Examples of SPM Manuscript Style

Based on SPM Guide to Preparing Manuscripts for Publication

- To Publish an Article in the Journal or Conference Proceedings in English -

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This article is provided as a document sample for papers, which are submitted to Journal or Conference Proceedings in English, in order to improve the authors' convenience. ......(The portion of Abstract should be typed in 9 points characters and only 1 paragraph.).

Keywords and phrases: Templates, Format, Margin, Fonts and Font Sizes, Project Portfolio Management, Programme Management, Project Management, Project Governance

1. Introduction

Set the page size to A4, with 19-mm left and right margins and 22-mm top and bottom margins. A page must have two columns, 50 lines, and standard column width. All paragraphs must be fully justified, except "Keywords and phrases".

The length of the manuscript is strictly limited. (Note 1,2,3)

Use Times New Roman font, as model-dependent and double-byte characters often cause garbling. Numerical expressions do not need to follow this rule.

2. Section numbers

Each section heading should be numbered serially, with a full stop and a blank space before the heading, except for the Notes, Acknowledgments, and References sections.

For headings within subsections, e.g., for paragraphs and/or clauses, use the respective section number (e.g., 1.1, 1.2 ..., 2.1, 2.2 ...) and/or a symbol to show the order (e.g., a), b) ...). Do not add a full stop at the end of subsection numbers; for example, "1.2."

These specifications are for subsection heading and not itemized lists. In itemized lists, do not leave a blank line after starting a new line, even when symbols, such as a) and b), are used.

a) Project portfolio management

b) Programme management

c) Project management

d) Project governance

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2.1 Section titles

Leave a blank line only above the heading, and begin writing the body text immediately below. Use a five-character indent for the first line of a new paragraph in the section.

2.1.1 Clause titles

Clause titles are the same as section titles.

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3. Fonts and font sizes

Use a 10.5-point font size for body text, and a 9-point font size for abstracts, and for the keywords and phrases sections. Note that the main title uses 14-point, and any subtitle uses 10.5-point.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

4. Figures and tables

Number figures and tables serially as separate lists (e.g., Figure 1, Figure 2, etc.; Table 1, Table 2, etc.). Numbers and headings are placed below the figures and above the tables. Leave a space between the number and the heading; do not use symbols, such as colons or commas (e.g., "Table 1 (Heading)"; and not "Table 1 : (Heading)" or "Table 1 . (Heading)"). When figures and tables do not fit within one column, align them to the center of the page, between the two columns.



Figure 1 Example image of homepage

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Table 1 Example table

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5. Citing referenced works

When referenced works are cited in the body text, only the author's family name is used, featured thus: family name + parenthesis + publication year + parenthesis. Below are some example citations.

... according to Crawford and Nahmias (2010) ...

... In Crawford et al. (2010) ...

... According to Niwa and Seki (2015a) ..., and also in Niwa et al. (2015b) ...

... The method (Liu and Yokoyama, 2014) is ...

... The method (Liu et al., 2014) is ...

It is stated that ... (Ohno, 2016).

Notes

Note 1) For the Journal of the Society of Project Management

Research Paper, Applied Research Paper, Contributed Paper: at least 6 pages but no more than 10 pages

Research Note: at least 4 pages but no more than 6 pages

Note 2) For Proceedings of ProMAC

All papers: at least 6 pages but no more than 10 pages.

Note 3) For Other articles see the SPM Guide to Preparing Manuscripts for Publication.

Acknowledgements

Given in the order of Acknowledgements, Referenced Works, Appendices. No section numbers are included.

References

Bowman, J. P. and Targowski, A. W. *Modeling the Communication Process: The Map is Not the Territory.* https://wmich.pure. elsevier.com/en/publications/modeling-the-communication-process-the-map-is-not-the-territory, (accessed 2016-12-19).

Crawford, L., Nahmias, A.H. and Smith, J. (2010). *Competencies for Managing Change.* Int.J. Proj. Manag. 28(1), 405-412.

ISO 21500: 2012. *Guidance on project management.*

Metzger, P. W., and Boddie, J. (1996). *Managing a Programming Project: Processes and People.* Prentice-Hall, Inc.

Niwa, E. and Seki, T. (2015a). *Understanding of Iterate Model based on Project Management Process*. Proc. 16th APIEMS, 862-869.

Niwa, E. and Seki, T. (2015b). *On the Motivation Enhancement Model for IS Development Project*. Proc. 8th ProMAC, 366-373.

Appendices

Any appendices will be featured here.

(If there is blank space on the final page, make adjustments so that the number of blank lines is aligned across both the left and the right columns.)