**Preparation of manuscripts**

**Title should be a maximum of two lines long (14 point, bold, centered)**

　　Double-spaced ->

Taro Godo1 and Hanako Gakkai2 (12 point, centered)

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**Introduction (Headings should be in 10.5 point, bold)**

This file provides the formatting requirements for submitting manuscripts to the joint meeting of Japanese Society of People–Plant Relationships and Japan Horticultural Therapy Association. Please use this paper as a template for preparing manuscripts.

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**Materials and methods (or Survey methods)**

1) The manuscripts should be prepared in Microsoft Word and PDF.

2) The maximum length for each manuscript is two pages, with 38–44 lines per page (Page size: A4).

4) The margins of the pages are as follows: top, 30 mm; bottom, 25 mm; right, 25 mm; left, 25 mm

5) Font

・Times New Roman or Century fonts must be used for the entire manuscript (font color: black).

・The title should be printed in 14 point, bold.

・Name, affiliation, and e-mail address should be printed in 12 point.

・The sentence should be printed about 10.5 points

6) Layout

・The title should be typed on the first line of the first page and be centered.

・There should be one line-spacing between the title and the name(s) of the author(s)

・The name(s) of the author(s) and their affiliation(s) (postal address is not needed) should each be typed on a separate line (centered); the e-mail for the corresponding author should be typed on a separate line (centered).

・There should be one line-spacing between the e-mail and the main body of text.

・The main body of the manuscript should be typed from the first line on the second page.

・Page numbers should not be used in the manuscript.

・The insertion position(s) of the Table(s) and Figure(s) is/are at the discretion of the author, but Table(s) and Figure(s) whose letters/numbers are small and indistinct will not be used. Table(s) and Figure(s) should not exceed 50% of the manuscript.

7) Structure of Abstract

・The main body of the Abstract should, in general, be arranged in the following order—Introduction, Materials and Methods (or Survey method), and Results and Discussion— with each heading in 10.5 point, bold.

8) Please note: Please be careful of appropriate spelling and grammar usage in the manuscript and ensure that no omissions or garbled characters are present. Please be aware that an editor may modify your manuscript to correct the formatting, if necessary.

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**Results and Discussion**

Abstract submission

Please visit JSPPR or JHTA website

Contact details for submitting the Abstract or for any further enquiries is as follows:

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