played major roles in running the project should be described.
 - b. For **overseas grant programme**, use the **format C**. For a report written in English, a Japanese project member should make translation of the summary in the **overseas format 03**.
 - c. It is preferable that the report title accords with the title written in the application form. However, it does not have to be the same when the report's title most appropriately summarizes the outcomes. Do not add a subtitle.
 - d. Write affiliations only when necessary. They should be as "Biology Department, Heiwa University", "Nature Research Institute, Taiyo University" or "National Research Institute of Natural Resources" and no further detailed affiliation is required. If you have more than one affiliations, mention only the major one.
 - e. **English summary** (format C) should be approximately **200 words**. Avoid direct mentioning of figures, tables and particular references in the summary.
 - f. **Four to six English key words** are required to adequately express contents of the report. Do not use words of author's creation, those lacking generality, excessively long composite words. Title words need not to be repeated as key words.
 - g. The main text should be in a separate file from the formats and prepared in A4 size.
 - h. The volume of the final report should be **no less than 8 pages and up to 12 pages**.
 - i. Although the font type is free, the size should be 10-11 points.
 - j. **Section titles should be numbered as I, II, III..., 1, 2, 3..., 1), 2), 3),...** **from larger to smaller sections**. Write them like "In III, ..." and "... in II-1", when mentioning some particular parts in the main text.
 - k. Years should be written in the Western calendar. However, in historical descriptions about Japan and China etc, the traditional era may be used together with Western years, such as Year 2014 (Heisei 26) .
 - l. Names of animals and plants should be written with **scientific names in italic**.

- m. Geographic locations should be given using latitude and longitude coordinates like “42 degrees 15 minutes north latitude” or “42°15’N.”
- n. Use metric measurements (SI units). Put a half size space between numeral and unit.
- o. Do not describe the information which would cause problems with regard to nature conservation when it is publicized (e.g. habitats of rare species which could possibly be targeted by poachers) .

2. References

- a. List only references cited in the main text.
- b. Each reference should contain (1) author name(s), (2) year, (3) title, (4) journal name, (5) volume (number), and the first and last pages.

2-1. Alignment of references

- c. References should be arranged alphabetically by family name and in case of multi-author references by family name of the first author.
- d. References of the same author should be arranged in the order of publication year. If there are more than one references of the same author in the same year, arrange them according to the citation order with a, b, c, etc added to the year.
- e. Multi-author references should be arranged in order of number of authors. In case of number of authors is the same, arrange them alphabetically by family name of the second and/or further author.

2-2. Citation in the text

- f. All references in the reference list should be cited in the main text in the order of family name of author(s) and year. If the number of authors is more than two, add “et al.” after the first author’s name.
e.g. • According to Polunin and Stainton (1984), …
• Results of several investigations (Roy et al. 2012, Yamada 2015, Tanaka 2018) indicated…
• Through these geomorphological changes, the wetland expanded (Suzuki and Tanaka 2018).
• They are sensitive to high temperature (Anderson et al. 2014a), hence… They are sensitive to climatic oscillation (Anderson et al. 2014b), therefore…

2-3. Examples of references

Journal article

Holdridge, L.R. 1947. Determination of world plant formations from simple climatic data. *Science* 105: 367-369.

April, S.O. and Thomas, C.C. 2014. An assessment of submersion as a mechanical control technique of *Pomacea maculata* eggs in southern Florida, USA. *Natural Resources and Conservation* 2: 6-10.

Craig,P., Trail, P. and Morrell, T.E. 1994. The decline of fruit bats in American Samoa due to hurricanes and overhunting. *Biological Conservation* 69: 261-266.

Welbergen, J.A., Klose, S.M., Markus, N. and Eby, P. 2008. Climate changes and the effects of temperature extremes on Australian flying foxes. *Proceedings of the Royal Society B: Biological Sciences* 275: 419-425.

Anderson, S., Adhikari, B.S. and Rawat, G.S. 2014a. Influence of microclimate on the activity of Royle's pika in the Western Himalaya, India. *Zoological Studies* 53: 73-85.

Anderson, S., Adhikari, B.S. and Rawat, G.S. 2014b. Influence of snow, food, and rock cover on Royle's pika abundance in Western Himalaya. *Arctic Antarctic and Alpine Research* 46: 558-567.

Article in book

Ray, C., Beever, E. and Loarie, S. 2012. Retreat of the American pika: up the mountain or into the void? In: Brodie, J.F., Post, E. and Doak, D. (Eds.) *Conserving wildlife populations in a changing climate*. University of Chicago, Chicago, IL.

Book

Polunin, O. and Stainton, A. 1984. *Flowers of the Himalaya*. Oxford University Press. New Delhi.

Online document

Cartwright, J. 2007. Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/article/news/11/6/16/1>. Accessed 26 June 2007.

3. Figures and tables

a. **All figures and tables should be cited in the main text. Indicate where to arrange them in the final report.** You may use the comment function or insert text boxes for this purpose.

b. **Every figure and table should be submitted in a separate file.**

c. Number each figure and table as Fig. 1. or Table 1.

When one figure or one table is composed of several parts, put a, b, c, etc. to them, which should be cited such as Fig. 1a. or Table 2b in the main text.

d. Pictures and photographs are to be treated as figures.

3-1. Preparation of figures

e. Do not submit figures with low resolutions (no more than 300 dpi).

f. Note that figures will be reduced to approximately 50%. The report will be published in color on our website as PDF files, but hard copies will be printed in black and white. Therefore, take contrasting density of hatching and legends into consideration when preparing draft figures with illustration software programmes.

3-2. Maps

g. Add scale and cardinal directions of the compass to map which does not have latitude and longitude.

h. Maps are copyrighted works. Since it is required to follow the rules of maps' copyright holders when you use published map(s), confirm the rules in advance. For example, when you use contents of

Google Map/Google Earth, it is necessary to indicate the copyright ownership of Google and your data provider.

4. Footnotes and Acknowledgement

- a. Do not use footnotes in principle.
- b. Do not write acknowledgements to the Pro Natura Foundation Japan or our funding programmes. This is because all works published in this report collection are supported by grants of the Pro Natura Foundation Japan. For the same reason, note that there is no necessity to write acknowledgments with regard to funding from other financial aid groups.